



APPLICATION FOR OFFICIAL PLAN AMENDMENT

Ontario Regulation 543/06 Planning Act, R.S.O. 1990 as amended

PRELIMINARY NOTES:

- This application should only be completed after undertaking the Pre-Consultation Application process with the Municipality.
- If the proposed development does not conform to the Township of Ramara Zoning Bylaw, a Zoning Bylaw Amendment Application should also be submitted so they may be considered concurrently.
- The Township of Ramara does not assume responsibility for identifying all deficiencies at time of application submission.

APPLICATION REQUIREMENTS CHECKLIST

APPLICATION FEE & DEPOSIT PAYMENT

Payment of application to accompany the application submission. Refer to the [Planning Fees Bylaw](#) Establishing a Tariff of Fees for the Processing of Planning Applications.

Available Payment Methods

- a) Cash, Debit, or Cheque payable to the Township of Ramara in person at the Municipal Office located at 2297 Hwy 12, Brechin, ON
- b) For digital payment, please request invoice creation to planning@ramara.ca. Once payment is made, please email the digital payment confirmation # to planning@ramara.ca

APPLICABLE PLANS AND STUDIES

One PDF as well as one hard copy of all applicable studies and plans required for a complete application (as outlined in the Pre-Consultation Application meeting minutes) are to be submitted.

Please refer to [O.Reg 543/06](#) for the list of required information to be submitted with the application.

Note: Make a clear distinction of the portion of property subject to the Official Plan Amendment application if application is not relevant to entire property.

SWORN AFFIDAVIT (ITEM NO. 11 on PAGE NO. 12)

The sworn affidavit provided is required to be signed in front of an Ontario Commissioner. Township of Ramara Commissioners are available to commission your application by appointment.

Available Appointment Methods

- a) In person, by appointment at the Municipal Office located at 2297 Hwy 12, Brechin, ON
- b) Online, by appointment via Zoom

To schedule an appointment with a Ramara Commissioner, please contact the Planning Department staff:

a) Email: planning@ramara.ca

b) Phone: 705-484-5374 (request Planning Department staff to be transferred to Planning Administration)

Note: The sworn affidavit must be signed by all registered owners, or alternatively, written authorization given by all registered owners for another individual to sign on their behalf.

AUTHORIZATION

Authorization is not required if all registered owners apply for an application under the Planning Act, provided all registered owners sign off on each required line of the applicable application, including that all registered owners take oath in the presence of a Commissioner.

Applicant Structures Triggering Authorization:

a) If the application is being applied for by one owner, all other owners registered on title must provide the written authorization to all for the specific owner to submit the application on behalf of all.

b) If this application is signed by an agent or applicant on behalf of the owner, the written authorization (attached to application) by all registered owners must accompany the application.

c) If the owner/applicant is a Corporation, acting without agent or solicitor, the application must be signed by an officer of the Corporation and the Corporation's seal (if any) should be affixed. The words, "I have authority to bind the Corporation" may be printed under the signing officer's name instead of affixing the corporate seal. Further, the Article of Incorporation must accompany the application.

APPLICATION PROCESS

DEEMING OF COMPLETE APPLICATION

Once the application has been received by the Municipality and deemed a complete application, it will be circulated to the appropriate departments and agencies for comment.

A Public Meeting of Council will be scheduled accordingly.

APPLICATION SIGN(S)

When the application is deemed complete, the applicable signs will be prepared by Township staff which is to be paid for and picked up by the applicant.

The sign(s) must be posted on the subject lands in a visible location from a public street and on each separately assessed parcel.

Note: The sign is a required form of notification according to Ontario Regulation 543/06 as amended. Failure to post the sign will result in delays.

PUBLIC MEETING

All comments, concerns and submissions received at the Public Meeting will be considered, and the Township's Planning Department will work with the applicants in an attempt to resolve any issues. A further recommendation will be submitted to Council, to consider the adoption of the proposed Bylaw Amendment.

COUNCIL'S ADOPTION OF AMENDMENT

If the Council of the Township of Ramara passes an Official Plan Amendment Bylaw, a Notice of Passing will be given no later than 15 days after the day the Bylaw is passed in the manner and form and to the persons and public bodies as prescribed.

NOTICE OF PASSING

The Official Plan Amendment Bylaw, no later than 15 days after the day the bylaw is passed will be forwarded to the County of Simcoe, being the final Approval Authority.

COUNTY OF SIMCOE APPROVAL

Prior to the Official Plan Amendment Bylaw coming into effect, the adopted Official Plan Amendment and supporting material must be forwarded to the County of Simcoe Planning Department with the required application fee according to the [County of Simcoe's Fees and Charges Bylaw](#) in order to obtain final approval.

APPEALS

No later than 20 days after the day that the Notice of Passing was given, appeal to the Ontario Land Tribunal (OLT) may be submitted setting out the objection to the Bylaw and the reasons in support of the objection, accompanied by the prescribed fee by any of the following parties:

- a) The Applicant
- b) A Person or Public Body, who before the Bylaw was passed, made oral submissions at a public meeting or written submissions to the Council of the Township of Ramara
- c) The Minister

CONTACT

If you require any further information or assistance, please contact the Township of Ramara Planning Department:

Email: planning@ramara.ca

Phone: 705-484-5374 (request Planning Department to be transferred to Planning Department staff)

Fax: 705-484-0441

Website: www.ramara.ca

Mail: P.O Box 130, 2297 Highway 12, Brechin ON, L0K 1B0



FOR OFFICE USE ONLY	
DATE RECEIVED:	_____
APP. FILE NO.:	_____
RECEIPT NO.:	_____
PRE-CON. FILE:	_____

**OFFICIAL PLAN AMENDMENT
APPLICATION FORM**

Ontario Regulation 543/06 Planning Act, R.S.O. 1990 as amended

1. OWNER AND APPLICANT/AGENT INFORMATION

Please check beside person to whom correspondence is to be sent:

Applicant/agent **Owner**

Note: An owner's authorization is required in Section 12, if the applicant/agent is not the owner, for multiple owners, or for Corporations.

1.1 Name of Applicant(s)/Agent(s): _____
 Mailing Address: _____
 City: _____ Province: _____ Postal: _____
 Phone
 Number: _____ Cell: _____
 Email: _____

1.2 Name of Owner(s): _____
 Mailing Address: _____
 City: _____ Province: _____ Postal: _____
 Phone
 Number: _____ Cell: _____
 Email: _____

2. PURPOSE OF APPLICATION

(Please describe with detail)

3. LOCATION OF SUBJECT LAND(S)

3.1 Municipal Address:

Legal Description:

County: _____ Former Municipality: _____

3.2 Are there any easements or restrictive covenants affecting the subject lands?

Yes No

If yes, describe the easement or restrictive covenant and its effect:

3.3 Is this property subject to the Clean Water Act?

Yes No

4. PROPERTY, ACCESS AND SERVICING INFORMATION

4.1 Description of Land subject to the Official Plan Amendment Application

Frontage (m)		
Width (m)		
Depth (m)		
Area (m ² /hectares)		
Existing Use		
Proposed Use		
Number and type of Buildings/Structures existing on land		
Number and type of Buildings/Structures proposed on land		

4.2 Does the amendment cover the “entire” property? Yes No

4.3 If No, please provide dimensions of portion of property subject to amendment

Frontage (m)		
Width (m)		
Depth (m)		
Area (m ² /hectares)		
Number and type of Buildings/Structures existing on land		
Number and type of Buildings/Structures proposed on land		

4.4 Existing or Proposed Access to Subject Property

- | | |
|--|---|
| <input type="checkbox"/> Provincial Highway | <input type="checkbox"/> County Road |
| <input type="checkbox"/> Municipal Road | <input type="checkbox"/> Private Road* |
| <input type="checkbox"/> Private Right-of-way* | <input type="checkbox"/> Water Access** |

Road Name: _____

***If access to the subject land is by private road/right-of-way, please indicate who owns the land/road, who is responsible for maintenance and whether it is maintained seasonally or year-round.**

****If Access to Land is by Water Only:**

Parking/Docking Facilities to be used	
Approximate Distance of facilities from land	
Nearest public road	

5. SERVICING

Water Supply (Check Applicable)

	Proposed	Existing
Individual or Communal well		
Privately owned and operated		
Municipal Water		
Lake (or other body of water)		
Other:		

Sewage Disposal (Check Applicable)

	Proposed	Existing
Septic System (private or communal)		
Municipal Sewers		
Other:		

Storm Drainage provided (Check Applicable)

	Proposed	Existing
Sewers		
Ditches		
Swales		
Other:		

6. LAND USE

- 6.1 What is the existing County of Simcoe Official Plan designation?
- 6.2 What is the **existing** Township of Ramara Official Plan designation?
- 6.3 What is the **proposed** Official Plan designation?
- 6.4 What is existing Zoning Bylaw # and Zone category?

6.5 Are there any of the following uses or features located on the subject land or within 500 metres of the subject land?

(Please check appropriate boxes if applicable)

Use or Feature	On property	Within 500m
Agricultural operation, including livestock facility or stockyard		
A County of Simcoe landfill		
Use or Feature	On property	Within 500m
A sewage treatment plant or waste stabilization Plant		
A Provincially Significant Wetland (Class 1, 2, or 3 wetland) or other environmental feature		
Floodplain		
A rehabilitated aggregate operation		
An active aggregate operation		
An active railway line		
Erosion		

6.6 Is the subject property susceptible to flooding? Yes No

6.7 Is there a non-operating aggregate site within 1km? Yes No

7. STATUS OF OTHER PLANNING APPLICATIONS

7.1 Has this application been made in conjunction with other planning applications?

Yes No (If NO – Skip to 7.5)

7.2 Is the subject property the subject of an application for a Zoning Bylaw Amendment that has been submitted for approval?

Yes No

If Yes, please provide the File Number and Status:

7.3 Is the subject land the subject of an application for a Minor Variance, Consent or Plan of Subdivision?

Yes No

If Yes, please provide the File Number and Status:

7.4 Is the subject land the subject of any other planning applications (i.e. Site Plan Control)?

Yes No

If Yes, describe:

7.5 Has the subject land ever been subject to a previous Official Plan Amendment Application?

Yes No

If Yes, describe:

7.6 Are there lands with active applications under the Planning Act within 120 metres of the subject property?

Yes No

If Yes, please provide the file number, name of approval authority considering it, lands effected, purpose, status and its effect on the proposed amendment

8. PROVINCIAL POLICY

8.1 Is the proposal consistent with the policy statements issued under Subsection 3(1) of The Planning Act, 1990, R.S.O. as amended?

Yes No

If no, please explain:

8.2 Is the subject land within an area of land designated under any provincial plan(s)? (i.e. the Lake Simcoe Protection Plan)

Yes No

If Yes, does the application conform to the applicable provincial plan(s)?

Yes No

9. FREEDOM OF INFORMATION

For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of The Planning Act for the purposes of processing this application.

Owner/Applicant/Agent Signature Date

Owner/Applicant/Agent Signature Date

10. AUTHORIZATION

If the applicant is not the owner(s) of the land that is subject to this application, the authorization set out below must be completed by the owner.

I/WE _____ am/are the owner(s) of the land that is subject to this Official Plan Amendment application.

I/WE authorize _____ to make this application on my/our behalf and to provide any of my/our personal information for the processing of this application.

Signature

Date

Signature

Date

Signature

Date

Information provided in this application will become part of a public record

11. SWORN AFFIDAVIT – DECLARATION

I/W E _____ of _____ solemnly declare that:

All the above statements and the statements contained in all of the exhibits transmitted herewith 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 it made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME AT
THE _____
IN THE _____
THIS _____ DAY OF _____ 20 _____

**TO BE SIGNED IN THE
PRESENCE
OF A COMMISSIONER FOR
TAKING AFFIDAVITS**

OWNER/APPLICANT/AGENT

OWNER/APPLICANT/AGENT

A commissioner, etc...

OWNER/APPLICANT/AGENT

12. ACKNOWLEDGEMENT

I/W E, _____ hereby acknowledge receipt of a copy of Bylaw #2020.15 for the Corporation of the Township of Ramara, being a bylaw to establish a Tariff of Fees for the Processing of Planning applications, and agree to be bound by the terms thereof.

I/W E hereby agree to pay all advertising costs, consulting fees, i.e. Planning and Engineering, and any legal fees incurred by the Township of Ramara in connection with the processing of Application File # _____.

I/W E acknowledge that all expenses incurred by the Township regarding this application will be invoiced to ME/US and will be paid by ME/US within 30 days of the Township's invoice date.

DATED this _____ day of _____, 20____.

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE