



# Application for Official Plan and/or Zoning By-law Amendment

## Information Sheet for Applicant

The submission of an application to the municipality to amend the Official Plan or Zoning By-law is provided for the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council.

It is the responsibility of the applicant or agent to make sure the application is complete, accurate and clearly identifies the required amendments. Staff are not permitted to complete the form. Failure to provide all of the required information may result in processing delays of the application.

This information sheet is to assist persons in completing the application. Please contact the [Community Services Branch](#) should you require clarification on the application. For a complete reference to the planning process, please consult the Planning Act.

A pre-consultation meeting is required with staff prior to the submission of the application.

### Application Fee

For either of the following types of amendment, the fee is to be paid at the time of application, by cash, cheque or debit to the "Town of Arnprior":

- \$2,000 for Zoning By-law Amendment
- \$2,000 for Official Plan Amendment
- \$4,000 for Concurrent Zoning By-law and Official Plan Amendments

Note: The fees prescribed herein do not include extra meetings, the processing of objections or any functions relating to a Local Planning Appeal Tribunal hearing. Prior to undertaking any of these matters, the applicant shall enter into an agreement with the Municipality wherein the applicant agrees to reimburse the municipality in accordance with the fees established at that time. The municipality will only require an agreement for costs relating to a Local Planning Appeal Tribunal hearing when the municipality is a proponent of the application.

### Application Submission

The submission of this application must be accompanied with the technical drawing(s), supporting information, and required fee. The owner of the land, or the applicant, shall complete the following application form and the owner's authorization/declaration and submit along with the necessary documents to: Community Services Branch, Town of Arnprior, 105 Elgin Street West, Arnprior, ON K7S 0A8 Phone: (613) 623-4231 ext. 1816 or Email: [planning@arnprior.ca](mailto:planning@arnprior.ca)

### Plan Requirements

All applications for Official Plan Amendments must include the proposed schedule, if the schedule to the Official Plan is to be changed or replaced. All applications for a rezoning must include an accurate sketch, preferably prepared by a qualified professional, showing the items identified in the application.

### Supporting Information

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, Provincial policies and/or applicable regulations. The required

information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management. Information should be submitted in both hard copy and electronic formats.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

The Schedule to Ontario Regulation 543/06 outlines “prescribed” information for an Official Plan Amendment. The Schedule to Ontario Regulation 545/06 outlines “prescribed” information for a Zoning By-law Amendment.

### **Collection of Information**

Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications for minor variance. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to the Clerk’s Department.

# Procedures for Processing an Application

<b>Pre-Application:</b>	The applicant pre-consults with the Town Planner to determine application requirements and related issues and concerns. This pre-consultation may require involvement of other municipal departments and local agencies.
<b>Application Submission:</b>	The Town receives the complete application, technical drawing, supporting information, and required fee. The Town Planner will determine is complete.
<b>Open House:</b>	Staff may determine that an open house is required dependent on the application. Official plan amendments submitted in support of a plan of subdivision/condominium will require an open house.
<b>Application Circulation:</b>	Notices are circulated according to Ontario Regulation, to required agencies and to all assessed landowners within 120 metres of the lands affected by the application. The notice period begins the day the notices are mailed. A notice sign is also placed at the property. Public comments received in writing will be forwarded to the applicant.
<b>Report to Council:</b>	Following the open house (if applicable) but prior to the public meeting, a report is brought to Council providing an overview of the application and relevant policies.
<b>Public Meeting:</b>	Council holds the public hearing. Council will review the purpose of the application, staff comments, agency comments and correspondence and allow the public an opportunity to make comment or question the application.
<b>Town Council Decision:</b>	Staff will prepare a report for Council. The report will provide an overview of the application, demonstrate how the application is consistent/conforms with applicable policies and outlines comments received.  Council may make a decision to adopt a by-law/recommend approval of the application, refuse the application or defer for more information.
<b>County Approval:</b>	The County of Renfrew is the approval authority for amendments to the Town of Arnprior Official Plan. This is only applicable to official plan amendments.
<b>Appeal Period:</b>	The Planning Act requires a twenty (20) day appeal period which begins the day the notice of decision is issued. Notices under Ontario Regulation are circulated to those requesting notice of decision. When the appeal period lapses without appeal, the decision is considered to be final.

The municipality, applicant, or any other person or public body who has requested a copy of the decision may appeal the decision of the Council within the twenty (20) day period by filing an appeal with the Local Planning Appeal Tribunal for a fee.

**Time Frame:** The pre-application process varies depending on the complexity of the application. Staff strive to process applications in a timely manner in accordance with the Planning Act. Appeals or concerns raised at the public hearing may delay the process.

**I have read and understand the application process and understand my role within it.**

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Signature

Date



# Application for Official Plan and/or Zoning By-law Amendment

Zoning By-law Amendment

Official Plan Amendment

## Part 1 – Contact Information

1. Applicant/Property Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Agent Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Solicitor Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Correspondence should be sent to:

Property Owner

Agent

Solicitor

## Part 2 – Property Information

1. Address and Legal Description

Civic Address: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Geographic Twp: \_\_\_\_\_

Concession/Lot: \_\_\_\_\_

Registered Plan: \_\_\_\_\_

Block/Lot No.: \_\_\_\_\_

2. Property Description

Frontage Road (m): \_\_\_\_\_

Frontage Water (m): \_\_\_\_\_

Area (ha): \_\_\_\_\_

Depth (m): \_\_\_\_\_

3. Mortgages, Charges, Easements or Restrictive Covenants:

4. Date the subject lands were acquired by owner:

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5. Is the amendment application to the entirety of the property:

Entire property

Portion of property\*

Not applicable

\*If a portion of the property, please indicate the subject lands on the technical drawing.

6. Current designation of the subject land in the official plan:

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**Part 3 – Official Plan Amendment** (Proceed to Part 4 for Zoning By-law Amendment)

1. Name of Official Plan to be amended: \_\_\_\_\_

2. Name of municipality requested to initiate plan amendment: \_\_\_\_\_

3. Date the request for official plan amendment was made: \_\_\_\_\_

4. Land uses authorized by the current designation:

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5. Does the proposed official plan amendment do the following?

Change a policy in the Official Plan	Yes (go to question #6)	No
Replace a policy in the Official Plan	Yes (go to question #6)	No
Delete a policy in the Official Plan	Yes (go to question #6)	No
Add a policy on the Official Plan	Yes (go to question #7)	No
Change or replace designation in the Official Plan	Yes (go to question #8)	No
Alter any boundary of, or establish a new settlement area	Yes (go to question #9)	No
Remove the subject land from an employment area	Yes (go to question #10)	No

6. Section number(s) of policy to be changed, replaced or deleted:

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7. Purpose of the proposed amendment, if a policy is to be changed, replaced, deleted or added:

\_\_\_\_\_

8. Designation to be changed or replaced:

\_\_\_\_\_

9. Section number(s) of policy dealing with the alteration or establishment of a settlement area:

\_\_\_\_\_

10. Section number(s) of policy dealing with the removal of land from an employment area:

\_\_\_\_\_

11. Indicate how water is supplied to the subject lands (check applicable):

Publicly owned and operated piped water system

Privately owned and operated communal well

Privately owned and operated individual well

Lake or waterbody

Other means: \_\_\_\_\_

12. Indicate how sewage disposal is provided to the subject lands (check applicable):

Publicly owned and operated piped sanitary system

Privately owned and operated communal septic

Privately owned and operated individual septic

Privy/Outhouse

Other means: \_\_\_\_\_

14. If the proposed development is serviced by a privately owned and operated individual or communal septic system, will the completed development produce more than 4500 litres of effluent per day?

Yes

No

If yes, the following professionally prepared reports are required to be submitted with this applications: 1) Servicing options report and 2) Hydrogeological assessment with nitrate impact assessment.

15. Is the requested amendment consistent with the policy statements issued under section 3(1) of the planning act?

Yes

No

Please explain:

Land uses that would be authorized by the proposed amendment:

16. Has the applicant applied for approval of any of the following for the subject land or for land within 120 metres of the subject land?

Official Plan Amendment	Yes	No
Zoning By-law Amendment	Yes	No
Minor Variance	Yes	No
Plan of Subdivision	Yes	No
Consent (Severance)	Yes	No
Site Plan	Yes	No
Minister's Zoning Order	Yes	No

17. If the answer to question 15 is yes, please provide the following information, if known:

File no. of application: \_\_\_\_\_

Name of approval authority: \_\_\_\_\_

Lands affected by the application: \_\_\_\_\_

Purpose of application: \_\_\_\_\_

Status of application: \_\_\_\_\_

Effect of that application on the proposed plan amendment:

18. Please attach the text of the proposed amendment on a separate page, if a policy is being changed, replaced, deleted or added.
19. Please attach the proposed (map) schedule and the accompanying text, if the proposed amendment changes or replaces a (map) schedule.

#### **Part 4 – Zoning By-law Amendment**

1. Please describe the requested amendment:

2. How does the zoning amendment requested conform to the official plan:

3. Is the requested amendment consistent with the policy statements issued under section 3(1) of the planning act?

Yes

No

Please explain:

4. What is the current zoning of the subject land?

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5. Please state the nature and extent of the rezoning requested:

6. What is the reason why the rezoning is requested?

7. Is the subject land in an area where minimum and maximum density requirements apply?

Yes                      No

If yes, what are the density requirements?

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8. Is the subject land in an area where minimum and maximum height requirements apply?

Yes                      No

If yes, what are the height requirements?

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9. Does the requested amendment alter or implement a new settlement area?

Yes                      No

If yes, provide details of the official plan or official plan amendment that deals with this matter:

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10. +Does the requested amendment remove land from an employment area?

Yes                      No                      Not Applicable

+If yes, provide details of the official plan or official plan amendment that deals with this matter:

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11. +Is the subject land within an area where zoning with conditions may apply?

Yes

No

Not Applicable

+If yes, provide details of how the application conforms to the official plan policies relating to zoning with conditions:

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12. What are the existing uses of the subject land and, if known, how long have they continued?

Use: \_\_\_\_\_ Since: \_\_\_\_\_

Use: \_\_\_\_\_ Since: \_\_\_\_\_

Lands are vacant

13. What are the proposed/future uses of the subject land? Please describe:

14. Date the subject lands were acquired by owner, if known:

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15. Access to the property is by (check applicable):

Provincial Highway

Municipal Road

Seasonal Municipal Road

Right-of-Way

Waterbody: \_\_\_\_\_

16. If the only access is by water, please state the parking and docking facilities to be use and distance of this facilities from the subject land to the nearest public road. Please describe:

Distance to nearest public road: \_\_\_\_\_

17. Are there any buildings or structures on the subject land (check applicable):

Yes

No, vacant

18. Are there any **new** buildings, structures, or additions proposed (check applicable):

Addition to an existing building

New main building

Deck addition to existing building

New accessory building

Demolition and rebuilding with addition

Not applicable

Other: \_\_\_\_\_

19. Please provide the following details for all existing or proposed buildings or structures on the subject land (use a separate page if necessary):

**Main Building/Structure**

	<b>Existing</b>	<b>Proposed</b>
Type of building or structure		
Front yard setback		
Rear yard setback		
Side yard setback		
Side yard setback		
Height (m)/ Storeys		
Dimensions/Floor Area		
Date Constructed		

**Accessory Building/Structure**

	<b>Existing</b>	<b>Proposed</b>
Type of building or structure		
Front yard setback		
Rear yard setback		
Side yard setback		
Side yard setback		
Height (m)/ Storeys		
Dimensions/Floor Area		
Date Constructed		

Note: The setback is measured from the closest part of the lot line/road/waterbody to the nearest point of the building. Please ensure that the setbacks and dimensions in the table match those shown on the technical drawing.

20. Indicate how water is supplied to the subject lands (check applicable):

Publicly owned and operated piped water system

Privately owned and operated communal well

Privately owned and operated individual well

Lake or waterbody

Other means: \_\_\_\_\_

21. Indicate how sewage disposal is provided to the subject lands (check applicable):

Publicly owned and operated piped sanitary system

Privately owned and operated communal septic

Privately owned and operated individual septic

Privy/Outhouse

Other means: \_\_\_\_\_

20. If the proposed development is serviced by a privately owned and operated individual or communal septic system, will the completed development produce more than 4500 litres of effluent per day?

Yes

No

If yes, the following professionally prepared reports are required to be submitted with this applications: 1) Servicing options report and 2) Hydrogeological assessment with nitrate impact assessment.

21. Is the subject land also the subject of an application for approval of a plan of subdivision or consent (severance, easement, lot addition) under Sections 51 or 53 of the *Planning Act*?

Yes

No

Unknown

If yes, please state, if known, the file number and status of application:

File No: \_\_\_\_\_ Status: \_\_\_\_\_

22. Has the subject land ever been the subject of an application for a an application under Section 34 of the *Planning Act*?

Yes

No

Unknown

23. Has the subject land ever been the subject of a Minister's Zoning Order?

Yes

No

Unknown

If yes, please state, if known, the Ontario regulation number of that Order:

File No: \_\_\_\_\_ Status: \_\_\_\_\_

## Part 5 – Technical Drawing

On a separate page(s), please provide a technical drawing, preferably prepared by a qualified professional, showing the following. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

- The boundaries and dimensions of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line, and the side yard lot lines;
- The approximate location of all natural and artificial features on the subject land and on the land adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded area, wells, and septic tanks;
- The current uses on the land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
- If access to the subject land is provided by water only, the location of the parking and docking facilities to be used;
- Date of preparation of the technical drawing;
- North arrow and scale to which the sketch is drafted (e.g. 1 cm = 50 m);
- The locations and dimensions of off-street parking spaces and off-street loading facilities;
- Planting strips and landscaped areas.

Note: The technical drawing, in conjunction with the application form, is the basis for the analysis of the application. It is strongly recommended that the applicant spend the necessary time to carefully prepare the drawing. Any application which does not include the above required information may not be accepted.

## Part 6 – Authorization, Permission and Declaration

### 1. Authorization for Agent (if applicable)

I/We, the undersigned, being the registered property owners of the subject land, authorize an agent for the purpose of submitting an application and acting on my/our behalf in relation to said application.

Name of authorized agent: \_\_\_\_\_

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Signature of Property Owner(s)

Date

**2. Permission to Enter Subject Land**

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment and relevant staff to enter upon the said property for inspection purposes, during normal and reasonable working hours. The Owner will not be held responsible or liable if any accident or injury occurs.

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Signature of Property Owner/Agent Date

**3. Acknowledgement of Additional Requirements**

I/We, the undersigned, do acknowledge the potential need for additional studies and/or legal review may be required by the municipality as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete and review to proceed. If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.

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Signature of Property Owner/Agent Date

**4. Declaration of Prescribed Information** (must be signed in the presence of a Commissioner)

I/We, \_\_\_\_\_, of the \_\_\_\_\_ do solemnly declare that all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of the *Canada Evidence Act*.

Sworn (or declared) before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

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Signature of Property Owner/Agent Signature of Commissioner of Oaths

**5. Agreement to Indemnify** (must be signed in the presence of a Commissioner)

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Arnprior (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the Application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the Application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant’s Application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Local Planning Appeal Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month on accounts overdue more than 30 days.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the Application is not paid when due, the Municipality will not be required to process or to continue processing the Application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the Application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Sworn (or declared) before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_.

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Signature of Property Owner/Agent

Signature of Commissioner of Oaths