



APPLICATION FOR OFFICIAL PLAN AMENDMENT

Planning Act, R.S.O. 1990 c. P.13, s 22(4); 1996, c4, s.13
O. Reg. 198/96, Schedule

NAME OF OWNER	NAME OF AGENT (if applicant is an agent authorized by the owner)
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE

AMENDMENT REQUEST
Date of request to municipality to initiate proposed amendment:
Name of the official plan proposed to be amended:

LEGAL DESCRIPTION of subject land (the municipality, concession and lot numbers, reference plan and part numbers, street name and number)

AREA OF LAND
State the approximate area of the land covered by the proposed amendment, if applicable and if known:

POLICY - EXISTING - The proposed amendment: (circle one) changes replaces deletes a policy in the official plan.
NAME/DESCRIPTION OF AFFECTED POLICY:

POLICY - ADDITION - If applicable the proposed amendment adds the following policy to the official plan:

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PURPOSE - if the proposed amendment changes, replaces, deletes or adds a policy, state the purpose of the proposed official plan amendment

CURRENT DESIGNATION - State current designation of the subject land on the Land Use Schedule of the official plan (if applicable):

State current land uses authorized by the official plan designation:

EFFECT OF PROPOSED AMENDMENT ON DESIGNATION

The proposed amendment: _____ changes _____ replaces a designation of the Land Use Schedule of the official plan.

Name the designation proposed:

LAND USE - State the land uses that would be authorized by the proposed amendment:

OTHER APPLICATIONS - State whether the subject land or any land within 120 metres (400') of the subject land is the subject of an application made by the applicant for approval of an official plan amendment, a zoning by-law amendment, a minister's zoning order amendment, a minor variance, a plan of subdivision, a consent or site plan.

1. Type of application: _____

Application file # _____ Approval authority: _____

Lands affected: _____

Purpose of application: _____

Status of application: _____

Effect of application on proposed amendment: _____

2. Type of application: _____

Application file # _____

Lands affected: _____

Purpose of application: _____

Status of application: _____

Effect of application on proposed amendment: _____

TEXT - PROPOSED AMENDMENT - State the text of the proposed amendment if a policy in the official plan is being changed, replaced or deleted, or if a policy is being added to the official plan.

(Add additional sheet if further space required)

Where the proposed amendment changes or replaces a schedule in the official plan, attach the proposed schedule and the text that accompanies the schedule.

AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize _____
to be the applicant in the submission of this application.

Signature of Owner

Signature of Owner

Date

DECLARATION OF APPLICANT

I _____ of the _____ of
_____ in the _____ of _____

solemnly declare that:

All the statements contained in this application and provided by me 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.

DECLARED before me at the _____

of _____

in the _____ day of _____ 19 _____

Signature of applicant

Signature of Commissioner, etc.

FOR OFFICE USE ONLY

Name of Owner _____ Address _____

Name of Agent _____ Address _____

Date received _____ Amendment number _____

Checked by _____ Date of Acceptance _____

Existing official plan designation _____

Pertinent policies _____

APPLICATION CONCERNING:

Land Use _____

Parks _____

Major streets _____

Description of amendment required _____

RECOMMENDATIONS TO APPLICANTS FOR OFFICIAL PLAN AMENDMENTS

When you apply for an official plan amendment, you are required to submit information which is prescribed by Provincial Regulation as well as other additional information which the municipality requires regarding the amendment. The more information provided, the less likely delays will occur in the review. An Official Plan Amendment must be based on proper planning principles. It is recommended that an applicant:

1. Examine all pertinent planning documents. The proposed amendment must be consistent with the general goals, objectives and development policies of the municipal official plan. The amendment must also have regard to the Provincial Policy Statement issued under the Planning Act. The County of Essex Official Plan places the Provincial Policy Statement into the regional context of Essex County. An amendment to a municipal official plan must conform to the County Official Plan.
2. Examine surrounding land uses: The proposed development must fit into the surrounding community. Show the options required to mitigate any adverse impact on surrounding land uses (if any).
3. Examine the capacity of municipal services to accommodate the proposal (existing water, sewage, storm drainage and roads). The proposed density of development must be supported by information about servicing. Contact the municipality or the relevant road authority.
4. At least one public meeting will be held and adequate information must be made available to the public in advance of the public meeting. The Planning Act contains time-lines regarding the processing of this application. These time lines are based on the date on which the **complete** application was received.