



**COUNTY OF BRUCE
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**APPROVAL OF AN ADOPTED OFFICIAL PLAN OR OFFICIAL PLAN AMENDMENT
APPLICATION FORM - GUIDE**

NOTE TO MUNICIPALITIES

This form is to be used by municipalities for the approval of an adopted Official Plan or Plan Amendment where the County of Bruce is the approval authority. In this form, the term “subject land” means the land, which is the subject of the proposed Official Plan or Official Plan Amendment.

Instructions

Become familiar with the Provincial Policy Statement and the County of Bruce Official Plan before completing this form and submitting the application.

Table 1 (Significant Features checklist) is intended to assist the municipality to determine whether significant provincial features or circumstances may be affected by a plan amendment, which proposes to change the land use of a specific site. It describes potential information needs.

Please note that the information to accompany an amendment as prescribed by Regulation to the Planning Act must be included in this form or in the material submitted to the County with the application.

Besides specified information prescribed by Regulation, the County needs:

- 3 copies of this completed form
- 3 certified copies of the proposed Official Plan or Amendment
- 5 working copies of the proposed Official Plan or Amendment
- 5 copies of any accompanying information/reports

Consultation with the Approval Authority

Section 17(15) of the Planning Act requires Council to consult with the appropriate approval authority during the preparation of an Official Plan or Amendment prior to adoption.

For Help You May Contact

County of Bruce
Planning & Economic Development Department
30 Park Street, Box 848
WALKERTON, ON N0G 2V0

Phone: (519) 881-1782 Fax: (519) 507-3030

YOUR CHECKLIST FOR SUBMISSION OF THE FORM:

Have You Remembered to Attach:

- A certified copy of the By-Law adopting the proposed Official Plan or Plan Amendment?
- Three certified copies of the Plan or Plan Amendment?
- A minimum of 5 working copies of the Official Plan or Plan Amendment?
- A minimum of 3 copies of this form, completed and signed?
- 5 copies of all information or reports as indicated in the form?
- An Affidavit or Sworn Declaration concerning the requirements for giving of Notice and the Holding of a Public Meeting and the requirements for giving Notice of Adoption?
- A copy of any planning report considered by Council?
- A copy of the Minutes of the Public Meeting?
- The original or copy of all written submissions and comments and when they were received?
- A list (in the form of an Affidavit or Sworn Declaration) of all persons and public bodies that made oral submissions at the Public Meeting?
- A list of any outstanding objectors and their addresses?

FORWARD TO:

County of Bruce
Planning and Economic Development Department
30 Park Street, Box 848
WALKERTON, ON N0G 2V0

PHONE: (519) 881-1782
FAX: (519) 507-3030

1. General Information

Municipality	Name of the Official Plan	Amendment No.
Date Request Submitted to Council	Date of Public Meeting	Date of Adoption

2. Contact Information

Name of Municipal Contact (e.g. Planner, Clerk)	Tel. No.	Fax No.
Name of Other Staff we may need to contact (e.g. Planning Consultant)	Tel. No.	Fax No.
If applicable, provide the following information about the agent, person or public body that requested the Amendment.		
Name	Tel. No.	Fax No.
Address		

3. Location of Subject Lands

If this Amendment Proposes to change an Official Plan Policy related to a specific site, or proposes to change the approved official plan land use designation on a site, please complete applicable portions of the following:

Concession Number(s) Lot Number(s)		Registered Plan No. Lots(s), Block(s)		
Reference Plan No.	Parcel No.	Part(s)	Name of Street / Road	Street No.
Township / Former Township		Approximate Area of Subject Lands		

3.1 Does the proposed plan amendment apply to lands affected by aboriginal land claim negotiations or an area covered by Provincial/Aboriginal co-management agreement? Yes No Unknown

4. Status of Other Applications Under the Planning Act

Are there any other applications under the Planning Act, including applications before the Ontario Municipal Board, for approval of an Official Plan Amendment, a Zoning By-Law Amendment, Minister's Zoning Order Amendment, a Minor Variance, a Plan of Subdivision, a Consent, or a site plan that includes land:

a) That is the subject land Yes, (if known, complete below) No Unknown

Name of Approval Authority considering the application (e.g. County of Bruce, Committee of Adjustment)	Type of Application and File No.
Legal Description of the land that is the subject of the application	
Purpose of the application and the effect on the proposed official plan or official plan amendment	
Current status of the application (e.g. in process, appealed)	

b) That is within 120 metres of the subject lands Yes, (if known, complete below) No Unknown

Name of Approval Authority considering the application (e.g. County of Bruce, Committee of Adjustment)	Type of Application and File No.
Legal Description of the land that is the subject of the application	
Purpose of the application and the effect on the proposed official plan or official plan amendment	
Current status of the application (e.g. in process, appealed)	

5. Type of Planning Document

5.1 Describe the type of planning document.

- a) Is this a new Official Plan, or major update (e.g. a five-year review) or an official plan? Yes No
- b) Does the planning document only clarify wording or correct mistakes? Yes No
- c) Does this planning document propose to add, delete or revise current official plan policy without re-designating areas of the Municipality or the planning area? Yes No
If Yes to any of the above, proceed to Section 9
- d) Does this Plan Amendment propose a site-specific re-designation of a parcel of land? Yes No
If Yes, proceed to Section 5.2.

5.2 If this is an Official Plan Amendment that is a site specific re-designation of a parcel of land:

- a) What is (are) the current designation(s) of the subject land in the Official Plan?

- b) What land uses are permitted by the current designation on the subject land in the Official Plan?

- c) What land uses will be permitted by the proposed designation(s) on the subject land?

6. **Servicing:** To be completed for proposed Plan Amendments described in Sections 5.1 (d)

6.1 Indicate in a) and b) the proposed servicing type for the subject land. Select the appropriate servicing type from Appendix A found at the end of this form. Attach and provide the name of the servicing information/reports as indicated in Appendix A.

- a) Indicate the proposed sewage disposal system _____
 - b) Indicate the proposed water supply system _____
 - c) Name of servicing information/report _____
- Attached Not Attached (if not attached, where can it be found?)

6.2 Indicate in a), b) and c) the proposed access and storm drainage for the subject land. Select the appropriate type from Appendix B found at the end of this form. Attach and provide the name of any servicing information as indicated in Appendix B.

- a) Indicate the proposed road access _____
- b) Is water access proposed? Yes No. If Yes, attach a description of the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Attached.
- c) Indicate the proposed storm drainage system _____
- d) Is the preliminary stormwater management report attached? Yes No. If not attached as a separate report, where can it be found?

6.3 Is the proposed Plan Amendment consistent with the recommendations of the watershed plan, if any?

- Yes No Not applicable

Does the proposed Plan Amendment conform to the master drainage, sub-watershed or shoreline management plan, if any?

- Yes No Not applicable

7. CURRENT AND PREVIOUS USE OF THE SUBJECT LAND

To be completed for proposed Plan Amendments described in Sections 5.1(d).

7.1 What is the current use and previous use of the subject land?

Current Use(s): _____
 All previous known uses _____

7.2 Has there been an Industrial or Commercial use on the subject land or land adjacent to the subject land?
 Yes No If yes, specify the use _____

7.3 Has the grading of the subject land be changed by adding earth or other material?
 Yes No Unknown

7.4 Has a gas station been located on the subject land or land adjacent to the subject land at any time?
 Yes No Unknown

7.5 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?
 Yes No Unknown

7.6 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? Yes No

7.7 What information did you use to determine the answers to the above questions? _____

7.8 If YES to &.2 7.3, 7.4, 7.5 or 7.6, a previous use inventory is needed, showing all former uses of the subject land, or if appropriate, the adjacent land. Is the previous use inventory attached? Yes No If no, where can it be found? _____

8. Provincial Policy

Table 1 below lists the features or development circumstances of interest to the Province. Complete Table 1 and be advised of the potential information requirements in noted sections.

Table 1 – Significant Features Checklist

Features or Development Circumstances	(a) If a feature, is on site or with 500 metres OR (b) if a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	Yes (X)	No (x)		
Residential development outside of a designated settlement area				Demonstrate conformity with PPS section 1.1.3.9.
Class 1 Industry ¹			_____ Metres	Assess development for residential and other sensitive uses within 70 metres
Class 2 Industry ²			_____ Metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1,000 metres			_____ Metres	Assess development for residential and other sensitive uses within 1000 metres
Land Fill Site			_____ Metres	Address impossible leachate, odour, vermin and impacts
Sewage Treatment Plant			_____ Metres	Assess the need for a feasibility study for residential and other sensitive land uses

Features or Development Circumstances	(a) If a feature, is on site or with 500 metres OR (b) if a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	Yes (X)	No (x)		
Waste Stabilization Pond			_____ Metres	Assess the need for a feasibility study for residential and other sensitive land uses
Airports where noise exposure forecast (NEF) or noise exposure protection (NEP) is 30 or greater			_____ Metres	Demonstrate feasibility of development above 30 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station			_____ Metres	Determine possible impacts within 200 metres
High Voltage Electric transmission line			_____ Metres	Consult the appropriate electric power service
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate need for use other than agricultural and indicate how impacts to be mitigated
Agricultural operations			_____ Metres	Development to comply with the Minimum Distance Separation Formulae
Mineral aggregate resource areas			_____ Metres	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			_____ Metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Existing Pits and Quarries			_____ Metres	Will development hinder continued operation or expansion?
Significant Wetlands			_____ Metres	Demonstrate no negative impacts
Significant portions of habitat of endangered and threatened species			_____ Metres	Demonstrate no negative impacts.
Significant fish habitat, woodlands southeast of the Canadian Shield, valleylands, areas of natural and scientific interest, wildlife habitat			_____ Metres	Demonstrate no negative impacts
Sensitive groundwater recharge areas and cultural heritage landscapes				Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Great Lakes – St. Lawrence River System				Within the regulatory shoreline assess the impact of development.

Features or Development Circumstances	(a) If a feature, is on site or with 500 metres OR (b) if a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	Yes (X)	No (x)		
Natural Hazards				Demonstrate conformity with PPS section 3.1.
Flood plains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain. Where two-zone flood plain management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies for the SPA.
Hazardous sites ⁴ and mine site rehabilitated			_____ Metres	Demonstrate that hazards can be addressed. For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.
Contaminated Sites				Assess an inventory of previous uses in areas of possible soil contamination.

NOTES:

1. Class 1 Industry – small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry – medium scale processing and manufacturing without outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry – indicate if within 100 metres – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites –means properties or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (Karst topography).

8.2 Consistency with the Provincial Policy Statement

For each feature or development circumstance of potential concern identified in Table 1, identify how it is consistent with the Provincial Policy Statement. Explain below or attach on a separate page.

For proposed Plan Amendments that include permanent housing (i.e. not seasonal) complete Table 2 – Housing Affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time the official plan amendment was adopted. If additional space is needed, attach on a separate page.

Table 2 – Housing Affordability

For example: Semi-detached – 10 units; 1000 sq. ft / 5.5 metres, \$119,000.00			
Housing Type	# of Units	Unit size (square feet) and/or Lot Frontage	Estimated Selling Price / Rent
Single Detached			
Lin / Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

8.3 Is there any other information, which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposed plan amendment?

Yes No If Yes, Explain in Section 9.1 or attach on a separate page.

9. OTHER INFORMATION

9.1 Is there any other information that may be useful to the County in reviewing this official plan or plan amendment (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

10. AFFIDAVIT OR SWORN DECLARATION FOR THE PRESCRIBED INFORMATION

(Note: The Deponent or Declarant must be the Clerk, Commissioner or Director of the Planning of the Municipality or other employee designated by resolution).

I, _____ of the _____ in the _____, make oath and say (or solemnly declare) that the information contained in this form and the accompanying material (including that prescribed by the Ontario Regulation for Official Plans and Plan Amendments) is true.

SWORN (OR DECLARED) BEFORE ME

AT THE _____

IN THE _____

THIS _____ DAY OF _____, 2_____.

Commissioner of Oaths

Deponent (or Declarant)

APPENDIX 'A' – SEWAGE DISPOSAL AND WATER SUPPLY

	Service Type	Potential Information / Reports
Sewage Disposal	a) Public piped sewage system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or re-zoning.
	b) Public or private communal septic systems	Communal systems for the development of more than 5 lots / units; servicing options statement ¹ , hydrogeological report ² , and indication whether a public body is willing to own and operate the system. Communal systems for the development of 5 or less lots / units and generating less than 4500 litres per day effluent: hydrogeological report ²
	c) Individual septic system(s)	Individual septic systems for the development of more than 5 lots / units: servicing options statement and hydrogeological report ² Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report ²
	d) Other	To be described by the applicant
Water Supply	a) Public piped water system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or re-zoning.
	b) Public or private communal well(s)	Communal well systems for the development of more than 5 lots/ units: servicing options statement, hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ . Communal well systems for the development of more than 5 lots/units: servicing options statement, hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ .
	c) Individual well(s)	Individual wells for the development of more than 5 lots/unit: servicing options statement and hydrogeological report ² .
	d) Communal surface water	Approval of a “water taking permit” under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing.
	e) Individual Surface Water	Servicing Options Report
	f) Other	To be described by applicant

NOTES:

1. Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the amendment.
2. Before undertaking a hydrogeological report, consult the County of Bruce about the type of hydrogeological assessment that is expected given the nature and location of the official plan amendment.
3. Where communal services are proposed (water and/or sewage, these services must be owned by the municipality).

APPENDIX B – STORMWATER MANAGEMENT, ROAD ACCESS AND WATER ACCESS

Service Type		Potential Information / Reports
Stormwater Management	a) Sewers	A preliminary storm water management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the Amendment. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
	b) Ditches or Swales	
	c) Other	
Road Access	a) Provincial Highway	Application for an access permit should be made concurrent with this Amendment. An access permit is required from MTO before any development can occur.
	b) Municipal or other public road maintained all year	Detailed road alignment and access will be confirmed when the development application is made
	c) Municipal road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads.
	d) Right-of-Way	Access by rights-of-way on private roads is not usually permitted, except as part of condominium.
Water Access		Information from the owner of the docking facility on the capacity to accommodate the proposed amendment will assist the review.