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Process for Application for Official Plan Amendment or Zoning By-law Amendment

Step 1: Preliminary Review and Pre Application Meeting

A brief description of the proposed development, including a sketch showing the existing and proposed structures and setbacks, must be provided prior to the meeting for a Preliminary Review. Following the preliminary review, a Pre Application meeting will be scheduled with Planning staff to discuss the proposal. The non-refundable fee for the pre application meeting is \$300.

The review will examine the County and Township Official Plans, Township Zoning By-law and other resources to see if the proposed development conforms with the policies. The review will also identify any agencies to be contacted (i.e. Conservation Authority) and supporting studies to be completed prior to a formal submission.

A Supporting Study is any report prepared by a qualified professional, which may be identified by Planning Staff or an outside agency as being necessary in order to deem the application complete. Examples include an Environmental Impact Study, Slope Stability Assessment and D-Series Study.

The Township requires the supporting study be reviewed by an independent peer reviewer. The applicant should be aware the cost of the supporting study and peer review will be borne by the applicant.

Step 2: Submission of Application for Review

The application/agent shall submit a complete application to the Township's Planning Department, ensuring the following has been provided:

- Completed application form;
- Payment of the required fee(s) for the Township and agencies;
- Any supporting studies/reports identified in the pre-application meeting and the Peer review of the studies/reports
- Required sketch (refer to checklist);
- Septic System Review (completed by Authorized Installer with BCIN) if required

All registered owners must sign the application. If the application will be prepared and submitted by someone other than the registered owner(s), please specify the Agent.

One (1) original application form with required signatures, sketch and fee(s) are required. If sections of the application are not completed, the application will be deemed incomplete and not accepted.

Step 3: Circulation of Application to Agencies

A Notice of Hearing, the required fees and the complete application will be provided to the required commenting Agencies (i.e. Conservation Authority). Technical comments will be required from the agencies prior to the application being deemed complete.

The Applicant(s)/Agent will receive notification from the Township when the application has been deemed complete, including instructions for posting required notice cards.

Step 4: Public Notice of Application

Once an application is deemed complete, it will be scheduled to be heard at a public meeting of Council. Township staff will notify the applicant(s) of the date of the meeting and provide notice cards to be posted at the entrance of the subject property; along the waterfront (if applicable) and at the nearest public road. Neighbouring properties within 120 metres of the subject property will receive a notification letter, including the Notice of Hearing, sketch and key map. Information about the application will be available to the public on the Township's website.

In accordance with the Planning Act, the required notice cards must be posted 20 days prior to the scheduled meeting and remain posted until the decision of Council, as the approval authority, becomes final.

Any comments received from the public will be provided to the Applicant(s)/Agent, as well as Council members and County Planners.

Step 5: Public Meeting of Council

The Township will hold the public meeting. Planning staff will prepare a report for Council with all pertinent information about the application, a summary of any correspondence received and a recommendation to approve or refuse the application. Any comments from the Applicant(s)/Agent and/or attending public will be heard at this time as well.

Step 6: Decision of Council

At the scheduled meeting, Council may:

- Approve the application;
- Deny the application; or
- Defer the application and request additional information.

If Council supports the proposed amendment, a By-law will be prepared for Council's consideration at the next (or future) meeting of Council. A 'Notice of Passing' along with

a copy of the By-law will be circulated within 15 days to the property owner and any interested party who submitted a written request to be notified.

Step 7: Appeal of Decision

When Council has made a decision, a Notice of Decision will be provided to the Applicant/Agent within 15 days outlining any conditions and next steps. A 20-day appeal period is provided for, once Notice of Passing has been given.

If an appeal of the decision is received, the Application will go before the Ontario Land Tribunal and the Applicant(s)/Agent will be notified. If no appeals are received within the 20 day period, the decision of Council is deemed final.

Site Plan Checklist

The application shall be accompanied by a clean, legible, accurate site plan showing the following information. Failure to supply this information will result in a delay in processing the application.

- The boundaries and dimensions of the subject land;
- The location size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay; (Note: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)
- The current uses of land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
- North arrow and scale

Sample Sketch

