



Instructions for Official Plan Amendment Application

PLEASE DETACH AND RETAIN THE FIRST THREE PAGES FOR FUTURE REFERENCE

BACKGROUND INFORMATION

This process pertains to: OFFICIAL PLAN AMENDMENT Applications pursuant to Section 22 of the Planning Act. Prior to the Township processing this application, a completed copy of the attached application form as well as any required drawing(s), information, and processing fee(s) must be received.

Acceptance of the application by the Township does not relieve the applicant from the obligation to obtain any license, permit, authority or other approval required by the Township, the Conservation Authority having jurisdiction, or any other public authority or body.

Depending on the location of the subject lands, the Township collects planning application review fees on behalf of the St. Clair Region Conservation Authority and/or the Ausable Bayfield Conservation Authority. The Township also collects fees for Septic Review on behalf of the County of Lambton. All fees are payable at the time of application filing.

NOTE:

It is the responsibility of the applicant to ensure the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.

Incomplete applications will result in delays and additional costs. Please ensure all information requested is included prior to submitting this application.

Additional information, studies and/or reports may be required by the Township of Warwick prior to approval being granted. Warwick Township reserves the right to determine which information is necessary in order to properly process an application.

Applicants are encouraged to discuss the requirements of any application with the Warwick Planning Team. Please contact the township office at 226-848-3926 or planning@warwicktownship.ca

APPEAL TO THE LOCAL PLANNING TRIBUNAL

If an application is made for an OPA, and Council fails to make a decision within 120 days after the day the application is deemed complete by staff, the applicant may appeal to the Ontario Land Tribunal (OLT).

Anyone may appeal a decision of the County of Lambton to the OLT within 20 days of the date of the Notice of the Decision of the County Clerk by personally delivering or sending a Notice of Appeal to the Clerk of the County of Lambton and the required forms, downloadable from the LPAT website (<http://www.elto.gov.on.ca>).

The appeal must set out the reasons for objection and must include the prescribed fee. The Township Clerk will then prepare an appeal package and forward it to the OLT who will schedule a hearing. Written notice of the time and date will be provided in advance of the hearing. All decisions made by the OLT are considered final.

APPLICATION SUBMISSION

Please submit the application, drawing and fee(s) to:

Township of Warwick
5280 Nauvoo Road
Watford, ON N0M 2S0
P: 226-848-3926

Warwick Township Planning Department
planning@warwicktownship.ca

MFIPPA Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec. 53 of the Planning Act, and O.Reg. 543/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Clerk, Township of Warwick 5280 Nauvoo Road, Watford, Ontario N0M 2S0 or by phone at 226-848-3926.

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



Official Plan Amendment Application

SECTION 1	
APPLICANT: Registered owner(s) of subject land	
Name:	
Address:	
Town:	Postal Code:
Phone:	Email:
AUTHORIZED AGENT (authorized by the owner to file the application, if applicable)	
Name:	
Address:	
Town:	Postal Code:
Phone:	Email:
HOLDER OF ANY MORTGAGES, CHARGES OR OTHER ENCUMBRANCES (use separate sheet if needed)	
Name:	
Address:	
Town:	Postal Code:
Phone:	Email:
ONTARIO LAND SURVEYOR (if applicable)	
Name:	
Address:	Postal Code:
Phone:	Email:

SECTION 2		
DESCRIPTION OF SUBJECT LANDS		
Geographic Municipality:		
Registered Plan:		
Reference Plan:		
Street Address:		
Lot(s)/Concession:		
Lot(s):		
Part(s):		
Municipal Roll Number:		
DATE SUBJECT LAND WAS ACQUIRED BY THE CURRENT OWNER:		
Describe the existing use(s) of the subject land:		
Describe the proposed use(s) of the subject land:		
What is the current Official Plan Designation?		
What is the current zoning?		
Dimensions of subject land (in metric units)		
Frontage:	Depth:	Area:
Access to subject land (only those that apply to this property)		
Provincial Highway	Right-Of-Way	County Road
Municipal Road	Private Road	Water
Other (specify):		

SECTION 3

OFFICIAL PLAN AMENDMENT

Does the requested amendment add a policy to the Official Plan? Y N

Describe the purpose of the requested amendment:

Describe how the proposed amendment conforms with the County of Lambton's Official Plan:

Please list the land uses authorized by the current Official Plan designation:

Does the requested amendment change or replace a designation in the Official Plan? Y N
If yes, please indicate the designation to be changed or replaced.

Please list the land uses that the requested Official Plan Amendment would authorize:

If a policy designation schedule in the Official Plan is being added, changed, replaced or deleted, provide the text and schedule that accompanies it (use a separate sheet).

Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement? Y N

If yes, provide the current Official Plan Policies, if any, dealing with the alteration or establishment of an area of settlement (use a separate sheet).

Does the application remove land from an area of employment? Y N

If yes, provide the Current Official Plan Policies, if any, dealing with the removal of land from an area of employment (use separate sheet).

Please indicate how the application is consistent with the Provincial Policy Statement (a copy of this statement is available at www.mah.gov.on.ca):

Does your Public Consultation Strategy regarding the subject application exceed the Planning Act's minimum requirement? Y N

If yes, elaborate on the additional consultation proposed:

CONCURRENT APPLICATIONS FILED

Please indicate if the subject land is the subject of an application under the Planning Act for:

	File #	Status
Amendment to Zoning By-Law		
Approval of a Plan of Subdivision		
Minor Variance		
Consent (Severance)		
Minister's Zoning Order Amendment		

Is the subject land within an area of land designated under any provincial plan or plans? **Y N**

If yes, explain how the requested amendment conforms or does not conflict with the provincial plan or plans:

SERVICING

Water Supply will be provided by:

Publicly owned/operated piped water system **Y N**

Privately owned well or communal well	Y	N
Lake or other water body	Y	N
Other (specify):		
Sewage Disposal will be provided by:		
Publicly owned/operated sanitary sewage system	Y	N
Privately owned individual or communal septic system	Y	N
Privy	Y	N
Other (specify):		
Storm Drainage will be provided by:		
Storm sewers	Y	N
Ditches	Y	N
Swales	Y	N
Other (specify):		

SECTION 4			
Are there any EXISTING buildings or structures on the subject land? Y N			
If yes, please complete the table below indicating the type of buildings and structures (including date of construction) that currently exist on the lot and the specified measurements (in metric).			
Type of building/structure			
Date of construction			
Distance from front lot line			
Distance from rear lot line			
Distance from side lines			
Height (in metres)			
Floor area			
Dimensions			

Are there any buildings or structures PROPOSED for the subject land? Y N			
If yes, please complete the table below indicating the type of buildings and structures proposed for the subject land and the specified measurements in metric units.			
Type of building/structure			
Distance from lot line			
Distance from rear lot line			

Distance from side lines			
Height (in metres)			
Floor area			
Dimensions			

MUNICIPAL DISTANCE SEAPARATION (MDS)

Where are the nearest livestock barns? _____ (metres)

Are there any barns on the holding that are the subject of this application? **Y N**

If yes, are these barns:

Currently used for livestock? **Y N**

Capable of being used for livestock? **Y N**

Please submit a list of all livestock operations

SKETCH REQUIREMENTS

This application must be accompanied by a sketch detailing the following information. Failure to supply such information will result in a delay in application processing. Please complete the checklist below to ensure you have provided all required information.

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land indicating the distance of the buildings and structures from the front yard lot line, rear yard lot line, and the side yard lot lines;
- 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 (ie: buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks);
- The current/existing uses on the lands that area adjacent to the subject land;
- 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, a private road, or a right-of-way;
- Off-street parking and loading (if required) and access thereto, including the dimension of the spaces and aisles;
- The location and nature of any easements affecting the subject land;
- Scale of site plan (metric preferred) and north arrow;
- Location of any free-standing signage on the parcel; and
- Location, size and extent of any waste collection bins

MUNICIPAL COSTS

The Township of Warwick may incur expenses associated with obtaining outside legal, engineering, planning review or assistance from its consultants relating to your application. Any expenses incurred by the Township relating to this application are the responsibility of you, (the owner) for payment and any/all bills associated with this will be forwarded to you.

I, _____ (owner) acknowledge and agree to pay all associated expenses the Township of Warwick incurs as outlined above.

Signature

Date

AGENT AUTHORIZATION – Please complete the authorization for an agent to act on behalf of the owner of the subject land.

I, _____ (Name) being the owner of the property described in Section 1 of this application for zoning by-law amendment, hereby authorize _____ (Agent) to act as my agent in matters related to this application for Zoning By-law Amendment.

Dated this ____ day of _____, 20____.

Owner Signature

STATUTORY DECLARATION

I (we) _____ of the _____ of _____ in the County of _____, hereby declare that the information provided in this application as required under Section 22 of the Planning Act and Ontario Regulation 545/06 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 Township of Warwick, in the County of Lambton this ____ day of _____, 20____.

Owner/Applicant

Commissioner of Oath

APPENDIX A – FOR OFFICE USE ONLY (Official Plan Amendment)

Name of Applicant: _____

Property Address: _____

FOR MUNICIPAL USE		
Date Application Received	_____	_____
Completed Application Checked	_____	_____
	Date	Initials

Date of Receipt of FEES: _____

- \$600 Township fee
- \$400 County fee
- \$75 County fee (if septic necessary)
- SCRCA – (refer to Conservation Authority Fee Schedule)

Application Deemed Complete _____

Timeline for Decision (Planning Act) _____

Application to Council and set date _____

Council Acceptance of Application _____

Notice of Public Meeting mailed along with sketch to property _____

Owners within 20 days prior to public meeting _____

Notice of Public Meeting posted on property _____

Public Meeting Date _____

Date decision is mailed _____

Last day of Appeal (20 days after Notice of Decision) _____

If no appeal is received, date applicant is notified and certified _____

copy of the decision is provided to the Clerk _____

If an appeal is filed, date OLT decision is filed with the Clerk _____