

# Application for Amendment to the Official Plan

under The Planning Act, R.S.O. 1990 c.P.13, as amended



Centre Wellington

## Township of Centre Wellington

1 MacDonald Square  
Elora, ON N0B 1S0  
Tel: (519) 846-9691, x241  
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## Guidelines

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### Introduction

The submission of an application to the municipality to amend the Official Plan is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council or a committee of Council. The purpose of these Guidelines is to assist persons in completing the application to amend the Official Plan. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the top of this page.

### Application Fees

Each application must be accompanied by the completed deposit agreement (attached to this application) together with the required deposit indicated, plus the fee shown below.

Official Plan Amendment      Fee \$32,118.00

### Authorization

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner should accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section I, page 5).

### Drawing

All applications for an Official Plan Amendment must include an accurate to scale drawing preferably prepared by a qualified professional, showing the items listed below:

1. The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants which affect the subject land;
2. The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional);
3. All abutting lands owned by the owner (if any) and its boundaries and dimensions;
4. The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers of storeys, and setbacks from front, side and rear lot lines;
5. The location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, watercourses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.

### Supporting Information

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the County Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as the natural environment, land use compatibility, traffic, water supply, sewage disposal and storm water management. In addition, the applicant may be required to submit a more detailed site plan, under **site plan control**, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

### Approval Process

Upon receipt of an **application**, the required **fee**, **deposit** and **other information** as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act). The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Official Plan amendments are adopted by Council and then forwarded to the County of Wellington for approval, which involves circulation to various agencies for their comments. These agencies may require additional information to evaluate the proposal.

**Further Information** Please contact the Planning Co-ordinator, at (519) 846-9691, x241 or [cpellizzari@centrewellington.ca](mailto:cpellizzari@centrewellington.ca)

### Copies

A copy of this application, including the drawing and other information as may be specified, shall be required. If the drawing included is larger than 11" x 17", then a reduced size drawing no larger than 11" x 17" should also be included to facilitate copying.