



## **SUDBURY EAST PLANNING BOARD**

### **OFFICIAL PLAN AMENDMENT APPLICATION**

The fee for an official plan amendment application to the Sudbury East Planning Board

for Zoning By-laws 14-01, 2014-23, 2014-29, 2014-27, & 2014-26

all of the Sudbury East Planning Area,

shall be determined as follows:

**\$1100.00**

for Residential, Rural, Open Space, etc. Zone Classifications

or

**\$1600.00**

for Commercial, Industrial, Institutional, etc. Zone Classifications

payable at the time a ***complete application*** is submitted.

If the application fee is being paid by cheque or money order,

such cheque or money order shall be made payable to:

**"Sudbury East Planning Board"**

## APPLICATION FOR AN OFFICIAL PLAN AMENDMENT TO THE SUDBURY EAST PLANNING BOARD

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee in cash or cheque/money order payable to the "Sudbury East Planning Board".
2. ***All questions on the application form must be answered and the planning services agreement must be signed. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. The Sudbury East Planning Board requires that all properties that are subject to an application be properly identified in accordance with the following:
  - (a) ***all buildings shall have the street number, where applicable, clearly displayed and the street number shall be visible from the street*** (the street number referred to herein shall be the same as in Section 14 of the Official Plan Amendment Application Form); or
  - (b) ***all rural lots shall have the 911 street number, where applicable, clearly displayed and the 911 street number shall be visible from the street*** (the 911 street number referred to herein shall be the same as in Section 14 of the Official Plan Amendment Application Form).
5. ***Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.***
6. ***If a complete application (all questions answered on the application, signatures on the planning services agreement, ten (10) copies of all required documentation and maps/plans, and the applicable application fee) is not provided, the application will be returned until it is complete.***

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE SUDBURY EAST  
PLANNING BOARD**



## OFFICIAL PLAN AMENDMENT APPLICATION FORM

**FOR OFFICE USE ONLY:****DATE STAMP - RECEIVED**

Application No. \_\_\_\_\_  
Application Fee: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Assigned to: \_\_\_\_\_  
Assessment Roll No. \_\_\_\_\_  
Official Plan Designation: \_\_\_\_\_  
Zoning Classification: \_\_\_\_\_  
Municipality/Planning Board \_\_\_\_\_

***All application questions must be answered.  
Incomplete applications shall be returned to the applicant (please type or print in ink).***

1. Registered Owner(s): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Tel Nos.: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Agent: (if applicable) \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Tel Nos.: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Name of any mortgages, charges, or other encumbrances in respect of the subject lands:  
\_\_\_\_\_
8. Address: \_\_\_\_\_
9. Official plan proposed to be amended:  
\_\_\_\_\_
10. Present official plan designation / land uses authorized: \_\_\_\_\_  
\_\_\_\_\_
11. Proposed official plan designation / land uses authorized: \_\_\_\_\_  
\_\_\_\_\_
12. Does the proposed amendment change, replace, or delete a policy in the official plan:  
\_\_\_\_\_

13. If **YES** to Section 12 above, please identify the policy to be changed, replaced, or deleted, and the text of the requested amendment:

---

---

---

14. Does the proposed amendment add a policy to the official plan:

---

15. What is the purpose of the proposed official plan amendment (please explain below or attach a separate page):

---

---

16. Does the proposed amendment change or replace a designation in the official plan:

---

17. If **YES** to Section 16 above, please identify the designation to be changed or replaced, and the text of the requested amendment:

---

---

---

18. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)

---

---

19. Dimensions of the subject lands: ***(please use metric units)***

Area \_\_\_\_\_ Frontage \_\_\_\_\_ Depth \_\_\_\_\_

20. Access to the subject lands and road maintenance: (i.e. – name of access road and year-round or seasonal road maintenance)

---

21. If access is by water: (parking and docking facilities used or to be used **and** distance of such facilities from the subject lands)

---

22. Existing use(s) of the subject lands:

---

---

23. Particulars of existing building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) ***(this information may be indicated on a site plan - please use metric units)***

---

---

24. Proposed use(s) of the subject lands:

---

---

25. Particulars of proposed building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) ***(this information may be indicated on a site plan - please use metric units)***

---

---

26. Municipal services provided: (please state water source, sewage disposal system, and storm drainage system)

---

---

27. If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following is required: a servicing options report and a hydrogeological report.

28. Other services provided: (electricity, school busing, garbage collection, fire protection, etc.) (please specify)

---

---

29. If known, is the subject land or any land within 120.0 metres of the subject land subject to any of the following development applications:

	Yes	No	File No.
Minor Variance	_____	_____	_____
Zoning Amendment	_____	_____	_____
Official Plan Amendment	_____	_____	_____
Deeming By-law	_____	_____	_____
Site Plan Agreement	_____	_____	_____
Shore Road/Road Closing	_____	_____	_____
Plan of Subdivision/Condominium	_____	_____	_____
Severance/Consent	_____	_____	_____
Building Permit	_____	_____	_____

30. If **YES** to any of the applications above in Section 25, please provide the following: the name of the approval authority considering the application, the land it affects, its purpose, its status, and its effect on the requested amendment:

---

---

31. If the requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality, please identify the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement:

---

---

32. If the requested amendment removes the subject land from an area of employment, please identify the current official plan policies, if any, dealing with the removal of land from an area of employment:

---

---

33. An explanation of how the requested amendment consistent with the policy statements issued under subsection 3(1) of The Planning Act:

---

---

34. Is the subject land within an area of land designated under any provincial plan or plans:

---

---

35. If the answer to Section 34 is yes, an explanation of how the requested amendment conforms or does not conflict with the provincial plan or plans.

---

---

36. Pre-consultation:

Applicants are advised to request a pre-consultation meeting with staff of the Sudbury East Planning Board prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Pre-consultation can improve application processing times. Delays in processing the application may result if staff determine the application to be incomplete and/or inaccurate.

37. Proposal:

Please provide, by separate attachment, a detailed description of the proposal, including appropriate supporting maps, reports, studies, and documentation. To ensure a timely and complete review, **ten (10) copies** of all required information should be submitted at the time of application.

38. Justification:

Please provide, by separate attachment, **ten (10) copies** of a written rationale as to how the proposal meets the requirements of the Provincial Policy Statement and the Sudbury East Planning Area Official Plan.

39. Required Maps and Plans:

The applicant is required to submit **ten (10) copies** of the following maps/plans with this application, which will form part of this application:

a) Concept Plan which may include:

- building locations
- service locations (wells, septic pipes, etc.)
- landscaping, buffering
- parking, traffic flow

b) Location Plan:

- a **survey plan** or scaled sketch based on an Ontario Land Surveyor's description of **all lands owned by the applicant** (whether by ownership or option) with the lands subject of this application hatched in **red**

c) Other applicable documentation which may include:

- traffic study
- hydrology study
- market study
- servicing study
- social impact study
- detailed site design from a landscape architect
- water quality studies
- storm water management

- d) **One (1) copy** of a large scale detailed map of the existing and proposed development on the lands subject of this application, showing the location of driveways, parking or loading spaces, landscaping areas, watercourses, planting strips, and other uses of lands.

**AUTHORIZED AGENT**

I/We \_\_\_\_\_ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

**DECLARATION OF OWNER(S) OR AUTHORIZED AGENT**

I/We \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_

solemnly declare that the information contained in this application and in the documents that accompany this application are true. 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 \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths, etc.

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 22 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used solely for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4 P.O. Box 250, Warren, Ontario, POH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13 and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting materials available to the public.

**PERMISSION TO ENTER**

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board, or the members of the Council for the Municipality and members of the staff for the Municipality (Council and staff members for the Municipality in which the subject lands are situated), whichever is applicable, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

