

Instructions:

The County of Haliburton requires the applicant to pre-consult with planning staff prior to submitting an application to amend the County Official Plan. Please contact the Planning Department to set up a pre-consultation meeting to discuss the proposal, current policies and application and fee requirements. It is recommended that the applicant pre consult with the County of Haliburton prior to completing an application and any background studies.

A peer review deposit may be required and will be in keeping with the Tariff of Fee by-law. This deposit will be used to cover the County's costs which are related to peer reviews of studies submitted by the applicant. If these costs are less than the deposit, the balance of any deposit will be returned after a decision is made on the application.

In accordance with Section 22(5) of the Planning Act RSO 1990, additional information and studies may be required by the County to evaluate the proposed Amendment. The requirements for additional information are identified in the County of Haliburton Official Plan. The type and scope of studies that are required will be determined through the required pre-consultation process with the County Planning Department. If required additional information is not provided the application cannot be deemed to be complete and will not be processed.

A site plan/drawing of the proposal, consistent with the requirements of this form, must be submitted with the application, where the OPA is for a property. Proposed policy language, including proper ordering and numbering, is to be provided for review. It is required that both be provided to the County PRIOR to the application being deemed complete.

A "Complete Application" includes both prescribed and required information. "Prescribed information" is set out by the Planning Act and under Ontario Regulation 543/06, as amended. "Required information" is information or studies listed within this application form or determined through a pre-consultation process. A proposed strategy for consulting with the public with respect to the requested amendment is prescribed information. **The County may refuse to accept or further consider an application if this information is not provided.**

Note: In some cases, additional studies/reports may be required after an application is submitted and deemed complete to address unforeseen or new matters that require attention.

In October 2006, the Province of Ontario passed the Clean Water Act. The Act is focused on preventing the contamination and depletion of surface and groundwater sources that supply municipal drinking water systems with water. Under the Act, 19 source protection regions have been designated across Ontario. The policies of these Source Protection Plans may affect a Planning Act application. More information about the applicable Source Protection Plans is available at:

Trent Conservation Coalition Source Protection Region, effective January 1, 2015;
<http://kawarthaconservation.com/watershed/drinking-water-source-protection>

For Assistance:

For assistance completing the application form, please contact the County of Haliburton Planning Department at (705) 286-1333

Mapping information for property is available at <https://gis.haliburtoncounty.ca/HCWEB/Community/>

The County of Haliburton Official Plan can be found at
<https://haliburtoncounty.ca/en/county-office/official-plan.aspx>

The County of Haliburton is the approval authority for applications to amend the following Official Plans:

Municipality of Highlands East	Township of Minden Hills
Municipality of Dysart et al.	Township of Algonquin Highlands

Please identify to staff if an Official Plan Amendment to the local municipal Official Plan is required as well.

County of Haliburton
Official Plan Amendment Application

OFFICE USE	
Date Application Rec'd:	Application #:
Date Application Complete:	Amount Paid:
120 days:	Signature:
1.0 Applicant Information*	
Owner(s):	
Name:	
Address:	Postal Code:
Phone:	Email:
Agent (if applicable)	
Name:	
Address:	Postal Code:
Phone:	Email:
1.1 Which of the above is correspondence to be sent to? (check one)	
Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>
2.0 Location and size of the subject land* (if applicable)	
This application is being made for lands located in the County of Haliburton	
This application is to amend the County Official Plan section _____	
This application is to amend the County Official Plan Schedule _____	
Is the Official Plan Amendment for a policy change, addition or deletion?	
Assessment Roll Number (if applicable):	
Address:	
Local Municipality:	Geographic Township:

Concession:		Lot:		Reg. Plan:	
Ref. Plan:		Part:		Road Allowance:	
Lot Frontage (m):			Lot Area (m2 or ha):		
2.1 Name and address of mortgages or charges: (if applicable)					
2.2 Description of any easements or covenants and their effects: (if applicable)					
2.3 Date the subject lands were acquired by the current owner:					
3.0 Current and proposed land use					
Current Use:			Proposed Use:		
4.0 Status*					
County Official Plan Designation: Land uses authorized:					
Local Official Plan Designation: Land uses authorized:					
Current Zone in local municipal by-law:					
5.0 Site information*					
Existing Buildings		Proposed Buildings		Existing Buildings	
Proposed Buildings		Existing Buildings		Proposed Buildings	
Front Yard:	m	m	Height:	m	m
Rear Yard:	m	m	Dimensions:	m x m	m x m
Side Yard:	m	m	Date Built:		
Side Yard:	m	m			
6.0 Proposed Official Plan Amendment*					
6.1 Does the Proposed Official Plan Amendment:					
Add a land use designation to the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Change a land use designation to the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Replace a policy in the Official Plan?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Delete a policy from the Official Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Add a policy to the Official Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Change a schedule to the Official Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Which schedule(s) are proposed to be changed?		
6.2 If applicable, please provide the policy section number to be changed and the suggested policy wording.		
Separate Page <input type="checkbox"/>		
6.3 What is the purpose of the Official Plan Amendment and land uses that would be permitted by the proposed Official Plan Amendment? Is a land use schedule being amended or replaced?		
Separate Page <input type="checkbox"/>		
7.0 Previous Industrial or Commercial Uses (if applicable)		
Has there previously been an industrial or commercial use on the subject land or adjacent land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please specify the uses and dates:		
Is there reason to believe the subject land may have been contaminated by former uses on or near the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has there ever been a gas station, petroleum or other fuel stored on the subject land or adjacent land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the grading of the subject land been changed by adding earth, other materials or removing earth and rock?		
What information did you use to determine the answers to the above questions?		
If Yes to above, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. This study must be prepared by a qualified consultant. A Record of Site Condition (RSC) may be required as part of the complete application where there is a change of use.		
Is the previous use inventory attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.0 Status of Other Applications under the Planning Act		
Is this application a re-submission of a previous application?: Yes <input type="checkbox"/> No <input type="checkbox"/>		

8.1 Are the subject land(s) also the subject of an application for:			
Consent	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Plan of Subdivision/Condominium	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Minor Variance	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Site Plan	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Zoning By-law Amendment	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Official Plan Amendment	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>

8.2 Are lands within 120 m of the land subject of an application for:			
Consent	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Plan of Subdivision/Condominium	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Minor Variance	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Site Plan	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Zoning By-law Amendment	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>
Official Plan Amendment	Yes <input type="checkbox"/> - File #:	OMB File #:	No <input type="checkbox"/>

8.3 For applications noted in #8 please provide details on the approval authority considering the application, the land it affects, the application purpose, its status and the effect of the application.

Separate Page

9.0 Servicing

9.1 Indicate the existing/proposed sewage disposal type

Will septic system produce more than 4 500 L/day of effluent?: Yes No

	Existing	Proposed		Existing	Proposed
Municipal sewage system			Individual on-site system		
Communal system			Other (specify)		

For individual on-site systems, this application must include proof of treatment capacity for hauled sewage. (ex. letter from septic company or municipal facility with capacity)

9.2 Indicate the existing/proposed water type					
Will water use exceed 10 000 L/day?: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Municipal water system			Individual on-site system		
Communal Water system			Other (specify)		
If 9.1 or 9.2 is answered 'yes' the application must be supported by a servicing options report and a hydrogeological report. These must be submitted as part of the complete application.					
9.3 Indicate the existing/proposed storm drainage type					
Storm Sewers			Other (specify)		
Ditches or swales					
9.4 Indicate the existing/proposed road access type					
Provincial Highway			Condominium Road		
County/Municipal Road			Other (specify)		
10.0 Justification					
Explain how the application is consistent with the Provincial Policy Statement (2014). A Planning Report prepared by a qualified professional may be attached to your application.					
Separate Document <input type="checkbox"/>					
11.0 Wellhead Protection Area (WHPA)					
Is any part of the subject lands within a WHPA?	Yes <input type="checkbox"/>			No <input type="checkbox"/>	
12. Settlement Areas					
a) Does the amendment propose to alter all or any part of the boundary of an area of settlement as identified within the County of Haliburton? Yes <input type="checkbox"/> No <input type="checkbox"/>					
b) Does the amendment propose to establish a new area of settlement within the County of Haliburton? Yes <input type="checkbox"/> No <input type="checkbox"/>					
13. Employment Lands					
Does the amendment propose to remove lands from an area of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>					

14. Archaeological Resources

Do the subject lands contain any areas of archaeological potential, or will the plan permit development of the land that contains known resources or areas of archaeological potential? Yes No

Please review MTCS Criteria for Determining Archaeological Potential form with County Planning staff.

An Archaeological Assessment, prepared by a qualified professional, that is effective with respect to the Subject Lands, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act and a Conservation Plan for any archaeological resources identified in the assessment is to be submitted as part of the complete application.

15. Provincial Plans and Policy

Is the amendment proposal consistent with the policy statement under subsection 3(1) of the Planning Act? Yes No

Is the subject land within an area designated under a provincial plan?

Yes No

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

Yes No

Provide an explanation on how the requested application for amendment conforms to or does not conflict with the applicable Provincial Plan(s) and how the requested application is consistent with the Provincial Policy Statement.

Separate Document

16. Public Consultation

Proposed strategy for consulting with the public.

(a) consistent with Sections 17 and 22 of the Planning Act

(b) other (attached proposed strategy)

Note: the County reserves the right to require an enhanced public consultation strategy, depending on the proposal

17. Adjacent Land Uses (where applicable)

Are any of the following uses or features on the subject land or within 500 metres to 2000 metres of the subject land, unless otherwise specified?

Use or Feature	On the Subject Land(s) (yes/no)	Adjacent to subject land(s)	Please indicate distance in metres
Agricultural operation, including livestock facility or stockyard or barn		Within 2 km	
Landfill		Within 500 m	
Sewage treatment plant or waste stabilization plant		Within 500 m	
Provincially significant wetland		Within 120 m	
Flood plain		Within 500 m	
Lake trout lake		Within 300m	

Use or Feature	On the Subject Land(s) (yes/no)	Adjacent to subject land(s)	Please indicate distance in metres
Shoreline		Within 30 m	
Source Water Protection Area		Within 500 m	
Wellhead Protection Area/ Intake Zone		Within 300 m	
Existing quarry operation or known bedrock deposit with mineral aggregate potential or existing pit or known sand, gravel or clay deposit with mineral aggregate potential		Within 300 m	
Active or closed mine site		Within 1 km	
Industrial or commercial use and specify		Within 500 m	
Municipal airport		Within 500 m	
Utility corridor(s)		Within 500 m	
Slopes greater than 20%		Within 500 m	
An identified settlement area		Within 1 km	
Employment Lands		Within 1 km	
Public spaces, parks, trails and open space		Within 500 m	
Public Transit		Within 500 m	

18. Application Drawing (where applicable)

Please submit an accurate, scaled drawing of the proposal showing the following information:

- a) The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;
- b) All measurements are to be metric;
- c) The location of all existing, as well as proposed, buildings and their dimensions, uses, and setbacks from lot lines (ex. barns, houses, sheds);
- d) The location of all natural and man-made features on the land and the location of these features on adjacent and abutting lands – e.g. watercourses, drainage, fences, wetlands, wooded areas, etc;
- e) on-site servicing – e.g. septic systems, well, driveway, parking,
- f) the approximate distance between the subject land and the nearest township lot line, and landmarks such as a bridge or culvert;
- g) current uses of lands adjacent to the subject lands (residential, agricultural, industrial)
- h) All known setbacks are to be identified and numbered on the sketch;
- i) All entrances, driveways, parking areas ; and
- j) Scale and north arrow.

19. Applicant Affidavit or Sworn Declaration

I, _____ of the _____ in the County/Region of _____ solemnly declare that the information and all statements contained in this application are true and 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 (or declared) before me at the _____ in the County/Region of _____ this ____ day of _____, _____.

Commissioner of Oaths

Municipal Representative

20. Authorization of Applicant for Agent to Make the Application

If the applicant is not the owner of the land that is subject of this application, the owner must complete the following or a similar authorization and attach to this application:

Authorization of Owner for Agent to Make the Application, Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application for site plan agreement and I/we hereby authorize _____ to prepare and submit this application on my/our behalf.

Authorization of Owner for Agent to Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application for site plan agreement, and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I/we authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Name of Owner

Signature

Date

Name of Owner

Signature

Date

21. Consent of the Owner

Consent of the Owner to the Use and Disclosure of Information and to Allow Site Visits to be Conducted

I/We _____, being the registered owner of the land that is the subject of this application for approval of an Official Plan amendment and acknowledge that certain information is collected and distributed to public bodies under the authority of the **Planning Act**.

For the purposes of the **Freedom of Information and Protection of Privacy Act**, I further authorize and consent to the use of my name and property details in any Notices required under the authority of the Planning Act for the purpose of processing this application.

The _____, consent to representatives of the County of Haliburton and the persons and public bodies conferred with under the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

Name of Owner	Signature	Date
Name of Owner	Signature	Date

22.0 Agreement to Indemnify

A. REIMBURSEMENT OF FEES FOR MUNICIPAL PLAN REVIEW (if required)

I/We _____ agree to reimburse and indemnify the Corporation of the County of Haliburton (hereinafter referred to as the “County”) for all fees and expenses incurred by the County to process this Application, including any fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the County, may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process or support the application.

I/We _____ further agree to provide the County, upon request, a deposit against which the County may, from time to time, charge any fees and expenses incurred by the County in order to process the application. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the County with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

I/We _____ further agree that, upon request by the County, from time to time, the Owner/Applicant shall make such additional deposits as the County considers necessary, and until such requests have been complied with, the County will have no continuing obligation to process the application.

B. REIMBURSEMENT OF FEES RELATED TO AN APPEAL OF THE DECISION

I/We _____ agree to reimburse and indemnify the County for all fees and expenses incurred by the County to defend County Council’s decision related to an approval of this amendment, including any fees and expenses attributable to proceedings before the Local Planning Appeal Tribunal or any court or other administrative tribunal. Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the County may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process or support the application.

I/We _____ further agree to provide the County, upon request, a deposit against which the County may, from time to time, charge any fees and expenses incurred by the County in order to defend the decision to approve the consent. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the County with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days. The Owner/Applicant further agrees that, upon request by the County from time to time, the Owner/Applicant shall make such additional deposits as the County considers necessary, and until such requests have been complied with, the County will have no continuing obligation to attend or be represented at the Local Planning Appeal Tribunal or any court or other administrative proceeding in connection with the application.

Name of Owner	Signature	Date
Name of Owner	Signature	Date