

# Form to be Forwarded to the Minister of Municipal Affairs and Housing For Approval of an Adopted Official Plan or Plan Amendment

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## Note to Municipalities and Planning Boards

This form is to be used by municipalities and planning boards for the approval of an adopted official plan or plan amendment if the Ministry of Municipal Affairs and Housing is the approval authority. In this form, the term "subject land" means the land which is the subject of the proposed official plan or official plan amendment.

## Instructions

Become familiar with the Provincial Policy Statement before completing this form and submitting the application.

Table 1 (Significant Features Checklist) is intended to assist the municipality or planning board to determine whether significant provincial features or circumstances may be affected by a plan amendment which proposes to change the use of a specific site. It describes potential information needs.

**Please note that the information to accompany an amendment as prescribed by Regulation to the Planning Act must be included in this form or in the material submitted to the Minister with the application.**

Besides specified information prescribed by Regulation the Ministry needs:

- 3 copies of this completed form
- 3 certified copies of the proposed official plan or amendment
- 10 working copies of the proposed official plan or amendment
- 5 copies of any accompanying information/reports

## Consultation with Municipal Affairs and Housing

The Planning Act requires council to consult with the Ministry of Municipal Affairs and Housing during the preparation of an official plan or amendment prior to adoption. The Ministry will provide a co-ordinated provincial response on behalf of other Ministries.

## For Help

You can call the Ministry of Municipal Affairs and Housing, Plans Administration Branch at (416) 585-6014 and ask for the community planner that handles your area or call the appropriate regional office of the Ministry's Regional Operations Branch as listed below:

Central Region (Toronto) (416) 327-0017 or Toll free: 1-800-668-0230	Eastern Region (Kingston) (613) 548-4304 or Toll free: 1-800-267-9438	Southwestern Region (London) (519) 673-1611 or Toll free: 1-800-265-4736	Northeastern Region (Sudbury) (705) 560-0120 or Toll free: 1-800-461-1193	Northwestern Region (Thunder Bay) (807) 475-1651 or Toll free: 1-800-465-5027
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**YOUR CHECKLIST FOR SUBMISSION OF THE FORM:**

**Have you remembered to attach:**

**YES**

A certified copy of the by-law adopting the proposed official plan or plan amendment?

Three certified copies of the official plan or plan amendment?

A minimum of 10 working copies of the official plan or plan amendment?

A minimum of 3 copies of this form, completed and signed?

5 copies of all information or reports as indicated in the form?

An affidavit or sworn declaration concerning the requirements for giving of notice and the holding of a public meeting and the requirements for giving notice of adoption?

A copy of any planning report considered by council or the planning board?

A list describing the information that was made available to the public prior to the adoption of the official plan or plan amendment?

A copy of the minutes of the public meeting, if any?

The original or copy of all written submissions and comments and when they were received?

A list (in the form of an affidavit or sworn declaration) of all persons and public bodies that made oral submissions at the public meeting?

A list of any outstanding objectors and their addresses?

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**Forward to:**

Ministry of Municipal Affairs and Housing  
Municipal Services Office - Eastern Region  
8 Estate Lane, Rockwood House  
Kingston, ON K7M 9A8

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## 1. General Information

Municipality or Planning Board		Name of the Official Plan	Amendment No.
MMAH Preconsultation No.	Date Request Submitted to Council	Date of Public Meeting	Date of Adoption

## 2. Contact Information

Name of Municipal or Planning Board Staff Contact (e.g. planner, secretary-treasurer)		Telephone No.	Fax No.
Name of other staff we may need to contact (e.g. municipal planning consultant)		Telephone No.	Fax No.
Name		Telephone No.	Fax No.
If applicable, provide the following information about the agent, person or public body that requested the amendment.			
Name		Telephone No.	Fax No.
Address			Postal Code

## 3. Location of Subject Lands

**3.1** If this amendment proposes to change an official plan policy related to a specific site, or proposes to change the approved official plan land use designation of a site, please complete applicable portions of the following.

Concession Number(s)		Lot Number(s)	Registered Plan No.	Lot(s), Block(s)
Reference Plan No.	Parcel No.	Part(s)	Name of Street/Road	Street No.
Section or Mining Location No.		Township/Former Township	Approximate Area of the Subject Lands	

**3.2** Does the proposed plan amendment apply to lands affected by aboriginal land claim negotiations or an area covered by a provincial/aboriginal co-management agreement?

Yes  No  Unknown

## 4. Status of Other Applications Under the Planning Act

**4.1** Are there any other applications under the **Planning Act**, including applications before the Ontario Municipal Board, for approval of an official plan amendment, a zoning by-law amendment, Minister's zoning order amendment, a minor variance, a plan of subdivision, a consent or a site plan that includes land:

**a) that is the subject land**  Yes (if known, complete below)  No  Unknown

Name of the Approval Authority considering the application (e.g. Ministry of Municipal Affairs and Housing, Land Division Committee)	Type of Application and File No.
Legal description of the land that is the subject of the application	
Purpose of the application and the effect on the proposed official plan or official plan amendment	
Current status of the application (e.g. in process, appealed)	

**b) that is within 120 metres of the subject land**  Yes (if known, complete below)  No  Unknown

Name of the Approval Authority considering the application (e.g. Ministry of Municipal Affairs and Housing, Land Division Committee)

Type of Application and File No.

Legal description of the land that is the subject of the application

Purpose of the application and the effect on the proposed official plan or official plan amendment

Current status of the application (e.g. in process, appealed)

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## 5. Type of Planning Document

Describe the type of planning document.

- 5.1 a) Is this a new official plan, or a major update (e.g. a five-year review) of an official plan?  Yes
- b) Does the planning document only clarify wording or correct mistakes?  Yes
- c) Does the planning document propose to add, delete or revise current official plan policy **without** redesignating areas of the municipality or the planning area?  Yes

**If Yes to any of the above, proceed to Section 9.**

- d) Does this plan amendment propose a site specific re-designation of a parcel of land?  Yes  
**If Yes, proceed to Section 5.2.**

5.2 If this is an official plan amendment that is a site specific re-designation of a parcel of land:

- a) What is (are) the current designation(s) of the subject land in the Official Plan? \_\_\_\_\_  
\_\_\_\_\_
- b) What land uses are permitted by the current designation on the subject land in the Official Plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) What land uses will be permitted by the proposed designation(s) on the subject land? \_\_\_\_\_  
\_\_\_\_\_

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## 6. SERVICING - To be completed for proposed plan amendments described in Sections 5.1 (d)

6.1 Indicate in a) and b) the proposed servicing type for the subject land. Select the appropriate servicing type from Appendix A found at the end of this form. Attach and provide the name of the servicing information/reports as indicated in Appendix A.

- a) Indicate the proposed sewage disposal system \_\_\_\_\_
- b) Indicate the proposed water supply system \_\_\_\_\_
- c) Name of servicing information/report \_\_\_\_\_  
 Attached  Not Attached (If not attached, where can it be found?) \_\_\_\_\_  
\_\_\_\_\_

6.2 Indicate in a), b) and c) the proposed access and storm drainage for the subject land. Select the appropriate type from Appendix B found at the end of this form. Attach and provide the name of any servicing information as indicated in Appendix B.

- a) Indicate the proposed road access. \_\_\_\_\_
- b) Is water access proposed?  Yes  No. If Yes, attach a description of the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.  Attached
- c) Indicate the proposed storm drainage system. \_\_\_\_\_
- d) Is the preliminary stormwater management report attached?  Yes  No. If not attached as a separate report, where can it be found? \_\_\_\_\_

6.3 Is the proposed plan amendment consistent with the recommendations of the watershed plan, if any?

- Yes  No  Not applicable

6.4 Does the proposed plan amendment conform to the master drainage, sub-watershed or shoreline management plan, if any?

- Yes  No  Not applicable
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**7. CURRENT and PREVIOUS USE OF THE SUBJECT LAND** - To be completed for proposed plan amendments described in Sections 5.1(d).

**7.1** What is the current and previous use of the subject land?

Current use(s): \_\_\_\_\_

All previous known uses: \_\_\_\_\_

**7.2** Has there been an industrial or commercial use on the subject land or land adjacent to the subject land?  Yes  No

If yes, specify the use \_\_\_\_\_

**7.3** Has the grading of the subject land been changed by adding earth or other material?  Yes  No  Unknown

**7.4** Has a gas station been located on the subject land or land adjacent to the subject land at any time?

Yes  No  Unknown

**7.5** Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

Yes  No  Unknown

**7.6** Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes  No

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

\_\_\_\_\_

**7.8** If YES to 7.2, 7.3, 7.4, 7.5, or 7.6, a previous use inventory is needed, showing all former uses of the subject land, or if appropriate, the adjacent land.

Is the previous use inventory attached?  Yes  No. If no, where can it be found? \_\_\_\_\_

**8. Provincial Policy**

**8.1** Table 1 below lists the features or development circumstances of interest to the Ministry. Complete Table 1 and be advised of the potential information requirements in noted sections.

**Table 1 - Significant Features Checklist**

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ( )	NO ( )		
Non-farm development near designated urban areas or rural settlement areas				Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>			_____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>			_____ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres			_____ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site			_____ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization pond			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line			_____ metres	Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated			_____ metres	Evaluate impacts within 100 metres.

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ( )	NO ( )		
future ones				
Operating mine site			_____ metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			_____ metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater				Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station			_____ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line			_____ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations			_____ metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			_____ metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries			_____ metres	Will development hinder continued operation or expansion?
Significant wetlands			_____ metres	Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species			_____ metres	Demonstrate no negative impacts.
Significant: fish habitat, woodlands southeast of the Canadian Shield, valleylands, areas of natural and scientific interest, wildlife habitat			_____ metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development. Great Lakes - St. Lawrence River System Within the regulatory shoreline assess the impact of development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain.  Where two-zone flood plain management is in effect, development is not permitted within the floodway.





**8.3** For proposed plan amendments that include permanent housing (i.e. not seasonal) complete Table 2 - Housing Affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time the official plan amendment was adopted. If additional space is needed, attach on a separate page.

**Table 2 - Housing Affordability**

For example: Semi-detached - 10 units; 1000 sq.ft./ 5.5 metres, \$119,900

Housing Type	# of Units	Unit Size (sq.ft) and/or Lot Frontage	Estimated Selling Price/Rent
Single Detached			
Link/Semi Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

**8.4** Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposed plan amendment?

Yes  No. **If Yes, explain in Section 9.1 or attach on a separate page.**

**9. OTHER INFORMATION**

**9.1** Is there is any other information that may be useful to the Ministry in reviewing this official plan or plan amendment (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10. Affidavit or Sworn Declaration for the Prescribed Information**

**(Note:** The Deponent or Declarant must be the clerk, commissioner or director of the planning of the municipality or the secretary-treasurer of the planning board or other employee designated by resolution.)

I, \_\_\_\_\_ of the \_\_\_\_\_

in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this form and the accompanying material (including that prescribed by the Ontario Regulation for Official Plans and Plan Amendments) is true.

Sworn (or declared) before me

at the

in the

this \_\_\_\_\_ day of \_\_\_\_\_ 20

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

\_\_\_\_\_  
Deponent (or Declarant)

## APPENDIX A - Sewage Disposal and Water Supply

Service Type	Potential Information/Reports
<b>Sewage Disposal</b>	a) Public piped sewage system Municipality should confirm that capacity will be available to service the development at the time of lot creation or re-zoning.
	b) Public or private communal septic systems Communal systems for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup> .  Communal systems for the development of <b>5 or less lots/units and generating less than 4500 litres per day effluent</b> : hydrogeological report <sup>2</sup> .
	c) Individual septic system(s) Individual septic systems for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup> .  Individual septic systems for the development of <b>5 or less lots/units and generating less than 4500 litres per day effluent</b> : hydrogeological report <sup>2</sup> .
	d) Other To be described by the applicant.
<b>Water Supply</b>	a) Public piped water system Municipality should confirm that capacity will be available to service the development at the time of lot creation or re-zoning.
	b) Public or private communal well(s) Communal well systems for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> and indication whether a public body is willing to own and operate the system <sup>3</sup> .  Communal well systems for <b>non-residential development where water will be used for human consumption</b> : hydrogeological report <sup>2</sup> .
	d) Individual well(s) Individual wells for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup> .  Individual wells for <b>non-residential development where water will be used for human consumption</b> : hydrogeological report <sup>2</sup> .
	e) Communal surface water Approval of a "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing.
	f) Individual surface water Servicing options report.
	g) Other To be described by applicant.

**Notes:**

1. Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the amendment.
2. Before undertaking a hydrogeological report, consult MMAH about the type of hydrogeological assessment that expected given the nature and location of the official plan amendment.
3. Where communal services are proposed (water and/or sewage), these services must be owned by the municipality.

**APPENDIX B - Storm Drainage, Road Access and Water Access**

<b>Service Type</b>	<b>Potential Information/Reports</b>
<b>Storm Drainage</b> a) Sewers b) Ditches or swales c) Other	A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the amendment. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
<b>Road Access</b> a) Provincial highway	Application for an access permit should be made concurrent with this amendment. An access permit is required from MTO before any development can occur.
b) Municipal or other public road maintained all year	Detailed road alignment and access will be confirmed when the development application is made.
c) Municipal road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads.
d) Right of way	Access by right of ways on private roads are not usually permitted, except as part of condominium.
<b>Water Access</b>	Information from the owner of the docking facility on the capacity to accommodate the proposed amendment will assist the review.