



## Instructions for Official Plan Amendment Application

**PLEASE DETACH AND RETAIN THE FIRST THREE PAGES FOR FUTURE REFERENCE**

### BACKGROUND INFORMATION

This process pertains to an application for official plan amendment pursuant to Section 22 of the *Planning Act*. Prior to the Municipality processing the application, it is required that a copy of the attached application form be completed including the processing fee of \$2,500.

Acceptance of the application by the Municipality shall not be construed as relieving the applicant from the obligation to obtain any license, permit, authority or other approval required by the Municipality, the Conservation Authority having jurisdiction, or any other public authority or body.

Please note:

- **The County of Middlesex is the approval authority for official plan amendments.**
- The application must be completed in metric units.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information, studies and/or reports may be required by the Municipality prior to approval being granted. The Municipality reserves the right to determine what information is necessary in order to properly process an application.

### APPLICATION SUBMISSION

Please submit the application, sketch and fee to:

Municipality of Thames Centre  
4305 Hamilton Road  
Dorchester, ON  
N0L 1G

Marc Bancroft, MPL, MCIP, RPP  
Director of Planning and Development Services  
519.268.7334 x 223  
[mbancroft@thamescentre.on.ca](mailto:mbancroft@thamescentre.on.ca)

| <b>APPLICATION PROCESS</b> |   |
|----------------------------|---|
| <b>Step 1</b>              | <b>Consult with Planning Staff:</b> Applicants are encouraged to meet with Staff prior to submitting an application. Please contact the Senior Planner. Depending on the nature of the application, you may be required to submit studies in support of your proposal.  |
| <b>Step 2</b>              | <b>Application submission:</b> Complete the attached application form and include the submission of the required processing fee.  |
| <b>Step 3</b>              | <b>Complete application accepted:</b> The file is opened and timelines for processing are established.  |
| <b>Step 4</b>              | <b>Notice of Public Meeting:</b> The application is circulated to the public, agencies and municipal departments. The public circulation applies to every property owner within 120 metres of the subject land and to every person and public body that has provided a written request for such notice. A “Possible Land Use Change” sign is erected on the subject land.   |
| <b>Step 5</b>              | <b>Public Meeting:</b> Municipal Council meetings are generally heard on the first and third Mondays of every month. The purpose of the meeting is to hear from members of the public. It is recommended that you and/or your agent attend the Meeting to explain the reasons for your application. Council does not make a decision on the application at this meeting.  |
| <b>Step 6</b>              | <b>Planning evaluation report:</b> Staff undertakes an evaluation of the application using the relevant planning policy documents.  |
| <b>Step 7</b>              | <p><b>Municipal Council:</b> A staff recommendation is provided to Council:</p> <ul style="list-style-type: none"> <li>○ If the amendment is adopted, a notice is sent to the Owner and property owners within 120 metres of the subject land advising them of the adoption of the official plan amendment and that the amendment is being forwarded to the County of Middlesex for consideration of approval.</li> <li>○ If the amendment is refused, a notice is sent to the Owner and property owners within 120 metres of the subject land advising them of the Notice of the Refusal, which may be appealed to the Local Planning Appeal Tribunal provided a Notice of Appeal is submitted to the Clerk of the Municipality along with the material prescribed by the Tribunal within 20 days of the date of the Notice of Refusal.</li> <li>○ Where an application is referred back to staff, the owner should contact the Senior Planner to discuss the options and opportunities going forward, and for clarification of the referral.</li> </ul> |
| <b>Step 8</b>              | <b>County of Middlesex:</b> The County undertakes a circulation of the amendment to prescribed agencies for review and comment. County Planning Staff also undertakes an evaluation of the amendment and provides a recommendation to County Council.   |
| <b>Step 9</b>              | <b>Notice of Decision:</b> The County’s decision is subject to a 20 day appeal period from the date of the Notice of Decision.  |

|                |   |
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| <b>Step 10</b> | <b>Enactment:</b> If no appeal is submitted, the Official Plan amendment is enacted and brought into force. |
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## APPEAL TO THE LOCAL PLANNING APPEAL TRIBUNAL

If an application is made for an official plan amendment and the County of Middlesex fails to make a decision within 180 days after the day the application is deemed complete by Staff, the applicant may appeal to the Local Planning Appeal Tribunal (LPAT) with respect to the application.

Anyone may appeal a decision of the County of Middlesex to the LPAT within 20 days of the date of the Notice of the Decision of the County Clerk by personally delivering or sending a Notice of Appeal to the Clerk of the County of Middlesex and the required forms, downloadable from the LPAT website (<http://www.elfto.gov.on.ca>). The appeal must set out the reasons for objecting to the decision following the LPAT's procedures and must include the prescribed fee. The County Clerk will then prepare an appeal package and forward it to the LPAT. The LPAT will schedule a hearing and give written notice of the time and date in advance of the hearing. The decision of the LPAT is considered final.



| For Office Use Only |  |
|---------------------|--|
| Date Received:      |  |
| File Number:        |  |

## Official Plan Amendment Application

Pursuant to Section 22 of the *Planning Act*

|  |              |
|--|--------------|
| <b>1. Applicant information</b>  |              |
| <b>Registered owner(s) of the subject land</b>   |              |
| Name:  |              |
| Address:   |              |
| Town:  | Postal Code: |
| Phone:   | Cell:        |
| Fax:   | Email:       |
| <b>Authorized agent (authorized by the owner to file the application, if applicable)</b> |              |
| Name:  |              |
| Address:   |              |
| Town:  | Postal Code: |
| Phone:   | Cell:        |
| Fax:   | Email:       |

|  |                        |
|--|------------------------|
| <b>2. Name of the Official Plan requested to be amended:</b> |                        |
| <b>3. Description of subject land</b>                        |                        |
| Geographic Township:   | Lot(s)/Concession:     |
| Registered Plan:   | Lot(s):                |
| Reference Plan:  | Part(s):               |
| Street Address:  | Municipal Roll Number: |
| <b>4. Dimensions of subject land (in metric units)</b>       |                        |

|   |        |                               |                             |
|---|--------|-------------------------------|-----------------------------|
| Frontage:   | Depth: | Area:                         |                             |
| <b>5. Does the requested amendment change, replace or delete a policy of the Official Plan?</b>   |        | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |
| <b>6. Does the requested amendment add a policy to the Official Plan?</b>   |        | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |
| <b>7.a. Please describe the purpose of the requested amendment?</b>   |        |                               |                             |
|   |        |                               |                             |
| <b>7.b. Please provide the current designation of the subject land in the County of Middlesex Official Plan and an explanation of how the proposed amendment conforms with the County of Middlesex Official Plan?</b> |        |                               |                             |
|   |        |                               |                             |
| <b>8.a. Current Official Plan designation:</b>  |        |                               |                             |
| <b>b. Please list the land uses that are authorized by the current Official Plan designation?</b>   |        |                               |                             |
|   |        |                               |                             |
| <b>9. Does the requested amendment change or replace a designation in the Official Plan?</b>  |        | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| *If yes, please indicate the designation to be changed or replaced?   |        |                               |                             |
|   |        |                               |                             |

|  |  |                              |                               |
|--|--|------------------------------|-------------------------------|
| <b>10. Please list the land uses that the requested Official Plan amendment would authorize?</b>   |  |                              |                               |
|  |  |                              |                               |
| <b>11. Water Supply:</b> Water supply will be provided via?  |  |                              |                               |
| <input type="checkbox"/>   | publicly owned and operated piped water system       | <input type="checkbox"/>     | lake or other water body      |
| <input type="checkbox"/>   | privately owned well or communal well                | <input type="checkbox"/>     | other (please specify) _____  |
| <b>12. Sewage Disposal:</b> Sewage disposal will be provided via?  |  |                              |                               |
| <input type="checkbox"/>   | publicly owned and operated sanitary sewage system   | <input type="checkbox"/>     | privy                         |
| <input type="checkbox"/>   | privately owned individual or communal septic system | <input type="checkbox"/>     | other (please specify) _____  |
| <b>13 Storm Drainage:</b> Storm drainage will be provided via?   |  |                              |                               |
| <input type="checkbox"/>   | storm sewers   | <input type="checkbox"/>     | swales                        |
| <input type="checkbox"/>   | municipal drainage ditches                           | <input type="checkbox"/>     | other (please specify) _____  |
| <b>14. Please indicate if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed.</b> |  |                              | Yes* <input type="checkbox"/> |
|  |  |                              | No <input type="checkbox"/>   |
| *If yes, have the following reports been submitted as part of the requested amendment?   |  |                              |                               |
| servicing options report   |  | Yes <input type="checkbox"/> | No <input type="checkbox"/>   |
| hydrogeological report   |  | Yes <input type="checkbox"/> | No <input type="checkbox"/>   |
| <b>15. Is the subject land or land within 120 metres of it the subject of:</b>   |  |                              |                               |
| An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ?   |  |                              | Yes* <input type="checkbox"/> |
| *If yes, provide the following: File No. _____ Status _____  |  |                              | No <input type="checkbox"/>   |
| A Minister's zoning order under the <i>Planning Act</i> ?  |  |                              | Yes* <input type="checkbox"/> |
| *If yes, provide the following: Reg. No. _____ Status _____  |  |                              | No <input type="checkbox"/>   |

|   |                                      |                                    |
|---|--------------------------------------|------------------------------------|
| <p>An application for approval of a Plan of Subdivision under the <i>Planning Act</i>?</p> <p>*If yes, provide the following: File No. _____ Status _____</p>   | <p>Yes* <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>An application for an application for Consent or Minor Variance under the <i>Planning Act</i>?</p> <p>*If yes, provide the following: File No. _____ Status _____</p>  | <p>Yes* <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>An application for an application for Site Plan Approval under the <i>Planning Act</i>?</p> <p>*If yes, provide the following: File No. _____ Status _____</p>   | <p>Yes* <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>If you answered 'yes' to any of the above noted applications, please describe the land the "other" application affects, the purpose of that application, the effect that application will have on the amendment requested through this application, and the name of the approval authority considering it.</p> |                                      |                                    |
| <p><b>16. If a Policy, Designation or Schedule in the Official Plan is being added, changed, replaced or deleted, provide the text and the schedule that accompanies it. Provide a separate sheet where needed.</b></p>   |                                      |                                    |
|   |                                      |                                    |
| <p><b>17. Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?</b></p>  | <p>Yes* <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>*If yes, provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement:</p> <p><i>(please use a separate sheet)</i></p>  |                                      |                                    |
| <p><b>18. Does this application remove land from an area of employment?</b></p>   | <p>Yes* <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>*If yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:</p> <p><i>(please use a separate sheet)</i></p>  |                                      |                                    |
| <p><b>19. Please indicate how the application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at <a href="http://www.mah.gov.on.ca">www.mah.gov.on.ca</a>)?</b></p>  |                                      |                                    |

|   |                               |                             |
|---|-------------------------------|-----------------------------|
| <b>20. Is the subject land within an area of land designated under any provincial plan or plans?</b>  | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| *If yes, explain how the requested amendment conforms or does not conflict with the provincial plan or plans.   |                               |                             |
| <b>21. Does your proposed strategy for consulting with the public regarding the subject application exceed the Planning Act's minimum requirements?</b> | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| *If yes, elaborate on the additional consultation proposed.   |                               |                             |



**STATUTORY DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name) (Name of City, Town, Township, Municipality, etc.)

in the \_\_\_\_\_  
(Name of County, Region or District)

**SOLEMNLY DECLARE THAT**

The information provided in this application as required under Section 22 of the Planning Act and Ontario Regulation 543/06 is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

\_\_\_\_\_  
Applicant or Authorize Agent\*

**\* Please complete the authorization for an agent to act on behalf of the owner of the subject land.**

**AGENT AUTHORIZATION**

I, \_\_\_\_\_, being the owner of the property described in Section 1 of  
(Name)

this application for official plan amendment, hereby authorize \_\_\_\_\_  
(Agent)

to act as my agent in matters related to this application for official plan amendment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Owner