



**CORPORATION OF THE TOWNSHIP OF
SMITH-ENNISMORE-LAKEFIELD**

Web Site: www.smithennismorelakefield.on.ca
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OFFICIAL PLAN AMENDMENT - APPLICATION FORM

Date Received: _____

File No.: _____

NOTE TO APPLICANTS: This application form must be used for amendments to the municipal Official Plan. In this form, the term "subject land" means the land that is the subject of this application.

Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by the **black arrows** (è) on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 198/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee. If the mandatory information, including the fee is not provided, the municipality will return the application or refuse to further consider the application until the prescribed information, and fee have been provided.

The municipality and/or County may require other information (ex. technical information and reports) that will assist the municipality and others in their planning evaluation of the development proposal. It is recommended that applicants contact the municipality prior to submitting an application in order to determine if additional information or reports will be required. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Submission of the Application

The municipality requires:

- 3 copies of the completed application form;
- 3 copies of the survey and/or sketch (measurements to be in metric units), on 8 1/2" x 14" paper if the amendment is site specific and is amending the land use description on a property;
- 5 copies of additional information or reports, if required, and;
- The applicable – as indicated on the municipality's fee schedule.

For Help

If you require help completing the application form, you can contact the municipal office during regular office hours.

FOR OFFICE USE ONLY (TO BE COMPLETED BEFORE SUBMISSION TO THE COUNTY)		
Municipality:	Official Plan Amendment No.:	
Date of application submission:	Date of Public Meeting:	Date of Adoption:

Please complete the following:

- è 1. Name of Applicant: _____
 Address: _____
 Telephone: _____ Fax: _____
2. Name of Agent: (if any) _____
 Address: _____
 Telephone: _____ Fax: _____
3. Name of Registered Owner(s): (if not applicant) _____
 Address: _____
 Telephone: _____ Fax: _____

è 4. Description of Subject Lands: Municipality: _____
 Lot: _____ Concession: _____
 Reference Plan: _____ Part Number: _____
 Street Name: _____ Street Number: _____

è 5. Total area of land covered by the proposed amendment, if applicable and if known:

è 6.	Does the amendment request propose to (please indicate yes or no):	YES	NO
i)	Change, replace or delete a policy in the municipal Official Plan ?	r	r
ii)	Add a policy to the municipal Official Plan ?	r	r
iii)	Change or replace a land-identification category on the land use schedule of the municipal Official Plan ?	r	r

è 7. If the amendment request changes, replaces or deletes a policy, please identify the appropriate policy (by page and section number):

è 8. If the amendment request changes, replaces or deletes a policy or adds a policy, please indicate the purpose of the Official Plan Amendment request (use additional sheets if necessary):

è 9. If a policy is being changed, replaced or deleted **or** if policy is being added to the municipal Official Plan, indicate the text of the Official Plan Amendment request (use additional sheets if necessary):

è 10. What is the current designation of the subject lands in the municipal Official Plan and the land uses authorized by this category (if applicable)?

è 11. If the amendment request changes or replaces a designation, please identify the designation to be changed or replaced **and** the purpose of such change:

12. Please provide the rationale/justification for the amendment request related to questions 8 to 11 on a separate sheet of paper.

è 13. What are the land uses which would be authorized by the Official Plan Amendment request?

18. a) Table 1 below lists the features or development circumstances which relate to Provincial Policy conformity issues. Complete Table 1 and be advised of the potential information requirements in noted sections.

Table 1 - Significant Features Checklist				
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 r	NO r		
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 uses within 70 metres.
Class 2 Industry ²				Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 100 metres				Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				Assess possible leachate, odour, vermin and other impacts
Sewage Treatment Plant				Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilisation 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 including designated future ones				Evaluate impacts within 100 metres.
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 impacts?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 30 or greater.				Demonstrate feasibility of development above 30 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land is not permitted.
Transportation and Infrastructure corridors.				Will the corridor be protected?
Prime agricultural land.				Demonstrate the need for the use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations.				Development to comply with the 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 the development hinder continuation of extraction?
Mineral and Petroleum resource areas.				Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries.				Will development hinder continued operation or expansion?
Significant wetlands.				Demonstrate no negative impacts.
Significant portions of habitat of endangered or threatened species.				Demonstrate no negative impacts.
Significant: fish habitat, woodlands and valley lands south of the Canadian Shield, Areas of Natural and Scientific Interest, wildlife habitat.				Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers.				Demonstrate how these will be 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 high and medium potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development.
Erosion hazards.				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains.				Where on-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 - indicates if within 1,000 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 or organic soils) or unstable bedrock (Karst topography).

MUNICIPAL OFFICIAL PLAN AMENDMENT SUBMISSION CHECKLIST

The following items must be submitted to the County of Peterborough Planning Department when forwarding an OP/OPA for final approval. These items are required under Ontario Regulation 198/96 Subsection (6) and the County Tariff of Fee By-Law.

- 3 Processing Fee – as indicated on the municipality's fee schedule
 - 3 The original Certificate page, signed and sealed by the Reeve and Clerk with date and signature space for Bryan Weir once approval has been obtained for the County of Peterborough
 - 3 A certified copy of the by-law adopting the proposed official plan amendment
 - 3 One (1) certified copy of the proposed official plan or plan amendment and three (3) working copies
 - 3 The original or a copy of all written submissions and comments and when they were received
 - 3 An affidavit or sworn declaration by an employee of the Municipality certifying that:
 - a) The requirements for the giving of notice and the holding of at least one public meeting or the alternative measures for informing and obtaining the view of the public set out in the official plan have been complied with, and;
 - b) The requirements for the giving of notice of adoption have been complied with.
 - 3 An affidavit or sworn declaration of an employee of the Municipality listing all persons and public bodies that made oral submission at a public meeting
 - 3 A copy of the minutes of the public meeting
 - 3 A copy of any planning report considered by council, if any
 - 3 An affidavit or sworn declaration of the clerk or director of planning or other employees of the Municipality designated by resolution, certifying that the information required under Ontario Regulation 198/96 subsection 6(2) and provided by the municipality is true.
- 3 **The Clerk's record must also indicate the following (pursuant to O. Reg 198/96 Section 6(2)) :**
- 1. Whether the council or planning board in submitting an Official Plan or Official Plan Amendment
 - Official Plan:
 - 2. Whether the Official Plan replaces an existing Official Plan
 - Official Plan Amendment:
 - 3. A description of the subject lands, such as the Municipality or geographic township in territory without municipal organization, concession and lot numbers, reference plan and part numbers and that name of the street and number
 - 4. The approximate area of the land covered but the proposed amendment, if applicable and if know
 - 5. Whether the proposed amendment changes replaces or deletes a policy in the Official Plan and which policy it replaces or deletes
 - 6. Whether the proposed amendment adds a policy to the Official Plan
 - 7. If the proposed amendment changes, replaces, deleted or adds a policy, the purpose of the proposed OPA
 - 8. If applicable the current designation of the subject land in the Official Plan and the land uses which are authorized by the designation
 - 9. Whether the proposed amendment changes or replaces a designation in the Official Plan, and the designation to changed or replaced
 - 10. The land uses which would be authorized by the propped Official Plan Amendment
 - 11. If known, whether the subject land or land within 120 metres of the subject land is the subject of an application for an amendment to an Official Plan, a Zoning By-Law, a Minister's zoning order, a minor variance, a Plan of Subdivision, a consent or a site plan.
 - 12. If it is known that the subject land is the subject of an application for any of the above purposes, the file number if the application, the name of the approval authority considering the application, the lands affected by the application, the purpose of the application, the status of the application and the effect of the application on the proposed amendment

If you have any questions regarding the submission requirements please contact:

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