



GUIDE TO APPLICATIONS

TO AMEND THE

OFFICIAL PLAN &/OR ZONING BYLAW

*Applications for approval under section 22 and 34 of the
Planning Act, R.S.O. 1990*

The City of Owen Sound

Community Services Department, Planning Division

808 2nd Avenue East, Owen Sound, ON N4K 2H4

Telephone 519 371 1440 Fax 519 371 0511

PRE-CONSULTATION: The City of Owen Sound requires pre consultation with the City and other relevant agencies prior to the submission of an application for Official Plan or Zoning Bylaw Amendment to outline the City's requirements necessary to process an application. Applications submitted prior to pre-consultation will not be considered complete. In order to meet the processing time frames, the applicant is advised that pre-consultation is key to identifying all issues and in identifying all requirements to support the

Pre-consultation is a vital part of the planning approval process. Before making an application, applicants or their agents are required to arrange for pre-consultation with the City. Pre-consultation meetings are scheduled each week and the applicant/agent is required to call the Planning Assistant at 519-376-4440 ext 231 to arrange a meeting.

At least 7 working days prior to the pre-consultation meeting, the following information must be provided to the City for circulation to various City departments and outside agencies:

- 10 copies of a concept plan of the proposal
- 10 copies of the legal survey
- A cover letter which includes the following information:
 - a legal description of the site and/or municipal address
 - owner/applicant and authorization to act as agent or applicant
 - a brief description of the proposal
 - indicate the type of application likely to be submitted (ie. OPA, ZBLA or both)
 - current zoning
 - whether the applicant wishes to attend the pre-consultation meeting

This information will then be circulated by the Planning Division to concerned City departments and other agencies in order that sufficient feed back can be provided to the applicant at the meeting.

The pre-consultation meeting date will be coordinated by the applicant through the Planning Division of Community Services and is intended to identify what planning approvals are required for the development of a site as well as information/studies which will be required for the submission of a complete application.

If appropriate, the applicant should ensure that appropriate representatives of the applicant attend the meeting. Representatives from other City Departments including Operations, Fire, Police and other Divisions of Community Services (Building) may attend the meeting as appropriate.

At the meeting or shortly thereafter, the Planner will provide a List of Required Information/Studies for the submission of a complete application in accordance with the provisions of the Planning Act and the City's Official Plan (attach a checklist). The required studies must be provided by the applicant as part of a complete application. The rights of appeal regarding the provision of a complete application remain as per the Planning Act.

All direction offered by staff is preliminary and based on the limited information available through the pre-consultation process. Further information may be required depending on further review of information and studies.

A. APPLYING FOR AN AMENDMENT

The attached application form is to be used when applying for an amendment to the City of Owen Sound Official Plan and/or Zoning Bylaw. The application form must be completed in full and submitted together with the applicable fee with the information required by the provisions of the Planning Act as set out in Ontario Regulation 543/06 and 545/06.

B. USING THE APPLICATION FORM

1. The appropriate application form must be fully completed including the applicants' affidavit and registered owners certificate and returned to the City of Owen Sound. Please ensure that you keep a copy for your records.
2. The application should be completed by the applicant or their authorized agent. The written authorization of the registered owner and affidavit of the applicant must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the Provincial Policy Statement and to the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form or attached thereto.
4. Where additional support materials (e.g. Environmental Impact Study, Storm Water Management Report) are required, six (6) copies of all supporting technical reports and information must be submitted with the application together with CD with a copy clearly marked in PDF format.

C. DRAWINGS

The Planning Act requires that the applicant shall provide information as prescribed in Ontario Regulation 543/06 and 545/06 when submitting applications to amend the Official Plan and/or Zoning Bylaw. Some of the information can best be provided graphically in the form of a drawing. Drawing requirements differ depending on the nature of the application. Six (6) copies of drawings folded to an 8 ½ " x 11" size are required. The drawings must also be submitted on CD in AutoCAD format as well in a PDF format.

For an Official Plan Amendment a property survey is required.

For an Official Plan Amendment or OPA and Zoning Amendment a property survey and conceptual site plan is required.

D. INFORMATION TO BE SHOWN ON DRAWINGS

Property survey:

Boundaries and dimensions of the subject property and the location, size and type of all existing buildings and structures on the subject property including the distance of the buildings and structures to all lot lines. The location of all natural and artificial features (i.e. watercourses, former wells, fences etc) all certified by and Ontario Land Surveyor should be shown.

Conceptual site plan:

Appendix A contains a sample conceptual site plan and the information that should be included on the plan.

E. DETAILS OF THE PROPOSED AMENDMENTS

The applicant shall include on the application form or on separate pages:

- The specifics of the requested amendments;
- All Official Plan policy changes being proposed;
- All uses proposed to be accommodated by the proposed amendments; and
- The zoning category/ies being requested and the specific zoning standards being requested

F. FEES

- Official Plan Amendment Application (\$750 or \$100 per 1000 sq.metres lot area to maximum \$2000 whichever is the greater + \$370 administrative fee)
- Zoning By-law Amendment Application (\$500 minimum or \$100 per 1000 sq.metres lot area to maximum \$1500 whichever is the greater + \$370 administrative fee)
- Application to extend a Temporary Use By-law (\$600)
- Application to remove a Holding Symbol (\$500)