



County of Oxford

APPLICATION FOR AN AMENDMENT TO THE OFFICIAL PLAN UNDER SECTION 22 OF THE PLANNING ACT

Please read carefully before completing the attached application form.

The attached application form is to be used only when applying to the County of Oxford for an amendment to the Official Plan. The applicant is advised to approach the County of Oxford Community and Strategic Planning Office for Official Plan, Zoning and Policy information before making a formal application.

Completing the Application Form

1. The attached application form should be submitted **in duplicate** to:
Community and Strategic Planning
County of Oxford
P. O. Box 1614,
21 Reeve Street
Woodstock ON N4S 7Y3
Phone: (519) 539-9800
2. The application must be accompanied by a planning fee of **\$3,175.00 (\$3,810.00 for a major application) plus** an additional public works fee of \$100.00, in cash or cheque payable to the "Treasurer, County of Oxford". Studies or additional information required to form a complete application shall also be prepared and submitted by the applicant.
3. Additional fees, as set out in County of Oxford By-Law No. 4889-2007, may be required to review required reports that form part of the application. The applicant shall submit a deposit, as determined by the County, based on the estimated cost of peer review. Any amount in excess of the actual cost of peer review shall be reimbursed. The applicant shall pay additional fees prior to scheduling any public meeting to cover the full cost of peer review, where the full cost exceeds the amount of the applicant's deposit.
4. The application must be completed by the property owner or his authorized agent. Where the application is being made by an agent, the written authorization of the owner must accompany the application. If the application is being made under an agreement of purchase and sale, a signed copy of the agreement providing specific authority to the purchaser must be attached and will remain confidential.
5. The application must be accompanied by a concept plan showing the following information:
 - a) the dimensions of the site;
 - b) any proposed or existing building(s) on the site and its dimensions (including distance to lot lines);
 - c) the land uses and existing building(s) on all adjacent lands of the site;
 - d) location of drains, easements and municipal services;
 - e) grades, existing and any proposed alterations (defined by contour lines or spot elevations);
 - f) location of loading areas, parking and driveway entrances and exits (including all dimensions); and
 - g) location of all landscaped areas, fencing, buffer strips and sidewalks.
6. In addition, all applications for commercial, industrial, institutional and multi-family residential uses must include the following information:
 - a) floor plan with dimensions and proposed uses of any existing or proposed buildings, and
 - b) an exterior elevation plan of any proposed buildings.

7. All concept plans and floor plans must be drawn to scale at a maximum size of 11" x 17". Larger plans will be accepted if folded and must be accompanied by a digital file in either .pdf or .tif format. Twenty-five paper copies of plans larger than 11"x17" must be submitted with the application.
8. In addition to two hard copies of each report, all supporting documentation (reports, studies, analysis) must also be submitted in a digital file format (pdf).

Provincial Policy Statement

9. A copy of the Provincial Policy Statement (PPS) can be obtained from the Ministry of Municipal Affairs and Housing's website at: <http://www.mah.gov.on.ca> or from the Community and Strategic Planning Office. Applicants may consult with the County of Oxford Community and Strategic Planning Office for information regarding the PPS prior to submission of the application.

Processing the Application

1. After accepting the attached application and fee, the County of Oxford Community and Strategic Planning Office acknowledges the receipt of the application and makes the determination of whether the application is complete or whether additional information is required from the applicant. Once the application is deemed complete, a notice of complete application is circulated to the public in the vicinity of the subject site in accordance with the requirements of the Planning Act. The application is then circulated to municipal officials, provincial ministries and other agencies for comment. The public in the vicinity of the application are given a minimum of 20 days notice of a public meeting held by the Council of the County of Oxford to consider the proposed amendment. The applicant is required to attend the public meeting and present the application. Information meetings may also be held in the local municipality.
2. Official Plan amendments are approved by Oxford County Council. Section 22(7) of the Planning Act, 1990, as amended, provides for the applicant to appeal the Official Plan amendment to the Ontario Municipal Board if Council refuses the application or neglects/refuses to make a decision within 180 days of receipt of a complete application.

PLEASE NOTE: If the decision of this application is appealed by a third party, the Owner or Applicant agrees to support the application, provide assistance in the preparation and presentation of the application before the Ontario Municipal Board and pay all of the County's legal costs associated with the OMB hearing.

PO Box 1614
Woodstock ON N4S 7Y3
Tel: (519) 539-9800
Fax: (519) 421-4712
website: www.county.oxford.on.ca



FILE NO. _____

DATE RECEIVED: _____

COUNTY OF OXFORD

APPLICATION FOR AN AMENDMENT TO THE OFFICIAL PLAN

SECTION ONE - GENERAL INFORMATION

1. Applicant:

a) Name _____ Telephone: _____
Address _____ Cell Phone: _____
_____ Fax No. _____
Postal Code: _____ Email Address: _____

b) Applicant's Interest in Subject Land:

- ___ Registered Owner
- ___ Agreement of Purchase and Sale (attach copy)
- ___ Mortgage
- ___ Other (specify)

2. Registered Owner: (if other than applicant)

Name _____ Telephone: _____
Address _____ Cell Phone: _____
_____ Fax No. _____
Postal Code: _____ Email Address: _____

3. Solicitor or Agent: (if any)

Name _____ Telephone: _____
Address _____ Cell Phone: _____
_____ Fax No. _____
Postal Code: _____ Email Address: _____

4. Location of Subject Land:

Lot Number(s) _____ Concession / Plan No. _____
Part Number(s) _____ Reference Plan No. _____
Municipality _____ Former Municipality _____
Street/911 Civic Address _____

The subject land is located on the _____ side of the Street, lying between _____ Street
and _____ Street.

FOR OFFICE USE ONLY
DATE PRESCRIBED INFORMATION COMPLETE

PIN

SECTION TWO - OFFICIAL PLAN INFORMATION (Complete sections only where applicable)

5. Purpose of requested Amendment: _____

6. Is the application consistent with the Provincial Policy Statement, 2005, as amended?
(see Item No. 9 in the application guide) Yes ___ No ___

7. Is this a request for an Amendment to a Schedule(s) of the Official Plan: _____ (yes/no) If yes, complete the following:

SCHEDULE (E.G. C-3)	TITLE	DESIGNATION OF SITE	USES PERMITTED
Existing:			
Proposed:			

8. Is this a request for an Amendment to the text of the Official Plan: _____ (yes/no) If yes, complete the following:

- a) Chapter, Section and Subsection title _____
- b) Is this section / subsection to be: Changed ___ Replaced ___ Deleted ___
- c) If changed/replaced, proposed text of Amendment _____

SECTION THREE – DESCRIPTION OF DEVELOPMENT (If specific development is proposed, complete the following)

9. Present Use of Subject Land: _____

10. Description of Existing Building(s) or Structure(s) on Subject Land: (Date of construction, present use) _____

11. Proposed Use of Subject Land: (Description of Applicant's Proposal) _____

12. Proposed Buildings or Structures associated with the Proposed Land Use: (include information regarding alteration to or demolition of existing buildings or structures) _____

13. For proposed Residential development, specify:

- a) Gross or Net Density/Hectare _____
- b) No. of Units _____ Type of Units _____

14. For proposed Commercial, Industrial, Institutional or Recreational development, specify:

- a) Gross Floor Area (by type of uses) _____

- b) Proposed Uses _____

SECTION FOUR – SITE INFORMATION AND SERVICES

15. Dimensions of Subject Land: (in metric units)

- a) Area _____
- b) Frontage _____
- c) Depth _____

16. Access to Subject Land:

- ____ Provincial Highway
- ____ County Road
- ____ Municipal Road
- ____ Unopened Road Allowance
- ____ Private Right-of-Way
- ____ Other (specify) _____

17. Adjacent Land Uses: (Indicate nature of adjacent land uses)

18. Services:

	MUNICIPAL WATER	MUNICIPAL SEWER	PRIVATE WATER	PRIVATE SEWER**
CONNECTED (YES/NO)				
TYPE (INDIVIDUAL/COMMUNAL)				

Municipal Storm Sewers _____ Municipal Drain _____ (Please check one)

****Note:** If the requested amendment involves development on a privately owned and operated individual or communal septic system **and** more than 4500 litres per day of effluent will be produced as a result of the completed proposal, the applicant must submit a **servicing options report and a hydrogeological report.**

SECTION FIVE - ZONING BY-LAW

19. Municipal Zoning By-Law Number: _____

Existing Zoning of Subject Land _____

20. Has an application for Zone Change been filed? Yes _____ No _____

If yes, describe the proposed zoning of the subject land _____

SECTION SIX – OTHER INFORMATION

21. If the subject land, or any land within 120 meters of it, is the subject of an application by the applicant for a minor variance, a consent or consent and minor variance, an amendment to the Official Plan, a zoning by-law amendment, a Minister’s zoning order, or approval of a plan of subdivision or site plan, please provide the file number, the name of the approval authority considering it, the land it affects, its purpose, its status, and its effect on the requested amendment.

22. If the requested amendment proposes to alter all or any part of the boundary of a designated settlement area or proposes to establish a new settlement area, please provide the current section containing policies of the Official Plan dealing with the alteration or establishment of a designated settlement area.

23. If the requested amendment proposes to remove the subject land from an area of employment, please provide the relevant section of the Official Plan dealing with the removal of land from an area of employment.

Dated this _____ day of _____ 20_____.

SIGNATURE OF APPLICANT

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I / We, _____
am/are the owner(s) of the land that is the subject of this application for Official Plan amendment. I / We authorize
_____, to make this application on my / our behalf.

Date

Signature of Owner(s)

Signature of Owner(s)

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I / We _____ of the _____
of _____ in the _____ of _____

DO SOLEMNLY DECLARE THAT:

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true.

DECLARED before me at the _____
of _____ in the _____
_____ of _____
this _____ day of _____ 20_____.

Owner / Applicant

Owner / Applicant

A Commissioner for Taking Affidavits

If the decision of this application is appealed by a third party, I _____ ,
(owner/applicant name – please print)

agree to support the application, provide assistance in the preparation and presentation of the application before the Ontario Municipal Board and pay all of the County's legal costs associated with the OMB hearing.

(signature of owner/applicant)