



Township of Seguin
Application for
OFFICIAL PLAN AMENDMENT

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE
TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING
YOUR APPLICATION.**

OFFICIAL PLAN AMENDMENT APPLICATION CHECKLIST

Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached. Cheque made payable to the Township of Seguin.
 - \$1,500.00 – Official Plan Amendment - Minor
 - \$2,500.00 – Official Plan Amendment - Major
- Attach the text of the requested amendment if a policy of the Official Plan is being changed, replaced or deleted or if a policy is being added to the Official Plan.
- Attach the proposed schedule to the Official Plan if the requested amendment changes or replaces a schedule in the Official Plan and the text that accompanies the schedule.
- Sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Planning Department, if you chose to use this service.
- Copy of your Deed.

- ❑ If the requested amendment would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following is required:

- a servicing options report; and
- a hydrogeological report

❑ **APPLICANTS POSTING INSTRUCTIONS**

- In order to facilitate consideration of your Application for Official Plan Amendment, we ask that you complete the following upon submission of the application to the Township.
- Post a clearly visible sign approximately 14" x 18" bearing your name, your Application number (provided by the Township Planning Department), lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Township Road (and in the middle of your shoreline frontage, if possible).
- Mark out, on the ground, the location of the proposed lot lines - marking it clearly with stakes and coloured ribbon.
- It is the responsibility of the Applicant to mark the property which is the subject of this Application.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin
5 Humphrey Dr., RR#2
Parry Sound, ON, P2A 2W8
Bus: 705-732-4300
Fax: 705-732-6347
Toll Free: 1-877-473-4846**



Township of Seguin
Application for
OFFICIAL PLAN AMENDMENT

OFFICE USE ONLY		Date Stamp:
Application No.: OPA- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

ROLL # 4903-_____ - _____ - _____ - 0000

Did you consult with the Township Planning Department? Yes No
If yes, please submit a copy of your completed "Consultation Form".

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. DESCRIPTION OF SUBJECT LANDS

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ **Lot(s)/Block(s):** _____

d) Reference Plan No. : _____ **Part(s):** _____

e) Geographic Township (former municipality) : _____

f) Civic Address: _____

g) Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) Zoning (current zoning of subject lands) : _____

i) Official Plan (current designation of subject lands) : _____

j) Indicate the land uses which are authorized by the current designation: _____

k) Are there any easements or right-of-ways affecting the subject lands?

Yes

No

If yes, indicate and describe the purpose of the easement or right-of-ways:

3. OFFICIAL PLAN AMENDMENT

a) Name of the Official Plan proposed to be amended: _____

b) Dimensions of the land covered by the requested amendment:

Frontage (m)	Depth (m)	Area (ha)

c) Purpose of the requested Official Plan amendment: _____

d) The requested amendment changes, replaces or deletes a policy in the Official Plan:

Yes

No

If yes, name the policy to be changed, replaced or deleted: _____

Attach the current policy of the Official Plan that is being changed, replaced or deleted and the text that accompanies it.

e) The requested amendment adds a policy to the Official Plan:

Yes

No

Attach the text of the requested amendment to the Official Plan that is being added.

f) The requested amendment changes or replaces a schedule of the Official Plan:

- Yes
- No

If yes, the designation to be changed or replaced: _____

Attach the amended or replaced schedule to the Official Plan and the text that accompanies it.

g) The requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality:

- Yes
- No

If yes, indicate the current Official Plan policies dealing with the alteration or establishment of an area of settlement:

h) The land uses that the requested Official Plan amendment would authorize:

i) The requested amendment removes the subject land from an area of employment:

- Yes
- No

If yes, indicate the current Official Plan policies dealing with the removal of land from an area of employment:

j) The requested amendment is consistent with the policy statements issued under subsection 3(1) of the Act:

- Yes
- No

k) The subject land is within an area of land designated under any provincial plan or plans:

- Yes
- No

If yes, the requested amendment conforms to or does not conflict with the provincial plan or plans:

- Yes
- No

4. EXISTING AND PROPOSED USES

a) Date the subject land was acquired by the current Owner: _____

b) Existing uses of the subject land:

c) Length of time that the existing uses have continued: _____

d) Proposed uses of the subject land:

**Attach a separate description if necessary*

e) What are the adjacent land uses:
To the north: _____
To the south: _____
To the west: _____
To the east: _____

5. ACCESS

a) Access to the subject land is provided by: _____
 Provincial highway
 Municipal road (year round)
 Municipal road (seasonal)
 Private road / Right-of-Way
 Other road
 Water

b) If access to the subject land is by water only, indicate the following:
Provide written confirmation of parking and docking facilities.
Docking facility: _____
Distance from docking to subject land: _____
Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

6. SERVICES

a) Water is provided to the subject land by:

- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: _____

b) Sewage disposal is provided to the subject land by:

- Private sewage system
- Privately owned/operated communal sewage system
- Privy
- Other: _____

c) Storm drainage is provided to the subject land by:

- Ditches
- Swales
- Natural
- Other: _____

7. DIRECTIONS: HOW TO GET THERE

Civic Address: _____

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

8. OTHER APPLICATIONS

Indicate if the subject land or any land within 120 metres of the subject land is the subject to any other application:

Application	File #	Status	Approval Authority	Lands Affected	Purpose	Effect on Requested Amendment
Plan of Subdivision						
Consent						
Minor Variance						
Zoning By-law						
Zoning Order Amendment						
Site Plan						
Official Plan Amendment						
Other						

9. PLANS REQUIRED

Please attach 10 copies of the sketch, site plan or survey **drawn to scale, in metric**.
One copy must be submitted on 8.5" x 11" paper.

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on 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 is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.

12. DECLARATION OF OWNER/AGENT

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the _____

of _____ in the County/District/Regional Municipality of _____

do solemnly declare that all of the statements contained in this Application 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 _____

in the _____ of _____

this _____ day of _____, 20_____.

Signature of Owner

Signature of Owner

Signature of Agent (if Applicable)

Signature of Commissioner

Commissioners Stamp

13. ADDITIONAL FEES

If Planning, Engineering and/or legal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

Signature of Owner(s)/Agent

Date

Please submit this application to the Township of Seguin Planning Department at:

**Township of Seguin
5 Humphrey Dr., RR#2
Parry Sound, ON
P2A 2W8
Bus: 705-732-4300
Fax: 705-732-6347
Toll Free: 1-877-473-4846**