

TOWNSHIP OF ADJALA – TOSORONTIO

Application for an Amendment to the Official Plan

COMPLETENESS OF THE APPLICATION

This information is prescribed in the Schedule to Ontario Regulations 42/95 made under the **Planning Act** and must be provided along with the appropriate fee and copies of any required plan. If the prescribed information and fee are not provided, the Municipality will return the application or refuse to further consider the application until the prescribed information and fee have been provided as set out in Subsection 22(4) of the Planning Act.

This application form also sets out other information (e.g. technical information or reports) that will assist the Municipality and others in the planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision and the proposal may be dealt with only on a preliminary basis.

FOR HELP

The Township encourages applicants to meet with Municipal staff to discuss the proposed project prior to spending time in preparing plans and/or completing the application and reports.

A COMPLETE APPLICATION INCLUDES THE INFORMATION LISTED BELOW

If the following information which is needed to review the application is not submitted with the application form and the fee to the Township of Adjala – Tosorontio, the form may be returned to the applicant. Please provide:

- 10 copies of the completed application form and declaration (1 original and 9 copies)
- If applicable, 10 copies of the draft plan of subdivision or the site plan (1:250 or 1:500) including a key map showing location within the municipality. For large or complicated applications, more copies may be required.
- 1 photographic reduction of each plan or map on an 8 ½" x 11" or 11" x 17" sheet of paper.
- Copies of all supporting technical and background information reports as required by this application form. (This varies with the type and circumstances of an application.) The type of reports and number of copies required should be discussed with Municipal staff prior to submission.
- The applicable fee.
- Completion of the attached list of consultants involved with the project (Appendix 1 – Development Contact Individuals).
- Completion of the attached Cost Acknowledgement Agreement (Schedule 1) in triplicate and necessary fee.

The information provided will be forwarded to agencies that may have an interest in the application.

Plans are to be drawn in metric units with corresponding imperial units in brackets.

A file number will be issued for each application and should be used in all communications with the Municipality in order to expedite the applications as quickly as possible.

DECLARATION OF INTENT

I/We _____ [owner(s)/applicant/agent]
hereby declare that, as required under the Planning Act, Ontario Regulations 504/98, 505/98, 506/98, 507/98 or 508/98 (whichever is applicable), I/we will post the sign provided by the Township of Adjala – Tosorontio on the lands subject to the application in a location that is legible and visible from the roadway and for the required length of time as provided for under the Planning Act (**currently for Official Plan Amendments, it would be posted 20 days prior to the date of the public meeting**).

I/We also agree to pay to the Township a fee of **\$20.00 non-refundable** for the sign.

(If the Owners of the subject lands are represented by an agent, the agent may pay the fee on their behalf).

NOTE: IF THE SIGN IS NOT POSTED THE REQUIRED AMOUNT OF TIME PRIOR TO THE MEETING, THEN THE COUNCIL MAY CHOOSE NOT TO HEAR THE APPLICATION ON THAT DATE.

(owner/applicant/agent)

(owner/applicant/agent)

Dated the _____ day of _____, 2010.

TOWNSHIP OF ADJALA – TOSORONTIO
APPLICATION FOR AN AMENDMENT TO THE OFFICIAL PLAN
UNDER SECTION 22(4) OF THE PLANNING ACT, R.S.O 1990

REQUIRED FEE: \$
RECEIVED:
FILE NO:
FILED ON:
ROLL NO:

Please Print in Block Letters and Complete or Check Appropriate Box(es)

1.0 The Amendment

1.1 What is the purpose of and reasons for the proposed Amendment(s)?

1.2 Is this a resubmission of a previous Official Plan Amendment Application?

Yes No

1.3 Is the application required to alter a settlement area boundary, or to establish a new settlement area?

Yes No

1.4 If Yes to 1.4, identify the Official Plan policies that deal with the alteration or establishment.

1.5 Is the application required to remove land from an area of employment?

Yes No

1.6 If Yes, identify the Official Plan policies that deal with the removal of land from an area of employment.

2.0 Applicant Information

2.1 Registered Owners(s): (If a numbered company, give name and address of principal owner)

Name: _____ Phone No. (Home) _____
(Business) _____
Address: _____ Fax No: (Home) _____
_____ (Business) _____
_____ Email: _____

Applicant(s) (If different from Owner):

Name: _____ Phone No. (Home) _____
(Business) _____
Address: _____ Fax No: (Home) _____
_____ (Business) _____
_____ Email: _____

Agent

Name: _____ Phone No. (Home) _____
(Business) _____
Address: _____ Fax No: (Home) _____
_____ (Business) _____
_____ Email: _____

2.2 Correspondence to be sent to (one only): Owner Applicant Agent

2.3 Name, Address, Phone number of person or company having any mortgage, charge or encumbrance on the property:

3.0 LOCATION OF LANDS

3.1 Legal Description Lot No. _____ Concession No. _____ Former Township _____
Registered Plan No. _____ Concession No. _____
Reference No. _____ Part No. _____
Roll No. _____
Street Address: _____

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

3.3 What area does the amendment cover?
a) The "entire" property or
b) Just a "portion" of the property.

4.5 Has there been an industrial or commercial use on the subject land or adjacent land?
[] Yes [] No [] Unknown If **Yes**, specify the uses.

4.6 Has the grading of the subject land been changed by adding earth or other material?
[] Yes [] No [] Unknown

4.7 Has a gas station been located on the subject land or adjacent land at any time?
[] Yes [] No [] Unknown

4.8 Is there a reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?
[] Yes [] No [] Unknown

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

4.10 If **Yes**, to (4.5), (4.6), (4.7), or (4.8), a previous land use inventory showing former uses of the subject land, or if appropriate the adjacent land is needed. Is the previous use inventory attached?
[] Yes [] No

4.11 Does the proposed Official Plan Amendment do the following?

Change a policy in the Official Plan	[] Yes	[] No	[] Unknown
Replace a policy in the Official Plan	[] Yes	[] No	[] Unknown
Delete a policy in the Official Plan	[] Yes	[] No	[] Unknown
Add a policy in the Official Plan	[] Yes	[] No	[] Unknown
Change or Replace a designation in the Official Plan	[] Yes	[] No	[] Unknown
Change or replace a schedule in the Official Plan	[] Yes	[] No	[] Unknown

4.12 If applicable and known at time of application, please provide the following:

- a. Designation to be changed or replaced _____
- b. Section Number(s) of Policy to be changed _____
- c. Text of the proposed new policy attached on a separate page? [] Yes [] No
- d. New designation name _____
- e. Map of proposed new schedule attached on a separate page? [] Yes [] No

4.13 List land uses that would be permitted by the proposed amendment:

5.0 SERVICING

5.1 Proposed for the Subject Land: (Check Appropriate Box(es))

Access: Provincial Highway Municipal road, maintained all year Municipal road, seasonally maintained
 Other public road Right of way Other _____

Describe the parking facilities to be used and the approximate distance of these facilities between the subject land and the nearest public road.

Water Supply: Publicly owned and operated piped water system Privately owned and operated individual well Privately owned and operated communal well
 Lake or other water body Other means (describe)

Sewage Disposal: Publicly owned and operated sanitary sewage system Privately owned and operated individual septic tank^{1,2} Privately owned and operated communal septic system²
 Privy Other means (describe)

¹ A certificat of approval from the Building Department of Ministry of the Environment and Energy submitted with this application will facilitate the review.

² Development utilizing this method of effluent disposal producing more than 4500 litres/day of effluent are required to submit a *servicing options report* and a *hydrogeological report* in support of this application

Storm Drainage: Municipal Sewers Ditches Swales
 Other _____

If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in Section 5.1, please indicate who is the owner of the land or road who is responsible for its maintenance and whether it is maintained seasonally or all year.

5.2 Other Services (Check if the service is available) [] Electricity [] School Bussing

6.0 PROVINCIAL POLICY

6.1 Please attach a brief explanation of how this proposal is consistent with the policy statements issued under subsection 3(1) of the Planning Act R.S.O 1990.

6.2 Does the subject land fall within a designated area under any provincial plan or plans?
[] Yes Please List: _____ [] No

6.3 If Yes to 6.8, does this application conform to the plan(s)?
[] Yes [] No

7.0 OTHER INFORMATION

7.1 Is there any other information that you think may be useful to the Township and agencies in reviewing this application? If so, explain below or attach on a separate page. For example, if a commercial or industrial use indicate type of building(s) proposed, parking and loading spaces, total floor area, etc.

7.2 Please list the titles of any supporting documents: (e.g. Storm Water Management Report, Environmental Impact Study, etc.)

7.3 Have you applied for any other official plan amendment or made any other application under the **Planning Act**, such as for approval of a plan of subdivision, a zoning By-law amendment, a minor variance, a Minister's zoning order amendment or a site plan, or for a consent that involves the land:

- a) That is the subject land [] Yes [] No
- b) That is within 120 metres of the subject land? [] Yes [] No
- c) If Yes to a) or b), and **if known**, indicate below or attach on a separate page:

Name of the Approval Authority Considering the Application: _____

Type of Application and File No.: _____

Description of the Land that is the Subject of the Application: _____

Purpose of the Application and the Effect of the Application on the Proposed Official Plan Amendment: _____

Status of the Application: _____

9 **AUTHORIZATION**

9.1 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 or the authorization set out below must be completed by the owner.

Authorization of Owner for Agent to Make the Application

I,.....am the owner of the land that is the subject of this application for approval of a plan of subdivision (or a condominium description) and I authorize to make this application on my behalf.

.....
Date Signature of Owner

9.2 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 Provide Personal Information

I,.....am the owner of the land that is the subject of this application, for an official plan amendment (and zoning By-law amendment) 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 included in this application or collected during the processing of the application.

.....
Date Signature of Owner

10 **CONSENT OF THE OWNER**

10.1 Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I,....., am the owner of the land that is the subject of this application for approval of an official plan amendment (and zoning By-law amendment) and for the purpose of the **Freedom of Information and Privacy Act** I authorize and consent to the use by or the 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

11 **THE COST ACKNOWLEDGEMENT AGREEMENT**

11.1 Complete the Cost Acknowledgement Agreement attached as Schedule 1 to this Application Form. Please note the form must be completed in triplicate with the necessary fee accompanying the completed Agreement.

APPENDIX 1

TOWNSHIP OF ADJALA – TOSORONTIO

DEVELOPMENT CONTACT INDIVIDUALS

ROLL NO.:
REGISTERED NO.: 51M-
FILE NO.:
CONSULTANT FILE NO.:

Registered Owner(s):

Address:

Phone No:
Contact Person:

Authorized Agent:

Firm:
Address:

Phone No:
Contact Person:

Planner:

Firm:
Address:

Phone No:
Contact Person:

Ontario Land Surveyor:

Firm:
Address:

Phone No:
Contact Person:

Civil Engineer/Storm Water Management:

Firm:
Address:

Phone No:
Contact Person:

Sanitary Sewage Disposal Designer/Soils Consultant:

Firm:
Address:

Phone No:
Contact Person:

THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO
COST ACKNOWLEDGEMENT AGREEMENT

THIS AGREEMENT made in triplicate as of the _____ day of _____

BETWEEN: _____

hereinafter referred to as the “**OWNER**”
OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO

hereinafter referred to as the “**TOWNSHIP**”
OF THE SECOND PART

WHEREAS the **OWNER** represents that it is the registered owner of the lands described in Schedule “A” attached hereto, and which lands are hereinafter referred to as the “**lands**”;

AND WHEREAS the **OWNER** proposes to develop the said lands;

AND WHEREAS it is recognized that there are a number of legal, planning and engineering issues to be investigated and resolved which will necessitate much time and effort on the part of both the **OWNER** and the **TOWNSHIP**;

AND WHEREAS the **TOWNSHIP** may find it necessary to engage professional services in consideration of the proposal;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of two (\$2.00) dollars now paid by the **OWNER** to the **TOWNSHIP** (receipt whereof is hereby acknowledged), the parties hereto do hereby agree as follows.

1. In this agreement, “expenses” means:
 - (a) all consultant’s fees and disbursements;
 - (b) disbursements incurred while processing the application by Township employees including but not limiting the generality of the foregoing; travel expenses; meal allowances; long distance telephone calls and photocopying;
 - (c) an administration fee of 5% of the disbursements to be added to the Township invoice;
 - (d) a late payment charge if the invoice is not paid within 30 days of the date of the invoice at the rate of 1.25% per month or fraction thereof until paid in full; and
 - (e) such application fees that the **TOWNSHIP** may be put to in respect of the application.
2. The **TOWNSHIP** agrees to review the application and will retain such additional planning and engineering consultants as are necessary to properly evaluate the application.

3. The **OWNER** shall file an initial deposit with the **TOWNSHIP**, upon execution of this agreement, in the amount of **ONE THOUSAND (\$1,000.00) DOLLARS** which shall be credited to the **OWNER'S** account.
4. The **OWNER** shall be responsible for and agrees to reimburse the **TOWNSHIP** for all expenses the **TOWNSHIP** may be put to in respect of the application.
5.
 - (a) As expenses are incurred by the **TOWNSHIP**, the **TOWNSHIP** shall pay these expenses and then submit an invoice with an added administration fee of 5% of the disbursements in respect of the same to the **OWNER**.
 - (b) In the event that payment is not received by the **TOWNSHIP** within 30 days from the date of mailing of an invoice, the **TOWNSHIP** shall add a late payment charge at the rate of 1.25% per month or fraction thereof until paid in full;
 - (c) In the event that the invoices remain outstanding for more than 30 days, the **TOWNSHIP** may halt all work in respect of the application until all arrears are satisfied and a sum sufficient to increase the balance to **\$1,000.00** is deposited with the **TOWNSHIP**.
6. The **OWNER** shall have the right to require the **TOWNSHIP** to provide evidence with respect to breakdowns of figures, costs incurred, time charges and disbursements. In the case of legal expenses, the **OWNER** is entitled to tax such expenses should it wish to do so.
7. Upon completion, termination or withdrawal of the application, the **TOWNSHIP** shall prepare and submit a final account to the **OWNER'S** representative and any balance shall be refunded.
8. This Agreement shall not be construed as acceptance or approval by the **TOWNSHIP** of the proposal.
9. This Agreement shall not stand in lieu of or prejudice the rights of the **TOWNSHIP** to require such further and other agreements of the application that the **TOWNSHIP** may deem necessary.

IN WITNESSETH WHEREOF the parties have here unto set their seals under the hands of their duly authorized officers.

DATED at _____ this _____ day of _____.

)
) THE CORPORATION OF THE
) TOWNSHIP OF ADJALA-TOSORONTIO
)
)
)
)
) _____
) **Mayor**
)
)
)
) _____
) **Clerk**

DATED at _____ this _____ day of _____.

)
)
)
)
)
)
)

Witness

Per: _____

COST ACKNOWLEDGEMENT AGREEMENT

SCHEDULE "A"

FORMER TOWNSHIP OF _____

TOWNSHIP LOT: _____

CONCESSION: _____

LOT: _____

PLAN: _____

ROLL NUMBER: _____

BETWEEN: _____

DATED _____