

Municipal Fee Received:	
Municipal Deposit Received:	
ERCA Fee Received:	

Application No. _____

**PLANNING ACT
APPLICATION FOR OFFICIAL PLAN AMENDMENT
TOWN OF AMHERSTBURG**

1. Name of approval authority **County of Essex**
2. Date application received by municipality _____
3. Date application deemed complete by municipality _____
4. Name of registered owner _____

Telephone number _____

Address _____ Postal Code _____

Email _____

Name of registered owner's solicitor
or authorized agent (if any) _____

Telephone number _____

Address _____ Postal Code _____

Email _____

Please specify to whom all communications should be sent:

☐ registered owner ☐ solicitor ☐ agent

5. Location and description of subject land:
Municipality _____

Concession No. _____ Lot(s) No. _____

Registered Plan No. _____ Lot(s) No. _____

Reference Plan No. _____ Part(s) No. _____

Street Address _____ Assessment Roll No. _____

6. Existing Size of Subject Parcel:
Frontage _____ Depth _____ Area _____

7. Current use of subject land _____

8. Proposed change to Official Plan land use **designation** affecting subject land:

Current Official Plan designation _____

Current land use(s) permitted _____

Proposed Official Plan designation _____

Proposed land use(s) permitted _____

Note: If a change in land use designation is proposed, the applicant is to provide a copy of the Map Schedule from the Official Plan with the proposed change and accompanying text indicated thereon.

9. Proposed change to Official Plan land use **policy** affecting subject land:

Existing land use policy to be deleted or amended _____

Land use policy to be added _____

Purpose of new or amended land use policy _____

New land uses permitted by change in land use policy _____

Text of proposed land use policy change being applied for _____

(use a separate sheet of paper if necessary)

10. Current land use of abutting property:

North _____

South _____

East _____

West _____

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

☐ Yes

☐ No

If yes, state the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement.

12. Type of water supply:

☐ municipally owned and operated piped water supply

☐ well

☐ Other (specify) _____

13. Type of sanitary sewage disposal:

☐ municipally owned and operated sanitary sewers

☐ septic system

☐ Other (specify) _____

If the requested amendment permits development on a privately owned and operated individual or communal septic system and more than 4,500 litres of effluent will be produced per day as a result of the development being completed the applicant is required to submit a:

(i) servicing options report, and

(ii) a hydrogeological report

14. Type of storm drainage:

☐ sewers

☐ ditches

☐ swales

☐ Other (specify) _____

15. Please indicate whether the subject land or any land within 120 metres of the subject land is the subject of an application made by the applicant for approval of one of the following:

- ☐ an official plan amendment
- ☐ a zoning by-law amendment
- ☐ a Minister's zoning order amendment
- ☐ a minor variance
- ☐ a plan of subdivision
- ☐ a consent
- ☐ a site plan

Please provide the following with respect to the application(s):

File number _____

Name of the approval authority _____

Lands affected _____

Purpose _____

Status _____

Effect on the amendment proposed by this application _____

16. Does the requested amendment remove the subject land from an area of employment in the official plan?

- ☐ Yes ☐ No

If yes, state the current official plan policies, if any, dealing with the removal of land from an area of employment.

17. Is the requested amendment consistent with policy statements issued under subsection 3(1) of the Planning Act (ie. 2024 Provincial Planning Statement)?

- ☐ Yes ☐ No

Comments: _____

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

☐ Yes ☐ No

If yes, does the requested amendment conform to or does not conflict with the provincial plan or plans?

19. Is the land associated with any natural environment area or adjacent to or abutting lands that are designated as a Wetland or Natural Environment?

☐ Yes ☐ No

If yes, an Environmental Impact Assessment is required for approval by the Town and Essex Region Conservation Authority, to be completed in accordance with the County of Essex Guidelines for Environmental Impact Assessments or when Council considers it appropriate additional requirements may be made to the Guidelines in accordance with more detailed locally adopted terms of reference for an Environmental Impact Assessment.

20. Is the land within 600 m of property that is designated as Extractive Industrial?

☐ Yes ☐ No

If yes, as per Section 3.3.3 of the Official Plan a noise and vibration study is required for approval by the Town, to be completed.

I solemnly declare that all the statements contained in this application 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.

APPLICANT, SOLICITOR OR AUTHORIZED AGENT

A COMMISSIONER, ETC.

APPLICANT, SOLICITOR OR AUTHORIZED AGENT

DATE

DATE

NOTE: A deposit of \$1,000 and a flat fee of \$5,742 along with an ERCA development review fee of \$400 for major Official Plan Amendment applications, must accompany your completed application for an official plan amendment. The total payable to the Town of Amherstburg is **\$7142.00 for major OPA applications.**

A deposit of \$1,000 plus a flat fee of \$2,873 along with an ERCA development review fee of \$275 for minor Official Plan Amendment applications, must accompany each application for an official plan amendment. The total payable to the Town of Amherstburg is **\$4148 for minor OPA applications.**

A deposit of \$2,000 plus a flat fee of \$8,330 along with an ERCA development review fee of \$400 for combined Official Plan Amendment and Zoning By-law Amendment applications, must accompany each application for a combined official plan amendment and zoning by-law amendment. The total payable to the Town of Amherstburg is **\$10,730 for combined OPA & ZBA applications.**

If an application is withdrawn the applicant is subject to a portion of the deposit up to the full deposit amount being retained by the Town subject to the amount of work completed on the file prior to the formal request for withdrawal being submitted to the Town. The applicant agrees that this will be determined at the discretion of the Town of Amherstburg.

Upon a decision being rendered by the Approval Authority a portion of the deposit up the full deposit amount may be retained by the Town subject to cost incurred by the Town including but not limited to any disbursements. The applicant agrees that this will be determined at the discretion of the Town of Amherstburg

Engineering review fees are applicable in accordance with the Amherstburg User Fee By-law, which may include an additional review fees each time an application is resubmitted and rereviewed.

If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.

Initial confirming this page
has been read and understood

- ☐ I acknowledge that the Town requires all documents associated with the application to be provided in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) as the documents will be made public in accordance with the Planning Act and Municipal Act. The Town will not provide a letter confirming a complete application has been made until such time as all required documents are provided as noted. I further acknowledge that a public meeting for my application will not be scheduled until a letter confirming a complete application has been issued.

APPLICANT, SOLICITOR OR AUTHORIZED AGENT

DATE