

BACKGROUND INFORMATION

The requirements for an Official Plan Amendment (OPA) application is pursuant to *Section 22* of the *Planning Act* R.S.O. 1990, and O. Reg. 543/06 as amended.

Prior to the Municipality processing the application, it is required that a copy (1) of the attached application form be **COMPLETED** including the required formal consultation request form, survey plan or sketch of your proposal (per *Section 23* of this application (refer to page 9), and the processing fees of:

Pre-consultation fee: \$1,200.00

Official Plan Amendment application fee: \$2,650.00 (minus \$1,200.00 pre-consultation fee when paid)

PLEASE NOTE

- It is strongly recommended that you consult with Planning Staff prior to application submission.
- The application must be completed in metric units.
- The receipt of inaccurate or incomplete information may cause delays in the processing of this application.
- The Municipality reserves the right to determine what information is necessary in order to properly process an application. Additional information and/or reports may be required.
- Any external consultants' or agency costs that the Municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on this application. This includes potential Conservation Authority review fees.

THE MUNICIPALITY IS NOT RESPONSIBLE FOR ANY THIRD PARTY CHARGES RELATED TO THIS APPLICATION

SUBMISSION REQUIREMENTS

An applicant must have **COMPLETED** a pre-consultation **PRIOR** to submitting an application.

Submit (1) digital copy **OR** (1) hardcopy of the completed application form, the required formal consultation request form, supporting documents as determined in the pre-consultation meeting, and fee(s) by mail, email, or in person to:

Municipality of Strathroy-Caradoc – Building and Planning Department
52 Frank Street
Strathroy ON, N7G 2R4
Tel: (519) 245-1105
Fax: (519) 245-6353
Email: planning@strathroy-caradoc.ca

OFFICIAL PLAN AMENDMENT APPLICATION PROCESS

STEP 1

Schedule a required pre-consultation discussion(s) with the Planner. The pre-consultation discussion(s) will review the purpose of the application, identify application requirements, and review the application material for completeness. More than 1 pre-consultation meeting may be required.

STEP 2

Submit a complete application, any required documents, and the applicable fees to the Municipality. The application is to be signed and commissioned either at the municipal office with a commissioner of oaths, a notary public, lawyer or paralegal.

STEP 3

Submission of a complete application 'starts the clock' on the application. A notice of complete application is issued.

STEP 4

A Notice of a Public Meeting is posted on the subject lands and circulated to the applicants, landowners within a minimum distance of 120 metres as well as any relevant agencies at least 20 days before the meeting. An Open House may be requested.

STEP 5

Staff collect public and agency comments and prepare a planning report that includes background information, policy context and a summary of public and agency comments.

STEP 6

The application is presented during a public meeting of Council. The application will be either adopted (and forwarded to Middlesex County), denied, or deferred by Council during the initial or at a future Council meeting.

STEP 7

If the application is locally adopted, Middlesex County will review the proposal. The application will be considered by County Council and either approved, approved with modifications, denied or deferred.

STEP 8

A Notice of Decision is provided to the applicants, agencies, and by request from Middlesex County.

STEP 9

A 20-day appeal period begins on the date of the Notice of Decision. Any appeals will be heard by the Ontario Land Tribunal for a final decision.

APPEAL TO THE ONTARIO LAND TRIBUNAL

Any person, The Minister, or prescribed public body may appeal the approval authority's decision to the Ontario Land Tribunal in respect of all or any part of the requested amendment, by filing a notice of appeal with the clerk of the municipality.

For more information on your appeal rights, the appeal process, and appeal forms, please visit:
<http://www.olt.gov.on.ca>

MFIPPA Notice of Collection & Disclosure

Collection of information on this form is authorized under *Section 22* of the *Planning Act* and O.Reg. 543/06 for the purpose of processing your planning application.

Pursuant to *Section 1.0.1* of the *Planning Act*, and in accordance with *Section 32 (e)* of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of Strathroy-Caradoc to make all planning applications and supporting material available to the public.

For further information, visit our website at www.strathroy-caradoc.ca

Questions pertaining to the application(s) prior to submission, contact:

Eva Baker, Development Services Coordinator

Email: ebaker@strathroy-caradoc.ca

Tel: (519) 245-1105 ext. 234

Tim Williams, Senior Planner

Email: twilliams@middlesex.ca

Tel: (519) 930-1007





FOR OFFICE USE ONLY	
File Number:	
Date Received:	
Pre-Consultation Date:	
Planner:	

Official Plan Amendment Application PURSUANT TO SECTION 22 OF THE PLANNING ACT

Date of Application:	
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1. Applicant information	
1a. Registered owner(s) of the subject land	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
1b. Agent (authorized by the owner to file the application) (if applicable)	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:

3. Name of the Official Plan requested to be amended:	
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4. Description of Subject Land			
Geographic Township:		Concession(s):	
Street Address:		Lot(s):	
Registered Plan:		Part(s):	
Reference Plan:		Municipal Roll Number:	

5. Dimensions of Subject Land (in metrics units)			
Frontage:		Depth:	
		Area:	

6. Does the requested amendment change, replace or delete a policy of the Official Plan?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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*If yes, please indicate the policy to be changed, replaced, or deleted:

7. Does the requested amendment add a policy to the Official Plan?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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8a. Please describe the purpose of the requested amendment:

8b. 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:

9a. Current Official Plan designation:

9b. Please list the land uses that are authorized by the current Official Plan designation:

10. Does the requested amendment change or replace a designation in the Official Plan?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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*If yes, please indicate the policy to be changed, replaced, or deleted:

11. Please list the land uses that the requested Official Plan amendment would authorize:

12. Water Supply: How is water to be supplied?

<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):

13. Sewage Disposal: How is sewage to be disposed of?

<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):

14. Storm Drainage: How is storm drainage to be provided?

<input type="checkbox"/>	Storm sewers	<input type="checkbox"/>	Swales
<input type="checkbox"/>	Municipal drainage ditches	<input type="checkbox"/>	Other (please specify):

15. Please indicate if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed.	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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*If yes, have the following reports been submitted as part of the requested amendment?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Servicing options report
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Hydrological report

16. Is the subject land within 120 metres of it subject of:

An application for an amendment to the Zoning By-law under the <i>Planning Act</i>?					<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:					
A Minister's zoning order under the <i>Planning Act</i>?					<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:					

A Minister's zoning order under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for approval of a Plan of Subdivision under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for an application for Consent or Minor Variance under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for Site Plan Approval under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
<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>17. 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.</p>							

18. Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
<p>*If YES, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:</p> <p style="text-align: center;"><i>(please use a separate sheet)</i></p>				
19. Does this application remove land from an area of employment?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
<p>*If YES, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:</p> <p style="text-align: center;"><i>(please use a separate sheet)</i></p>				
<p>20. Please indicate how the application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at https://www.ontario.ca/page/provincial-policy-statement-2020):</p>				
21. Is the subject land within the area of land designated under any provincial plan(s)?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
<p>*If YES, explain how the requested amendment conforms or does not conflict with the provincial plan(s):</p>				
22. Does your proposed strategy for consulting with the public regarding the subject application exceed the Planning Act's minimum requirements?	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
<p>*If YES, elaborate on the additional consultation proposed:</p>				

23. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing of the application. Please complete the checklist below to ensure you have included all the required information.

<input type="checkbox"/>	The boundaries and dimensions of the subject land.
<input type="checkbox"/>	The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings, height of buildings and structures from the front yard lot line, rear yard lot line and the side yard lot lines.
<input type="checkbox"/>	The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (for example: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, well and septic system).
<input type="checkbox"/>	The current uses on land that is adjacent to the subject land.
<input type="checkbox"/>	The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public travelled road, private road or a right-of-way.
<input type="checkbox"/>	If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
<input type="checkbox"/>	The location and nature of any easement affecting the subject land.

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 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 _____ in the _____

On this _____ day of _____ 20 _____

A Commissioner of Oaths

Applicant or Authorized Agent*

PROCEDURAL REQUIREMENTS FOR THE POSTING OF NOTICE SIGNS FOR PLANNING APPLICATIONS

LEGISLATIVE REQUIREMENTS

Provincial regulations established under the *Planning Act* set out how an approval authority is to notify the public of a planning application e.g. a severance, rezoning, subdivision or minor variance. The Municipality of Strathroy-Caradoc, these regulations are generally satisfied through direct mailing to surrounding property owners and the posting of a sign on the subject property.

RESPONSIBILITIES OF THE APPLICANT/AGENT

The required notice signs will be prepared by municipal staff and made available at the Strathroy-Caradoc municipal office. Once the public meeting date(s) has/have been set for the application(s) and signs prepared, the applicant/agent will be contacted by municipal staff. The applicant will also be informed of the date by which the sign(s) must be erected in order to comply with the Planning Act regulations.

It will then be the responsibility of the applicant to:

1. Obtain and erect the required sign(s) by the date and in the manner prescribed.
2. Ensure that all signs are properly maintained from the prescribed date until the day after the last public meeting date indicated on the sign.
3. Remove the sign(s) and return them to the Planning Department within 1 week of the meeting date.

If the sign(s) is/are not posted as set out in the regulations, any decision made by Committee or Council on this application could be declared null and void should it be challenged because of lack of proper notice.

Should it be determined that the sign(s) was/were not posted properly, the Committee or Council will defer the application and additional fees will be required to cover the costs of issuing an additional notice for any new hearing/meeting date(s).

LOCATION OF SIGNS

The notice sign(s) shall be placed in accordance with the following:

1. A minimum of one sign shall be placed on each property which is the subject of the application.
2. A minimum of one sign shall be located at or near the centre of each property line with frontage on a public road, or where the main driveway meets each public road.
3. Each sign shall be placed parallel to the public road upon which it fronts.
4. Each sign shall be clearly visible and legible from the travelled portion of the public road upon which it fronts.
5. Where posting on the property is impractical, the sign(s) shall be placed at a nearby location approved by the Municipality.

Please contact the Building and Planning Department if you have any questions or need additional or replacement signs.

I, the undersigned do hereby agree to my responsibilities as outlined in this document.

Signature of Applicant/Agent	Date

***If applicable, please complete the authorization for an agent to act on behalf of the owner of the subject land.**

Permission to Enter	
The undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the Municipality of Strathroy-Caradoc Council and Municipality of Strathroy-Caradoc staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Official Plan Amendment.	
Signature of owner or person having authority to bind the owner	Date

MUNICIPAL COSTS	
Please be advised that the Municipality may incur expenses associated with obtaining outside legal/ engineering/ planning review/ assistance from its consultants, relating to your application. Any expenses that the Municipality incurs in this regard will be forwarded to you, the owner, for payment.	
I, _____, (the owner) acknowledge that I will pay all legal/ engineering/ planning expenses the Municipality incurs as outlined above.	
Signature	Date

AGENT AUTHORIZATION	
I, _____, being the owner of the property described in Section 1	
(Name)	
of 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	