

Official Plan Amendments - Instructions for Consultation and Processing

County Of Brant - Planning Division of the Community and Development Services Department
 66 Grand River Street N., Paris, ON, N3L 2M2 Telephone: (519) 442-6324 Fax: (519) 442-3461

1. This process pertains to the Official Plan Amendments.
2. There are different fees for each type of application (See County Fee Schedule).
3. Other related applications can be processed concurrently and within the process for Official Plan Amendments.
4. See other types of application forms and process if related application forms are not filed concurrently.
5. Detach and retain this page for future reference.

STEPS IN THE CONSULTATION PROCESS

Step 1	As per Section 22(3.1)(b) of the Planning Act, applicants are encouraged to consult with the County’s Planning Division member prior to submitting a planning application.
Step 2	Eight (8) copies of the Application Form, eight (8) full size (11x17) copies of the site plan or development concept, and five (5) copies of any technical studies or engineering reports in support of the proposal, are submitted to the County.
Step 3	A Consultation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits, within two weeks of submission. The purpose of the preconsultation meeting is to: <ol style="list-style-type: none"> i) Review application and information submitted; ii) Identify key Departmental and Agency issues in processing; iii) Identify any concurrent applications required; iv) Identify matters of Provincial or Municipal Interest (see Pg. 2 & Pg. 3); v) Identify any additional plans, reports and/or studies required to be completed prior to acceptance of an application; and, vi) Identify staff contact assigned to the file.
Step 4	Application is deemed complete (30 Days) and accepted; meeting date is determined.
Step 5	Application circulated to Public, Agencies and Departments.
Step 6	Sixty (60) Day Status letter sent to Applicant/Owner/Agent, as needed.
Step 7	A Post Circulation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits: <ul style="list-style-type: none"> ➤ To discuss agency or public issues raised during circulation ➤ Review conditions of approval ➤ Review municipal requirements for inclusion in an agreement.
Step 8	Finalize Planning Report.
Step 9	Public Meeting of the Planning Advisory Committee.
Step 10	PAC Recommendation forwarded to Council. Council makes a Decision.
Step 11	Notice of Council’s Decision sent to Applicant, Agencies, Public and Minister of Municipal Affairs and Housing, within 15 days of Council’s decision.
Step 12	Minister of Municipal Affairs and Housing, as Approval Authority, makes Final Decision and circulates Notice of Final Decision to those requesting notification.
Step 13	Appeal Period (20 days following the Date of Notice of Final Decision).

Application complete (30 Days). (180 Day - Decision Date: _____)

Application incomplete (missing information: _____)

_____) _____

Planner Date Reviewed

_____ Date Applicant/Owner/Agent Informed in person by phone by letter/email

Matters of Provincial and Municipal Interest

Pursuant to Section 22(5) of the Planning Act, Council may require other information and materials to assist in its Plan Review Function and the expeditious review of this application. Complete the following to assist the County in performing a complete review of the proposal. If an entry is made, an assessment of the proposal's sensitivity to the identified feature is required.

<i>Land Use or Feature</i>	<i>Subject Lands</i>	<i>Within Specified Distance</i>
a. Active or Former Landfill Site	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
b. Sewage Treatment Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	150 metres <input type="checkbox"/> yes <input type="checkbox"/> no
c. Sewage Lagoon / Pond	<input type="checkbox"/> yes <input type="checkbox"/> no	400 metres <input type="checkbox"/> yes <input type="checkbox"/> no
d. Storm Water Management Facility	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
e. Airport with NEF above 25	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
f. Active Rail Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
g. Rail Marshalling Yard	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
h. Controlled Access Provincial Highway	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
i. County Collector/Arterial Road	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
j. Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
k. Non-Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
l. Mineral Aggregate Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
m. Min. Aggregate Crushing/Asphalt Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
n. Petroleum Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
o. Contaminated & Hazardous Sites	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
p. Class 1 – light, rural & special industries	<input type="checkbox"/> yes <input type="checkbox"/> no	70 metres <input type="checkbox"/> yes <input type="checkbox"/> no
q. Class 2 – medium industries	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
r. Class 3 – heavy industries	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
s. Electric Transformer Station	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
t. High Voltage Electric Transmission Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
u. High Voltage Electric Wind Turbine	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
v. Pipeline and Utility Corridors or Facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	20 metres <input type="checkbox"/> yes <input type="checkbox"/> no
w. Lands designated as Agricultural	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
x. Farms with Livestock	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
y. Farms with on-site processing facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
z. Lands designated as Natural Environment	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
aa. Wetlands or Woodlands	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
bb. Areas of Natural & Scientific Interest	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
cc. Floodplains	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
dd. Erosion & Steep Slope Hazards	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
ee. Cold Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
ff. Warm Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
gg. Fish Habitat	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
hh. Well Head Protection Area	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
ii. Regional Aquifer	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
jj. Heritage District, Site or Structure	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
kk. Archaeological Resource Site	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no

1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

Studies to be completed: _____

Date Applicant/Owner/Agent

Informed in person by phone by letter/email

Technical Information and Studies Required by Brant County

In the course of determining the merits of this application, the County may request that the following actions be taken to address the previously identified *Matters of Provincial and Municipal Interest*.

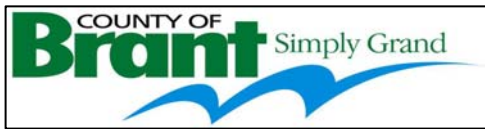
- ❖ Preconsultation is required with Agencies, Building, Planning, Public Works staff
- ❖ Preliminary Site Meeting

Required Information	No. of copies	At Submission	During Review	Prior to Public Mtg	Received
a. <input type="checkbox"/> Planning Impact Analysis Report					
b. <input type="checkbox"/> Storm Water Management Report					
c. <input type="checkbox"/> Functional Engineering & Servicing Report					
d. <input type="checkbox"/> Traffic Impact Analysis					
e. <input type="checkbox"/> Sight line analysis					
f. <input type="checkbox"/> Daylight triangles/road widening					
g. <input type="checkbox"/> Turn lanes					
h. <input type="checkbox"/> Hydrogeological Report (3 or more lots/units)					
i. <input type="checkbox"/> Well Driller's Log					
j. <input type="checkbox"/> Well Decommissioning Records					
k. <input type="checkbox"/> Floodplain Analysis					
l. <input type="checkbox"/> Geotechnical/Soils Report					
m. <input type="checkbox"/> Opportunity and Constraints Mapping					
n. <input type="checkbox"/> Top of Bank Demarcation Plan					
o. <input type="checkbox"/> Tree Inventory					
p. <input type="checkbox"/> Protection/Planting Plan					
q. <input type="checkbox"/> Environmental Impact Study					
r. <input type="checkbox"/> Phase 1 Environmental Audit					
s. <input type="checkbox"/> Land Use Impact Assessment (MoE D1 - D6 Guidelines)					
t. <input type="checkbox"/> Noise and Vibration Report					
u. <input type="checkbox"/> Shadow Analysis Report					
v. <input type="checkbox"/> Record of Site Condition					
w. <input type="checkbox"/> MDS calculations					
x. <input type="checkbox"/> Agricultural Impact Assessment Report					
y. <input type="checkbox"/> Archaeological Assessment					
z. <input type="checkbox"/> Heritage Impact Assessment					
aa. <input type="checkbox"/> Financial Impact Analysis					
bb. <input type="checkbox"/> Market Impact Study					
cc. <input type="checkbox"/> Homeowner Survey					
dd. <input type="checkbox"/> Draft Official Plan Policy & Map Schedule					
ee. <input type="checkbox"/> Property Title Abstract					
ff. <input type="checkbox"/> Other information:					

Studies to be completed: _____

Date Applicant/Owner/Agent

Informed in person by phone by letter/email



Application for Official Plan Amendment
 (S2012)
Application No. _____

To: Clerk or Chief Planning Official, County of Brant

Pursuant to Section 17(15) and Section 22(4) of the Planning Act, R.S.O. 1990, an application to amend the Brant County Official Plan is hereby submitted, and enclosed is the Prescribed Information (in metric), as per Ontario Regulations 198/96, 260/00 & 543/06, and the Fee of **\$2,500.00**.

1) Application Date Receipt _____ Planning Clerk Initials _____

2) a. Name of Applicant _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

b. Name of Authorized Agent _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

c. Name of Owner _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

3) Legal description of subject lands (*see Section 2.1 of OReg 543/06*):

Civic Address (No., Unit & Street Name) _____

Township Lot _____ Subdivision Lot _____

Concession/Range/Tract _____ Former Municipality _____

Registered Plan No. _____ Lot No. _____ Block No. _____

Reference Plan No. _____ Part No. _____

Roll Number(s) _ 2920 - _____

4) The approximate area in metric units covered by the proposed Official Plan Amendment (*see Section 2.2 of OReg 543/06*): _____

5) Does the Official Plan Amendment propose to change replace delete an existing Official Plan policy or policies (*see Section 2.3 of OReg 543/06*)?

6) If yes to Entry No. 5, state which policy (*see Section 2.4 of OReg 543/06*) and explain the reasons for the action being taken:

7) Identify if the Amendment proposes to add policies yes or no to the Official Plan (see Section 2.5 of OReg 543/06):

Describe the policies to be added: _____

_____.

8) Describe the purpose of the Official Plan Amendment (see Section 2.6 of OReg 543/06):

_____.

9) a. Identify the current Official Plan designation(s) of the subject land and the land uses the designations allowed (see Section 2.7 of OReg 543/06) _____

_____.

b. Identify the land uses allowed in these designation(s) _____

_____.

c. Identify the current Zoning _____.

10) Does the Official Plan Amendment propose to change replace delete an existing Official Plan designation on a Map Schedule (see Section 2.8 of OReg 543/06)?

11) If yes to Entry No. 10, and explain the reasons for the action being taken(see Section 2.9 of OReg 543/06):

_____.

12) Identify the land uses allowed in the proposed Official Plan designation(s) (see Section 2.10 of OReg 543/06):

_____.

13) Identify whether water will be provided to the subject land by (see Section 2.11 of OReg 543/06):

- a. a publicly owned and operated piped water system (yes or no) ;
- b. a privately owned and operated individual or communal well (yes or no) ;
- c. a lake or other water body (yes or no) ;
- d. an other means, please explain _____ (yes or no) ;

14) Identify if the proposed amendment would allow development on a privately owned and operated individual or communal septic system where more than 4,500 litres of effluent would be produced per day (yes or no) as a result of the development being completed (see Section 2.13 of OReg 543/06). If yes, answer Subsections ‘a’ and ‘b’:

a. Indicate whether a servicing options report has been submitted with the application:

(yes or no) List Title of Report/Author/Date _____
 _____.

b. Indicate whether a hydrogeological report has been submitted with the application.

(yes or no) List Title of Report/Author/Date _____
 _____.

15) Identify whether the subject lands or abutting parcels within 120 metres involve another Planning Act application made by the applicant (see Section 2.14 of OReg 543/06)?

- a. a Minor Variance or a Consent (yes or no);
- b. an amendment to an Official Plan and/or Zoning By-law (yes or no);
- c. approval of a Plan of Subdivision/Condominium or Site Plan (yes or no)

16) If yes to Entry No. 15, list the File No.(s) (see Section 2.15 of OReg 543/06) _____

_____.

Who is the approval authority? _____.

Identify the lands affected by applications noted above _____.

Describe the purpose of the applications noted above _____.

_____.

Status of the applications noted above _____.

Describe the effect of the applications noted above on the proposed OP Amendment _____.

_____.

17) Identify if the requested amendment alters all or any part of the boundary of an area of settlement in the County of Brant or establishes a new area of settlement in the County of Brant. Also, identify the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement (see Schedule 1-Item 22 of OReg 543/06).

(yes or no) and explain the extent of the alterations _____

_____.

Date/Author of the Report _____.

18) If the requested amendment removes the subject land from an area of employment, the current official plan policies, if any, dealing with the removal of land from an area of employment (see Schedule 1-Item 23 of OReg 543/06)

(yes or no) and explain the extent of the alterations _____

Date/Author of the Report _____.

19) Identify whether the proposed amendment is consistent with the policy statements issued under subsection 3 (1) of the Act (*see Section 2.16 of OReg 543/06*).

(yes or no) and explain why or why not _____

Date/Author of the Report _____.

20) Identify whether the subject land is within an area of land designated under any provincial plan or plans (*see Section 2.17 of OReg 543/06*). *Note: The Growth Plan for the Greater Golden Horseshoe applies to the County of Brant.*

(yes or no)

21) If the answer to paragraph 20 is yes, whether the proposed amendment conforms to or does not conflict with the provincial plan or plans (*see Section 2.18 of OReg 543/06*).

(yes or no) and explain why or why not _____

Date/Author of the Report _____.

22) Identify whether the original or a certified copy of any other information and material that is required to be provided by the Official Plan of the County of Brant has been attached with the application (*see Section 2.19 of OReg 543/06*).

(yes or no)

23) Please include a draft of the text of the proposed amendment (*see Schedule 1-Item 20 of OReg 543/06*): _____

Date/Author of the Report _____.

24) Please include a draft of the proposed Map Schedule, if the proposed Amendment changes or replaces a Map Schedule as well as the draft text that accompanies the draft Map Schedule (*see Schedule 1-Item 21 of OReg 543/06*):

Date/Creator of the Map Schedule _____.

Note: The draft Map Schedule should be submitted together with a current survey plan prepared by an Ontario Land surveyor and a detailed plan illustrating the following:

- a. The lands and the existing and proposed uses.
- b. The area and principle dimensions of the property, including lot and street layout.
- c. Existing topography and proposed grading and drainage of the property, adjacent roads and watercourses, ponds, railways, wetlands, wooded areas, etc.
- d. Easements, rights-of-way, encroachments, buildings both existing and proposed.
- e. Size and location of buildings and structures, heights, floor area, use.
- f. Existing and proposed access, driveways, parking and loading spaces.
- g. Park, landscaping, buffering, fences, trees and shrubs, etc.
- h. Surrounding existing uses adjacent to the subject lands.
- i. Utilities, water, well, storm sewers, sanitary sewers, and private sewage system.
- j. Existing signage and proposed signs, type, size and locations.
- k. Any other information that you consider would be useful in understanding and evaluating this application.
- l. Any preliminary construction and/or design plans available should also be submitted.

25) An affidavit or sworn declaration, that the above described Prescribed Information has been provided and is complete and true.

(yes or no)

Signature of Owner (s)

Signature of Applicant

Signature of Owner (s)

Signature of Agent

Signature of Owner (s)

Dated this _____ day of _____, 20_____.

NOTE: All correspondence, notices, etc. in regard to this application will be directed to the Applicant, Owner and Agent as noted.

Sworn Declaration as per Entry No. 25 of the Official Plan Amendment Application

I, _____ of the _____
of _____ in the Province of Ontario, 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.

Sworn before me at the
_____ of _____)

in the Province of Ontario

this _____ day of _____ 20__)

Signature of Owner or Authorized Agent

_____ a Commissioner, etc.

Stamp

NOTE:

All correspondence, notices, etc. in regard to this application will be directed to the Applicant,
Owner and Agent as noted.

Grand River Conservation Authority (GRCA) Planning Fees County of Brant Fact Sheet

Information Contact

Any questions regarding GRCA fees should be directed to the GRCA, **Resource Planning Section** at **(519) 621-2761**. The GRCA will respond to inquiries regarding the fee, and can provide advice on proposals being considered.

Background Information

The Province of Ontario has encouraged conservation authorities to make programs and services more self-sufficient by applying the user-pay principle. The Grand River Conservation Authority is one of the last Conservation Authorities in Ontario to charge plan review fees.

Service fees will allow the Conservation Authority to improve the efficiency and effectiveness of the delivery of our service. A user fee principle will ensure that the individual using the service is the person paying for the service. This will ensure that the broader tax base does not incur an increase in their taxes to cover these costs. The GRCA will continue to provide Plan Input services to our municipal partners to implement the objectives of watershed planning.

The major & minor fees have been established in order to provide fair cost for the review time for complex applications vs. applications with minimal impact on the environment.

Authority to charge fees

The Province has amended the Conservation Authorities Act to give a conservation authority power to “charge fees for services approved by the Minister” (Section 21.m.1) The Ministry of Natural Resources Policies and Procedures for the Charging of Conservation Authority Fees identifies “Plan Review” as an approved service for charging fees.

Process

When a landowner discusses or submits a Planning Act application, municipal staff will screen the application to determine whether it is within an area of interest to the conservation authority. If the site or land holdings are within an area of concern to the conservation authority it is suggested that the GRCA participate in a preconsultation discussion and/or meeting with the applicant and the municipality before the application is formally submitted.

Implementation Date

The Grand River Conservation Authority Planning Fees have been implemented for the County of Brant. Payment of fees should accompany the application when submitted to the County if the application falls within an area of interest of the Conservation Authority.