



Official Plan Amendment Application Form

Pre-Consultation with Township Planning Staff is recommended to aid in determining the level of detail, types of studies, and number of copies required for a complete application. Advice will also be offered as to any other agencies which may be involved in reviewing the application and their requirements.

For a **standard** Official Plan Amendment application, the following should be submitted to the Planning & Development Coordinator:

- Completed Application Form**
 - Please complete, sign and submit the attached application form in its entirety.
- Letter of Explanation**
 - A cover letter or Planning Justification Report detailing the proposal must accompany the application.
- Provincial Policy – Significant Features Checklist**
 - Please complete Appendix A of the Application Form in its entirety.
- Affordable Housing Information**
 - If applicable, please complete Appendix B of the Application Form in its entirety.
- Draft Official Plan Amendment & Schedule**
 - Appendix C & D of the Application Form provides a sample text and schedule for an Official Plan Amendment; identifying the format and information that is required.
- Application Fee (\$5,768.00)***
 - Fee can be paid by cash, debit or cheque payable to “Township of Springwater”.
- Additional Fee(s) (If Applicable)**
 - The applicant is responsible for all external agency review fee(s) incurred (including but not limited to, legal, engineering, surveying, Nottawasaga Valley Conservation Authority, County of Simcoe, Ministry of Transportation, etc.).

Please note, the Planning & Development Coordinator will assign a file number for complete applications and this should be used in all communications.

If any questions may arise please feel free to contact the Planning Department.

*Fees may be subject to change. For a complete copy of the Fee & Charges By-law please visit the Township's website: www.springwater.ca/fees



Official Plan Amendment Application Form

Office Use Only	
Application No. _____ Date Received: _____ Date Complete: _____ Roll No. _____	Application Fees Fee Received: _____ Date Received: _____ Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit <input type="checkbox"/>

1.0 General Information

1.1 Applicant(s) Name: _____

Address: _____
PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

1.2 Owner(s) Name (If Different From Above): _____

Address: _____
PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

1.3 Agent's Name & Firm: _____

Address: _____
PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

Please submit a list as a separate appendix of any additional individuals or firms that will be working on this application (e.g. Planners, Engineers, Surveyors, Solicitors), if applicable.

1.4 The **primary contact** for all matters relating to this application (pick one):

- Applicant
- Owner
- Agent

1.5 Please list below the holders of any mortgage, other charge, or encumbrance on the subject lands:

Mortgagee: _____

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

Holder of any other charge or encumbrance:

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

2.0 Property Details

2.1 Subject Property	
Legal Description	
Municipal Address	
Roll Number	

2.2 Frontage, Depth and Area	
Frontage	
Depth	
Area	

2.3 Easements and Restrictive Covenants:

Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property? Yes No

If you answered **yes** above, please provide a description of each and its purpose:

2.4 Date the subject land was acquired by the current Owner: _____

3.0 Proposal Details

3.1 Current Official Plan & Zoning By-law

Current Official Plan Designation of the subject lands: _____

Current Zoning of the subject lands: _____

3.2 What land use(s) does the current Official Plan designation authorize? _____

3.3 Nature and extent of the Official Plan Amendment request:

3.4 Reason why the Official Plan Amendment is being requested:

3.5 Does the proposed amendment:

Change Replace Delete a policy in the Official Plan?

If **yes**, identify the policy to be changed, replaced or deleted: _____

Add a policy to the Official Plan?

3.7 Does the requested amendment change or replace a designation of a property in the Official Plan? Yes No

If **yes**, identify the designation that is to be change or replaced: _____

3.8 What land use(s) will the proposed Official Plan Amendment permit? _____

3.9 Does the application propose to implement an alteration to a settlement area boundary or implement a new area of settlement? Yes No

If **yes**, provide details of the current Official Plan policies, if any, which deal with this matter:

3.10 Does the application propose to remove land from an area of employment? Yes No

If **yes**, provide details of the Official Plan policies, if any, which deal with this matter:

4.0 Servicing Information

4.1 Access to subject lands will be gained by:

- Provincial Highway County Road Private Road Other
- Township Road (maintained year round) Township Road (maintained seasonally)

If access to the subject lands is by water only, please include with submission identification of the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

4.2 Sewage and Water Services:

Service Type	Sewage Service	Water Service
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Private Communal	<input type="checkbox"/>	<input type="checkbox"/>
Private - Single	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

If the application will permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed a servicing options report and a hydrogeological report will be required.

4.3 Storm Drainage will be provided by:

- Municipal Sewers
- Ditches
- Swales
- Other

5.0 Additional Land Use Information

5.1 Has there been an industrial or commercial use on the subject land or land adjacent to the subject land? Yes No

If **yes**, specify the use: _____

5.2 Has the grading of the subject land been changed by adding earth or other material? Yes No

5.3 Has a gas station been located on the subject land or land adjacent to the subject land at any time? Yes No

5.4 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land? Yes No

5.5 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site? Yes No

5.6 What information did you use to determine the answers to the above land use questions?

If you answered yes to 5.1, 5.2, 5.3, 5.4, 5.5, or 5.6, past use(s) inventory is to be provided to the Township identifying all former uses of the subject lands (and applicable adjacent lands).

6.0 Planning Policy Framework & Other Approvals

6.1 Is the subject lands currently or has it been the subject of additional applications under the Planning Act for approval of any of the following:

- Plan of Subdivision/Condominium Consent Minor Variance Site Plan
- Zoning By-law Amendment Minister’s Zoning Order Official Plan Amendment

If you checked any of the above, please complete the fields below for all **past and concurrent** Applications. If additional space is required please attached to the application on a separate piece of paper.

Application One

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

Application Two

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

Application Three

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

6.2 Are the lands within 120m of the subject lands currently the subject of any application by the applicant under the Act on the lands?

- Plan of Subdivision/Condominium
- Consent
- Minor Variance
- Site Plan
- Zoning By-law Amendment
- Minister’s Zoning Order
- Official Plan Amendment

If you checked any of the above, please complete the fields below for all applications. If additional space is required please attached to the application on a separate piece of paper.

Application One

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

Effect on requested amendment: _____

Application Two

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

Effect on requested amendment: _____

Application Three

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

Effect on requested amendment: _____

PLEASE NOTE:

The Developer is hereby advised that prior to commencing any work within the subject lands, the Developer must confirm that sufficient wire-line **communication/telecommunication infrastructure** is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or the extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency Services)

8.0 Agreement of Owner/Agent

The Owner/Agent hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees.

The Owner/Agent hereby authorizes municipal staff, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections and the posting of a public notice sign, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information to any person or public body that is collected under the authority of the **Planning Act** for the purposes of this application.

The Owner/Agent hereby acknowledges that the application will not be deemed to be complete until all of the relevant prescribed information set out in the Schedules to Ontario Regulations to the Planning Act, R.S.O. 1990, c.P.13 do not begin until the Township has acknowledged that all of the prescribed and requested information had been submitted to form a complete application.

The Owner/Agent hereby declare that I have read and understand the information set out in Section 8.0 of this application.

Date: _____

Signature of Owner

Signature of Agent

9.0 Declaration

I [the Owner/Agent], _____ of the Township of Springwater (or other) _____ of the County of Simcoe (or other) _____ do solemnly declare that all above statements and contained in all of the exhibits submitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the “**Canada Evidence Act**”.

Signature of Owner or Agent

Declared before me at:
The Township of Springwater
in the County of Simcoe
this _____ day of _____, 20_____.

or

Declared before me at:

Commissioner of Oaths

10.0 Authorization

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the processing of the application under the **Freedom of Information and Protection of Privacy Act**.

Date: _____

Signature of Owner

Appendix A - Provincial Policy: Significant Features Checklist

The Table below lists the features or development circumstances of interest to Council and the Ministry of Municipal Affairs and Housing. Complete the Table and be advised of the potential information requirements for each section.

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	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 ¹				Assess development for residential and other sensitive issues within 70 metres.
Class 2 Industry ²				Assess development for residential and other sensitive issues within 300 metres.
Class 3 Industry ³ within 1000 metres				Assess development for residential and other sensitive issues 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.
Water 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 or Freeways (Including Designated Future Ones)				Evaluate impacts within 100 metres.

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	Potential Information Needs
	Yes	No		
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 effects?
Airports where Noise Exposure Forecast (NEF) or Noise Exposure Projection (NEP) is 28 or Greater				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				Determine possible impacts within 200 metres.
High Voltage Electric Transmission Line				Consult the appropriate electric power service.
Transportation and Infrastructure Corridors				Will the corridor be protected?
Prime Agricultural Land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural Operations				Development to comply with 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 development hinder continuation of extraction?
Mineral and Petroleum Resource Areas				Will development hinder access to the resource or the establishment of new resource operations?

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	Potential Information Needs
	Yes	No		
Existing Pits and Quarries				Will development hinder continued operation or expansion?
Significant Wetlands				Demonstrate no negative impacts.
Significant Portions of Habitat of Endangered and Threatened Species				Demonstrate no negative impacts.
Significant: Fish Habitat, Woodlands Southeast of the Canadian Shield, Valleylands, Areas of Natural and Scientific Interest, Wildlife Habitat				Demonstrate no negative impacts.
Sensitive Groundwater Recharge Areas , Headwaters and Aquifers				Demonstrate that groundwater recharge areas, headwaters and aquifers are protected.
Significant Built Heritage Resources and Cultural Heritage Landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant Archaeological Resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.

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	Potential Information Needs
	Yes	No		
Great Lakes – St. Lawrence River System				Within the regulatory shoreline assess the impact of development.
Erosion Hazards				Determine feasibility within 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 ⁴ 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 1000 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 (leda), organic soils) or unstable bedrock (Karst topography).*

For each feature or development circumstance of potential concern identified in the Table, identify how regard was had to the Provincial Policy Statement. Please include on a separate piece of paper.

Appendix B – Affordable Housing Information

For proposed Official Plan Amendments that include permanent housing (i.e. not seasonal) complete the table below. Information should be based on the best information available at the time in which this Application is being made. If additional space is required, attach on a separate piece of paper.

Housing Type	Total No. of Units	Unit Size	Lot Frontage	Estimated Selling/Rental Price
Single Detached				
Semi-Detached				
Row/Townhouse				
Apartment				
Other:				
Other:				

Is there any additional information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposed Official Plan Amendment?

If yes, please explain below: _____

Appendix C – Sample Official Plan Amendment Text

Township of Springwater
Amendment _____
To the Official Plan of
The Township of Springwater

Part A – The Preamble

1. **Purpose** (*Describe current OP designation and your proposal*)

The purpose of this amendment is to provide site specific policies to the Official Plan to recognize a legal non-complying use and to permit the development of a seasonal dwelling in an area designated as 'Environmental – Slope or Low Hazard Special Policy Area', 'Rural', and 'Areas of High Aggregate Potential'. The predominant designation on the subject lands is 'Environmental – Slope or Low Hazard Special Policy Area'.

2. **Location** (*Provide Legal Description & any significant features on the property*)

This Amendment applies to those lands located in Lot ____, Concession _____. The Amendment also proposes to add a site specific policy to Section 3, Land Use Policy, Subsection 5, Open Space Designations, Part B, Environmental.

Schedule "C", Land Use Plan to the Official Plan of the Township of Springwater will also be modified to identify the subject lands with reference to the specific policy applying to these lands.

3. **Basis** (*Intention of the amendment*)

This Amendment proposes to provide a site specific policy to Section 3, Land Use Policy, Subsection 5, Open Space Designation, Part B, Environmental, of the Plan and modify Schedule "C" of the Township's Official Plan by identifying the lands which are the subject of this policy with a reference to the policy section.

This Amendment would enable the subject lands to be divided for seasonal residential purposes and permit the subsequent development of a single detached residential dwelling unit on a portion of the property subject to the appropriate zoning of these lands.

Part B – The Amendment

The intention of this part of the document entitled *Part B – The Amendment*, which consists of the following text and Schedule "A", constitutes Amendment _____ to the Official Plan of the Township of Springwater.

Details of the Amendment

The Official Plan is amended as follows:

- 1. Section 3, Land Use Policy, Subsection 5, Open Space Designations, Part B, Environmental, is hereby further amended by adding the following to the end of Subsection ____:**

OPA (____) Notwithstanding any other policies of this Plan to the contrary, those land situated in Lot ____, Concession ____, and identified by the reference “See Policy 3.5.____” may be permitted to develop as a separate lot with a single detached seasonal dwelling unit permitted on each lot, subject to the appropriate approvals.”

- 2. Schedule “C”, Land Use Plan to the Official Plan of the Township of Springwater is hereby further amended by outlining the area as shown on the attached Schedule “A”, and referencing same as “See Policy 3.5.____”**

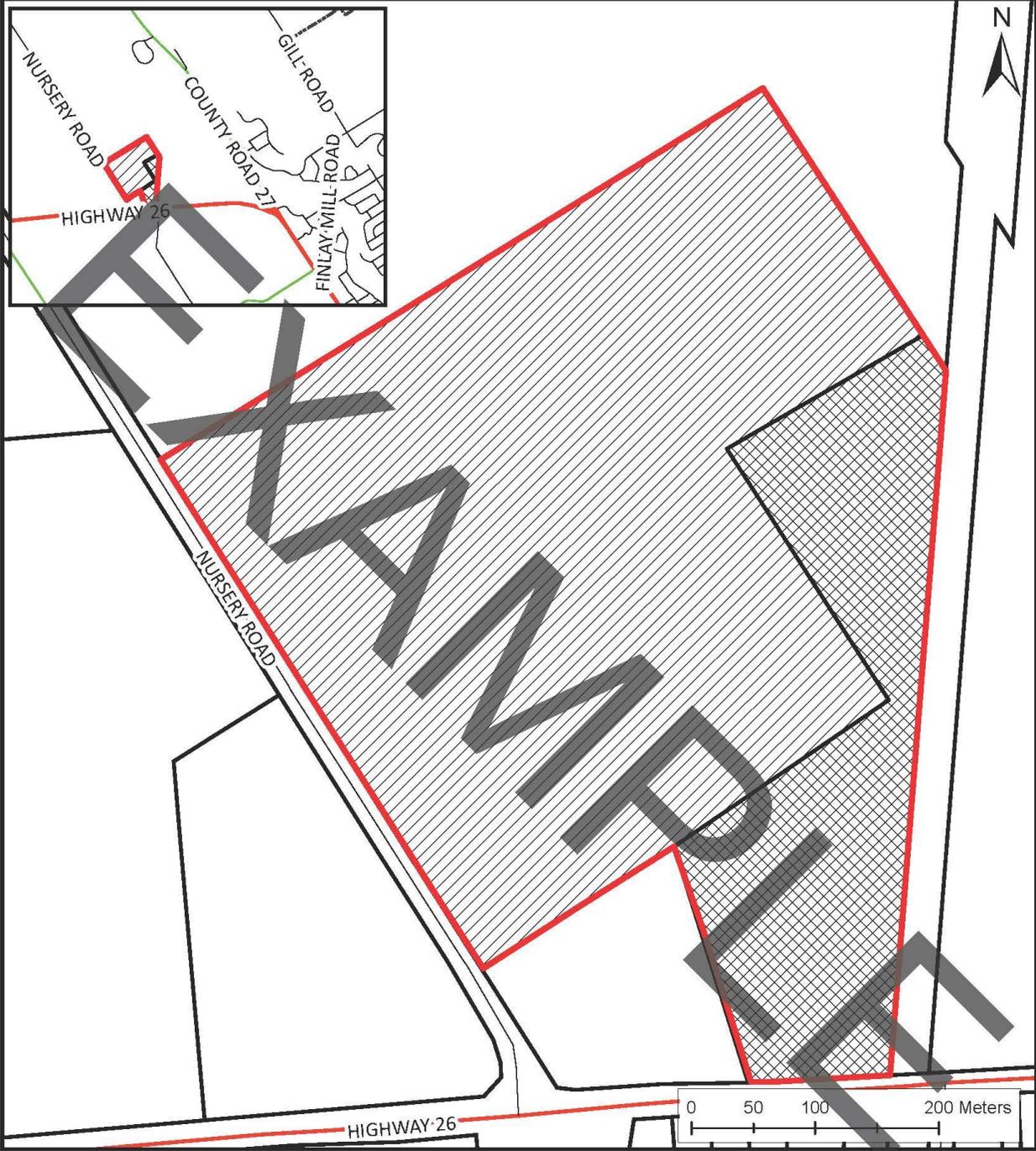
Implementation

This Amendment shall be implemented in accordance with Section 6, Implementation of the Official Plan of the Township of Springwater.

Interpretation

This Amendment shall be interpreted in accordance with Section 7, Interpretation of the Official Plan of the Township of Springwater.

Appendix D – Sample Official Plan Amendment Schedule 'A'



<p>Township of Springwater Schedule 'A' to Official Plan Amendment No.: ____ (Muni. Address or Legal Description)</p>	<p>LEGEND</p> <ul style="list-style-type: none"> Subject Lands Lands to be redesignated from 'Open Space' to 'Agricultural' Lands to remain 'Open Space'
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