



DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

**APPLICATION FOR OFFICIAL PLAN AMENDMENTS**

**COMPLETENESS OF THE APPLICATION:**

*This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the 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. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

**IT IS MANDATORY ALL INFORMATION & MATERIAL REQUESTED BE SUBMITTED AS STATED UNDER THE *PLANNING ACT* AS AMENDED**

**APPLICANT'S CHECKLIST**

- |   |                              |
|---|------------------------------|
| Completed application form  | Yes <input type="checkbox"/> |
| Site plan (to scale) (if applicable) <i>All measurements are to be in metric units only</i> | Yes <input type="checkbox"/> |
| Information as indicated in the application form  | Yes <input type="checkbox"/> |
| Reports as indicated in the application form  | Yes <input type="checkbox"/> |
| Payment of the <b>following in accordance with Instructions for Digital Submission:</b>     |                              |
| • <b>Applicable FEE(S)</b> (as indicated by the City's Tariffs & Fees By-law)               | Yes <input type="checkbox"/> |
| • <b>DEPOSIT</b> for Peer Review of Environmental Impact Study ( <b>to be advised</b> )     | Yes <input type="checkbox"/> |

[See Planning Application Fees linked here for applicable fee](#)

**FEE SUBMITTED:** \$ \_\_\_\_\_

Please forward application to:

[\*\*Planning@orillia.ca\*\*](mailto:Planning@orillia.ca)

**File Numbers will be issued for all applications and should be used in all communications with the City**



**DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT  
APPLICATION FOR OFFICIAL PLAN AMENDMENTS**

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ ROLL NUMBER: \_\_\_\_\_

DATE APPLICATION DEEMED COMPLETE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

APPLICATION FILE NUMBER(S): \_\_\_\_\_

**1. MUNICIPALITY/ OFFICIAL PLAN INFORMATION:**

Name of municipality being requested to initiate the amendment to its Official Plan

\_\_\_\_\_

Name of the Official Plan requested to be amended

\_\_\_\_\_

**2. APPLICANT / AGENT INFORMATION:**

Place check beside person to whom all correspondence is to be sent.

*(An owner's authorization is required in Section 12 if the applicant is not the owner.)*

2.1 Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

2.2 Name of Owner(s): \_\_\_\_\_   
(if different from the applicant)

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### 3. LOCATION OF THE SUBJECT LAND

Municipal Street Address: \_\_\_\_\_

Concession Number(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

### 4. DESCRIPTION OF SUBJECT LAND

Frontage: \_\_\_\_\_ m Depth: \_\_\_\_\_ m Area: \_\_\_\_\_ m<sup>2</sup>

Existing Use(s): \_\_\_\_\_

Date land acquired by the current owner: \_\_\_\_\_ Unknown:

Date existing buildings/structures were constructed: \_\_\_\_\_ Unknown:

Date the existing uses on the Subject Land commenced: \_\_\_\_\_ Unknown:

Proposed Use(s): \_\_\_\_\_

A Site Plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land.

### 5. OFFICIAL PLAN AND PLAN AMENDMENT

5.1 What is the current designation of the Subject Land in the Official Plan and the land uses that the designation authorizes?

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**5.2** Explain the purpose of the requested amendment:

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**5.3** Does the requested amendment change or replace a designation in the Official Plan?

please circle: YES NO UNKNOWN

**If YES**, what is the designation to be changed or replaced?

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**5.4** What are the land uses that the requested Official Plan Amendment would authorize?

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**5.5** Does the requested amendment change, replace, add or delete a policy in the Official Plan?

please circle: YES NO UNKNOWN

Change   
Replace, or   
Delete

**If YES**, what is the policy to be changed, replaced or deleted?

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**5.6** Is a policy in the Official Plan being changed, replaced or deleted or is a policy is being added?

please circle: YES NO UNKNOWN

**If YES**, please specify the requested amendment(s) and attach the text of Draft Official Plan Amendment to the application form.

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**5.7** Does the requested amendment change or replace a schedule in the Official Plan?

please circle: YES NO UNKNOWN

**If YES**, please attach the requested schedule and the text that accompanies it.

**5.8** Does the requested amendment alter all or any part of the boundary of an area of settlement in a municipality or establish a new area of settlement in a municipality?

please circle: YES NO UNKNOWN

**If YES**, please provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement.

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**5.9** Does the requested amendment remove the Subject Land from an area of employment?

please circle: YES NO UNKNOWN

**If YES**, please provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment.

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**6. PROVINCIAL PLANS AND POLICIES - OFFICIAL PLAN AND ZONING INFORMATION**

**6.1** Provide an explanation as to how the proposed amendment is consistent with the policy statements issued under Subsection 3(1) of the Act? (See Provincial Policy Statement 2014):

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**6.2** Is the Subject Land within an area of land designated under any provincial plan(s)?  
please circle: YES NO UNKNOWN

If the answer to Section 6.2 is **YES**, please explain how the proposed amendment conforms or does not conflict with the applicable provincial plan or plans (see Growth Plan for the Greater Golden Horseshoe 2017 and the Lake Simcoe Protection Plan).

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**7. SERVICES**

**7.1 Water Supply:** *(check appropriate space)*

- publicly owned and operated system
- private well
- private communal well
- other *(specify)* \_\_\_\_\_

**7.2 Sewage Disposal:** *(check appropriate space)*

- publicly owned and operated system
- private individual septic tank \*\*
- private communal septic system \*\*
- privy \*\*
- other *(specify)* \_\_\_\_\_

*A certificate of approval from the City of Orillia, its delegate or Ministry of the Environment submitted with this application will facilitate the review.*

**7.2.1** Is it the intent of this application to permit development on privately owned and operated individual or communal septic systems where more than 4500 litres of effluent would be produced per day as a result of the development being completed?

please circle: YES NO UNKNOWN

If **YES**, the following is required:

- (a) a servicing options report; and
- (b) a hydrogeological report.

## 8. ADDITIONAL APPLICATIONS

**8.1** Is the Subject Land, or land within 120 meters of it, the subject of an application by the applicant under the Act?

please circle: YES NO UNKNOWN

If **YES**, please check all that are applicable:

- A Minor Variance or Consent
- An Amendment to an Official Plan
- A Zoning By-law or a Minister's Zoning Order
- Approval of a Plan of Subdivision or a Site Plan

**8.2** If the answer to Section 8.1 is **YES**, the following information about each application is required:

File number: \_\_\_\_\_

The name of the approval authority considering it: \_\_\_\_\_

The land it affects: \_\_\_\_\_

Its purpose: \_\_\_\_\_

Its status: \_\_\_\_\_

Its effect on the requested amendment: \_\_\_\_\_

**9. PUBLIC CONSULTATION STRATEGY**

**9.1** Describe the proposed strategy for consulting with the public regarding this application (provide explanation below or attach as a separate document):

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**10. SITE PLAN APPLICATION: (If Applicable)**

*If the site plan is larger than 11"x17" a reduced copy must be included.*

**The application must be accompanied by a site plan or plans drawn to scale and *IN METRIC* showing the following:**

- Legend, scale, north arrow, date, revision date(s), name of person or firm that prepared the plan;
- The boundaries and dimensions of the Subject Land;
- The location, size and type of all existing and proposed buildings and structures on the Subject Land including the distance of the buildings or structures from all lot lines and fire hydrants and the centreline of proposed fire truck access routes including the location of the principal access to the buildings and any Siamese connections;
- The approximate location of all natural and artificial features on the Subject Land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, and;
- The existing use(s) on adjacent lands and location of all services and utilities.



**11. APPLICANT'S CONSENT AND AUTHORIZATIONS:**

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the *Planning Act*, it is the policy of the Development Services and Engineering Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I \_\_\_\_\_, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

**AUTHORIZATION FOR SITE INSPECTION BY CITY COUNCIL, COMMITTEE OF ADJUSTMENT, AND/OR CITY STAFF**

I acknowledge that Council Members, Committee of Adjustment members, and/or City staff may conduct site inspections of my lands. By submitting this application I am hereby authorizing the members of City Council, Committee of Adjustment, and/or City staff to access my lands for the purposes of conducting the required site inspections for the limited purpose of evaluating the merits of this application. I understand that, if access to the property is by water, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

**APPLICANT'S CONSENT FOR ADDITIONAL EXPENSES**

Where the City of Orillia determines it necessary to use professional assistance pertaining to this application including, but not limited to, the use of legal, engineering and/or environmental consultants, the Applicant, by endorsing below, hereby agrees to submit the balance due upon receipt of an invoice for the same.

**AUTHORIZATION FOR AGENT TO REPRESENT THE OWNER**

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.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

**I hereby consent and authorize all of the above.**

\_\_\_\_\_  
Date

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

**12. AFFIDAVIT OR SWORN DECLARATION**

IN THE MATTER OF \_\_\_\_\_ in the City of Orillia,  
as part of the County of Simcoe, hereinafter referred to as “the property”.

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

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

AND that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

DECLARED before me at the City of Orillia, in the County of Simcoe, in the Province of Ontario on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature (To be witnessed by Commissioner, etc.)

\_\_\_\_\_  
A Commissioner, etc.

*NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA states under Section 131, 132 or by summary conviction Section 134 that: any person providing a false statement under oath or solemn affirmation by affidavit is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years.*