

Corporation of the City of St. Thomas  
**APPLICATION FOR AN OFFICIAL PLAN AMENDMENT**  
Consultation Process

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**Consultation on Planning Applications**

Applicants are required by By-law No. 30-2015 to consult with the Planning & Building Services Department prior to submitting one or more of the following planning applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Consent
- Draft Plan of Subdivision/Condominium
- Site Plan Control
- Minor Variance

These applications are also subject to policies and requirements of the City's Official Plan.

**What is Consultation?**

A consultation meeting is designed to facilitate the exchange of information between the applicant and City staff to identify critical development considerations early in the planning process. Consultation will ensure that both the applicant and the City have a clear understanding of the purpose of the application and that an application submission is supported by the required information and materials for it to be considered "complete" by the City. Consultation will also assist the applicant in understanding the administration of the planning process in St. Thomas.

The consultation process is advisory and a consultation meeting does not imply or suggest any decision to either support or refuse an application. The comments provided are preliminary and based on the information submitted for review at that time.

There is **no fee** charged for the consultation meeting.

**Complete Application Requirements**

All planning applications, with the exception of Site Plan Control and Minor Variance, are subject to complete application requirements under the Planning Act, as amended, and the City's Official Plan. The consultation process will identify the information and material that may be required to support an application submission.

**Failure to Consult**

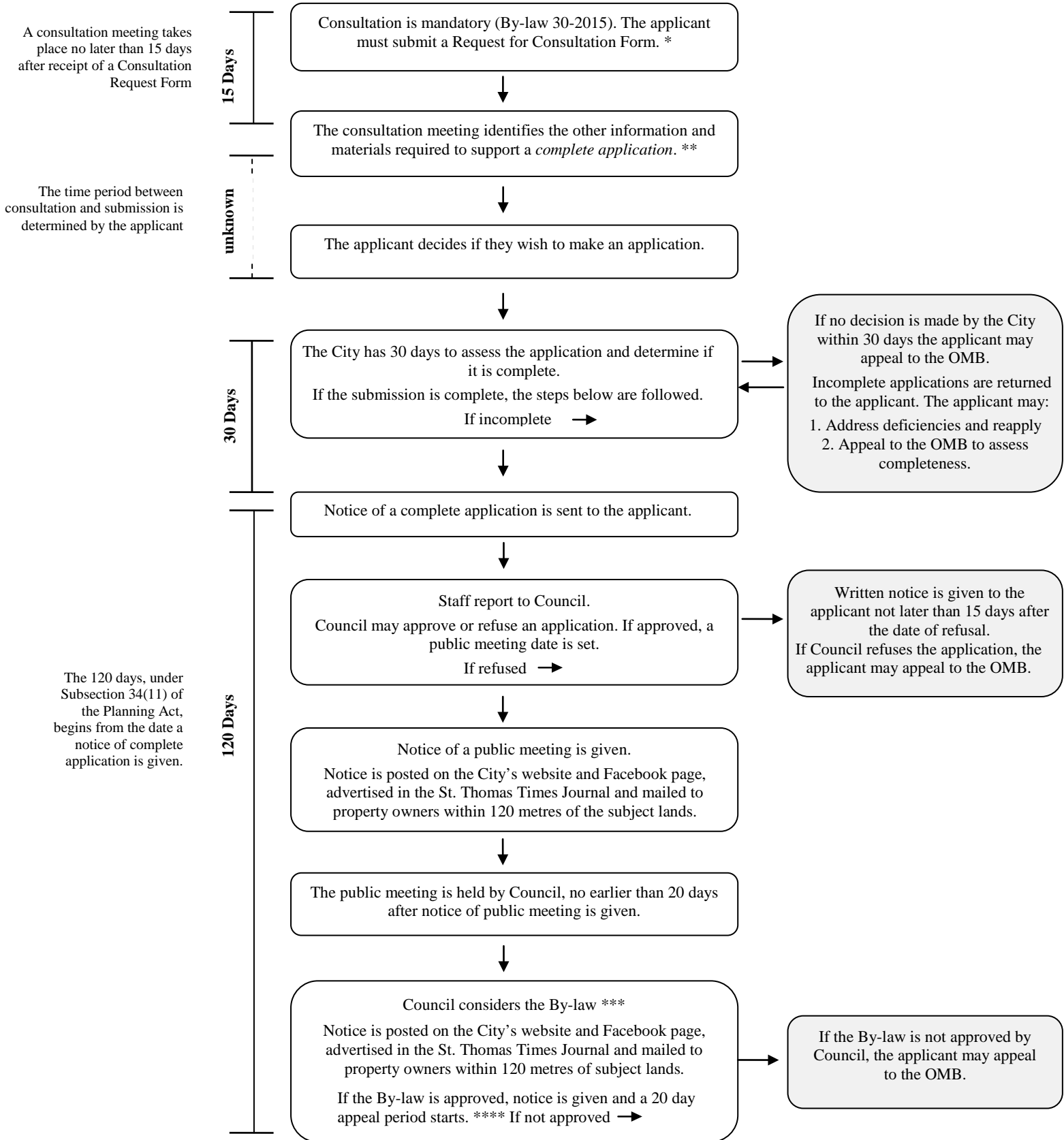
In the event a consultation meeting does not take place prior to the filing of an application, a consultation meeting will be arranged as soon as possible thereafter. The application will not be formally received, nor will it be processed and the legislated timelines for processing a planning application will not begin until the requirements for a consultation meeting, and the submission of a complete application have been fulfilled.

**Contact Information**

The consultation meetings are hosted by the Planning & Building Services Department and will include representatives from City departments and from external agencies as required.

For more information regarding the consultation process, and to submit a completed Consultation Request Form, please contact the Planning & Building Services Department.

# Official Plan Amendment Process



**Notes:**

- \* The City reserves the right to limit the number of applications heard at each meeting, to hold a meeting outside of the pre established dates and based on the scope of the request, the Director of Planning & Building Services has the authority to waive consultation.
- \*\* A complete application consists of a completed application form, required fee and the other information and materials identified at the time of the consultation meeting. The City has 30 days to determine if an application is complete.
- \*\*\* Council will typically consider the By-law at the following Council meeting, however, if any issues arise at the public meeting this may be delayed in order to consider and attempt to resolve all matters.
- \*\*\*\*During the 20 day appeal period, any person or public body may appeal to the OMB. The Ontario Municipal Board may dismiss the appeal without holding a hearing; or hold a hearing and decide.

Corporation of the City of St. Thomas  
**APPLICATION FOR AN OFFICIAL PLAN AMENDMENT**  
Pursuant to Section 22 of the Planning Act, as amended

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**SUBMISSION REQUIREMENTS FOR A COMPLETE APPLICATION:**

The following must accompany the filing of an Application for an Official Plan Amendment:

- 1 hard copy of a completed application, including all required authorizations/declaration(s)
- 1 hard copy of any supporting documentation, as identified at the time of consultation
- Applicable fee (cheque made payable to the City of St. Thomas)
- All documents sent electronically in addition to hard copies

**CURRENT APPLICATION FEES:**

Type	Fee
Zoning By-law Amendment	\$750.00 per application
Combined Zoning/Official Plan Amendment	\$750.00 for each application (\$1,500.00 in total and 2 separate application forms required)

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**APPLICATION FOR AN OFFICIAL PLAN AMENDMENT**  
Pursuant to Section 22 of the Planning Act, as amended

<b>OFFICE USE:</b>	Date Application Received: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

**OWNER/APPLICANT**

1. Property Owner  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Agent/Applicant  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Who is the primary contact?

Registered Owner       Applicant/Agent

\*Note: Unless otherwise requested all communications will be sent to the Applicant.

\*Please indicate the method of communication you would like to be contacted by.

Phone                       Email                       Fax                       Mail

**DESCRIPTION OF SUBJECT LAND**

1. Municipal Address: \_\_\_\_\_  
\_\_\_\_\_

2. Legal Description: \_\_\_\_\_  
\_\_\_\_\_

3. Concession and Lot Number: \_\_\_\_\_

4. If known, the date the subject land was acquired by the current owner: \_\_\_\_\_  
\_\_\_\_\_

5. If known, the approximate area of the subject land, in metric units: \_\_\_\_\_ m<sup>2</sup>

**SERVICES AND ACCESS**

1. Water supply to the subject lands shall be provided by:
  - Privately owned and operated communal well
  - Privately owned and operated individual well
  - Publicly owned and operated piped water system
  - Lake or other water body
  - Other (Specify) \_\_\_\_\_
  
2. Sewage disposal on the subject lands will be provided by:
  - Privately owned and operated individual septic system
  - Privately owned and operated communal septic system
  - Publically owned and operated sanitary sewage system
  - Privy
  - Other Means (Specify) \_\_\_\_\_
  
3. If the sanitary sewage disposal is to be supplied through a privately owned and operated individual or communal septic system, and more than 4500 litres of effluent will be produced per day as a result, the following reports must be provided:
  - a servicing options report; and  a hydrogeological report

**PRESENT AND PROPOSED LAND USE**

1. Name of the official plan requested to be amended: \_\_\_\_\_
  
2. What is the purpose of the requested amendment? \_\_\_\_\_  
\_\_\_\_\_
  
3. Does the requested amendment change or replace a designation in the official plan?  Yes  No  
If yes, what is the designation to be changed or replaced? \_\_\_\_\_
  
4. Does the requested amendment change or replace a schedule in the official plan? List the requested schedule and the text that accompanies it: \_\_\_\_\_  
\_\_\_\_\_
  
5. Does the requested amendment change, replace or delete a policy in the official plan?  Yes  No  
If yes, what is the policy to be changed, replaced or deleted? \_\_\_\_\_  
What is the text of the requested amendment? \_\_\_\_\_  
\_\_\_\_\_
  
6. Does the requested amendment add a policy to the official plan?  Yes  No
  
7. What is the current designation of the subject land in the official plan and the land uses that the designation authorizes? \_\_\_\_\_  
\_\_\_\_\_
  
8. What are the land uses that the requested official plan amendment would authorize?  
\_\_\_\_\_  
\_\_\_\_\_

9. Is the purpose of the application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?  Yes  No

If yes, please provide details of the official plan or official plan amendment that deals with this matter:

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10. Is the purpose of the application to remove land from an area of employment?  Yes  No

If the requested amendment removes the subject land from an area of employment, what are the official plan policies, if any, dealing with the removal of land from an area of employments?

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### **PREVIOUS PLANNING ACT APPROVALS**

1. Have the subject lands, or land within 120 metres of the subject property, been the subject of any of the following matters under the Planning Act:

- Approval of a Plan of Subdivision  Yes  No File No: \_\_\_\_\_ Status: \_\_\_\_\_
- Approval of a Consent Application  Yes  No File No: \_\_\_\_\_ Status: \_\_\_\_\_
- Approval of a Zoning Application  Yes  No File No: \_\_\_\_\_ Status: \_\_\_\_\_
- Approval of an Official Plan Amendment  Yes  No File No: \_\_\_\_\_ Status: \_\_\_\_\_
- Site Plan Approval Application  Yes  No File No: \_\_\_\_\_ Status: \_\_\_\_\_
- Approval of a Minor Variance Application  Yes  No File No: \_\_\_\_\_ Status: \_\_\_\_\_

If the lands have been subject to any of the planning approvals listed above, please identify the purpose of the application, the land it affects and its effect on the current requested amendment.

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2. Is the application for an amendment to the official plan consistent with the policy statements issued under Subsection 3(1) of the act?  Yes  No

3. Is the subject land within an area of land designated under any provincial plan(s)?  Yes  No

If yes, does the application conform to the applicable provincial plan(s)?  Yes  No

4. **Public Consultation:**

Please provide a strategy for consulting with the public with respect to this application: \_\_\_\_\_

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**APPLICANT DECLARATION**

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I \_\_\_\_\_, the Owner or Authorized Agent, hereby agree and acknowledge that the  
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

**Collection of Personal Information:**

Personal information on this form is collected under the authority of Section 41 of the *Planning Act*, R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act*, 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Official Plan Amendment Application. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

**AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_ of \_\_\_\_\_ in the province of \_\_\_\_\_,  
name of applicant City

make oath and say (or solemnly declare) that the information required under Schedule 1 of Ontario Regulation 543/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
City Day Month Year

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner of Oaths, etc.

\_\_\_\_\_  
Date

**APPENDIX A – AUTHORIZATION OF OWNER**

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, \_\_\_\_\_, am the owner of the subject lands, and I authorize  
\_\_\_\_\_, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner





**APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES**

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

**\*Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, \_\_\_\_\_, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

