



Application Package for an Application for an Amendment to the Official Plan

PLEASE SUBMIT YOUR
COMPLETED APPLICATION TO:

Matt Coffey, Manager of Planning
Township of Cramahe
1 Toronto Street
P.O. Box 357
Colborne, ON
K0K 1S0

Tel: (905) 355-2821 ext 242
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Application for Amendment to the Official Plan

Corporation of the Township of Cramahe Guide to Applicants

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1. Guide to Applicants
2. Application form (please submit 4 copies plus a digital copy)
3. Appendix 1 – Survey Plan and preliminary Site Specifications

***NOTE: CONSULT THE GUIDE TO APPLICANTS PRIOR TO COMPLETING
APPLICATIONS***

GUIDE TO APPLICANTS

This Guide to Applicants presents a general outline of the procedures followed by the Township of Cramahe when processing applications to amend the Official Plan, pursuant to Section 22 of the Planning Act, R.S.O., 1990, as amended. When a person requests the approval of the Council of the Township of Cramahe for an amendment to the Official Plan, the application shall be submitted in accordance with the following procedure. It is recommended that the applicant should discuss the technical details of the proposed amendment with the Township's Planning Staff. A pre-consultation meeting with staff is required prior to the formal submission.

Copies of the application forms to be used are attached to this Guide and can be obtained on the Township's website at [Cramahe Official Plan - Township of Cramahe](https://www.cramahe.ca/en/municipal-government/cramahe-official-plan.aspx); at this address: <https://www.cramahe.ca/en/municipal-government/cramahe-official-plan.aspx>, or by calling the Planning Department at (905) 355-2821 ext 242.

1. The application form is to be **completed fully** and the appropriate signatures affixed as required. One (1) copy is to be retained by the Applicant and two (2) copies are to be submitted to the Planning Department. Each application is to be accompanied by the appropriate application fee, as set out in the Township's Schedule of Fees. The Schedule of Fees is amended from time to time. Please contact the Planning Department for the current fees applicable to this application. Four (4) copies of any associated plans or other supporting information shall be submitted together with the completed application form. See Appendix 1 of this Guide for additional information regarding Survey Plan and Site Plan applications.

Incomplete, incorrect or inaccurate applications cannot be processed until the required information is provided. Applicants **must specify the exact nature and details of the amendment being sought** and if necessary, the applicant should seek professional planning and/or legal advice prior to submitting an application formally. Applicants are advised that substantial revisions to the application after the application form has been filed with the Township, may result in delays in processing.

Notes:

- a. It is in the applicant's interest to submit sufficient additional information to enable Council and citizens to fully understand the purpose and effect of the proposed amendment.

- b. In addition to the above, the Township's Official Plan includes specific policies and requirements concerning amendments to the Plan. During the pre-consultation meeting, Planning Staff will provide direction in this regard.

When considering an amendment to this plan Council shall have regard for the following:

- a) The need for the proposed use;*
- b) The suitability of the site for the proposed use;*
- c) The compatibility of the proposed use with adjacent and surrounding uses in the Township and adjacent Municipalities, where applicable;*
- d) The physical suitability of the land and water area to sustain itself in relation to the proposed use giving consideration to:*
 - (i) the existing environmental and/or physical hazards;*
 - (ii) the potential impacts of these hazards; and*
 - (iii) the proposed methods by which these impacts may be overcome in a manner consistent with accepted engineering techniques and resource management practices;*
- e) The location of the area under consideration with respect to:*
 - (i) the adequacy of the existing and proposed highway system in relation to the development of such proposed areas;*
 - (ii) the convenience and accessibility of the site for vehicular and pedestrian traffic and the traffic safety in relation thereto;*
 - (iii) the adequacy of the potable water supply, sewage disposal facilities, and other municipal services in accordance with technical reports or recommendations which the Council shall request from any appropriate authority such as the Ministry of the Environment or its agencies deemed advisable;*
- f) The potential effect of the proposed use on the financial position of the municipality;*

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- g) Site design and development criteria;*
- h) Impacts on natural resources including mineral aggregates, environmentally sensitive lands, fish and wildlife habitat and areas of natural and scientific interest;*
- i) Integration with future development opportunities on abutting lands;*
- j) The agricultural capability of the subject lands and the effect such a change in land use would have on these lands and similarly abutting agricultural lands;*
- k) The criteria of the Agricultural Minimum Distance Separation Formula I (MDS I); and*
- l) Such other matters as may be required by the Municipality.*

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Corporation of the Township of Cramahe Application Form

The following information is required to allow your application to be processed in an expedient fashion. Please **PRINT CLEARLY**.

1.0 APPLICANT INFORMATION		
Name:	Telephone Number	
	Fax Number	
Address		
Email Address:		
2.0 AGENT INFORMATION		
Name:	Telephone Number	
	Fax Number	
Address		
Email Address:		
3.0 REGISTERED OWNER INFORMATION		
Name:	Telephone Number	
	Fax Number	
Address		
Email Address:		
4.0 PROPERTY DESCRIPTION		
Municipal Address		
Roll # - 1411		
Registered Plan # (If applicable)	Lot or Block #	
Frontage	metres	Depth metres
Area	metres	
Present Use of Property		

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Please attach to the application:

1. A legal description of the property;
2. A survey plan showing the subject property outlined in red. Indicate on the survey plan the location, size and use of all existing buildings on the property;
3. The applicant/owner's total landholdings in the immediate area; and
4. A key map showing the development as related to the surrounding street system and existing land uses.

COPIES OF THE LEGAL DESCRIPTION AND SURVEY ARE REQUIRED.

5.0 DETAILS OF PROPOSED AMENDMENT

5.1 If a change in the Land Use designation is proposed:	
Present Land Use Designation: Please circle the applicable designation(s)	
☐ RURAL ☐ AGRICULTURAL ☐ HAMLET ☐ COLBORNE PERIPHERY AREA ☐ ESTATE RESIDENTIAL ☐ RESORT ☐ COMMERCIAL ☐ EMPLOYMENT AREAS	☐ DISPOSAL INDUSTRIAL - CLOSED LANDFILL SITE (C) ☐ AGGREGATE RESOURCE ☐ RECREATION-CONSERVATION ☐ ENVIRONMENTAL PROTECTION ☐ PROVINCIALLY SIGNIFICANT WETLAND
Change Requested:	
Reasons for proposed change	
5.2 If a policy change is requested:	
Section:	

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Change Requested
Reasons:

Any other material deemed necessary to support this application must also be attached.

PLEASE NOTE: All applications should be accompanied by a Preliminary Site Plan (4 copies hard copies, and a digital copy) which is attached to this application.

SITE INSPECTION

Applicants are advised that by submitting this application they acknowledge that municipal representatives are permitted to enter onto the subject property at an appropriate time. Municipal representatives will identify themselves and clearly state the purpose for the visit.

PEER REVIEW

Applicants are advised that specialized technical reports submitted in support of an application may require Peer Review by consulting environmental, engineering, legal professionals.

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Affidavit or Sworn Declaration

Note: All applicants shall ensure that a “complete application” under the Planning Act has been made before completing this declaration.

This section is to be completed by the owner or authorized agent – if done by the authorized agent, please fill out the Authorization Section as well.

I, _____ OF THE Township of Cramahe in the County of Northumberland solemnly declare that all statements contained in this application and all exhibits transmitted, herewith, are true and I 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.”

And further, I hereby agree to bear the cost of all consulting planning, engineering, legal and registration fees related to this application as deemed necessary by the municipality on request, to be applied to such costs, and for which the municipality will account.

Sworn (or declared) before me at the
Township of Cramahe in the
County of Northumberland this

_____ day of _____, _____.

Commissioner of Oaths

Applicant

Authorizations

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 with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to make the application

I, _____, am the owner of the land that is the subject of this application for an amendment to the Township of Cramahe Official Plan and I authorize _____ to make this application on my behalf.

Date

Signature of Owner



Application for Amendment to the Official Plan

Corporation of the Township of Cramahe Appendix 1: Survey Plan and Preliminary Site Plan Specifications

The following materials shall accompany every location:

PLANS

- a. PLANNING JUSTIFICATION REPORT
- b. SURVEY PLAN – EXISTING CONDITIONS
- c. PRELIMINARY SITE PLAN – PROPOSED DEVELOPMENT
- d. ENVIRONMENTAL IMPACT STUDY (OR SIMILAR)
- e. OTHER REPORTS AS REQUIRED

1. SURVEY PLAN

	1.	<u>Legal Description:</u> Lot, Block and Registered Plan Numbers of the Property
	2.	Boundaries and dimensions of subject lands
	3.	Setbacks from property lines
	4.	Approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetland, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant's opinion, may affect the application.
	5.	Dimensions of all buildings
	6.	Easements and/or right-of-ways
	7.	The location, width, and name of all abutting roads
	8.	Location of access to subject lands
	9.	Other relevant information

