



**REGIONAL OFFICIAL PLAN AMENDMENT
APPLICATION FORM**

Regional Use Only		
<u>Regional File No.</u>	<u>Date Received</u>	<u>Date Deemed Complete Application</u>

An electronic version of this application form is available on the Region's website.
Please visit: www.york.ca

1.0 Pre-submission Consultation Meeting

Prior to submitting this application, you should consult with the York Region Planning and Development Services Department, which will co-ordinate input from other Regional Departments. You should also consult with affected area municipalities, Provincial ministries and conservation authorities. Consultation will assist you in determining important additional information, such as issues that need to be addressed, the agencies that may be affected and the type of supporting documentation they require, and in preparing the proposed draft official plan amendment document.

No fee is charged for pre-consultation with Regional staff. Once a formal application is received and the application fee is paid, the application will be circulated for comments. Subsequent revisions may require another fee and further circulation.

2.0 Completeness of Application and Application Process

The prescribed information, pursuant to Schedule 1 of Ontario Regulation 543/06 made under the Planning Act, must be provided together with the fee and any documents/studies identified during the pre-submission meeting. The time periods for processing a request for an official plan amendment, as set out in Section 22(7) of the Planning Act, do not begin until all these materials have been provided. Once the complete application is submitted, the Regional Planning Department has 30 days to advise whether the application is deemed complete. Upon an affirmative notice, the Region then has 15 days to notify the prescribed persons and public bodies, in the prescribed manner, of the request to amend the Regional Official Plan. Depending on the nature and scope of the proposed Regional Official Plan amendment, an additional newspaper advertisement may be required. The applicant will be informed at the pre-submission consultation meeting whether an additional fee is required.

3.0 Submission Requirements (to be confirmed at the pre-submission meeting)

- Signed application form
- Application fee
- Draft Regional Official Plan Amendment
- Planning Justification Report
- Transportation Impact Study
- Oak Ridges Moraine Conservation Plan Conformity Report (if applicable)
- Other Studies Identified at Pre-submission Meeting

4.0 Contact Information

4.1 Registered Owner

Owner	Contact Name
Telephone No.	Fax No.
Address	Email Address

4.2 Agent/Applicant (if different than owner)

Agent/Applicant	Contact Name
Telephone No.	Fax No.
Address	Email Address

5.0 Property Information

Municipal Address	Area Municipality
Lot Number	Concession Number
Registered Plan Number	Lot(s)/Block(s)
Area of Subject Land (ha)	

6.0 Details of the Amendment

Prescribed Information per O. Reg. 543/06	Response
Whether the requested amendment changes, replaces or deletes a policy in the official plan?	
If the answer is yes, the policy to be changed, replaced or deleted.	
Whether the requested amendment adds a policy to the official plan.	
The purpose of the requested amendment.	
The current designation of the subject land in the official plan and the land uses that the designation authorizes.	
Whether the requested amendment changes or replaces a designation in the official plan?	
If the requested amendment changes or replaces a designation in the official plan, the designation to be changed or replaced.	
The land uses that the requested official plan amendment would authorize.	
Whether water will be provided to the subject land by a publicly owner and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body, or other means.	
Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.	
<p>If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed,</p> <ul style="list-style-type: none"> i. a servicing options report, and ii. a hydrogeological report. 	
<p>Whether the subject land or land within 120 metres of it is the subject of an application by the applicant under the Act for,</p> <ul style="list-style-type: none"> i. a minor variance or a consent, ii. an amendment to an official plan, a zoning by-law or a Minister’s zoning order, or iii. approval of a plan of subdivision or a site plan. 	

Prescribed Information per O. Reg. 543/06	Response
<p>If the answer to the above is yes, the following information about each application:</p> <ul style="list-style-type: none"> i. its file number, ii. the name of the approval authority considering it, iii. the land it affects, iv. its purpose, v. its status, and vi. its effect on the requested amendment. 	
<p>If a policy in the official plan is being changed, replaced or deleted or if a policy is being added, the text of the requested amendment. <i>(Typically provided in the draft OPA document)</i></p>	
<p>If the requested amendment changes or replaces a schedule in the official plan, the requested schedule and the text that accompanies it. <i>(Typically provided in the draft OPA document)</i></p>	
<p>If 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, the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement.</p>	
<p>If the requested amendment removes the subject land from an area of employment, the current official plan policies, if any, dealing with the removal of land from an area of employment.</p>	
<p>Whether the requested amendment is consistent with the policy statements issued under subsection 3(1) of the Planning Act. <i>(Typically provided in the Planning Justification Report)</i></p>	
<p>Whether the requested amendment is within an area of land designated under any provincial plan or plans.</p>	
<p>If yes, whether the requested amendment conforms to or does not conflict with the provincial plan or plans. <i>(Typically provided in the Planning Justification Report)</i></p>	

7.0 Affidavit or Sworn Declaration

I, _____ of the _____
in the _____ make oath and say (or solemnly declare) that I am

(please indicate one)

- the owner an agent of the owner
 an officer of the owner an officer or employee of the agent of the owner

and that all the statements contained herewith and statements contained in all of the exhibits attached hereto 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.

Sworn (or declared) before me
at the _____
in the _____
this _____ day of _____ 20 _____

Signature of a Commissioner
for taking affidavits

Signature of Declarant

8.0 Owners Authorization

If the owner(s) is/are different from the Agent/Applicant, the owner(s) must complete the following authorization. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject land hereby
authorize (insert name of applicant) _____
to prepare and submit this application to the Regional Municipality of York.

Signature of Owner

Date