

**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)

\$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://ontario.landtribunal.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

**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.***

<b>NAME OF OWNER(S):</b>	<b>NAME OF AGENT:</b> (if applicant is an agent authorized by the owner)
<b>MAILING ADDRESS:</b>	<b>MAILING ADDRESS:</b>
<b>TELEPHONE:</b>	<b>TELEPHONE:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>

## AMENDMENT REQUEST

<b>Date of request to municipality to initiate proposed amendment:</b>	<b>Name of the official plan proposed to be amended:</b>
	The Town of Plympton-Wyoming Official Plan

**LEGAL DESCRIPTION** of subject land (the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers - [www.gislambton.on.ca](http://www.gislambton.on.ca) 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:**

**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:

<b>THE PROPOSED AMENDMENT</b>	<b>changes</b>	<b>/</b>	<b>replaces</b>	<b>/</b>	<b>deletes</b>	a <b><u>WRITTEN</u></b> policy in the official plan.
<b>NAME/DESCRIPTION</b> of affected policy:						

**POLICY – ADDITION** – the proposed amendment adds the following **WRITTEN** 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:

**EFFECT OF PROPOSED AMENDMENT ON DESIGNATION (MAPPING)**

The proposed amendment  Changes  Replaces a designation of the Land Use Schedule of the official plan.

Name the designation proposed:

**LAND USE** – state the land uses that would be authorized by the proposed amendment:

**OTHER APPLICATIONS** if known, indicate if the land is the subject of an application under the *Planning Act* for:

<input type="checkbox"/>	Official plan amendment	File #	Status
<input type="checkbox"/>	Approval of a plan of subdivision (under section 51)	File #	Status
<input type="checkbox"/>	Severance (under section 53)	File #	Status
<input type="checkbox"/>	Previous rezoning application (under section 34)	File #	Status

**TEXT – PROPOSED AMENDMENT** – state the text of the proposed amendment if a policy in the official plan is being changed, replaced, deleted, or if a policy is being added to the official plan.

*(add additional sheet if further space is required)*

Where the proposed amendment changes or replaces a schedule in the official plan, attach the proposed schedule and the text that accompanies the schedule.

Signature page to follow.

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

\_\_\_\_\_  
Date

\*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.



**Development Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

## ASSESSMENT OF SEWAGE FLOWS FOR EXISTING PRIVATE SEWAGE DISPOSAL SYSTEMS

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Sub Lot No: \_\_\_\_\_ Plan No: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

	Existing Structure	Office Use	Structure After Construction	Office Use
<b>Fixture</b>	<b>Number</b>	<b>Fix. Units</b>	<b>Number</b>	<b>Fix. Units</b>
Bedrooms				
Dishwasher				
Laundry Tub				
Shower Stalls				
Bath Tubs				
Toilets				
Wash-up Sinks				
Kitchen Sinks				
Other				
<b>Total</b>				

Please answer the following questions:

1. Will any component of the existing sewage system be relocated or replaced?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Will the proposed construction decrease the existing separation distance between the structure and the existing sewage system?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the existing system malfunctioning or discharging sewage onto the ground or into surface water?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. What is the size of the existing septic tank? \_\_\_\_\_

5. What is the size of the existing leaching bed? \_\_\_\_\_

6. What is the floor area of the present dwelling? \_\_\_\_\_

7. What will the floor area be of the dwelling after construction? \_\_\_\_\_

I \_\_\_\_\_ CERTIFY THAT THE INFORMATION.  
(Print name in full)

CONTAINED HEREIN IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

Owner \_\_\_\_\_ Agent \_\_\_\_\_

Date: \_\_\_\_\_

## **ASSESSMENT OF REQUIREMENT TO SUBMIT AN APPLICATION UNDER PART 8 OF THE ONTARIO BUILDING CODE**

The following circumstances dictate when an upgrade or replacement of an existing sewage system is necessary. An application for a sewage permit is required when:

1. The performance level of the existing building is reduced. The Ontario Building Code states that the performance level of a dwelling is reduced where the total daily design sanitary sewage flow of the dwelling exceeds the capacity of any component of the sewage system. The capacity of the sewage system must be evaluated when the construction:
  - increases the number of bedrooms in the existing home;
  - exceeds 15% of the gross area of the dwelling unit or;
  - adds new plumbing fixtures to the existing home.
2. The proposed structure will decrease the separation distance to the existing sewage system.
3. The sewage system is malfunctioning or is discharging sewage onto the ground or into surface water (e.g. Septic connections to agricultural field tiles and drainage ditches are not permitted).
4. The owner/agent is unable to answer either question 1, 2 or 3.

On the attached graph paper, please provide a sketch of the subject property showing lot dimensions, the location(s) of all buildings and structure and the location of the septic tank and leaching (show as much detail regarding the bed as possible - i.e. number of distribution pipes, length of tiles et cetera). If the size of the lot makes it impractical to show the entire property, focus on the area where the sewage system and dwelling are (to be) located.

**This office will conduct an inspection of the subject property. An inspection/administrative fee of \$100.00 is therefore required of the applicant to cover the cost of the septic system evaluation/inspection. If it is necessary to make application for septic approval to replace or upgrade the existing sewage system, the evaluation fee will be applied to the cost of the septic permit.**

**LOT DIAGRAM AND SEWAGE SYSTEM PLAN:** Draw to scale and indicate the direction of north.

**SHOW:**

- 1) Location of sewage system components (i.e. tanks, leaching beds)
- 2) Horizontal distances from system to adjacent existing or proposed buildings, well water supplies (including neighbours'), existing on-site sewage systems, driveways, property lines, swimming pools and watercourses (including ditches).
- 3) Lot dimensions, roads and topographic features (i.e. steep slopes, swamps)



## Declaration of Applicant

### Project Address:

#### Section A

Is this project a commercial, agricultural, or industrial application?      Yes      No  
Does the proposal involve fuel handling/storage  $\geq 15,000$  litres?      Yes      No

---

#### Section B

Are there any hydro poles/hydro easements on this property?      Yes      No  
Is there any gas or oil or any other utility easement on this property?      Yes      No  
Are there any Right-of-Way accesses on this property?      Yes      No  
Are there any easements (of any nature) on this property?      Yes      No  
Are there any closed private/municipal drains on this property?      Yes      No  
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)- Yes      No

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.      Yes      No  
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.      Yes      No

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.      Yes      No

---

I, \_\_\_\_\_ certify that:

(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

---

(Date)

---

(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions**