



**For Office Use Only**

Pre-consultation date: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ File Number: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Legal Deposit: No Yes:(\$)\_\_\_\_\_

**Official Plan Amendment Application Form**

*Pursuant to Section 17 and 32 of the Planning Act, R.S.O. 1990, c. P.13, as amended*

**Applicant Checklist**

Please check to ensure the following is provided:

- Five (5) paper copies of complete application and one (1) electronic copy
- Completed Authorization Form (if applicable)
- Legal Deposit (if applicable)
- Deed/transfer
- Survey (most up to date)
- Pre-Consultation Form
- Required Studies (if applicable)
- Application Fee (see below for fee amount)

**Type of Application and Required Fee**

Please indicate which type of application you are applying for:

Official Plan Amendment (\$1,828.17)

Official Plan Amendment & Zoning By-law Amendment – Concurrent (\$2,437.49)

*(If applying for OPA & ZBL concurrently, please fill out and attach the Town of Perth's Zoning By-law amendment application form)*

## Owner/Applicant Information

Name of Property Owner(s): \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Applicant/Agent: \_\_\_\_\_

*(If Applicant/Agent is different than Property Owner, the Owner's Authorization is required (see p. 8).  
The Applicant/Agent will receive all communications relating to this application.)*

Telephone: (Home) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Municipal Freedom of Information and Protection of Privacy Act*

*Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.*

## Property Description/Location and Information

### 1. Legal Description of Property

Civic Address: \_\_\_\_\_

Reference/Registered Plan Number: \_\_\_\_\_

Part/Lot/Block Number: \_\_\_\_\_

Concession Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

### 2. Dimensions of Property: (metric)

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

### 3. Easement or Restrictive Covenants:                      Yes                      No

*(If yes, describe):* \_\_\_\_\_

\_\_\_\_\_

4. Are there are of the following uses or features on the subject lands or within 500 meters of the subject property?

*(Please check all following uses and features that apply and indicate whether they apply to the subject property or to a property within 500 meters. If within 500 meters of subject land, please give approximate distance.)*

Bulk Fuel Storage Facility: \_\_\_\_\_

Landfill Site (Active or Closed): \_\_\_\_\_

Sewage Treatment Plant/Lagoon: \_\_\_\_\_

Industrial Use Designated for Aggregate Extraction: \_\_\_\_\_

Active Railway Line: \_\_\_\_\_

Flood Plain or Other Natural Hazard: \_\_\_\_\_

Natural Gas or Oil Pipeline: \_\_\_\_\_

Contaminated Site: \_\_\_\_\_

Provincially Significant Wetland: \_\_\_\_\_

Area of Natural and Scientific Interest (ANSI): \_\_\_\_\_

Fish/Wildlife Habitat: \_\_\_\_\_

Designated Heritage Building/Site: \_\_\_\_\_

5. Is the property within the Source Water Protection Zone?

No                      Yes: IPZ Level \_\_\_\_\_

**Official Plan and Zoning Information**

1. What is the current Official Plan designation of property? \_\_\_\_\_

2. What is the current Zoning of the property? \_\_\_\_\_

3. What land use does the current Official Plan designation permit? \_\_\_\_\_  
\_\_\_\_\_

4. What land use will be permitted by the proposed amendment? \_\_\_\_\_  
\_\_\_\_\_

5. Does the proposed amendment change, replace or delete a policy in the Official Plan?

Yes                      No

*If yes, what is the policy to be changed, replaced or deleted?*

6. Does the proposed amendment add a policy to the Official Plan?

Yes                      No

*If yes, what is the purpose of the proposed amendment?*

7. If the proposed amendment changes, replaces, deletes or adds a policy to the Official Plan, what is the suggested text of the proposed policy amendment?

*(Attach to application)*

8. Does the proposed amendment change or replace a designation in the Official Plan?

Yes                      No

*If yes, what is the designation to be changed or replaced?*

9. If the proposed amendment changes or replaces a designation in the Official Plan, what is the purpose of the proposed amendment?

10. If the proposed amendment changes or replaces a designation in the Official Plan, what is the proposed text?

*(Attach to application).*

11. Does the proposed amendment change or replaced a schedule in the Official Plan?

Yes                      No

*(If yes, please attach a copy of the proposed schedule and include the proposed text that accompanies the schedule)*

12. Purpose and reasons in support of the proposed Official Plan Amendment:

13. Is the proposed amendment consistent with the Provincial Policy Statement?

Yes                      No

14. Is the subject land within an area of land designation under any provincial plan(s)?

Yes                      No

*(If yes, does the proposed amendment conform to the provincial plan(s))*

Yes                      No

### Servicing Information

1. Is access to the subject land to be/or is currently provided by:

Municipal Road (please circle if it is maintained either seasonally or year round)

Private Road/Lane

County Road

Other (describe): \_\_\_\_\_

2. Type of Water Supply to Subject Lands:

Publicly owned and operated piped water system

Privately owned and operated piped water system

Privately owned and operated individual well

Communal well

Lake or other water body: \_\_\_\_\_

Other Source: \_\_\_\_\_

3. Type of sewage Disposal System Servicing Subject Lands:
- Publicly owned and operated sewage disposal system
  - Privately owned and operated septic system
  - Communal septic system
  - Other means: \_\_\_\_\_
4. Provision of Storm Drainage:
- Piped Municipal Storm Sewers
  - Ditches
  - Swales
  - Other means: \_\_\_\_\_
5. Other Services and Utilities Available:
- Electricity
  - Natural Gas
  - School Bussing
  - Garbage Collection
  - Other: \_\_\_\_\_

### Other Planning Applications

1. Has the site ever been subject /or currently is the subject of an application under the *Planning Act* for:
- |                         |                         |
|-------------------------|-------------------------|
| Official Plan Amendment | Zoning By-law Amendment |
| Plan of Subdivision     | Consent                 |
| Minor Variance          | Other: _____            |

*If yes to any of the above, please fill out the information below (if more than one, please attach a separate sheet with below application information)*

File Number: \_\_\_\_\_

Name of Approval Authority Considering Application: \_\_\_\_\_

Land Affected by Application: \_\_\_\_\_

Purpose: \_\_\_\_\_

Status: \_\_\_\_\_

Effect on requested amendment: \_\_\_\_\_

2. Has any property within 120 meters of the subject land been subject to any application under the Planning Act for:

Official Plan Amendment  
Plan of Subdivision  
Minor Variance

Zoning By-law Amendment  
Consent  
Other: \_\_\_\_\_

*If yes to any of the above, please fill out the information below (if more than one, please attach a separate sheet with below application information)*

File Number: \_\_\_\_\_

Name of Approval Authority Considering Application: \_\_\_\_\_

Land Affected by Application: \_\_\_\_\_

Purpose: \_\_\_\_\_

Status: \_\_\_\_\_

Effect on requested amendment: \_\_\_\_\_

3. Is this application a re-submission                      Yes                      No

*(If yes, describe how the application has been changed from the original)*

4. Identify if the land has ever been subject of a Minister's Zoning Order, if know, give the Ontario Regulation Number of that order: \_\_\_\_\_

### Required Studies

This application form must be accompanied by all the submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided. A pre-consultation meeting with Planning and Development staff is required PRIOR to the submission of this application.

## Notice to Applicant

Subject to an initial application review, the Town of Perth may accept and declare this application complete on the basis that the required application fee and any required deposit has been paid. However, the applicant hereby acknowledges that the application will cease to be complete in the event that the Town's costs for processing the application exceed the initial application fee or exceed 75% of the value of any required processing deposit and in such circumstances the processing of the application will be suspended until the funds necessary to pay outstanding costs and the initial application fee or the initial deposit, as applicable have been reinstated.

## Declarations

### Authorization of Owner for Agent to Make the Application:

If the application is to be signed by an applicant/agent/solicitor on behalf of the owner, the following authorization must be completed or the owner must submit a letter of authorization.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application and I/we authorize, \_\_\_\_\_, to make this application on my/our behalf.

Signature: \_\_\_\_\_  
(Registered Owner)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Registered Owner)

Date: \_\_\_\_\_



**Consent of Owner:**

I/We, \_\_\_\_\_, am/are the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Registered Owner)

**Freedom of Information / Access to Property Consent:**

The applicant/owner hereby acknowledges that this application is a public document and all information provided in the application and information submitted with the application will be available for public review and scrutiny

*(Personal contact information including mailing address, email address and phone numbers will remain confidential).*

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Applicants Signature

The owner hereby authorizes Planning Staff or employees of the Corporation of the Town of Perth working on behalf of the Director of Development Services to enter into the lands that are subject to this application during the regular business hours of the Town of Perth for the purpose of inspecting, evaluating and recording information about the site's terrain and drainage, the exterior of any buildings and any other exteriors features relevant to the application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Name and Title *(Please Print)*

**Agreement to Indemnify:**

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Perth (the "Town") from all costs and expenses that Town may incur in the connection with the processing of the Applicant's planning application for the approval under The Planning Act.

Without limiting the foregoing, such costs and expenses shall include all administrative, legal, engineering, planning, advertising, and consulting fees and charges incurred or payable by the Town to process the application, together with all costs arising from the Town, if required or requested by the Applicant appearing at any hearing of appeal to the Ontario Land Tribunal ("OLT") from any decisions by Town Council, the Committee of Adjustment or the County's Land Division Committee as the case may be, approving the Applicant's application.

The Applicant agrees that if any amount owing to the Town in respect to the application is not paid within 30 days of being issued; the Municipality will not be required to process or to continue processing the application or appear before the OLT in support of a decision approving the application until the amount has been paid in full.

The Applicant further agrees, that any amount owing by the Applicant is a debt of the Applicant and the Town, in addition to other remedies available to it by law, is entitled to recover the amount owing with interest from the Applicant by actions in the Courts.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Registered Owner)

**Affidavit or Sworn Declaration that the Information is Accurate:**

*(To be signed in the presence of a Commissioner)*

I \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_, solemnly declare that all of the above statements contained in this application 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 and by virtue of *The Canada Evidence Act*.

Declared before me at the

\_\_\_\_\_ in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant or Owner

\_\_\_\_\_  
Commissioner of Oaths