



## **United Counties of Prescott and Russell**

*Application for Official Plan Amendment/  
Secondary Plan Amendment*

### **Instructions:**

Please review the United Counties of Prescott and Russell Official Plan prior to completing and submitting this application form.

In this form, the term "affected land" means the land that is the subject of this application.

### **Completeness of the Application:**

The mandatory information must be provided with the appropriate fee and draft plan. Depending on the complexity of your proposal, the United Counties of Prescott and Russell recommends that you consult a planning consultant before submitting your application. If the mandatory information, including the draft plan and fee are not provided, the United Counties of Prescott and Russell will return the application or refuse to further consider the application.

### **Submission of the Application:**

The United Counties of Prescott and Russell requires:

- 18 copies of the completed application form, and
- 18 copies of a plan of the affected land, and
- 2 copies of the plan on 8½" X 11" paper, and
- The applicable fee as indicated on the attached Schedule A, and
- Any related documentation in support of the proposal.

### **For Help**

If you require additional information, please consult the:

United Counties of Prescott and Russell  
Planning and Forestry Department  
P.O. Box 304  
59 Court Street  
L'Orignal, Ontario K0B 1K0

Tel: (613) 675-4661  
Tel: 1-800-667-6307  
Fax: (613)675-1007



**United Counties of Prescott and Russell**

*Application for Official Plan Amendment/  
Secondary Plan Amendment*

**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

This application reflects the mandatory information that is prescribed in the Schedules to Ontario Regulations 543/06 and 545/06 made under the *Planning Act*, RSO, 1990, as amended. In addition to completing this form, the Applicant will be required to submit the appropriate fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this Application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act. Applicants are encouraged to consult with the Municipality prior to completing the application.

Please Print and Complete or () the Appropriate Box(es)

Date of Application \_\_\_\_\_

**1. Applicant Information**

**1.1 Name of Owner(s). An owner's authorization is required in Section 13, if the applicant is not the owner.**

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:	Cell No.	

**1.2 Agent/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 13)**

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:	Cell No.	

**1.3 Indicate the contact for this application (check one please)**

Owner  Applicant/Agent  All

<b>For Office Use Only</b>	
Date Application Received	
Date Application deemed to be complete	

**2 Location of the subject Land** (Complete applicable boxes in 2.1)

<b>2.1 Municipal Address</b> (mailing address)			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township
Assessment Roll No.:			

**2.2** Are there any easements or restrictive covenants affecting the subject land?  
 No  Yes If yes, describe the easement or covenant and its effect.

**3 Names and addresses of any mortgages, holders of charges or other encumbrances of the subject lands** (attach separate page if required).


**4 Description of the property and servicing information** (Complete each section using metric units only).

**4.1 Dimensions**

Lot Frontage – Street Side (m)	Lot Frontage – Water Side (m)	Lot Depth (m)	Lot Area (ha)

**4.2 Access** (Check appropriate box and state road name):

- Provincial Highway (#) \_\_\_\_\_
- Municipal road, maintained year round \_\_\_\_\_
- Municipal road, seasonally maintained \_\_\_\_\_
- County Road (#) \_\_\_\_\_
- Private Road \_\_\_\_\_
- Right of way \_\_\_\_\_
- Water Access \_\_\_\_\_

**4.3** If water access only, describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private.


**4.4 Water Supply** (Check appropriate box for type of service proposed):

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Sand point
- Lake or other water body
- Other means (please state) \_\_\_\_\_
- Water service not proposed

**4.5 Sewage Disposal** (Check appropriate box for type of service proposed):

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system\*
- Privately owned and operated communal septic system\*
- Privy
- Holding tank
- Other (please state) \_\_\_\_\_
- Sewage disposal service not proposed

\* If either of these items checked, please see Section 4.8.

**4.6 Other Services** (Check if the service is available):

- Electricity
- School bussing
- Garbage collection

**4.7 Storm Drainage** (Indicate the proposed storm drainage system):

- Storm sewers
- Ditches
- Swales
- Other (please state) \_\_\_\_\_

**4.8** Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:

- Title and date of servicing options report: \_\_\_\_\_
- Title and date of hydrogeological report: \_\_\_\_\_

**5. Planning Information**

**5.1** Official Plan (current) Land Use designation(s) of subject land \_\_\_\_\_

**5.2** Provide an explanation of how application conforms to the Official Plan: \_\_\_\_\_

**5.3** If an Official Plan Amendment is being requested, will the change? (Check all appropriate boxes):

- Replace or delete an existing policy (ies). If yes, list all policy sections affected \_\_\_\_\_
- Change a land use designation on a property (ies). If yes, what is the proposed land use designation or designations? \_\_\_\_\_
- Alter the boundary of settlement area (i.e. town, village, hamlet). If yes, name the settlement area and provide sketch of area affected. Name of settlement area \_\_\_\_\_

(Note: if applicants are requesting a change to a policy, they are required to provide the proposed text of the policy(ies). If applicants are requesting a change to a Land Use Schedule, they are required to provide a map or schedule showing the proposed new land use designation for the affected property(ies).)

**5.4** Reason why official plan amendment is being requested: \_\_\_\_\_

5.5 Existing Zoning on subject lands \_\_\_\_\_

**6. Settlement Area Boundary**

6.1 Does this application propose to change the boundary of a settlement area (e.g. town, village or hamlet)  
 Yes  No If Yes, provide description: \_\_\_\_\_

**7 Employment Area**

7.1 Will this application remove land from a designated employment area? (Check appropriate box)  
 Converts all or part of a commercial, industrial or institutional building to a residential use.  
 Converts a brownfield site to a residential use  
 Application is for residential use on land designation for a commercial, industrial or institutional use  
 Does not remove any employment land

**8 Existing Use(s) of Property**

8.1 State all existing use(s) of the property (Check appropriate box(es)):  
 Residential  
 Commercial  
 Industrial  
 Institutional  
 Agricultural  
 Vacant  
 Mixed Use: (Please state) \_\_\_\_\_  
 Other: (Please state) \_\_\_\_\_

List all existing buildings and structures (including accessory buildings and structures) on the property by completing the following Table: (If more than 5 buildings or structures, please use separate page to provide description):

Item	Building or Structure # 1	Building or Structure # 2	Building or Structure # 3	Building or Structure # 4	Building or Structure # 5
Existing type or use for each building and structure					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line - other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m <sup>2</sup> )					
Year Building or structure constructed					

8.2 How many existing parking spaces are provided on the subject land? \_\_\_\_\_ spaces.

**8.3** State the existing use of land on abutting properties:

North: \_\_\_\_\_ South: \_\_\_\_\_  
 East: \_\_\_\_\_ West: \_\_\_\_\_

**9. Proposed use of property**

**9.1** State proposed use(s) of the property (Check appropriate box(es)):

- Residential
- Commercial
- Industrial
- Institutional
- Agricultural
- Vacant
- Mixed Use: (Please state)
- Other: (Please state) \_\_\_\_\_

**9.2** List all proposed buildings and structures to be constructed on the property by completing the following Table: (If more than 5 buildings or structures, please use separate page to provide description)

Item	Building or Structure # 1	Building or Structure # 2	Building or Structure # 3	Building or Structure # 4	Building or Structure # 5
Existing type or use of each building and structure					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line - other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m <sup>2</sup> )					
Year Building or structure constructed					
Proposed date of construction					

**9.3** Indicate the number of additional parking spaces to be provided? \_\_\_\_\_ spaces.

**9.4** Are there any uses or features on the subject land or within 500 m of the subject property, unless otherwise specified. Complete Table:

Use or feature	On the subject Land	Within 500 m of subject land, unless otherwise specified. (indicate approximate distance)
An agricultural operation including a livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant or sewage lagoon		
An industrial use		
A licensed pit or quarry or an aggregate reserve		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
An active rail line		
A municipal or federal airport		
A flood plain		
A natural gas or oil pipeline		
A hydro easement		
A provincially significant wetland (within 120 m)		
A designated heritage building, historic site or cemetery (within 100 m)		

**10. History of the Subject land.**

**10.1** Has the subject land ever been the subject of an application for approval of a previous official plan?  
 Yes  No  Unknown *If yes, provide the details and decision of the previous application.*

\_\_\_\_\_

\_\_\_\_\_

**10.2** If this application is a re-submission of a previous application, describe how it has been changed from the original application.

\_\_\_\_\_

\_\_\_\_\_

**10.3** Provide the date when the subject land was acquired by the current owner. \_\_\_\_\_

**10.4** Provide the length of time that the existing uses of the subject land have continued (*Proof may be required*)  
 Year since current uses have continued: \_\_\_\_\_

**11. Simultaneous Applications**

**11.1** Is the subject land or any land within 120 m of the subject land subject of any other planning applications at this time?

Yes  No *If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete following Table:*

Item	Application # 1 (type):	Application # 2 (type):	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			

Purpose			
Status			
Effect on requested amendment			

**12. Authorization**

**12.1** 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 OR OWNER FOR AGENT TO MAKE THE APPLICATION**

I/WE, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**12.2** If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

**AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be used in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



**12.3 Consent of the Owner**

Complete the consent of the owner concerning personal information below.

**CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I/WE, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**13. Additional Studies or Information**

Additional studies or information may be required by the Municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of Additional Studies or information required by the Municipality:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*(NOTE: LIST TO BE PROVIDED BY MUNICIPALITY)*

**14. Declaration**

**NOTE: ALL APPLICANTS SHALL ENSURE THAT A "COMPLETE APPLICATION" UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING THIS DECLARATION**

1. I hereby declare that this application is consistent with the policy statements issued under subsection 3(1) of the *Planning Act*.
2. I hereby declare that this application conforms or does not conflict with any provincial plan or plans.
3. I hereby declare that the information contained in this application and on the attached plan and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

Sworn (or declared) before me  
at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 200\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant or Agent

**15. Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the United Counties of Prescott and Russell regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the United Counties of Prescott and Russell for legal counsel and/or professional consulting services in defending Council’s decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_ in the County of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Applicant

**16. Site Plan**

A site plan shall be submitted with this application that provides the following information.

- 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
- Other (as indicated by Municipality) \_\_\_\_\_

**SCHEDULE A – EXCERPT OF TARIFF OF FEE BY-LAW 2007-06****Description**

- |                                                                                                                                                                                                                                                                       |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 5. United Counties of Prescott and Russell Official Plan Amendment                                                                                                                                                                                                    | \$3,150 |
| 6. United Counties of Prescott and Russell Secondary Plan Amendment                                                                                                                                                                                                   | \$3,150 |
| 7. Planning and legal fees associated with processing an Ontario Municipal Board appeal file and preparing for and giving evidence at the Ontario Municipal Board or mediating a resolution for files supporting the Applicant's position be on a cost recovery basis |         |
| 8. <b>Deposits</b><br>A deposit is required for all Planning Act application with the exception of Consent application. The deposit will be refunded if no appeal is filed with the Ontario Municipal Board.                                                          | \$3,000 |