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.

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;

GENERAL PROCESSING

County Oriented Amendments (affects 2 or more local municipalities)

Locally Oriented Amendments (affects only one municipality)

- 1. Application received by County Planning Department – reviewed for completeness.
- 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.
- 3. Notice of Public meeting given under Planning Act. Notice provided to all County Councilors.
- 4. Public meeting held and record prepared by County staff.
- 5. County Planning report provided to Planning and Development Committee. Committee makes recommendation to County Council.
- 6. Planning Committee recommendation and county staff report forwarded to County Council.
- 7. County Council considers by-law to adopt amendment.

- 1. Application received by County Planning Department – reviewed for completeness.
- 2. Notice of application complete given. Application circulated to prescribed agencies and others. County requests local council to hold public meeting.
- 3. Notice of public meeting given under Planning Act. Notice provided to applicable County Ward Councilors.
- 4. Public meeting held and record prepared by local staff and forwarded to County.
- 5. County planning report provided to County Planning Committee makes and recommendation to County Council.
- 6. Local council recommendation, planning committee recommendation, and county staff report forwarded to County Council.
- 7. County Council considers by-law to adopt amendment.

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.

COUNTY OF WELLINGTON

OFFICIAL PLAN AMENDMENT APPLICATION FORM (SCHEDULE TO BY-LAW No. 4241-98)

OF	FICE USE ONLY		County File Numl	ber:
File	Name:		Local File Number	:
	Received:		Amount Paid:	
	Deemed Complete:		Date Fee Receive	d:
Proc	essed by:		Signature:	
1. T	TYPE OF AMENDMENT		[] e local municipalities)	Locally Oriented [] (affects one local municipality
2. V	WHAT IS THE PURPOS	E OF AND REASONS	S FOR THE PROPOSE	D AMENDMENT(S)?
	APPLICANT INFORMAT			
a)) Registered Owner's N	ames(s):		
	Address:	_		
	Phone No.: ()	Email:	
b)) Applicant (Agent) Nan	nes(s):		
,	Address:	. ,		
	Phone No.: ()	Email:	
c)) Name, address, Phon	e of all persons havin	g any mortgage charge	or encumbrance on property:
d)) Send Correspondence	e to: Owner[]	Agent[] Other[]	
e)) When did the current	owner acquire the sub	oject land?	

WHAT AREA DOES			[] a	a "portior	" of the property		
(This information sho	uld be illust	rated on the r				s applica	tion.)
PROVIDE A DESCR	RIPTION OF	THE "ENTIF	RE" PROPERT	Y:			
Municipal Address <u>:</u>							
Concession:		Lot:	R	egistere	d Plan No. ——		
Area:	_ hectares	Depth:		metres	Frontage (width):		metres
	_ acres	Depth:		feet	Frontage (width):		feet
PROVIDE A DESCR IF ONLY A "PORTIC				DED			
Area:	_ hectares	Depth:		metres	Frontage (width):		metres
	_ acres	Depth:		feet	Frontage (width):		feet
oage numbers for ear As required by the Prepared in making decisions	ch PPS issu	ie applicable i		ion.			
	covincial Policons on all a	icy Statement ipplications. CIAL GROWTHE GREENB	to this applicat t (PPS), planni TH PLAN, IS T ELT PLAN? F	ng Autho	orities "shall be cons JECT LAND WITH E EXPLANATION O	sistent w	ith" the REA OI
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•	VHAT IS THE CURRENT ZONING OF THE SUBJECT PROPERTY?
١	/HAT IS THE "EXISTING" USE(S) OF THE SUBJECT LAND?
-	HOW LONG HAS THE "EXISTING" USE(S) CONTINUED ON THE SUBJECT LAND?
١	/HAT IS THE "PROPOSED" USE OF THE SUBJECT LAND?

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

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

16. WI	HAT IS THE	ACCE	ESS TO THE	SUBJEC	T PROPERTY?	•			
Pr	rovincial High County F				maintained mu maintained mu			Right-of-wa Water acce	
	HAT IS THE THE SUBJ				OAD(S) THAT	PROVIDES	ACCESS		
	USED OR T SUBJECT L ON THE RE	TO BE AND T QUIRE	E USED AN TO THE NEA ED DRAWIN	D THE A REST PU G UNDER	SE DESCRIBE PPROXIMATE BLIC ROAD. THEM H OF THEM PPLY AND SE	DISTANCE HIS INFORI	E OF THESE MATION IS TO ATION.	FACILIT	IES FROM
	Munic		Communal	Private	Other Water	Municipal	Communal	Private	Other
Essin4i	Water		Water	Well	Supply	Sewers	Sewers	Septic	Sewage
Propo									
! :	communal se development	eptic s t being ollowin otions I	ystem would g completed? ng reports mu Report	YES ust be sublincture.	t development on 4,500 litres of [] NO [] mitted with the uded: YES [] uded: YES []	effluent be application?	produced per		
20. HC	OW IS STOR	M DR	AINAGE PR	OVIDED?					
	Storm Sev	wers [[] D	itches []	Swa	les []	Other m	neans []	
21. S	OURCE WA	TER P	ROTECTIO	N PLAN					
	the subject la proved Sourc				Area, Issue Con	tributing Area	a, or Intake Pro	tection Zone	e of an
!	lf yes, please	comple	ete the <u>Source</u>	e Water Pro	tection form and	submit with y	our application	l.	
22. DC	DES THE PR	ОРО	SED OFFICIA	AL PLAN	AMENDMENT	DO THE FO	LLOWING?		
	Change a po Replace a po	•			YES YES		0 [] 0 []		

		Add a policy in the Official Plan Add or Change a designation in the Official Plan	YES [] YES []	NO [] NO []
23.	ı	Provide a draft Amendment document explaining information as applicable:	ng purpose of	the amendment and following
	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 sep	arate page?	
	e)	Land uses that would be permitted by the proposed	d amendment	
24.		AS THE CURRENT OWNER (OR ANY PREVIOUS HE FOLLOWING, EITHER ON OR WITHIN 120 ME		
		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, PLEAS	SE PROVIDE 1	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:		

Aggregate License Report, Stormwater Man	agement Report, etc.)

- 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

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:	authorization sect	ion of the application for corporation, the author	2 of this application, then all or orm or by a letter of authoriza zation must be by an officer o	tion duly signed.
I, (we),				the Registered Owners of
			Of the	in the
County	/Region of		severally	and jointly, solemnly declare tha
Is autho	orized to submit an	application for consen	on my (our) behalf.	
	Sig	nature(s) of Register	ed Owner(s) or Corporation	's Officer
	This mus		NT'S DECLARATION SEE Applicant for the propose	ed amendment
I, (we)				of the
				In the County/Region of
				Solemnly declare that all
the sta	tements contained	l in this application f	or (property description)	
believii under (ng it to be true and	d complete, and know the CANADA EVIDE	ving that it is of the same fo	declaration conscientiously orce and effect as if made
		Of	(Ow	ner or Applicant)
		In the	(-	,
County	/Region_of			
This _	day of	20	(Ow	ner or Applicant)
	Commissioner of O	aths	Printed Cor	mmissioner's, etc. Name

APPLICANT'S CONSENT (FREEDOM OF INFORMATION):

Signature of Owner(s) or Authorized Agent	Date
my agents, solicitors, and consultants will be part of the public r	ecord and will also be available to the general public.
and Protection of Privacy Act that the information on this applica	
acknowledge the above and provide my consent in accordance	with the provisions of the Municipal Freedom of Information
development application and supporting documentation, $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$, the applicant, hereby
Department to provide public access to all development appli	cations and supporting documentation. In submitting this
In accordance with the provisions of the Planning Act Section 1.	0.1, it is the policy of the County Planning and Development

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