



The Corporation of the Municipality of  
**Central Elgin**

Form OPA-1/2014

**OFFICIAL PLAN AMENDMENT APPLICATION**

**REQUIREMENTS FOR A COMPLETE APPLICATION:**

Note: Until the Municipality of Central Elgin has received the information and material requested herein (as required under subsections (4) and (5) of Section 22 and any fee under Section 69(1) of the *Planning Act*), **the application will be deemed incomplete and the time periods referred to in sections 22(6.4) and 22(7) of the Act will not begin.** Please ensure your submission includes:

<b>OFFICE USE ONLY</b> <b>Date Stamp – Date Received:</b>    <b>Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
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- The completed application form and declarations as required under subsection 22 (4) (5) of the *Planning Act*.
- Application Fee made payable to “The Municipality of Central Elgin”.
- A Letter of Authorization from the Owner (with dated, original signature) **OR** completion of the Owner’s Authorization on page 6, **if the Owner is not filing the application.**
- Other information identified through Pre-consultation.

**PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply two copies of each):**

*Note: This section applies to all reports that may have been identified as a result of any pre-application consultation meeting as studies required for a complete application.*

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**About Pre-Consultation**

Prior to submitting this application for an Official Plan Amendment to the Municipality of Central Elgin, a proponent is encouraged to consult with relevant staff. Pre-application consultation is intended to facilitate early discussions between the proponent and staff pertaining to the application, and to allow staff to assist in determining the specific reports, studies and information that may be required to be submitted together with the application form as part of a complete application.

**THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:**

**Central Elgin Planning Office**

**9 Mondamin Street, St. Thomas, Ontario N5P 2T9**

**Telephone: 519-633-2560**

**Facsimile: 519-633-6581**

**Personal information is collected under the authority of the Planning Act and will be used only for the purposes of considering and reviewing your application.**



The Corporation of the Municipality of  
**Central Elgin**

**OFFICIAL PLAN AMENDMENT APPLICATION**

I/We hereby apply, as outlined in this application, to the Council of the Corporation of the Municipality of Central Elgin pursuant to the provisions of the Planning Act, for an amendment to the Official Plan.

1. Name of applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone (home): \_\_\_\_\_ (business) \_\_\_\_\_  
E-Mail: \_\_\_\_\_
  
2. Is the applicant the owner of the land?     Yes     No    If no, please provide:  
  
Name of owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone (home): \_\_\_\_\_ (business) \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Date Lands Acquired: \_\_\_\_\_
  
3. Name of Agent (if any): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (home): \_\_\_\_\_ (business) \_\_\_\_\_  
E-Mail: \_\_\_\_\_
  
4. Location of Property ("subject lands"):  
Registered Plan No.: \_\_\_\_\_ Lot No.(s): \_\_\_\_\_  
Concession No.: \_\_\_\_\_ Lot No.(s): \_\_\_\_\_  
Reference Plan No.: \_\_\_\_\_ Part No.(s): \_\_\_\_\_  
Municipal Address: \_\_\_\_\_
  
5. Dimensions of the subject lands:  
Frontage (m): \_\_\_\_\_ on \_\_\_\_\_ Street/Road/Highway  
Depth (m): \_\_\_\_\_  
Area (m<sup>2</sup>): \_\_\_\_\_
  
6. Municipality of Central Elgin Official Plan:  
Designation of the subject lands: \_\_\_\_\_  
Permitted uses of the designation: \_\_\_\_\_  
\_\_\_\_\_
  
7. Current applicable Zoning By-law: \_\_\_\_\_  
Current applicable zone: \_\_\_\_\_

8. What is the purpose of the requested amendment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does the proposed amendment change, replace or delete a policy in the Official Plan?  Yes  No  
If yes, what is the policy to be changed, replaced or deleted? \_\_\_\_\_  
\_\_\_\_\_

Please provide text of the proposed amendment (add additional pages if required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Does the proposed amendment change or replace a designation in the Official Plan?  Yes  No  
If yes, what is the designation to be changed or replaced? \_\_\_\_\_  
\_\_\_\_\_

11. Does the proposed amendment change or replace a schedule in the Official Plan?  Yes  No  
If yes, what is the schedule to be changed or replaced? \_\_\_\_\_  
\_\_\_\_\_

12. What land use(s) would the proposed amendment authorize? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Is the purpose of this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?  Yes  No If Yes, what are the current policies regarding alteration or establishment of new settlement areas? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Is the purpose of this application to remove land from an area of employment?  Yes  No  
If Yes, what are the current policies regarding removing land from an area of employment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Potable water will be supplied to the subject lands through:  
 Publicly owned and operated piped water system.  
 Privately owned and operated individual or communal well.  
 Lake or other water body.  
 Other means. Explain: \_\_\_\_\_

16. Sewage disposal will be supplied to the subject lands through:
- Publicly owned and operated sanitary sewage system.
  - Privately owned and operated individual or communal septic system.
  - A privy.
  - Other means. Explain: \_\_\_\_\_
17. If sanitary sewage disposal is to be supplied through a privately owned and operated individual or communal septic system, and more than 4500 litres of effluent will be produced per day as a result, the following reports must be provided with this application:
- A servicing options report; and
  - A hydrogeological report.
18. Please indicate if the subject lands or any lands within 120 metres of it is also the subject of any of the following matters under the Planning Act:
- |   |  |   |
|---|--|---|
| (a) For approval of a plan of subdivision under Section 51. | <input type="checkbox"/> Subject lands | <input type="checkbox"/> Lands within 120m. |
| (b) For approval of a consent under Section 53.             | <input type="checkbox"/> Subject lands | <input type="checkbox"/> Lands within 120m. |
| (c) For a zoning by-law amendment under Section 34.         | <input type="checkbox"/> Subject lands | <input type="checkbox"/> Lands within 120m. |
| (d) For approval of a minor variance under Section 45.      | <input type="checkbox"/> Subject lands | <input type="checkbox"/> Lands within 120m. |
| (e) For an official plan amendment under Section 22.        | <input type="checkbox"/> Subject lands | <input type="checkbox"/> Lands within 120m. |
| (f) For approval of a site plan under Section 41.           | <input type="checkbox"/> Subject lands | <input type="checkbox"/> Lands within 120m. |
| (g) A Minister's Zoning Order under Section 47.             | <input type="checkbox"/> Subject lands | <input type="checkbox"/> Lands within 120m. |

For any applicable, please provide the following (add additional pages if necessary):

File No.: \_\_\_\_\_ Status: \_\_\_\_\_  
 Approval Authority: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Purpose of the Application: \_\_\_\_\_  
 Effect on Requested Amendment: \_\_\_\_\_

File No.: \_\_\_\_\_ Status: \_\_\_\_\_  
 Approval Authority: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Purpose of the Application: \_\_\_\_\_  
 Effect on Requested Amendment: \_\_\_\_\_

19. Is this application for an official plan amendment consistent with policy statements issued under Section 3(1) of the Planning Act?  Yes  No Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

20. Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent lands?  
 Yes  No  Unknown If yes, specify the use(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What information did you use to determine the answers to the above questions on former uses? _____			

(i) If Yes to any of the above, an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed. Is the inventory of previous uses attached?  Yes  No  
 If the inventory is not attached, why not? \_\_\_\_\_

(ii) If Yes to any of the above, was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed?  Yes  No  
 If no, why not? Explain on a separate page, if necessary. \_\_\_\_\_

21. This application must be filed with the **Central Elgin Planning Office, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9** and must be accompanied by the application fee of **\$750.00**. **Note:** If the application is being filed concurrent with an application for a zoning by-law amendment, the fee for both applications together is **\$750.00**.

**PLEASE MAKE CHEQUES PAYABLE TO “THE MUNICIPALITY OF CENTRAL ELGIN”**

**DECLARATION:**

I, \_\_\_\_\_ of \_\_\_\_\_ do solemnly declare that all above 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 if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

In the County of \_\_\_\_\_  
 this \_\_\_\_\_  
 day of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

\_\_\_\_\_  
 A Commissioner, etc.

**OWNER'S AUTHORIZATION:**

**THIS MUST BE COMPLETED BY THE OWNER IF THE OWNER IS NOT FILING THE APPLICATION**

**Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.**

I, (we) \_\_\_\_\_, being the Applicant(s) and/or registered Owner(s) of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit an Application for an Official Plan amendment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Day

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year

**Municipal Freedom of Information Declaration:**

In accordance with the provisions of the Planning Act, it is the policy of the Municipality of Central Elgin to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I \_\_\_\_\_ (please print name) the  Owner  Applicant  Authorized Agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Municipality of Central Elgin to post a "Possible Land Use Change" sign and allow municipal staff to access to the subject lands for purposes of evaluation of the subject application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Day

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year