



## **OFFICIAL PLAN AMENDMENTS**

An Official Plan describes the municipality's policies on how land in the community should be used. The Official Plan is prepared with input from the community and helps to ensure future planning and development will meet the specific needs of the community. It also lets the public know what the municipality's general land use planning policies are and ensures growth is coordinated and meets the needs of the community as a whole

Some issues and Official Plan may deal with are:

- Where new housing, industry, offices and shops will be located;
- What services will be needed and where they will be located (roads, watermains, sewers, parks, schools);
- Where a mix of land uses may be allowed;
- When, and in what order, parts of the community will grow;
- Where growth will not be allowed;
- Where community improvement areas are identified.

An Official Plan amendment is a formal document that changes a part of a municipality's Official Plan. If your proposed development does not conform to the Official Plan, you will require an Official Plan amendment in order to use your site for new purposes. An Official Plan Amendment can only be considered if the new use is consistent with the Provincial Planning Statement and conform with the provincial plans. Usually, an Official Plan Amendment will also require an amendment to the Zoning By-Law before development can take place.

### Official Plan Amendment Process

- Pre-consultation with Planning Department Staff
- Submit an application
- Application review
- Notice of public meeting in the local newspaper (at least 20 days prior to date of meeting)
- Council meeting
- Notice of Decision
- Appeal period (20 days after Notice of Decision is advertised)
- Approval

### Fees

Please consult the Town of Greater Napanee website for applicable fees.

**THE APPLICANT IS ALSO RESPONSIBLE FOR ANY FEES ABOVE THE DEPOSIT AND WILL BE INVOICED FOR ALL COSTS.**

There may also be fees to external agencies depending on the location and requirements of the application.

## **Planning Application Information Sheet**

### **1. Completion of Application**

All applicable information, including supporting studies, requested throughout any preconsultation must be provided to conduct an initial review.

The initial review of the application will determine if any other information is required.

Note: Prior to submitting this application, applicants are strongly advised to pre-consult with the Town's Planning Department to discuss application and project requirements. To book an appointment please call 613.354.3351

### **2. Statutory Declaration**

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits.

### **3. Proposal Justification**

The application must be accompanied by a written justification which provides a complete explanation of the requested consent within context of the Town's Official Plan, Zoning By-law and Provincial Planning Statement.

### **4. Required fee**

Application fees, payable to the Town of Greater Napanee by cash, debit or cheque, are required upon submission of the application.

### **5. External Agencies**

External agencies will be circulated on the application as part of the technical review process. Additional costs beyond the application fee will be invoiced to the applicant for services rendered.

The Conservation Authority review fee must be paid by the applicant, directly to the applicable authority. Proof of payment must be included with the application to the Town of Greater Napanee. Should the Conservation Authority incur costs beyond the initial review fee, associated with the application, the costs may be invoiced to the applicant.

### **6. Submission**

Planning applications and supporting documents can be submitted by:

- Email to: **[planning@greaternapanee.com](mailto:planning@greaternapanee.com)**

or

- To: Town of Greater Napanee Planning Department, 99-A Advance Avenue, Napanee, ON K7R 3Y5 by mail or in person.



**OFFICIAL PLAN AMENDMENT APPLICATION FEES**

The municipality requires an applicant to submit an application fee when applying for a zoning amendment and a deposit to cover all costs associated with processing the application. Any costs above the deposit will be invoiced to the owner/applicant who submitted the application. These costs include consultant fees and advertising costs.

The municipality has found, on average, **An Official Plan Amendment application will cost an owner/application approximately \$8,000.00 to process.** The owner/applicant is responsible for all fees related to process the Official Plan Amendment application.

I, \_\_\_\_\_ have read the above and agree to reimburse the Town of Greater Napanee  
(name of applicant)

for all costs related to my zoning amendment application, once invoiced by the Town.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Municipal Staff

## Application for an Amendment to the Official Plan of the Town of Greater Napanee

for office use only

Date Received	File No.	Fee(s) Paid
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### 1.0 APPLICANT INFORMATION

1.1 Complete the information below and indicate which contact is the Prime Contact (to whom all communications will be directed).

Name	Address	Phone/E-mail
Registered Owner(s)*		Business
		Home/Cell
		E-mail
Applicant(s)		Business
		Home/Cell
		E-mail
Agent, if any (eg. Planning Consultant)		Business
		Home/Cell
		E-mail
Solicitor		Business
		Home/Cell
		E-mail

\*If a company, please give name and phone number(s) of principal owner (or president).

### 2.0 PROPERTY INFORMATION

Lot(s)/Block(s)	Concession	Registered Plan No.
Reference Plan No.	Part(s)	Parcel No.
Former Municipality	Municipal Address	
Assessment Roll#		

**2.1 Particulars of the Subject Land (use metric units):**

Frontage	Average Depth	Area
Current Official Plan Designation		Current Zoning Designation

**3.0 EXISTING AND PREVIOUS USES OF THE SUBJECT LANDS**

3.1	Existing use(s) and duration	
3.2	Previous use(s) and duration	

**3.3 List any existing Buildings or Structures on the Property**

Building / Structure	Yard Setbacks				Number of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side			

3.4 Is the subject land (or buildings) subject to a demolition control by-law or is it designated or identified for possible designation under the Ontario Heritage Act?      YES      NO      DON'T KNOW

**4.0 PROPOSED USE OF THE SUBJECT LANDS**

4.1 What is the proposed use of the subject lands?

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4.2 List any Proposed Buildings and Structures

Building / Structure	Yard Setbacks				Number of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side			

4.3 Indicate Land Uses on Abutting Properties

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

**5.0 NATURE OF PROPOSED AMENDMENT**

5.1 Describe the purpose of the proposed amendment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.2 Does the requested amendment change, replace, or delete a policy in the Official Plan?      YES      NO  
If YES, identify the policy to be changed, replaced, or deleted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.3 Does the requested amendment add a new policy to the Official Plan?      YES      NO

5.4 Does the request amendment propose to change or replace the current Official Plan's land use designation for the subject land?      YES      NO  
If YES, identify the new designation.

\_\_\_\_\_  
\_\_\_\_\_

5.5. What land uses are permitted by the current Official Plan designation on the subject land?

\_\_\_\_\_  
\_\_\_\_\_

5.6. What land uses would be permitted by the proposed Official Plan amendment on the subject land?

\_\_\_\_\_  
\_\_\_\_\_

5.7 If the requested amendment changes, replaces, deletes, or adds a policy to the Official Plan, provide the text of the proposed amendment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.0 STATUS OF OTHER PLANNING APPLICATIONS**

6.1 Are there any existing or have there been previous applications made under the *Planning Act* for a minor variance or consent, an amendment to an Official Plan or Zoning By-Law or a Minister’s Zoning Order, or approval of a plan of subdivision or a site plan that involves?

- a) The subject land?      YES      NO
- b) Land within 120 metres of the subject land?      YES      NO
- c) If YES to (a) or (b) above, and if known, list below or attach on a separate page:

Property Address	Type of Application	File Number	Effect on the Proposed Amendment	Status

**7.0 SERVICING**

7.1 Indicate the existing and proposed servicing type for the subject land.

<u>Water Supply</u>	<u>Existing</u>	<u>Proposed</u>	<u>Sewage Disposal</u>	<u>Existing</u>	<u>Proposed</u>
Public piped water system			Public piped sewage system		
Private communal well(s)			Private communal septic system		
Private individual well(s)			Individual septic system(s)		
Lake or other water body			Other means		
Other means					
<u>Storm Drainage</u>	<u>Existing</u>	<u>Proposed</u>	<u>Access</u>	<u>Existing</u>	<u>Proposed</u>
Sewers			Provincial highway		
Ditches or swales			County road		
Other means			Municipal road		
			Water		
			Other means		

**8.0 PLANNING JUSTIFICATION**

8.1 Indicate how the proposed amendment complies with the relevant portions of the Official Plan.

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8.2 Indicate how the proposed use(s) will be compatible with the surrounding land uses.

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8.3 Indicate how the proposed amendment relates to the overall goals and objectives of the Provincial Planning Statement issued under the *Planning Act*.

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**9.0 DECLARATION**

I, \_\_\_\_\_, of the \_\_\_\_\_ in the  
(name of applicant) (name of municipality/township)

County of \_\_\_\_\_ solemnly declare that all the information contained in this application and any supporting documents is true.

Declared before me at the Town of Greater Napanee in the County of Lennox and Addington

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

**10.0 OWNER'S AUTHORIZATION (If the applicant is not the owner)**

I, \_\_\_\_\_, of the \_\_\_\_\_ in the  
(name of owner) (name of municipality/township)

County of \_\_\_\_\_ am the owner of the land that is the subject of this application for a

Zoning By-Law amendment and I hereby authorize \_\_\_\_\_ to act as my agent in this application.

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

**11.0 ACKNOWLEDGEMENT**

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of Greater Napanee to provide public access to all development applications and supporting documentation.

I, \_\_\_\_\_, agree and acknowledge that this application and any supporting  
(name of applicant)

material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

\_\_\_\_\_  
Signature Date

**SCHEDULE "B"**

**TO**

**PLANNING FEES BY-LAW**

**AGREEMENT TO INDEMNIFY**

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Greater Napanee ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under *the Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeals Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal (OLT) in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date