

Official Plan Amendment Guide

Purpose of Application

An Official Plan Amendment (OPA) is required when a proposed use or development does not conform to the policies or land-use designations of the Township of Ramara Official Plan.

All Official Plan Amendment applications must follow the requirements of the Planning Act and are reviewed against applicable provincial, County of Simcoe, and Township policies.

Before submitting a formal Official Plan Amendment application, applicants are strongly encouraged to complete a Pre-Consultation Application.

Pre-Consultation helps:

- Identify required studies and supporting information
- Confirm any additional or concurrent applications
- Highlight potential issues or conditions early in the process
- Ensure the formal application is complete and ready for review

Completing Pre-Consultation typically results in a smoother, more efficient amendment process.

Official Plan Amendment Application Submission Requirements

Applicants must submit the following:

- A completed Official Plan Amendment Application Form, including:
 - Owner authorization (if applicable)
 - Sworn Affidavit signed before a Commissioner
 - Planning Application Supplementary Form
- Application fee and required deposits, in accordance with the Township's Tariff of Fees By-law
- Any supporting technical studies identified through Pre-Consultation (e.g., Natural Heritage Evaluation/Environmental Impact Study, Hydrogeological Study, Servicing Options Report, Traffic Brief, MDS calculations, etc.);
- One PDF and one hard copy of all applicable plans and studies
- Any additional information required under O. Reg. 543/06
- Any other materials requested by Township Planning staff specific to the proposal

Note: The Township does not assume responsibility for identifying all deficiencies at the time of submission. An application may be deemed incomplete if required material is missing.

Lake Simcoe Region Conservation Authority (LSRCA) Review (if applicable)

If the property subject to the application is within an area regulated by the LSRCA, or is considered *major development* under the Lake Simcoe Protection Plan, your application will be circulated to the LSRCA for review:

- Check whether the property is regulated by using the mapping tools on the LSRCA website: www.lsrca.on.ca
- Have questions about the regulated area? The LSRCA will confirm whether the subject lands are regulated under *Ontario Regulation 179/06*.
- Please note that all Planning Applications reviewed by the LSRCA are subject to review fees in accordance with their current Planning and Development Fee Schedule.

Sketch & Mapping Requirements

- Boundaries and dimensions of subject lands (and any abutting lands in the same ownership);
- Distance to the nearest Township lot line or landmark (e.g., bridge or railway);
- Location and dimensions of existing and proposed buildings/structures with setbacks, heights, and floor areas;
- Location of natural and artificial features (buildings, roads, watercourses, drainage ditches, wetlands, wooded areas, wells, septic tanks/beds);
- Current uses of adjacent lands;
- Roads abutting or within the subject lands, with indication of unopened road allowance, public travelled road, private road, or right-of-way;
- If access is by water only, the location of parking and docking facilities to be used;
- Location and nature of easements affecting the subject lands;
- Key map showing the location of the subject lands.

Public Notice & Meeting Process

The application is reviewed for completeness within 30 days following the payment of the application fees. Owners are notified if the application is considered a complete application.

Once an application is deemed complete, the Township circulates notice to prescribed persons and public bodies and a sign is posted on the property within 15 days. A Public Meeting of Council is scheduled, and notice is provided.

Often the Complete Application and Public meeting notice are circulated concurrently, however in some cases, the public meeting scheduling is delayed until the review of the application has progressed to an appropriate stage.

The Public Meeting sign will be ordered by Township staff and provided to the applicant; it must be posted in a visible location on the subject property a minimum of 20 days prior to the meeting.

Staff collect and consider comments from departments, agencies, and the public, and work with the applicant through the technical review of the application.

Following the meeting and conclusion of the technical review, staff will bring forward a recommendation for Council's consideration of the proposed amendment.

Notice of Passing & Appeals (OLT)

If Council adopts the Official Plan Amendment:

- A Notice of Passing is issued no later than 15 days after adoption
 - The adopted Official Plan Amendment is forwarded to the County of Simcoe, which is the Approval Authority
 - The amendment does not come into effect until it is approved by the County of Simcoe
- County approval fees apply in accordance with the County of Simcoe Fees and Charges By-law.

Resources:

www.ramara.ca | planning@ramara.ca | 705-484-5374 | 2297 Hwy 12, Brechin, ON L0K 1G0

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An appeal to the Ontario Land Tribunal (OLT) may be filed within 20 days of the Notice of Passing by:

- The applicant
- Any person or public body that made oral or written submissions prior to adoption
- The Minister

Appeals must include:

- The reasons for the appeal
- The prescribed OLT fee

If no appeal is filed within the appeal period, and the County grants approval, the Official Plan Amendment comes into force on the date of approval.