

The purpose of these Guidelines is to assist persons in completing the Town Official Plan Amendment Application form. Please contact the Municipal Office directly if you require clarification on any matter covered by this application form.

1. Before submitting your application, you are required to submit a request for a pre-application consultation. Through the pre-application process, Staff shall identify all requirements for a complete application.
2. Please submit this application form electronically to planning@erin.ca.
3. Application fees payable to the Town of Erin upon submission of the application are as per the Fee Schedule. Please note the deposit taken is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If additional costs are encountered by the Town through the processing of your application, you will be responsible for all said costs.
4. Studies, reports and plans submitted with an application will be available to the public for review and may be reproduced for public use.
5. If the applicant (agent or solicitor) is not the owner of the subject land, Section I of the application must be filled out by the owner, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

For further information, please contact:

Planning@erin.ca

Town Official Plan Amendment Application



<i>For Office use:</i>	Application Fee Received:
	Date Received:
	File Number:
	Date Complete Application Filed:
	Roll Number:

Official Plan Amendment Application Under Section 16 of the Planning Act.

A. General Information

Applicant Information			
a) Owner (Full name and address of Owner(s), whether a Corporation/Individual, must be provided)			
Owner(s):			
Address:		Municipality	
Phone:	E-Mail:	Postal Code	
b) Applicant			
Applicant(s):			
Address:		Municipality:	
Phone:	E-Mail:	Postal Code:	
Note: Authorization is required if the applicant is <u>not</u> the owner (See Page 9)			
c) Agent *** If different from above***			
Name:			
Address:		Municipality:	
Phone:	E-Mail:	Postal Code:	
d) Name of Mortgagee or Holders of Charges:			
Name:			
Address:		Municipality:	
Phone:	E-Mail:	Postal Code:	
e) Send correspondence to the following: (Please specify)			
Owner: <input type="checkbox"/>	Applicant: <input type="checkbox"/>	Agent: <input type="checkbox"/>	
f) Proof of ownership			
Copy of Registered Deed or Transfer: _____			
Other (please specify): _____			
(Copy of document indicated above must be attached hereto)			
g) Area of Amendment			
What portion of the property does the amendment cover?			

- The "entire" property
- A "portion" of the property

B. Location of Subject Lands

a) Provide a description of the entire property:			
Street Address:		Town:	
Concession:	Lot:	Registered Plan #:	
Width of Road Allowance (if known):			
Road or Street Providing access to subject property:			
Lot Frontage:	Lot Depth:	Lot Area:	
b) Encumbrances			
Are there any easements or restrictive covenants affecting the property?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the names and addresses of the holders of any mortgages, charges, or other encumbrances with respect to the land(s).			

c) Please indicate what the access to the subject property is:			
Provincial Highway	<input type="checkbox"/>	Other Public Road	<input type="checkbox"/>
Seasonally Maintained Municipal Road	<input type="checkbox"/>	Right-of-way	<input type="checkbox"/>
Continually Maintained Municipal Road	<input type="checkbox"/>	Water Access	<input type="checkbox"/>
If access is by water only; please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from subject land to the nearest public road:			

C. Dates regarding subject property

Date of acquisition of subject property:	
Date of Construction of all buildings on subject property:	

D. Municipal Services Provided:

Please indicate the applicable water supply and sewage disposal:								
Building	Municipal Water	Communal Water	Private Well	Other Water Supply	Municipal Sewers	Communal Sewers	Private Septic	Other Sewage Disposal
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate what the storm drainage is provided by:								
Sewers	<input type="checkbox"/>				Swales	<input type="checkbox"/>		
Ditches	<input type="checkbox"/>				Other Means			

E. Planning Framework

1. Provincial Policy	
Explain how the proposed zoning amendment application is consistent with the Policy Statements issued under section 3(1) of the Planning Act (i.e.: the Provincial Policy Statement)?	
2. Is the subject lands within an area of land designated under any provincial plan?	
Growth Plan for the Greater Golden Horseshoe	<input type="checkbox"/> Yes <input type="checkbox"/> No
Greenbelt Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Provide an explanation of how the application conform or does not conflict with the provincial plan or plans?	

Feature or Development Circumstance	Onsite or within 500m?		Distance (m) from site.	Potential Considerations
	Yes (x)	No (x)		
Class 1 industry (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)	<input type="checkbox"/>	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 70 metres.
Class 2 industry (Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)	<input type="checkbox"/>	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 300 metres.
Class 3 industry (Processing and manufacturing with frequent and intense offsite impacts and a high probability of fugitive emissions)	<input type="checkbox"/>	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 1000 metres

Land Fill Site	<input type="checkbox"/>	<input type="checkbox"/>	Address possible leachate, odour, vermin and other impacts
Sewage Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization Pond	<input type="checkbox"/>	<input type="checkbox"/>	Assess the need for a feasibility study for residential and other sensitive land uses
Active Railway line	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate impacts within 100 metres of active railway.
Controlled access highways or freeways, including designated future routes	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate impacts within 100 metres
Mineral and petroleum resource areas	<input type="checkbox"/>	<input type="checkbox"/>	Will development hinder access to the resource or the establishment of new resource operations?
Significant wetlands	<input type="checkbox"/>	<input type="checkbox"/>	Development is not permitted
Significant portions of habitat of endangered species and threatened species	<input type="checkbox"/>	<input type="checkbox"/>	Development is not permitted
Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate no negative impacts
Significant groundwater recharge areas, headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate that these features will be protected
Significant built heritage resources and cultural heritage landscapes	<input type="checkbox"/>	<input type="checkbox"/>	Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>	Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or, where appropriate, removed, catalogued and analysed prior to development.
Erosion hazards	<input type="checkbox"/>	<input type="checkbox"/>	Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	Approval from GRCA/CVC
Contaminated sites	<input type="checkbox"/>	<input type="checkbox"/>	Assess an inventory of previous uses in areas of possible soil contamination
Propane facility within 1000m	<input type="checkbox"/>	<input type="checkbox"/>	Address safety considerations
Agricultural operations	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate compliance with the Minimum Distance Separation Formulae
Mineral aggregate resource areas	<input type="checkbox"/>	<input type="checkbox"/>	Will development hinder access to the resource or the establishment of new resource operations?
Existing Pits and Quarries	<input type="checkbox"/>	<input type="checkbox"/>	Will development hinder continued operation or extraction?
Hazardous sites (property or lands that could be unsafe for development or alteration due to naturally occurring	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate that hazards can be addressed

hazard. These hazards may include unstable soils or unstable bedrock)				
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	<input type="checkbox"/>	<input type="checkbox"/>		Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted
Electric transformer station	<input type="checkbox"/>	<input type="checkbox"/>		Determine possible impacts within 200 metres.
High voltage electric transmission line	<input type="checkbox"/>	<input type="checkbox"/>		Consult the appropriate electric power service.
Prime agricultural land	<input type="checkbox"/>	<input type="checkbox"/>		Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.

4. Town of Erin Official Plan

- a. List the current designation(s) of the subject lands in the Town of Erin Official Plan.
- b. If an amendment to the Town Official Plan is required, please provide basic details of the amendment, including the proposed change.

5. County of Wellington Official Plan

- a. List the current designation(s) of the subject land in the County of Wellington Official Plan.
- b. If an amendment to the County Official Plan is required, please provide basic details of the amendment, including the proposed change.

6. Town of Erin Zoning By-law

- a. Current zone(s) of the subject property:

7. Source Protection Plan

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of an approved Source Protection Plan in effect?

YES

NO

If yes, please complete the Source Water Protection form and submit with your application.

F. Existing Use, Proposed Use and Abutting Properties

1. What is the existing use(s) of the land?		
2. Location of existing buildings and structures on the subject land. (specify distance from side, rear and front lot lines on submitted plan in metric)		
Building(s): _____ _____ # of parking spaces: _____ # of loading spaces: _____ To be demolished? _____	Height of Building/Structures: _____ m Dimensions of Floor Area: _____ Total Floor Area: _____ sq. m. Lot coverage: ____% # of floors: ____	Front yard: _____ m Rear yard: _____ m Side yards: _____ m & _____ m
3. What is the existing use of:		
A) The Subject Property:		
B) The Abutting Property:		
C) How long have the existing uses continued on the subject property:		

G. Proposal

1. Explain the rationale for the purpose of the application		
2. Draft Amendment Document		
Provide a draft Amendment document explaining purpose of the amendment and following information as applicable: <ul style="list-style-type: none"> a) Explanation of the change required b) Text of the proposed new policy c) New designation or revisions to designations d) Map of proposed new Schedule attached on a separate page? e) Land uses that would be permitted by the proposed amendment 		
3. Location of proposed buildings and structures on the subject land. (specify distance from side, rear and front lot lines on submitted plan in metric)		
Type of Building: _____	Height of Building/Structure: ____ m	Front yard: _____ m

# of parking spaces: _____ # of loading spaces: _____	Dimensions of Floor Area: _____ Total Floor Area: _____ sq. m. Lot coverage: ___% # of floors: ___	Rear yard: _____ m Side yards: _____ m & _____ m
Type of Building: _____ # of parking spaces: _____ # of loading spaces: _____	Height of Building/Structure: ___ m Dimensions of Floor Area: _____ Total Floor Area: _____ sq. m. Lot coverage: ___% # of floors: ___	Front yard: _____ m Rear yard: _____ m Side yards: _____ m & _____ m

H. Other related planning applications

List any applications made under the Planning Act for the subject lands, or lands within 120m of the subject lands. If a decision has been made on an application for the subject lands, please provide some information below.

Application	Yes	No	File Number:	File Status:
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>		
Site Development Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>		
Consent (Land Division Committee)	<input type="checkbox"/>	<input type="checkbox"/>		
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>		

I. Authorization for Agent/Solicitor to Act for Owner

If affidavit is signed by an Agent/Solicitor on Owner's behalf, and/or the Agent will act on behalf of the Owner with regards to this application, the Owner's written authorization below must be completed.

I (we) _____, of the Town of Erin, County of Wellington do hereby authorize _____ to act as my agent in this application.

Signature of Owner(s)

Date

I. Permission to Enter

Owner or Authorized Agent:

I _____, of the Town of Erin, County of Wellington do hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Erin to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Location of Land: _____

Signed: _____
Owner or Authorized Agent

Date: _____

Print Name: _____

J. Affidavit:

This affidavit must be signed in the presence of a Commissioner.

I (we) _____ of the Town of Erin, County of Wellington, do solemnly declare that all 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.

This _____ day of _____, 20_____.

Signature of Owner or Authorized Solicitor/Agent

Date

Declared before me at the Town of Erin in the County of Wellington:

Signature of Commissioner

Date

Stamp:



Complete Application Public Consultation Strategy Requirement

Town Official Plan Amendment Application

As per O. Reg 543/06, as amended, a strategy for consulting with the public is required to be submitted by the proponent of an Official Plan Amendment application before it can be deemed “complete” as defined by the *Planning Act*. Please discuss your proposal with Town/County Planning staff prior to the submission of any applications.

The *Planning Act* requires that your application be circulated to property owners within 120 m of the subject lands, a notice sign be posted on the property and a public meeting be held regarding the proposal.

Please select any and all forms of further public consultation that you, as the applicant / agent / owner intend to undertake, if any, beyond the formal notification requirements of the *Planning Act* outlined above.

- Planning Act* requirements provide sufficient notification and consultation;
- Speak to adjacent landowners directly about proposed development;
- Post signs within a common area (for multi-residential buildings and developments);
- Provide additional advertisement of the proposal and public meeting in a local newspaper (Please discuss with County planning staff prior to initiating);
- Host an open house regarding the proposal;
- Other measures (please elaborate)

Dated this _____ day of _____, 20_____

Please print name

Signature (applicant / agent / owner)

Please return the completed Official Plan Amendment application and this form to planning@erin.ca