



County of Simcoe
 Planning Department
 1110 Highway 26,
 Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300
 Toll Free (866) 893-9300
 Fax (705) 727-4276
 simcoe.ca



COUNTY OF SIMCOE OFFICIAL PLAN AMENDMENT APPLICATION FORM

OFFICE USE ONLY	
File Number:	File Name:
Date Received:	Amount Paid:
Date Complete:	

PRELIMINARY INFORMATION & INSTRUCTIONS

The Ministry of Municipal Affairs and Housing is the Approval Authority for amendments to the County of Simcoe Official Plan. Proposed amendments to the County of Simcoe Official Plan are circulated to the Province for review and comment. If adopted by County Council, the proposed amendment and required materials will be provided to the Ministry of Municipal Affairs and Housing for consideration and a decision.

Application fees are required as part of the approvals process, as well as full cost recovery for external charges incurred by the County in its review and processing of this application. Please see refer to County of Simcoe Fees & Charges Bylaw Schedule “K” Planning for details. If you are unsure of the applicable fees, please contact County Planning staff.

The application must be completed by the owner or authorized agent. Where the application is being made by an agent, the owner’s written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

This application is to be submitted to:

Director
 Planning, Economic Development & Transit
 Department County of Simcoe, Administration
 Centre 1110 Highway 26,
 Midhurst, ON L9X 1N6

If you require help completing this application form and preparing a draft plan of subdivision, please call the County of Simcoe Planning Department at 705-726-9300 to ask for assistance from Planning staff.

1. PRE-CONSULTATION

**Note: The County will not consider an application to be complete if this information is not provided.*

1.1 Has the amendment proposed in this application been the subject of a Pre-Consultation meeting?

County? YES NO Planner _____ Date _____

Local Municipality? YES NO Date _____

Other Agencies? YES NO Date _____

Agencies _____

Please include a copy of all pre-consultation correspondence. If a formal Pre-Consultation meeting regarding the development outlined in this application has not occurred with the County of Simcoe, the Director of Planning, Development & Tourism must waive the requirement for Pre-Consultation.

1.2 Have the requirements identified through pre-consultation been satisfied? YES NO

2. APPLICANT INFORMATION *(All communication will be directed to the Prime Contact Only)*

	Name	Address	Phone/Fax/Email
Registered Owner(s)			
Applicant(s)			
Planner			
Agent			
Ontario Land Surveyor			
Engineer(s)			
Solicitor			
Indicate Prime Contact			

3. DESCRIPTION OF THE SUBJECT PROPERTY

- a. Local municipality: _____
- b. Legal Description: _____
- c. Parcel Assessment Roll Number(s): _____
- d. Civic Address (if appropriate): _____
- e. Area of land subject to this application (ha): _____
- f. Location and area of land adjoining/adjacent to subject lands in which the owner has an interest: _____ (Please provide a map)

4. EASEMENTS/RESTRICTIVE COVENANTS/RESERVES

- a. Are there any easements (hydro, drainage, access, etc.), restrictive covenants or reserves affecting the subject lands? YES NO
- b. If YES, supply a copy of such documents and provide a brief description of its effect:

5. SURFACE RIGHTS

- a. Are the subsurface rights and surface rights held by the same owner? YES NO
- b. If NO, who owns the subsurface rights? _____

6. BUILDINGS & STRUCTURES

Are there any existing buildings and/or structures on the subject lands? YES NO

Are they to be:

- Retained YES NO Structure(s): _____
- Demolished YES NO Structure(s): _____
- Removed YES NO Structure(s): _____
- Other _____

7. CURRENT LAND USE(S)

- a. Current use(s) on the subject lands _____
- b. Existing Land Uses on Abutting Properties:
 - North _____
 - South _____
 - East _____
 - West _____

8. FORMER LAND USE(S)

- a. State all previous known uses on the subject lands

 - b. Has there ever been an industrial or commercial use, including a gas station, on the subject land or adjacent land? YES NO
 - c. If YES, describe: _____
-

- d. Is there any reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands? YES NO
- e. Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land at any time? YES NO UNKNOWN
- f. If YES, describe: _____
- g. Has the grading of the subject land been changed by adding earth or other material?
YES NO UNKNOWN
- h. If the answer to g) is YES, what is the source of the material used as fill?

- i. What is the source of the information for answering these questions?

- j. Has a soils investigation study been undertaken or requested? YES NO
- k. If NO, why? _____
- l. If YES to any of the above, has a Phase 1 Environmental Site Assessment been submitted?
YES NO

Please include a Record of Site Condition and any MOECC clearance.

9. OFFICIAL PLAN

- a. What is the existing in-effect designation(s) of the subject land in the approved Official Plans?
County Official Plan _____
Local Official Plan _____
- b. Authorized Land Uses by existing in-effect designation
County Official Plan _____
Local Official Plan _____
- c. If required, has a separate application for a local Official Plan Amendment also been made?
YES NO

10. RELATED APPLICATIONS

- a. What is the current zoning of the subject land? _____
- b. Does the proposed plan comply with the existing zoning? YES NO
- c. If NO, have you made a concurrent application for rezoning? YES NO
Describe _____
- d. Is the application also the subject of plan of subdivision application, or consent application?
Describe _____
-

11. TYPE OF AMENDMENT TO THE SIMCOE COUNTY OFFICIAL PLAN

- Site specific (*please attach map or plan*)
- Policy Only (*please attach proposal on separate pages*)
- Combination (*please attach proposal and map/plan on separate pages*)

12. PROPOSED COUNTY OFFICIAL PLAN AMENDMENT DETAILS

a. Does this requested amendment change, replace or delete a policy of the Simcoe County Official Plan? YES NO

b. Does this requested amendment add a policy to the Simcoe County Official Plan? YES NO
If YES, please indicate the policy that is to be added, changed, replaced, or deleted below and provide the text of the requested amendment.

c. What is the purpose of the proposed amendment (please describe)?

d. Does this requested amendment change or replace a designation in the Simcoe County Official Plan? YES NO
If YES, please provide the schedule of the official plan and the text that accompanies it

e. Provide a description of proposed land uses that would be authorized:

f. Does this requested amendment alter all or any part of the boundary of a settlement area? YES NO

If YES, an approved upper-tier municipal comprehensive review is required prior to this application being deemed complete.

g. Does this requested amendment remove the subject land from an area of employment? YES NO

If YES, an approved upper-tier municipal comprehensive review is required prior to this application being deemed complete.

13. STATUS OF OTHER PLANNING APPLICATIONS & MATTERS

a. Is the subject land or land within 120 metres of it the subject of an application for approval of a minor variance or consent? YES NO

b. Is the subject land or land within 120 metres of it the subject of an application for approval of a plan of subdivision, condominium or site plan? YES NO

c. Is the subject land or land within 120 metres of it the subject of a local Official Plan or zoning bylaw amendment? YES NO

- d. Is the subject land covered by a Ministers Zoning Order? YES NO

Ontario Regulation Number _____

If YES to any of (a) through (d) above, please indicate the following as it may apply:

Application File Number _____

Approval Authority _____

Affected Lands _____

Purpose of Application _____

Status _____

Effect on this application to amend the Simcoe County Official Plan

- e. Is the subject land currently related to matters before the Ontario Municipal Board?

YES NO

If YES, please explain.

- f. Are the water, sewage or road works associated with the proposed development subject to the provisions of the *Environmental Assessment Act*? YES NO

- g. If YES, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the *Planning Act* and the *Environmental Assessment Act*? YES NO

14. SITE SERVICING

14.1 Access

Access to the subject lands will be by:

Provincial Highway YES NO Private Street YES NO

County Road YES NO Right-of-Way YES NO

Assumed Municipal Street YES NO Water Access YES NO

Other YES NO Specify _____

14.2 Water Supply

- a. Water supply will be provided to the subject lands by:

Municipal water services YES NO

Private communal water services YES NO

Individual on-site water services YES NO

Other – specify _____

- b. Is the proposed development within a wellhead or intake protection area? YES NO

If YES, what measures are proposed to protect the drinking water source?

Has a Risk Management Plan been submitted or a Notice to Proceed issued? YES NO

- c. If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells a servicing options report and a hydrogeological report are required (O. Reg. 544/06 – schedule 1 – 18). YES NO

14.3 Sewage Services

- a. Sanitary/Sewage disposal will be provided to the subject lands by:

Municipal sewage services YES NO
Private communal sewage services YES NO
Individual on-site sewage services YES NO
Other – specify _____

- b. If the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems a servicing options report and a hydrogeological report are required (O. Reg. 544/06 – schedule 1 – 20). YES NO
- c. If the plan would permit development of fewer than five lots or units 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 hydrogeological report are required (O. Reg. 544/06 – schedule 1 – 21). YES NO
- d. If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed a hydrogeological report is required (O. Reg. 544/06 – schedule 1 – 22). YES NO

14.4 Storm Drainage

- a. Storm drainage will be provided by:

Connection to municipal storm sewer YES NO
Outlet to municipal drain/watercourse YES NO
Name of municipal drain/watercourse _____
Low Impact Development design YES NO
Swales, ditches YES NO
Other – specify _____

- b. The subject lands are within the _____ watershed and the _____ sub-watershed. How does the storm water management concept address the specific needs of the watershed/sub-watershed?

PROVINCIAL PLANS & POLICY

- 15.1 Is the proposed County Official Plan Amendment consistent with policy statements issued under subsection 3.1 of the *Planning Act*? YES NO

- 15.2 Is the subject land designated under any Provincial Plan or Plans?

- Growth Plan for the Greater Golden Horseshoe YES NO
 - Oak Ridges Moraine Conservation Plan YES NO
 - Greenbelt Plan YES NO
 - Niagara Escarpment Plan YES NO
-

- Lake Simcoe Protection Plan YES NO

15.3 Does the County Official Plan Amendment conform to, or not conflict with the applicable Provincial Plan or Plans?

Plan _____ YES NO

Plan _____ YES NO

15.4 Is the proposed County Official Plan Amendment consistent with the Provincial Policy Statement issued under the *Planning Act*? YES NO

Items **15.1** to **15.4** noted above must be confirmed and discussed in detail in a Planning Report written and signed by a Registered Professional Planner with membership in good standing with Ontario Professional Planners Institute. A Planning Report has been submitted with this application. YES NO

15. CHECKLIST OF SUBMISSION MATERIALS

In order to ensure that you have submitted a complete application, please ensure that the following have been included:

- 2 signed original copies of the completed application form
 - 13 copies of the completed signed application form
 - 1 digital version of the proposed land use schedule (as applicable) to County of Simcoe GIS specifications
 - County of Simcoe Application Fee (As Per Fees & Charges Bylaw)
 - 1 copy of the Registered Deed of Title
 - 1 copy of pre-consultation letters from the County, municipality and other agencies
 - 6 copies of the Planning Report (*Required*)
 - confirmation of consistency with the PPS and conformity with Provincial Plans as required by Regulations
 - 6 copies of the Functional Servicing Report (*Required*)
 - if circumstances warrant, servicing information as required by the Planning Act
 - Proposed Public Consultation Strategy (*Required*)
 - 6 copies of the Servicing Options Report (*Determined through Pre-Consultation*)
 - 6 copies of the Hydrogeological Study (*Determined through Pre-Consultation*)
 - 6 copies of the Preliminary Storm Water Management Report (*Required*)
 - 6 copies of the Traffic Impact Study (*Determined through Pre-Consultation*)
 - 4 copies of the Environmental Impact Statement (*Determined through Pre-Consultation*)
 - 6 copies of the Waste Disposal Impact Assessment (D4 Study) (*Determined through Pre-Consultation*)
 - 6 copies of the Archaeological Assessment (*Determined through Pre-Consultation*)
 - Other reports determined through Pre-Consultation
 - Copies of all reports and studies need to submitted digitally on a USB stick
-

16. OWNER'S AUTHORIZATION

I/we, _____, being the registered owner(s) of the subject lands, hereby authorize _____ to prepare and submit a draft plan of subdivision for approval.

Signature of Owner

Date

Signature of Owner

Date

Note: If an agent is employed, all registered owners must complete the following or provide similar authorization on the face of the draft plan.

Note: If any of the Owners are an incorporated company, the company seal must be applied. If the company does not have a seal, a statement of authority to bind is required.

17. DECLARATION

I/we, _____ of the _____ of _____ County/Region _____ do solemnly declare that all the statements contained in this application and all attachments are true and accurate, 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*.

Declared before me at _____

In the Region/County/City of _____

in the Municipality of _____

this _____ day of _____, 20_____

Owner(s) or Authorized Solicitor or Authorized Agent

A Commissioner for taking oaths

18. APPLICANT'S CONSENT (FREEDOM OF INFORMATION)

In accordance with the provisions of the *Planning Act*, it is the policy of the County Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I _____, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by the applicant, its agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature of Applicant

Date

PERMISSION TO ENTER

Date: _____

Planning Department
County of Simcoe
Administration Centre
1110 Highway 26
Midhurst, Ontario
L9X 1N6

Dear Sir/Madam:

Re: Submission of Planning Application

Location of Land:

I hereby authorize the members of the staff of the County of Simcoe and Local Municipality and public agencies to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Please Print Name (non-electronic)

Signature of Owner or Authorized Agent (non-electronic)

Address (non-electronic)

Telephone (non-electronic)