



## **OFFICIAL PLAN AMENDMENT**

### **Application Fee:**

Official Plan Amendment (re-designating) - \$1,845.00 (\$700.00 of this fee is allocated to the County of Lambton)

### **Other Fees:**

St. Clair Region Conservation Authority Planning and Regulation Fees are available on their website [www.scrca.on.ca](http://www.scrca.on.ca) or by calling 519-245-3710. These fees are payable directly to the Conservation Authority and may be done over the telephone with a credit card. The Planning Department will require comments from the SCRCA for any development proposed within lands affected by Ontario Regulation 171/06. The SCRCA mapping can be used to determine if your property is affected by this regulation, [https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA\\_Public.SCRCA](https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA_Public.SCRCA)

3rd Party Review of Studies/Engineering/Legal Fees - Will be invoiced to Applicant

\$100.00 – County of Lambton – If septic evaluation is required, payable to 'The County of Lambton'

\$55.00 – Minimum Distance Separation (MDS Review Fee) – if applicable

\$115.00 – recirculation fee (if required) – If the application requires a recirculation, due to the actions of the applicant, the recirculation fee must be paid before the Planning Department will recirculate the application. If the applicant is absent for the scheduled hearing of their application, the application will be deferred and the recirculation fee must be paid before the application will be brought forth to a future meeting.

### **Pre-Consultation Meeting:**

It is recommended that the applicant attend a pre-consultation meeting prior to submission of the application. In preparation for the pre-consultation meeting please submit a Concept Plan & Layout for the site at least two weeks in advance of the scheduled meeting date. Following the pre-consultation meeting any additional information required for the application submission will be communicated to the applicant.

### **Application Forms:**

A complete sketch of the property must accompany the application showing accurate dimensions and buildings.

The proposed zoning should be detailed so an appropriate zone can be established.

Justification for the change should accompany the application.

Council is the approval authority to approve or deny the application. If adopted, it is forwarded to the County for approval.

Measurements must be provided in **Metric Units**.

Applicant is responsible for gathering required information/data for Minimum Distance Separation (MDS) formulae.

### **Notification:**

Notice is sent to all property owners within 120m of property line and appropriate agencies (sent 20 days prior to the meeting). Notice is also posted on site.

### **Public Meeting:**

A statutory public meeting must be held where a Town Planner will provide Council with the purpose and the reasons for the by-law amendment. The Applicant is also given an opportunity to make a presentation.

### **Appeal Period:**

The County of Lambton will indicate the final day for appeal. Any formal appeals must be filed with the [Ontario Land Tribunal \(OLT\)](http://www.ontariolandtribunal.ca). All appeals are subject to an OLT Appeal Administration Fee of **\$300.00** due payable to the Town of Plympton-Wyoming, this fee is to be paid by the appellant.

### **Finalization:**

Once the County of Lambton approval is received and the appeal period is complete without any objections, the amendment becomes effective. Additional Permits may be required as part of the Official Plan Amendment Process.

*There are no guarantees of approval for any application submitted to the Town of Plympton-Wyoming. No refunds will be issued in the event the application is denied by the Council of the Town of Plympton-Wyoming.*



APPLICATION FOR  
OFFICIAL PLAN  
AMENDMENT

<b>FOR OFFICE USE</b> Development review meeting date: File No.: Reviewed by: Review date:
<i>Planning Act</i> , R.S.O. 1990, c. P.13, s. 34(10); 1996, c. 4, s 20(5) O. Reg. 199/96, schedule

NAME OF APPROVAL AUTHORITY: Plympton-Wyoming Council

NAME OF MUNICIPALITY: Town of Plympton-Wyoming

APPLICATION FEE: \$1,845.00 (\$700.00 to County of Lambton)

*Please complete all sections of the application form. The Town of Plympton-Wyoming has the right to refuse any applications that are incomplete, inaccurate, or have not been reviewed by the Planning Department prior to submission. Applications will not be accepted without payment present at the time of submission.*

NAME OF OWNER(S):	NAME OF AGENT: (if applicant is an agent authorized by the owner)
MAILING ADDRESS:	MAILING ADDRESS:
TELEPHONE:	TELEPHONE:
EMAIL:	EMAIL:
AMENDMENT REQUEST	
Date of request to municipality to initiate proposed amendment:	Name of the official plan proposed to be amended:  The Town of Plympton-Wyoming Official Plan
LEGAL DESCRIPTION of subject land (the municipality, <u>concession and lot numbers</u> , registered plan and lot numbers, reference plan and part numbers - <a href="http://www.gislambton.on.ca">www.gislambton.on.ca</a> can help with this or a Parcel Abstract from Land Registry Ontario. This information can be found on a Town tax bill):	
MUNICIPAL ADDRESS AND ROLL NUMBER:	
DIMENSIONS OF SUBJECT LAND: (in metric only)	
FRONTAGE:	DEPTH: AREA:
DATE subject property was acquired by current owner:	
OFFICIAL PLAN POLICY AND DESIGNATION – EXISTING: (found on schedule ‘A’ or ‘B’ of the Official Plan)	
State current land uses authorized by the official plan designation:	
THE PROPOSED AMENDMENT changes / replaces / deletes a <u>WRITTEN</u> policy in the official plan (circle one).	
NAME/DESCRIPTION of affected policy:	
POLICY – ADDITION – the proposed amendment adds the following <u>WRITTEN</u> policy to the official plan:	
PURPOSE – if the proposed amendment changes, replaces, deletes or adds a policy, state the purpose of the proposed official plan amendment:	



Only to be completed if the applicant is an agent authorized by the property owner, not the property owner themselves

AUTHORIZATION BY OWNER\*

I, the undersigned, being the owner of the subject land, hereby \_\_\_\_\_  
authorize

to be the applicant in the submission of this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

(must me a third party with no interest in the application)

\*If the owner is a corporation, provide witnessed authorization on company letterhead.

To be commissioned in front of a Commissioner of Oaths

DECLARATION OF APPLICANT

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

All statements contained in this application and provided by me 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

DECLARED before me at the \_\_\_\_\_ in the \_\_\_\_\_ this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

It is required this application be accompanied by the application fee of \$1,845.00, as well as all other applicable fees, to be payed by cash, debit, or by cheque made payable to 'The Town of Plympton-Wyoming'. If the subject land is within the Regulation Area of the Conservation Authority, their review fee can be paid directly to that office. Their review will not begin and the application will not be accepted until receipt of said fee. Applications must be witnessed and commissioned by a Commissioner of Oaths, this can include Government Officials such as Municipal Clerks and Treasurers, and Notary Publics. The Town of Plympton-Wyoming offers Commissioner of Oath Services.

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

<b>FOR OFFICE USE ONLY</b>	
Name of Owner:	Address:
Name of Agent:	Address:
Date of receipt of complete application:	Checked by:
Existing Official Plan Designation:	
Pertinent Policies:	
<b>Application Concerning</b> Land Use:  Parks:  Major Streets:	
Description of Amendment Required:	

**RECOMMENDATIONS TO APPLICANTS FOR OFFICIAL PLAN AMENDMENTS**

When you apply for an official plan amendment, you are required to submit information which is prescribed by Provincial Regulation as well as other additional information which the municipality required regarding the amendment. The more information provided, the less likely delays will occur in the review. An Official Plan Amendment must be based on proper planning principles. It is Recommended that an applicant:

i.

Examine all pertinent planning documents. The proposed amendment must be consistent with the general goals, objectives and development policies of the municipal official plan. The amendment must also have regard to the Provincial Planning Statement issued under the Planning Act. The County of Lambton Official Plan places the Provincial Planning Statement into the regional context of Lambton County. An amendment to a municipal official plan must conform to the County Official Plan.

ii.

Examine surrounding land uses. The proposed development must fit into the surrounding community. Show the options required to mitigate any adverse impact on surrounding land uses (if any).

iii.

Examine the capacity of municipal services to accommodate the proposal (existing water, sewage, storm drainage and roads). The proposed density of development must be supported by information about servicing. Contact the municipality or the relevant road authority.

iv.

At least one public meeting will be held and adequate information must be made available to the public in advance of the public meeting.

The *Planning Act* contains time-lines regarding the processing of this application. These time-lines are based on the date on which the **complete** application was received.