



OFFICIAL PLAN AMENDMENT GUIDE & APPLICATION

Official Plan Amendment Guide & Application

The Official Plan is a document that describes the Township's general land use planning policies and ensures that growth is coordinated and meets the needs of the community. If an applicant wishes to use or develop their property in a way that conflicts with the Official Plan, they can apply for an exemption through submission of an Official Plan Amendment (OPA) Application.

Submission Requirements

The following supplementary and supporting documents and materials may be required to be submitted with an OPA application as determined at the pre-consultation stage:

- ☐ Survey (11" X 17") identifying the subject lands, easements, setbacks of existing and proposed structures, and location of well and sewage disposal system (in **metric** units)
- ☐ Land Use Planning Report
- ☐ Market Impact Study
- ☐ Agricultural Impact Assessment (AIA)
- ☐ Environmental Impact Study (EIS)
- ☐ Contamination Management Plan
- ☐ Contaminant Management Plan
- ☐ Hydrogeological Assessment
- ☐ Stormwater Management Report
- ☐ Servicing Study
- ☐ Traffic Impact Assessment
- ☐ Financial Impact Study
- ☐ Archaeological Assessment
- ☐ Cultural Heritage Impact Statement
- ☐ Tree Preservation Plan/Study
- ☐ Environmental Site Assessment (Phase I and II)
- ☐ Land Use Compatibility Assessment
- ☐ Noise Impact and Vibration Study

Note: One paper copy and one digital copy of each required supporting document should be submitted with the application. **Additional information and material** may be required in response to a particular development proposal or raised through the review process.

Studies listed above shall be carried out by qualified professional consultants retained by and at the expense of the applicant, and must be carried out within 2 years from the date of submission (studies older than 2 years may not be considered acceptable for submission). The Township may also require peer reviews of the studies by an appropriate public agency or by a professional consultant retained by the Township at the applicant's expense.

Official Plan Amendment Process

1. Pre-Consultation

- Applicant submits preliminary project proposal at pre-consultation meeting with Staff and external agency representatives as required
- Supporting documents and studies for application determined
- Region of Durham Staff present to determine if a Regional Official Plan Amendment will be required

2. Application Submission

- 'Complete' application submitted with all supporting documents and fees

3. Application Circulation & Review

- Application is circulated to Staff and external agency representatives to solicit formal written comments
- Region of Durham determines if amendment is exempt or non-exempt from Regional approval

4. Notice of Statutory Public Meeting

- Personal notice is circulated to all property owners within 120m of subject lands and depending on the nature of the application, notice may be published in the local newspaper and posted on the Township website
- A development sign is installed on the subject property by the Applicant

5. Preliminary Report Prepared (Informational)

- Preliminary report prepared for public meeting once all agency comments have been received

6. Statutory Public Meeting

- Is scheduled once per month during a regular meeting of Council (evening)
- Public provided opportunity to comment on proposal (verbal or written)
- No decision made at this time

7. Final Report Prepared (Recommending Decision)

- Final report prepared taking into consideration all comments received
- Draft Official Plan Amendment prepared for council's consideration, should Staff recommend approval of application

8. Council Meeting

- Council reviews final report and considers recommended decision

9. Council

- **Adopts**
 - **Non-Exempt From Regional Approval**
 - **Regional Council Gives Final Approval/Refusal**
 - **Appeal**
 - Decision can be appealed to Local Planning Appeal Tribunal (LPAT) during a 20 day appeal period after date of decision
 - **No Decision Within 120 Days**
 - If approval authority fails to give notice of decision within 120 days of application submission, appeal to LPAT can be filed
 - **Exempt From Regional Approval**

- **Township Council Gives Final Approval/Refusal**
- **Appeal**
 - Decision can be appealed to Local Planning Appeal Tribunal (LPAT) during a 20 day appeal period after date of decision
- **No Decision Within 120 Days**
 - If approval authority fails to give notice of decision within 120 days of application submission, appeal to LPAT can be filed
- **Appeal**
 - Decision can be appealed to Local Planning Appeal Tribunal (LPAT) during a 20 day appeal period after date of decision
- **No Decision Within 120 Days**
 - If approval authority fails to give notice of decision within 120 days of application submission, appeal to LPAT can be filed
- **Does Not Adopt**
 - **Appeal**
 - Applicant requests Regional Planning Commissioner to refer matter to LPAT
 - **LPAT Hearing**

Official Plan Amendment Application

Office Use Only

Date Received:

Date Deemed Complete:

File No.:

Roll No.:

Receipt No.:

Other Submissions:

Regional Official Plan:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Rezoning:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Site Plan Approval:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Minor Variance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Land Division	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.

Pursuant to the provisions of the Planning Act, R.S.O. 1990, I/We hereby submit an application for an amendment, hereinafter set out, to the Official Plan of the Township of Scugog as otherwise amended, of the Corporation of the Township of Scugog, in respect of the lands hereinafter described.

1. Fee Schedule

The following application fee must be submitted with the application:

- ☐ [Application fee](#) payable to the Township of Scugog

In addition to the fee mentioned above the following agency fees may also be required:

- ☐ [Region of Durham Health Department](#)
(Applies to only those properties with private services)
- ☐ [Regional of Durham Community Growth and Economic Development Department](#)
for review of an exempt amendment
- ☐ [Regional of Durham Community Growth and Economic Development Department](#)
for review of a non-exempt amendment

Check with Municipal Staff to determine which one of the following will apply:

- ☐ [Central Lake Ontario Conservation Authority \(CLOCA\)](#)
Additional fees will apply if a technical review is required. Contact for the current fee schedule.
- ☐ [Kawartha Region Conservation Authority \(KRCA\)](#)
Additional fees will apply if a technical review is required. Contact [KRCA](#) for the current fee schedule.
- ☐ [Lake Simcoe Region Conservation Authority \(LSRCA\)](#). Additional fees will apply if a technical review is required. Contact [LSRCA](#) for the current fee schedule.

2. Summary of Proposal:

3. Contact Information

Applicant (Primary Correspondent):

Street Address:

City:

Province:

Postal Code:

Telephone:

Email:

Authorized Agent:

Street Address:

City:

Province:

Postal Code:

Telephone:

Email:

Registered Owner(s):

Street Address:

City:

Province:

Postal Code:

Telephone:

Email:

Township of Scugog Consulting and/or Legal and/or Peer Review Fees

The Township may require the services of external consulting providers (such as engineering, legal, and landscape architect) as part of the review and approval process for the application. The Applicant will be invoiced for any consulting fees incurred by the Township.

Consulting Fee invoices are to be submitted to:

Name:

Address:

Telephone No.:

Email Address:

4. Details of Subject Property

Location/Description of Subject Property:

Municipal Address:

Legal Description:

Assessment Roll #:

Dimensions of Entire Property

Lot Area:

Average Frontage:

Average Depth:

Dimensions of Lands Subject to This Application

Same As Above Yes ☐ No ☐ (*Specify Below*)

Lot Area:

Average Frontage:

Average Depth:

Services (Check one in each category)

Water Supply:	Municipal	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
	Private Well	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
Sewage Disposal:	Municipal	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
	Private	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
Storm Drainage:	Open Ditch	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
	Curb/Gutter	Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>

Other (specify):

Road Access:	Municipal	Street Name:
	Regional	Street Name:
	Provincial	Street Name:
	Private	Street Name:

5. Existing and Proposed Use of Subject Lands

Existing Land Use Designation

Scugog Official Plan:

Regional Official Plan:

Proposed Land Use Designation

Scugog Official Plan:
Regional Official Plan:
Regional Opa File # (If Applicable):
Purpose:

Zoning By-law 14-14 Category

Current:
Proposed (If applicable):

Existing Buildings

Number of Buildings:
Type/Use of Buildings:

Proposed Buildings

Number Of Buildings:
Type/Use Of Buildings:

6. Concurrent or Subsequent Application Submissions for the Subject Land (or Lands Within 120 Metres):

Regional Official Plan	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.
Scugog Official Plan	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.
Site Plan Approval	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.
Consent	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.
Plan Of Subdivision	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.
Plan Of Condominium	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.
Minor Variance	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.
Rezoning	No <input type="checkbox"/> Yes <input type="checkbox"/>	File No.

7. Details Of Adjacent Properties

Adjacent Land Use

North:
South:
East:
West:

8. Details of Proposed Amendment

Application to Amend an Official Plan Schedule

Does the proposed amendment change or replace a designation of the subject land?

No ☐ Yes ☐

If YES, please describe the change or replacement and identify the designation being requested:

Does the amendment seek all of the uses in the requested designation?

No ☐ Yes ☐

If YES, please describe any or all of the ***selected*** uses:

Please attach two copies of any schedules to the Scugog Official Plan that are proposed to be changed showing (in red ink) the intended changes.

Application to Amend Official Plan Text

Does the amendment propose to add a new policy to the Official Plan?

No ☐ Yes ☐

Please identify the text of the proposed policy and the purpose of the proposed policy:

Does the amendment propose to change, replace or delete a policy in the Official Plan?

No ☐ Yes ☐

Please identify the policy proposed to be changed, replaced or deleted, any proposed new text, and the purpose of the proposed new text:

Reasons for Requesting Amendment:

If Residential Development Is Proposed, Specify:

Number Of Single Detached Dwellings:

Number Of Semi-Detached Units:

Number Of Multiple Family Units:

Overall Gross Density:

Open Space (Ha):

Other Uses:

If Commercial Development is Proposed, Specify:

Gross Floor Space M²

Gross Leasable Floor Space: M²

Types Of Uses Proposed:

If Industrial Development is Proposed, Specify:

Usable Floor Space: M²

Types Of Uses Proposed:

9. Consistency with Provincial Policies and Plans

Is the proposed amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act*?

No ☐ Yes ☐

Are the subject lands within an area of land designated under any Provincial Plan or Plans (i.e. Oak Ridges Moraine Plan, the Greenbelt Plan or the Growth Plan)?

No ☐ Yes ☐

If YES, does the proposed amendment conform to the Provincial Plan or Plans?

No ☐ Yes ☐

10. Authorization of Property Owner for Agent to Make the Application:

If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this Official Plan Amendment Application and I/we authorize _____ to make this application on my/our behalf.

Signature

Date

Signature

Date

11. Authorization of Owner for Disclosure of Personal Information

I/We _____ am/are the Owner(s) of the property that is the subject of this Official Plan Amendment Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

12. Affidavit to Be Signed in the Presence of a Commissioner

I/We _____ of the _____ of _____ in the _____ of _____, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (i.e. legal, planning, engineering, etc.). In addition, depending on the nature of the application, a Financial Agreement with the municipality may be required to cover the cost of consulting services rendered to the Township in conjunction with the processing of this application. I/We also agree to reimburse the Township of Scugog for any costs which may be incurred before the Ontario Land Tribunal and/or awarded by that Board arising as a result of this application; and

All above statements contained within and any information submitted with this application are true and I/We 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

_____ of _____

in the _____ of _____

this ____ day of _____, 20____.

Signature of Applicant

Signature of Applicant or Agent

A Commissioner, etc.

Minimum Distance Separation (MDS) Data Sheet (Check if N/A ☐)

To be completed when applying for a new non-farm use within 500 metres (1640 feet) of an existing livestock facility.

Complete one sheet for each different set of buildings used for housing livestock.

Closest distance from livestock facility to the property boundary of the proposed change in land use: _____ metres.

Closest distance from manure storage to the property boundary of the proposed change in land use: _____ metres.

Tillable hectares where the livestock facility is located: _____ hectares.

Manure System (Place an "x" in one box only)

Livestock	Type	Max. Housing Capacity #	Covered Tank	Open Solid Storage	Open	Default Front Face	Earthen Manure Storage
Dairy	Milking Cows						
	Heifers						
Beef	Cows (barn confinement)						
	Cows (barn with yard)						
	Feeders (barn confinement)						
	Feeders (barn with yard)						
Swine	Sows						
	Weaners						
	Feeder hogs						
Poultry	Chicken broiler/roasters						
	Caged layers						
	Chicken breeder layers						
	Pullets						
	Meat turkeys (>10kgs)						
	Meat turkeys (5-10kgs)						
	Meat turkeys (<5)						
	Turkey breeder layers						
Horses	Horses						
Sheep	Adult sheet						
	Feeder lambs						
Mink	Adults						
Veal	White veal calves						
Goats	Adult goats						
	Feeder goats						

Livestock	Type	Max. Housing Capacity #	Covered Tank	Open Solid Storage	Open	Default Front Face	Earthen Manure Storage
Other	(_____)						

Owner of Livestock Facility: _____ Telephone: _____

The above information was prepared by: _____

Name (Please Print)

Signature

Date