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Application Package for an Amendment to the Official Plan

**PLEASE SUBMIT YOUR
COMPLETED APPLICATION TO:**

Liz Mitchell, Planning Coordinator
The Municipality of Trent Hills
66 Front Street South
P.O. Box 1030
Campbellford, Ontario
K0L 1L0

Tel: (705) 653-1900 ext. 224
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Application for Amendment to the Official Plan

***Corporation of the Municipality of Trent
Hills***

Guide to Applicants

CONTENTS:

1. Guide to Applicants
2. Application Form (please submit in triplicate)
3. Appendix 1 – Survey Plan and Preliminary Site Plan Specifications

NOTE: CONSULT THE GUIDE TO APPLICANTS PRIOR TO COMPLETING APPLICATIONS.

GUIDE TO APPLICANTS

This Guide to Applicants presents a general outline of the procedures followed by the Municipality of Trent Hills when processing applications to amend the Official Plan pursuant to Sections 17 of the Planning Act, 1990, as amended. When a person requests the approval of the Council of The Corporation of the Municipality of Trent Hills for an amendment to the Official Plan, the application shall be submitted in accordance with the following procedure. It is recommended that the applicant should discuss the technical details of the proposed amendment with the Municipality's Planning Staff. The nature and scale of certain applications will require a pre-consultation meeting prior to the formal submission of an application.

Copies of the application forms to be used are attached to this Guide in triplicate and can be obtained from the Planning Department at the Municipality of Trent Hills, 66 Front Street South, Campbellford, ON K0L 1L0.

1. The application form is to be **completed fully** and the appropriate signatures affixed as required. One (1) copy is to be retained by the applicant and two (2) copies are to be submitted to the Planning Department. Each application is to be accompanied with the appropriate application fee as set forth on the application form. The application also shall include **four (4)** copies of any associated plans or other supporting material. See Appendix 1 of the Guide to Applicants for additional information regarding Survey Plan and Site Plan specifications.

Incomplete, incorrect or inaccurate applications cannot be processed until the required information is provided. Applicants **must specify the exact nature and details of the amendment being sought** and if necessary, the applicant should

seek professional planning and/or legal advice prior to submitting an application formally. Applicants are advised that substantial revisions to the application after the application has been filed with the Municipality, may create delays in processing and may require that more than one Public Meeting be held on the application in accordance with the requirements of the Planning Act, 1990, as amended.

Notes:

- a) It is in the applicant's interest to submit sufficient additional information to enable Council, the Planning Advisory Committee and citizens to fully understand the purpose and effect of the application.
 - b) In addition to the above, the Municipality has specific policies and requirements contained in the Official Plan. Some of these requirements are outlined below. However, there may be other requirements when dealing with specific locations – please discuss with Planning Staff and make reference to the Official Plan. It should be noted that in certain circumstances, it is necessary to complete a Site Plan Agreement between the Municipality and the developer pursuant to the terms of the Site Plan Control By-Law.
2. The application will be received and reviewed by the Planning Advisory Committee. Upon completion of the review, a recommendation is forwarded to Council.
 3. The application is circulated to various municipal departments and other public agencies for review and comment.
 4. A date for a Public Meeting on the application is set and Notice of the Public Meeting is sent to the applicant, to such other interested parties as the Planning Advisory Committee or Council may deem desirable, to all property owners within one hundred and twenty (120) metre radius of the lands that are the subject of the application and to anyone who has formally requested such Notice.
 5. At the Public Meeting, the application is introduced to those persons present. The applicant or an agent for the applicant should be prepared to address the Meeting in support of the application and to answer any questions. Other interested parties will be given an opportunity to speak in favour of or in opposition to the application and any written submissions regarding the application will be received.

Notes:

- a) It is the applicant's responsibility to represent the application before the Planning Advisory Committee or Council. In this regard, the applicant is responsible for any material (i.e. Preliminary Site Plans or Plans of Subdivision) that they feel is necessary to support their presentation. In addition, the applicant should be prepared to provide a description of the

proposed project. Specific issues which should be addressed include access to the site, parking facilities, proposed density or size of buildings, proposed uses, special features, major servicing and/or road works, and the relationship of the project to the surrounding area. It is noted that Planning Staff will not describe the project in any special detail other than to outline the required Official Plan amendments.

6. A report is prepared by the Planning Staff for review and recommendation to Council. The Council may approve or refuse, or may defer the application for further study.
7. Where Council approves the application, the necessary documents and amending By-Law(s) are prepared and passed by Council.
8. When the amending By-Law is passed by Council for an Official Plan Amendment, they will be circulated in accordance with Section 17(23) of the Planning Act and if no objections are received within twenty (20) days of notice being given, the By-Law or By-Laws will come into force and take effect.

APPEALS TO ONTARIO MUNICIPAL BOARD

9. Where Council refuses to propose the amendment to the Official Plan or fails to propose the amendment within one hundred and eighty (180) days of the request, the applicant may request the Minister of Municipal Affairs to refer the proposal to the Ontario Municipal Board. The Minister may refuse the request or may refer the proposal to the Ontario Municipal Board (Reference Section 17 of the Planning Act).

FEE SCHEDULE

10. In order to defray part of the costs incurred by the Municipality of Trent Hills in processing your application, the Municipality has adopted a fee schedule as noted on the application form. The fee, payable to the Municipality of Trent Hills, may be paid in cash, cheque or money order.

In addition to the foregoing, the following policy applies to the specific circumstances outlined as follows:

8.12.3 Amendments to the Official Plan

- b) As a pre-requisite to the consideration of any application to amend this Plan, the Municipality may require the applicant submit those studies that are considered necessary to enable the application to be properly assessed, which may include:

- Assessment of servicing implications;
- Analysis of soil, subsoil and groundwater conditions (geo-technical and hydro-geological studies);
- Environmental impact studies (EIS);
- Environmental site assessments (for potentially contaminated sites);
- Noise and vibration assessments;
- Traffic studies;
- Market and needs surveys;
- Stormwater management studies;
- Assessments of financial impact; and
- Archeological review.



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Application for Amendment to the Official Plan

Corporation of the Municipality of Trent Hills

Application Form

To: Liz Mitchell
 Planning Coordinator
 Municipality of Trent Hills
 P.O. Box 1030
 66 Front Street South
 Campbellford, Ontario K0L 1L0

Pursuant to Section 17 of the Planning Act, I/We, the undersigned hereby submit an application, in duplicate to amend the Official Plan.

I/We enclose the application fee of \$3,500.00, payable to the Municipality of Trent Hills, and the deposit of \$5,000.00 payable to the Municipality of Trent Hills, to cover potential analysis and special consulting costs.

The following information is required to allow your application to be processed in an expedient fashion: (Please PRINT)

APPLICANT INFORMATION	
Name:	Telephone Number:
	Fax Number:
Address: (including Postal Code)	
Email Address:	

AGENT INFORMATION	
Name:	Telephone Number:
	Fax Number:
Address: (including Postal Code)	
Email Address:	

REGISTERED OWNER INFORMATION	
Name:	Telephone Number:
	Fax Number:
Address: (including Postal Code)	
Email Address:	

PROPERTY	
Municipal Address:	
Roll Number:	
Registered Plan No. (If Applicable)	Lot or Block No.
Frontage: _____ metres	Depth _____ metres
Area: _____ acres	
Present Use of Property: _____ _____	

Please attach to the application:

1. A legal description of the property;
2. A survey plan showing the subject property **outlined in red**. Indicate on the survey plan the location, size and use of all existing buildings on the subject lands.
3. The applicant/owner's total landholdings in the immediate area; and
4. A key map showing the development as related to the surrounding street system and existing land uses.

COPIES OF THE LEGAL DESCRIPTION AND SURVEY ARE REQUIRED.

Do you propose to amend the Official Plan? Yes No

If yes, please complete the following:

If a change in the type of intensity of land is requested:

Present Official Plan Designation:

Change Requested: _____

Reasons: _____

If a policy change is requested:

Section:

Change Requested: _____

Reasons: _____

Any other material deemed necessary to support this application must also be attached.

PLEASE NOTE: All applications should be accompanied by a Preliminary Site Plan (4 copies) which is attached to this application form.

SITE INSPECTION

Applicants are advised that by submitting this application they acknowledge that municipal representatives are permitted to enter onto the subject property at an appropriate time. Municipal representatives will identify themselves and the purpose of the visit.

PEER REVIEW

Applicants are advised that specialized technical reports submitted in relation to an application may require Peer Review to address technical concerns. It is the Policy of the Municipality of Trent Hills that the costs of Peer Review shall be paid by the applicant.

DECLARATION

I/We, _____
of the Municipality of _____ in the County
of _____ solemnly declare that all the statements
contained in this application for consent and all the supporting document are true and
that I/We make this solemn declaration conscientiously believing it to be true and
complete and knowing that is of the same force and effect as it made under oath and
virtue of the CANADA EVIDENCE ACT.

Signature of Applicant:	Signature of Applicant:
Printed Name of Applicant:	Printed Name of Applicant:
Date:	Date:
Signature of Benefitting Property Owner:	Signature of Benefitting Property Owner:
Printed Name of Benefitting Property Owner:	Printed Name of Benefitting Property Owner:
Date:	Date:
Signature of Agent:	Signature of Agent:
Printed Name of Agent:	Printed Name of Agent:
Date:	Date:

DECLARED before me at the _____ of
_____ in the County of _____
this _____ day of _____ 20_____.

A Commissioner, etc.

The information on this form is being collected under the authority of section 4 of the *Municipal Freedom of Information and Protection of Privacy Act*. This information will be used for the purpose of processing an access request under the *Act*. Enquiries regarding the collection of this information should be directed to the Office of the Clerk / Freedom of Information Coordinator, Municipality of Trent Hills, 66 Front St. S., Campbellford, Ontario, K0L 1L0, (705) 653-1900.



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Corporation of the Municipality of Trent Hills

Owner's Authorization for Agent Representation

Liz Mitchell
Planning Coordinator
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, Ontario K0L 1L0

Phone: (705) 653-1900 ext. 224
Fax: (705) 653-5203
Email: liz.mitchell@trenthills.ca

To be completed if an agent is used to represent the owner.

I, _____ being the registered owner of the subject
(Print Name of Owner)

lands hereby authorize _____ to prepare and submit
(Print Name of Agent)

an application to Amend the Official Plan.

Signature of Owner

DD/MM/YYYY

Signature of Agent

DD/MM/YYYY



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Appendix 1: Survey Plan and Preliminary Site Plan Specifications

The following materials shall accompany every application:

PLANS:

- (a) SURVEY PLAN – EXISTING CONDITIONS
- (b) PRELIMINARY SITE PLAN – PROPOSED DEVELOPMENT

(a) **SURVEY PLAN:**

1. Legal Description

Lot, Block and Registered Plan Numbers of the property and those adjacent thereto.

2. Dimensions

Length of each boundary, area of property, in square metres or hectares; exact location and use of existing buildings on the subject site and existing buildings on abutting properties indicating dimensions of all yards that abut the site.

3. Rights-of-Way

Both sides of all abutting streets and street intersections; street widenings with curb lines; 0.3 metre reserve; type and extent of all easements both on and adjacent to the property, with dimensions.

4. Natural Features

Such as trees, springs, water courses and rock outcroppings with their exact locations.

5. Grades

Over the entire property by contour lines at 1.5 metre intervals on steep sites – less on relatively flat sites – and the contours of a reasonable portion of the adjacent properties.

b) PRELIMINARY SITE PLAN:

Showing Proposed Development, including the following:

1. Buildings

Each building is to be identified by use, number of floors, full outside dimensions, including building height and representative dimensions for yards.

2. Parking Areas

Designed as to garages, carports or open parking, with capacity (breakdown and totals) and dimensions of access ways.

3. Indicate any proposed streets, with right-of-way width, and proposed division of property, including dimensions for all proposed property lines.

4. Driveways and Ramps

With dimensions indicating grades of ramps, vehicular circulation and one-way traffic and curbs. Show curve radii and curbs at all street access and driveway intersections.

5. Other Features

Garden and retaining walls, protective railings, walks, areas for recreation, play lots, landscaping, service and delivery access, extent of underground garage and location of ramps, stairwells, garbage depots, etc.

6. Finished Ground Grades

Indicate proposed finished ground grades shown in geodetic levels.

7. Site Statistics (in chart form)

Showing areas – the following expressed both in square metres and as a percentage of the total lot area:

- (a) main building(s)
- (b) accessory building (if any)
- (c) parking and other areas for vehicular use
- (d) landscaped areas
- (e) road widening (where applicable)
- (f) in the case of multi-unit developments, the number of units proposed broken down by number of bedrooms per unit.

If the subject site is to be divided, indicate the above information for each of the proposed properties.

8. **All Drawings**

Should state the project applicant's name, address and contents. All should include the north arrow (which should point to the top of the page), date, scale and also nature and date of all revisions.

All drawings should have a scale not smaller than 1:360. It is requested that drawings be delivered in a roll or else folded so as to fit into legal size folder.