

**Township Official Plan Amendment Application Form**

**Note to Applicants:** This application form must be used for amendments to the **Township Official Plan**. In this form, the term “subject land” means the land that is the subject of this application.

**Completeness of the Application**

The information in this form that **must** be provided by the applicant is indicated by the **black arrows (➔)** on the left side. This information is prescribed in the Schedule to Ontario Regulation 543/06 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee. If the mandatory information, including the fee is not provided, the municipality will return the application or refuse to further consider the application until the prescribed information, and fee have been provided.

**Please Note:** Personal information contained on this form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to assist in the correct processing of the application. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3 (705-743-0380).

Prior to submitting this application to the Township, applicants are requested to meet with Township staff and County Planning Department staff to determine which supporting studies, as outlined in the County and/or Township Official Plan, will be required to be submitted with the application in order to deem the application ‘complete’. If the appropriate studies are not submitted with the application, the application will be refused. The County is the approval authority for Township Official Plan Amendments.

**Submission of the Application**

The Township requires:

- 3 copies of the completed application form;
- 3 copies of the survey and/or sketch (measurements to be in metric units), on 8½” x 14” paper if the amendment is site specific and is amending the land use description on a property;
- 5 copies of additional information or reports, if required, and;
- The applicable fee - as indicated on the municipality’s fee schedule;
- Peer Review Reimbursement Agreement (if applicable) and associated fee/deposit

**For Help**

If you require help completing the application form, you can contact the municipal office during regular office hours.

<b>Application for Official Plan Amendment</b>
<b>For Office Use Only</b>

Municipality:	Ward:	Official Plan Amendment No.
Date of Application Submission:	Date of Public Meeting:	Date of Adoption:
<b>→1. Applicant Information</b>		
Name of Applicant:	Email Address:	
Address:	City:	Province: Postal Code:
Telephone: ( )	Fax: ( )	
<b>2. Agent Information</b>		
Name of Agent (if any):	Email Address:	
Address:	City:	Province: Postal Code:
Telephone: ( )	Fax: ( )	
<b>3. Registered Owner Information</b>		
Name of Registered Owner(s) (if not applicant):	Email Address:	
Address:	City:	Province: Postal Code:
Telephone: ( )	Fax: ( )	
<b>→4. Description of Subject Lands</b>		
Ward:	Municipality:	
Lot:	Concession:	
Reference Plan:	Part Number:	
Street Name:	Street No.:	
→5. Total Area of land covered by the proposed amendment (if applicable and known):		
→6. Indicate how water will be provided to the subject property (municipal piped water system, private individual or communal well, lake, or by other means):		
→7. Indicate how sewage disposal will provided to the subject property (municipal sanitary sewage system, private individual or communal septic system, privy, or other means):		
<b>Important:</b> If the requested amendment would permit development on privately owned and operated individual or communal septic system, and more than 4500 litres of effluent would be produced per day as a result of the development, please include a <b>servicing options report and a hydrogeological report.</b>		
→8. Does the amendment propose to (please indicate yes or no): Yes / No		

i) Change, replace or delete a policy in the municipal Official Plan? ii) Add a policy to the municipal Official Plan? iii) Change or replace a land-identification category on the land use schedule of the municipal Official Plan?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>→9. If the amendment request changes, replaces or deletes a policy, please identify the appropriate policy (by page and section number):</p>	
<p>→10. If the amendment request changes, replaces or deletes a policy or adds a policy, please indicate the <b>purpose</b> of the Official Plan Amendment request (use additional sheets if necessary):</p>	
<p>→11. If a policy is being changed, replaced or deleted or if a policy is being added to the municipal Official Plan, indicate the <b>text</b> of the Official Plan Amendment request (use additional sheets if necessary):</p>	
<p>→12. What is the current designation of the subject lands in the municipal Official Plan and the land uses authorized by this category (if applicable)?</p>	
<p>→13. If the amendment request changes or replaces a designation, please identify the designation to be changed or replaced <b>and</b> the <b>purpose</b> of such change:</p>	
<p>14. Please provide the rationale/justification for the amendment request related to questions 8 to 13 on a separate sheet of paper.</p>	
<p>→15. What are the land uses which would be authorized by the Official Plan amendment request?</p>	
<p>→16. If the amendment request changes or replaces a schedule in the municipal Official Plan, please attach the <b>proposed schedule change</b> to the back of this</p>	

application.

➔17. If the amendment request changes all or any part of a settlement area boundary, or establishes a new settlement area in a municipality, please describe the current Official Plan policies dealing with the alteration or establishment of a settlement area and how this amendment conforms or does not conflict with these policies (attach a separate sheet if necessary).

➔18. If the amendment request removes the subject land from an area of employment, please describe the current Official Plan policies dealing with the removal of land from an area of employment and how this amendment conforms or does not conflict with these policies (attach a separate sheet if necessary).

➔19. Is the subject property within an area of land designated under any provincial plan(s) as defined in Section 1 of the *Planning Act*? (e.g. Growth Plan, Oak Ridges Moraine Conservation Plan)? If yes, please explain how this amendment conforms or does not conflict with the provincial plan(s).

➔20. Are the subject lands, **or** lands within 120 metres of the subject lands, the subject of any other application under the Planning Act (please indicate yes or no)?

	Yes	/	No
i) Application for approval of an Official Plan amendment:	<input type="checkbox"/>		<input type="checkbox"/>
ii) Zoning By-law amendment:	<input type="checkbox"/>		<input type="checkbox"/>
iii) Minister's zoning order amendment:	<input type="checkbox"/>		<input type="checkbox"/>
iv) Minor variance:	<input type="checkbox"/>		<input type="checkbox"/>
v) Plan of subdivision or condominium:	<input type="checkbox"/>		<input type="checkbox"/>
vi) Consent:	<input type="checkbox"/>		<input type="checkbox"/>
vii) Site plan:	<input type="checkbox"/>		<input type="checkbox"/>

➔21. If yes to any of the above, and if known, please indicate:

i) The file number(s) of the application(s): \_\_\_\_\_

ii) The name of the approval authority considering the application:  
\_\_\_\_\_

iii) The lands affected by the application:  
Municipality:  
Ward:

Lot:  
Concession:  
Reference Plan:  
Part number:  
Street Name:  
Street Number:

iv) The purpose of the application:

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v) The status of the application:

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vi) The effect of the application on the proposed amendment:

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**Note: If more space is required, please attach the required information to the back of this application.**

22. Indicate the use of the subject land:

a) Current use(s):

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b) All previous known uses:

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c) Has there been an industrial or commercial use on the subject land or adjacent lands?

Yes    No   If yes, specify the use \_\_\_\_\_

d) Has the grading of the subject land been changed by adding earth or other material?

Yes    No    Unknown

e) Has a gas station been located on the subject land or adjacent lands at any time?

Yes    No    Unknown

f) Has there been petroleum or other fuel stored on the subject or adjacent lands?

Yes    No    Unknown

g) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes    No    Unknown

h) What information did you use to determine the answers to the above questions?

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i) If **Yes** to 17 (c), (d), (e), (f), or (g), a previous use inventory is needed showing all former uses of the subject land, or if appropriate, the adjacent land.

23. (a) Table 1 below lists the features or development circumstances which relate to Provincial Policy conformity issues. Complete Table 1 and be advised of the potential information requirements in noted sections.

<b>Table 1 - Significant Features Checklist</b>				
Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance in metres to the lands which are subject to the amendment	Potential Information Needs
	YES (✓)	NO (✓)		
Non-farm development near designated urban areas or rural settlement areas				Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>				Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>				Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres				Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				Address possible leachate, odour vermin and other impacts.
Sewage Treatment Plant				Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line				Evaluate impacts within 100 metres.
Controlled access highways including designated future ones				Evaluate impacts within 100 metres.
Operating Mine Site				Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres				Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse impacts?
Airports where noise exposure forecast (NEF) or noise exposure projection				Demonstrate feasibility of development above 30 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is

(NEP) is 30 or greater.				not permitted.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate the need for the use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				Will the development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				Will development hinder continued operation or expansion?
Significant wetlands				Demonstrate no negative impacts.
Significant portions of habitat of endangered or threatened species				Demonstrate no negative impacts.
Significant: fish habitat, woodlands and valleylands south of the Canadian Shield, Areas of Natural and Scientific Interest, wildlife habitat				Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate how these will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archeological resources				Assess development proposed in areas of high and medium potential for significant archeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains				Where one-zone flood plain management is in effect, development

				is not permitted within the flood plain.  Where two-zone flood plain management is in effect, development is not permitted within the floodway.  Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.
Hazardous sites <sup>4</sup> and rehabilitated mine sites				For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.
Contaminated sites				Assess an inventory of previous uses in areas of possible soil contamination.

1. **Class 1 industry** - small scale, self contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. **Class 2 industry** - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. **Class 3 industry** - indicate if within 1,000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. **Hazardous sites** - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays or organic soils) or unstable bedrock (Karst topography)

23. (b) For each feature or development circumstance of potential concern identified in Table 1, identify how regard was had to the Provincial Policy Statement. Explain below or attach on a separate page.

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24. Is there any other information that may be useful to the County in reviewing this Official Plan or plan amendment (i.e. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach a separate page.

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## **Information to Applicants**

### **Application Form**

The application form must be complete at time of submission. Dark blue or black ink only – do not use pencil. The original copy of the application must be submitted to the Township. Incomplete applications will not be accepted. The applicable Official Plan and Zoning By-law should be consulted by the applicant when preparing an application for Exemption of Part Lot Control.

For additional information, please contact the Township of Cavan Monaghan Planning and Building Services Department at 988 County Road 10, Millbrook ON L0A 1G0 or by telephone at (705) 932-9334 between 8:30 a.m. - 4:30 a.m.

### **Species at Risk**

The applicant and any prospective owners are advised that endangered and threatened species exist in the area and may exist on the site. Property owners are responsible for identifying endangered and threatened species and their habitat within the property prior to undertaking work. They must also ensure that the work/activity will not result in negative impacts. Property owners are encouraged to consult with their local Ministry of Natural Resources District Office if they have questions about the *Endangered Species Act, 2007*. The Peterborough District Office is located at 300 Water Street in Peterborough. The telephone number for the office is 705-755-2000 or 1-800-667-1940.

Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local Ministry of Natural Resources Species at Risk Biologist. For more information on the Endangered Species Act, 2007 or the full list of species at risk, please visit [www.ontario.ca/speciesatrisk](http://www.ontario.ca/speciesatrisk). A list of the Species at Risk in the Township of Cavan Monaghan is also available from the Township Planning Department.

## Sworn Declaration

I/We (applicant(s)) \_\_\_\_\_  
of the \_\_\_\_\_ of \_\_\_\_\_  
(Village/Township/Town/City) (Municipal Name)

solemnly declare that:

All the above statements and the information contained in all the exhibits transmitted herewith, are true and 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 by virtue of the Canada Evidence Act and agree to allow the County of Peterborough, its employees and agents to enter upon the subject property for the purposes of conducting surveys and tests that may be necessary to process this application.

I/we also agree to pay any additional funds required by the County for the processing of this application in accordance with the County's Fee Structure By-Law. Additional funds will not be required until the original application fee has been expended.

Declared before me at the \_\_\_\_\_  
of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner  
(if not the same as applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
A Commissioner, etc.

I/We also acknowledge that the information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application. The name and business address of the applicant and/or authorized agent is public information. Any other personal information collected will only be used for internal purposes. Questions about this collection can be made to the Planning Department, 705-932-2929.