



## The Corporation of the County of Wellington

# APPLICATION TO AMEND THE COUNTY OFFICIAL PLAN

Please review the following application guidelines

### **PRE-CONSULTATION:**

The County of Wellington strongly encourages applicants to pre-consult with County planning staff prior to submitting an application to amend the County Official Plan. Please contact the Planning and Development Department to discuss your proposal and, if necessary, set up a pre-consultation meeting. Staff can review your proposal and discuss initial planning and technical studies that may be required.

**APPLICATION FEE:** The fee for processing an application for an official plan amendment is payable to the **Treasurer of the County of Wellington** in cash or by cheque. NSF payments will result in the application being considered as incomplete and there will be an additional charge for the issuance of the NSF payment. For information on the current Application Fee, please contact the County of Wellington Planning and Development Department.

**CONSERVATION REVIEW FEE:** This review fee is payment for obtaining a report/review from the appropriate Conservation Authority on an application which is in the Conservation Authority's area of review. This fee must be sent in with your application and is payable to the appropriate Conservation Authority. For details regarding the conservation review fee, please contact the appropriate Conservation Authority for the subject property.

**PEER REVIEW (if required):** The applicant is responsible for the full costs of undertaking peer review for any studies or drawings submitted in support of the application. These costs shall include a 10% administration fee.

**AUTHORIZATION:** If the applicant (e.g. planner, solicitor, or other) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on the behalf of the owner as it relates to the application.

**REQUIRED INFORMATION:** A "Complete Application" includes both prescribed and required information. "Prescribed information" is set out by the Planning Act and under Ontario Regulation 543/06, as amended. "Required information" is information or studies listed within this application form or determined through a pre-consultation process, that the County requires for efficient processing or is necessary to provide the proper evaluation of the application. The County may refuse to accept or further consider an application if this information is not provided.

Note that in some cases, additional studies/reports may be required after an application is submitted and deemed complete to address unforeseen or new matters that require attention.

**SOURCE WATER PROTECTION REVIEW:** As required by the Clean Water Act, sources of municipal water supply are to be protected from potential contamination. Source protection plans have been prepared and approved by the Province to address this matter. If it is determined that if your property is subject to a Source Protection Plan in effect, you will need to complete a [Source Water Protection Screening Form](#) and submit it with your planning application. Your application cannot be deemed complete until a written statement is issued by Risk Management Official under the Clean Water Act.

### **Source Water Protection Contact:**

Kyle Davis, Risk Management Official, 7444 Wellington Road 21, Elora, Ontario N0B 1S0  
Phone: 519.846.9691 x362, email: [sourcewater@centrewellington.ca](mailto:sourcewater@centrewellington.ca)

**DRAWING:** The requirements for the details which are to be illustrated on the drawing are explained in question 27 of this application form.

### **MATERIAL TO BE SUBMITTED:**

**NOTE: ENTIRE SUBMISSION TO BE IN ELECTRONIC FORMAT AS WELL AS HARD COPY (see below)**

- 1) Application fee and conservation review fee;
- 2) One original copy of the draft official plan amendment proposed.
- 3) Completed public consultation strategy form;

- 4) 1 original of the completed application and signed form (including declarations), plus 2 copies of the completed and signed application;
- 5) A complete list of the landowners and mailing addresses (including postal codes) of all properties within 120m of the subject lands. List to be prepared, dated, and signed by staff of the local municipality as the most current information;
- 6) Electronic (PDF) version, 1 hard copy of reports/studies that accompany this application;
- 7) 1 copy of registered deed of title of current owner for the subject land.

## GENERAL PROCESSING

<b>County Oriented Amendments (affects 2 or more local municipalities)</b>	<b>Locally Oriented Amendments (affects only one municipality)</b>
<ol style="list-style-type: none"> <li>1. Application received by County Planning Department – reviewed for completeness.</li> <li>2. Notice of complete application given. Application circulated to prescribed agencies and others. Public meeting date established for Planning and Development Committee to receive comments.</li> <li>3. Notice of Public meeting given under Planning Act. Notice provided to all County Councilors.</li> <li>4. Public meeting held and record prepared by County staff.</li> <li>5. County Planning report provided to Planning and Development Committee. Committee makes recommendation to County Council.</li> <li>6. Planning Committee recommendation and county staff report forwarded to County Council.</li> <li>7. County Council considers by-law to adopt amendment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Application received by County Planning Department – reviewed for completeness.</li> <li>2. Notice of complete application given. Application circulated to prescribed agencies and others. County requests local council to hold public meeting.</li> <li>3. Notice of public meeting given under Planning Act. Notice provided to applicable County Ward Councilors.</li> <li>4. Public meeting held and record prepared by local staff and forwarded to County.</li> <li>5. County planning report provided to County Planning Committee and makes recommendation to County Council.</li> <li>6. Local council recommendation, planning committee recommendation, and county staff report forwarded to County Council.</li> <li>7. County Council considers by-law to adopt amendment.</li> </ol>

### NOTIFICATION SIGNS

After the County has approved the location and wording of the necessary notification signs, the applicant is required to have the approved signs installed at the site and to provide photo evidence of same to the County. The application will not be deemed complete until the required notification signs have been installed and all required information and material has been received.





If the application is to remove land from an area of employment, provide details of the current official plan policies, if any, dealing with the removal of land from an area of employment

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**11. WHAT IS THE CURRENT ZONING OF THE SUBJECT PROPERTY?**

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**12. WHAT IS THE “EXISTING” USE(S) OF THE SUBJECT LAND?**

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**13. HOW LONG HAS THE “EXISTING” USE(S) CONTINUED ON THE SUBJECT LAND? \_\_\_\_\_**

**14. WHAT IS THE “PROPOSED” USE OF THE SUBJECT LAND?**

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**15. PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS OR STRUCTURES ON THE SUBJECT LAND: (Please use a separate page if necessary.)**

	<b>Existing</b>	<b>Proposed</b>
Type of Building(s) or Structure(s)		
Date of Construction		
Building Height	(m) (ft)	(m) (ft)
Number of Floors		
Total Floor Area	(sq.m) (sq.ft)	(sq.m) (sq.ft)
Ground Floor Area (exclude basement)	(sq.m) (sq.ft)	(sq.m) (sq.ft)
Distance from Building/structure to:		
Front lot line	(m) (ft)	(m) (ft)
Side lot line	(m) (ft)	(m) (ft)
Side lot line	(m) (ft)	(m) (ft)
Rear lot line	(m) (ft)	(m) (ft)
% Lot Coverage		
# of Parking Spaces		
# of Loading Spaces		

**16. WHAT IS THE ACCESS TO THE SUBJECT PROPERTY?**

Provincial Highway [ ]      Continually maintained municipal road [ ]      Right-of-way [ ]  
 County Road [ ]      Seasonally maintained municipal road [ ]      Water access [ ]

**17. WHAT IS THE ROAD AUTHORITY FOR ROAD(S) THAT PROVIDES ACCESS TO THE SUBJECT PROPERTY?**

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**18. IF ACCESS IS BY WATER ONLY, PLEASE DESCRIBE THE PARKING AND DOCKING FACILITIES USED OR TO BE USED AND THE APPROXIMATE DISTANCE OF THESE FACILITIES FROM SUBJECT LAND TO THE NEAREST PUBLIC ROAD. THIS INFORMATION IS TO BE ILLUSTRATED ON THE REQUIRED DRAWING UNDER ITEM H OF THIS APPLICATION.**

**19. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:**

	Municipal Water	Communal Water	Private Well	Other Water Supply	Municipal Sewers	Communal Sewers	Private Septic	Other Sewage
Existing								
Proposed								

**19.1** If the requested amendment would permit development on a privately owned and operated individual or communal septic system would more than 4,500 litres of effluent be produced per day as a result of the development being completed?

YES [ ] NO [ ]

**If YES**, the following reports must be submitted with the application?

Servicing Options Report      Included: YES [ ] NO [ ]  
 Hydrogeological Report      Included: YES [ ] NO [ ]

**20. HOW IS STORM DRAINAGE PROVIDED?**

Storm Sewers [ ]      Ditches [ ]      Swales [ ]      Other means [ ]

**21. SOURCE WATER PROTECTION PLAN**

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of an approved Source Protection Plan in effect?

YES [ ]      NO [ ]

If yes, please complete the [Source Water Protection form](#) and submit with your application.

**22. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?**

Change a policy in the Official Plan      YES [ ]      NO [ ]  
 Replace a policy in the Official Plan      YES [ ]      NO [ ]

Delete a policy in the Official Plan	YES [ ]	NO [ ]
Add a policy in the Official Plan	YES [ ]	NO [ ]
Add or Change a designation in the Official Plan	YES [ ]	NO [ ]

**23. Provide a draft Amendment document explaining purpose of the amendment and following information as applicable:**

- a) Explanation of the changes required
- b) Text of the proposed new policy
- c) New designation or revisions to designations
- d) Map of proposed new Schedule attached on a separate page?
- e) Land uses that would be permitted by the proposed amendment

**24. HAS THE CURRENT OWNER (OR ANY PREVIOUS OWNER) MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?**

Local 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 Control	YES [ ]	NO [ ]

**25. IF THE ANSWER TO QUESTION 24 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION**

File No. and Date of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Amendment: \_\_\_\_\_

**26. PLEASE LIST THE TITLES OF REQUIRED AND OTHER SUPPORTING DOCUMENTS:**  
(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)

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**27. PLEASE PROVIDE AN ACCURATE DRAWING OF THE PROPOSAL, PREPARED BY A QUALIFIED PROFESSIONAL. IN SOME CASES IT MAY BE MORE APPROPRIATE TO SUBMIT ADDITIONAL DRAWINGS AT VARYING SCALES TO BETTER ILLUSTRATE THE PROPOSAL. THE DRAWING MUST INCLUDE THE FOLLOWING INFORMATION:**

- owner's/applicant's name;
- legal description of property;
- boundaries and dimensions of the subject property and its current land use;
- dimensions of area of amendment (if not, the entire property);
- the size and use of all abutting land;
- all existing and proposed parking and loading areas, driveways and lanes;
- the nature of any easements or restrictive covenants on the property
- the location of any municipal drains or award drains;
- woodlots, forested areas, ANSI's, ESA's, wetlands, floodplain, and all natural watercourses (rivers, stream banks, etc.);
- the dimensions of all existing and proposed buildings and structures on the subject land and their distance to all lot lines;
- the name, location and width of each abutting public or private road, unopened road allowance or right-of-way;
- if access to the subject land is by water only, provide the location of the parking and docking facilities to be used; and
- other features both on site or nearby that in the opinion of the applicant will have an effect on the application (such as bridges, railways, airports, wells, septic systems, springs, slopes, gravel pits).

**THE DRAWING SHOULD ALSO INCLUDE THE SCALE, NORTH ARROW AND DATE WHEN THE DRAWING WAS PREPARED.**

**FOR FURTHER INFORMATION CONTACT:**

County of Wellington  
Planning and Development Department  
74 Woolwich Street  
Guelph, Ontario, N1H 3T9  
Telephone: 519-837-2600, ext. 2160  
Fax: 519-823-1694  
[www.wellington.ca](http://www.wellington.ca)



**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

The Owner must complete the following to authorize applicant, agent or solicitor to act on their behalf.

**NOTE:** If more than one owner is listed in item #2 of this application, then all owners must sign this authorization section of the application form or by a letter of authorization duly signed. If the Owner is a corporation, the authorization must be by an officer of the corporation who has authority to bind the corporation.

I, (we), \_\_\_\_\_ the Registered Owners of  
\_\_\_\_\_ Of the \_\_\_\_\_ in the  
County/Region of \_\_\_\_\_ severally and jointly, solemnly declare that  
\_\_\_\_\_

Is authorized to submit an application for consent on my (our) behalf.

\_\_\_\_\_  
**Signature(s) of Registered Owner(s) or Corporation's Officer**

**APPLICANT'S DECLARATION**

**This must be completed by the Applicant for the proposed amendment**

I, (we) \_\_\_\_\_ of the  
\_\_\_\_\_ In the County/Region of  
\_\_\_\_\_ **Solemnly declare that all**  
**the statements contained in this application for** (property description) \_\_\_\_\_  
\_\_\_\_\_

**And all the supporting documents are true, and I, (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, and virtue of the CANADA EVIDENCE ACT.**

**DECLARED before me at the** \_\_\_\_\_  
\_\_\_\_\_ Of \_\_\_\_\_ (Owner or Applicant)

\_\_\_\_\_ In the  
County/Region of \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ (Owner or Applicant)

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Printed Commissioner's, etc. Name

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION):**

In accordance with the provisions of the Planning Act Section 1.0.1, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I, \_\_\_\_\_, the applicant, hereby acknowledge the above and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, solicitors, and consultants will be part of the public record and will also be available to the general public.

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

\_\_\_\_\_  
Date

**THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:**

**Director of Planning and Development  
Planning and Development Department  
County of Wellington  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9**

Phone (519) 837-2600 Ext. 2160