

COUNTY OF RENFREW

OFFICIAL PLAN AMENDMENT GUIDE AND APPLICATION FORM

This document includes a guide to the County of Renfrew Official Plan Amendment application requirements, and the form.

Introduction:

The submission of an application to the County to amend the County of Renfrew Official Plan is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of this Guide is to assist persons in completing the application to amend the Official Plan. Should you require clarification on any matter covered by this application form, please contact the County Office at the address at the bottom of this page. For a complete reference to the Official Plan process, please consult the Planning Act.

Application Fee:

Each application must be accompanied by the application fee in the form of a cheque payable to the County of Renfrew:

Fee: \$2,200.00

Copies:

In addition to the original application, copies of the application, including the sketch or schedule and other information as may be specified, shall be required.

Authorization:

If the applicant 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 behalf of the owner as it relates to the subject application (See Part IV, pages 5 and 6).

Proposed Schedule/Sketch:

All applications for Official Plan Amendments must include a proposed Schedule, if the Schedule to the Official Plan is to be changed or replaced.

Supporting Information:

Please bear in mind that additional information may be required by the County, local municipality and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the 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.

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.

Approval Process:

After the submission of an application, the County staff will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the required fee have been provided. If the application is complete, the County staff will deem the application to be received.

The applicant/owner will be notified whether the application is complete or whether more information is required.

Upon receipt of a complete application, the required fee and such other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act). The applicant will be encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Amendments to the County of Renfrew Official Plan are adopted and approved by County Council.

Please be advised that the Planning Act provides for appeal procedures in respect of Official Plan Amendments.

Submit your Application to: County of Renfrew Development and Property Department
Planning Division
9 International Drive
Pembroke, Ontario K8A 6W5
Toll Free Telephone #: 1-800-273-0183
Local Telephone #: 613-735-7288
Fax #: 613-735-2081 www.countyofrenfrew.on.ca

20. *IF THE ANSWER TO QUESTION 19 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:

21. *PLEASE ATTACH THE TEXT OF THE PROPOSED AMENDMENT ON A SEPARATE PAGE, IF A POLICY IS BEING CHANGED, REPLACED, DELETED OR ADDED.

22. *PLEASE ATTACH THE PROPOSED OFFICIAL PLAN (MAP) SCHEDULE IDENTIFYING THE LANDS TO BE REDESIGNATED AND THE ACCOMPANYING TEXT, IF THE PROPOSED AMENDMENT CHANGES OR REPLACES A (MAP) SCHEDULE.

PART III OTHER SUPPORTING INFORMATION

23. PLEASE LIST THE TITLES OF ANY SUPPORTING DOCUMENTS (e.g., Environmental Impact Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.):

PART IV AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:

(Please complete either **24.1, 24.2** or **24.3**, below whichever is applicable.)

24.1 AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I, _____, am
the owner(s) of the land that is the subject of this application for Official Plan Amendment and I/we
authorize
to make this application and provide instruction/information on my/our behalf.

Date Signature of Owner

Date Signature of Owner

24.2 CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I, _____, am an Officer/Director of the
Corporation that is the owner of the land that is the subject of this Application for Official Plan
Amendment, and I hereby authorize
to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation:

Date Signature of Corporate Representative & Title

Date Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

24.3 Signature of Power of Attorney

I am the Power of Attorney for
the owner/applicant of the subject lands appointed on the _____ day of _____, 20____.

The Power of Attorney document is currently in force and has not been revoked.

Signature of Power of Attorney

PART V *AFFIDAVIT (This affidavit must be signed in the presence of a Commissioner):

I (we), _____ of the _____

of _____

in the County of Renfrew solemnly declare that all of the information required under Ontario Regulation 543/06 and the statements contained in this application are true, and I (we), 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**.

DECLARED before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 2 _____.

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

Date

NOTE: One of the purposes of the *Planning Act* is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County/local Municipality to such persons as the County/local Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

FOR OFFICE USE ONLY

County OPA File No.:

Date of Receipt of Application:

Date of Receipt of Fee:

Date deemed complete:

Authorization of Owner Received: Yes No N/A

Date:

County Planning Staff