



Municipality of McDougall
Application for
OFFICIAL PLAN AMENDMENT

OFFICIAL PLAN AMENDMENT APPLICATION CHECKLIST
Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached. Cheque made payable to the Municipality of McDougall.
 - \$2,000.00 – Non-refundable Administration Fee
- Attach the text of the requested amendment if a policy of the Official Plan is being changed, replaced or deleted or if a policy is being added to the Official Plan.
- Attach the proposed schedule to the Official Plan if the requested amendment changes or replaces a schedule in the Official Plan and the text that accompanies the schedule.

- 10 copies of a sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of all studies and reports required to be submitted with your application.
- Copy of your Deed.

PROCEDURES

The Municipality will post a sign that is clearly visible, approximately 14" x 18" bearing your name, your Application number, lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Municipal Road.

APPLICANTS POSTING INSTRUCTIONS

In order to facilitate consideration of your Application for an Official Plan Amendment, we ask that you complete the following upon submission of the application to the Municipality.

- Mark out, on the ground, the location of the proposed lot lines - marking it clearly with stakes and coloured ribbon.
- It is the responsibility of the Applicant to mark the property which is the subject of this Application.

Council members and/or Municipal staff may conduct site inspections of your lands. By submitting this application you are authorizing the Municipality to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Municipality of McDougall Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for you to attend to the identified submission deficiencies. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Municipality at:

Municipality of McDougall
5 Barager Blvd.,
McDougall, ON, P2A 2W9
Bus: 705-342-5252
E-mail: info@mcdougall.ca

List of Appendices

1. Emergency Contact References
2. On-Site Sewage System Review – Planning Act Proposal
3. Endangered Species Act (ESA), 2007 Implications for Landowners

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. DESCRIPTION OF SUBJECT LANDS

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ **Lot(s)/Block(s):** _____

d) Reference Plan No. : _____ **Part(s):** _____

e) Geographic Township (former municipality): _____

f) Civic Address: _____

g) Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) Zoning (current zoning of subject lands): _____

i) Official Plan (current designation of subject lands): _____

h) Indicate the land uses which are authorized by the current designation:

k) Are there any easements or right-of-ways affecting the subject lands?

- Yes
 No

If yes, indicate and describe the purpose of the easement or right-of-ways:

3. OFFICIAL PLAN AMENDMENT

a) Section of the Official Plan proposed to be amended: _____

b) Dimensions of the land covered by the requested amendment:

Frontage (m)	Depth (m)	Area (ha)

c) Purpose of the requested Official Plan amendment: _____

d) The requested amendment changes, replaces or deletes a policy in the Official Plan:

- Yes
- No

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

Attach the current policy of the Official Plan that is being changed, replaced or deleted and the text that accompanies it.

e) The requested amendment adds a policy to the Official Plan:

- Yes
- No

Attach the text of the requested amendment to the Official Plan that is being added.

f) The requested amendment changes or replaces a schedule of the Official Plan:

- Yes
- No

If yes, the designation to be changed or replaced: _____

Attach the amended or replaced schedule to the Official Plan and the text that accompanies it.

g) The requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality:

- Yes
- No

If yes, indicate the current Official Plan policies dealing with the alteration or establishment of an area of settlement:

h) The land uses that the requested Official Plan amendment would authorize:

i) The requested amendment removes the subject land from an area of employment:

- Yes
- No

If yes, indicate the current Official Plan policies dealing with the removal of land from an area of employment:

j) The requested amendment is consistent with the policy statements issued under subsection 3(1) of the Act:

- Yes
- No

k) The subject land is within an area of land designated under any provincial plan or plans:

- Yes
- No

If yes, the requested amendment conforms to or does not conflict with the provincial plan or plans:

- Yes
- No

4. EXISTING AND PROPOSED USES

a) Date the subject land was acquired by the current Owner:

b) Existing uses of the subject land:

c) Length of time that the existing uses have continued:

d) Proposed uses of the subject land:

**Attach a separate description if necessary*

e) What are the adjacent land uses:

To the north: _____

To the south: _____

To the west: _____

To the east: _____

5. ACCESS

a) Access to the subject land is provided by: _____

- Provincial highway
- Municipal road (year round)
- Municipal road (seasonal)
- Private road / Right-of-Way
- Other road
- Water

b) If access to the subject land is by water only, indicate the following:

Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

6. SERVICES

a) Water is provided to the subject land by:

- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: _____

b) Sewage disposal is provided to the subject land by:

- Private sewage system
- Privately owned/operated communal sewage system
- Privy
- Other: _____

c) Storm drainage is provided to the subject land by:

- Ditches
- Swales
- Natural
- Other: _____

7. DIRECTIONS: HOW TO GET THERE

Civic Address: _____

Directions from the Municipality of McDougall Office (5 Barager Blvd.) to your site:

8. OTHER APPLICATIONS

Indicate if the subject land or any land within 120 metres of the subject land is the subject to any other application:

Application	File #	Status	Lands Affected	Purpose	Effect on Requested Amendment
Plan of Subdivision					
Consent					
Minor Variance					
Zoning By-law					

Zoning Order Amendment					
Site Plan					
Official Plan Amendment					
Other					

9. PLANS REQUIRED

Please attach 10 copies of the sketch, site plan or survey **drawn to scale, in metric.**

One copy must be submitted on 8.5" x 11" paper and an electronic version in Adobe Acrobat pdf format.

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.

11. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 22 of The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Municipality considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Municipality photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Municipality of McDougall at (705) 342-5252.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

12. DECLARATION OF OWNER/AGENT

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the
_____ of _____ in the
County/District/Regional Municipality of _____ do
solemnly declare that all of the 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 _____ of _____
this _____ day of _____, 20_____.

Signature of Owner

Signature of Owner

Signature of Agent (if Applicable)

Signature of Commissioner

Commissioners Stamp

13. ADDITIONAL FEES

If Planning, Engineering and/or legal fees are incurred by the Municipality pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

Signature of Owner(s)/Agent

Date

**Please submit this application to the Municipality of McDougall
Municipality at:**

**Municipality of McDougall
5 Barager Blvd.,
McDougall, ON, P2A 2W9
Bus: 705-342-5252
E-Mail: info@mcdougall.ca**