



The Corporation of the Township of Ramara

P.O Box 130, 2297 Highway 12

Brechin ON, L0K 1B0

Tel. (705) 484-5374 Fax. (705) 484-0441

APPLICATION FOR OFFICIAL PLAN AMENDMENT

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

The attached application form has been prepared to collect information required to process an application for an Official Plan Amendment. We want to make this process as user-friendly as possible. Provincial regulations, however, require that we ensure your application is complete before it is accepted. 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. 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.

You are advised to have the [Planning Department](#) for the Township of Ramara provide you with the relevant Zoning and Official Plan information. If the proposed development does not conform to the Zoning Bylaw for the Township of Ramara, an application for an amendment to the Zoning Bylaw should be submitted so they can be considered concurrently. THE TOWNSHIP OF RAMARA DOES NOT ASSUME RESPONSIBILITY FOR IDENTIFYING ALL DEFICIENCIES.

TO GET STARTED YOU WILL NEED:

Applicable Application Fee:

Refer to Bylaw # 2020.15, as amended, being a Bylaw Establishing a Tariff of Fees for the Processing of Planning Applications

Completed Application Form:

- Including sworn affidavit signed by all registered owners stating that the information provided in the application and on the required sketch is true or alternatively, written authorization given by all registered owners for another individual to sign on their behalf. Commissioners for the Taking of Oaths are available at the Township of Ramara Administration Centre.
- **ONE** copy of a sketch (not larger than 8 ½" x 14") drawn to scale, including all dimensions of both the severed and retained parcels, or a survey of the subject lands (sample sketch and requirements included in application form). Make a clear distinction of the portion of property subject to the Zoning Bylaw Amendment application if application is not relevant to entire property.
- Once the application has been accepted with full payment and a file number has been assigned, a photocopy of the application will be provided upon request.

Application Sign:

The required file identification sign(s) will be prepared by Township staff and provided to you at the time the application is filed with the municipality. The sign must be posted on the subject lands in a visible location from the street. A secondary sign will be prepared by the Township of Ramara as it relates to the notification of the required Public Meeting. This sign must also be posted on the subject lands in a visible location from the street, when available to you. The sign(s) is a required form of notification according to Ontario Regulation 543/06 as amended. *Failure to post the sign(s) will result in delays.*

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. All comments, concerns and submissions received at the Public Meeting, will be considered and the Township's Planning Consultant will work with the applicants in an attempt to resolve any issues. Once all issues have been satisfied, a further recommendation will be submitted to Planning Committee, to consider the adoption of the proposed Bylaw 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. 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 Approval Authority. 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:

- The applicant
- 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.
- The Minister

Amendments to the Township of Ramara Official Plan area approved by the County of Simcoe. Prior to 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 #5946. If no Notice of Appeal is received within the required 20 days by the County of Simcoe, the bylaw shall be deemed to have come into force and effect.

If you require any further information or assistance, please contact:

Deb McCabe, CPT, ACST
Planning Supervisor/Zoning Administrator
Secretary Treasurer,
Committee of Adjustment

(705) 484-5374, ext.243



**THE CORPORATION OF
THE TOWNSHIP OF RAMARA**

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FOR OFFICE USE ONLY
DATE RECEIVED: _____
ROLL NUMBER: _____
FILE NUMBER: _____
RECEIPT: _____

APPLICATION FOR OFFICIAL PLAN AMENDMENT

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1. OWNER AND APPLICANT/AGENT INFORMATION

Please check beside person to whom correspondence is to be sent

An owner's authorization is required in Section 12, if the applicant/agent is not the owner

1.1 Name of Applicant/Agent: _____
Address: _____ Postal: _____
Phone Number: (____) _____ Cell: (____) _____
Email: _____

1.2 Name of Owner(s): _____
Address: _____ Postal: _____
Phone Number: (____) _____ Cell: (____) _____
Email: _____

2. PURPOSE OF APPLICATION

Type and Purpose of proposed transaction:

3. LOCATION OF SUBJECT LAND

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 - 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 by Water Only:**

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

4.5 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:		

5. LAND USE

5.1 What is the existing County of Simcoe Official Plan designation?

5.2 What is the **existing** Township of Ramara Official Plan designation?

5.3 What is the **proposed** Official Plan designation?

5.4 What is existing Zoning Bylaw # and Zone category?

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		
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		

• Is the subject property susceptible to flooding? Yes No

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

6. STATUS OF OTHER PLANNING APPLICATIONS

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

Yes No (*If NO – Skip to 6.4*)

6.1 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:

6.2 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:

6.3 Is the subject land the subject of any other planning applications (i.e. Siteplan)?

Yes No

If YES, describe:

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

Yes No

If YES, describe:

7. PROVINCIAL POLICY

7.1 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:

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

Yes No

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

Yes No

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

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

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

DECLARATION

I/WE _____ 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

A commissioner, etc...

OWNER/APPLICANT/AGENT

ACKNOWLEDGEMENT

I/WE, _____, 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/WE 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/WE 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

SUPPORTING MATERIAL TO BE SUBMITTED BY THE APPLICANT

In order for your application to be considered complete, a sketch drawn to scale in metric units must be included as part of this application which shows:

- a) The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- b) The approximate distance between the subject land and the nearest Township of Ramara lot line or landmark such as a bridge or railway crossing.
- c) The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained - in metric units.
- d) The approximate location of all natural and artificial features (for example: buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant's opinion, may affect the application
- e) The current uses of land that is adjacent to the subject land (for example: residential, agricultural or commercial).
- f) The location 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 right of way.
- g) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- h) The location and nature of any easement affecting the subject land.
- i) Location, size, height and type of all existing and proposed buildings or structures on the severed or retained lands, including the distance of the buildings or structures from front yard lot line, rear yard lot line and side yard lot lines.
- j) The location, size and distance to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the lot to be created and/or retained.
- k) Include a key map showing the location of the subject lands.

****If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.****

LAKE SIMCOE REGION CONSERVATION AUTHORITY

If the property subject to the Official Plan Amendment application has been determined to be within a regulated area of the Lake Simcoe Region Conservation Authority or subject to the Lake Simcoe Protection Plan, please be advised that under *The Planning Act* the application must be circulated to the Authority for comments.

Maps to determine if your property is regulated can be found on the LSRCA website at www.lsrca.on.ca

It will be determined by the authority if a permit under Ontario Regulation 179/06 will be required.

All planning applications submitted to the Lake Simcoe Region Conservation Authority are subject to the following review fees as per the Planning and Development Fees Policy (2021)

Planning Application	Review Fees
Official Plan Amendments	\$2040.00
Peer Review (eg. Geotechnical Study)	COST PAID BY APPLIANT