



United Counties of Prescott and Russell

Application for the Approval of an Adopted Local Official Plan Amendment

Under Section 17 of the Planning Act

Detach and retain this page for future reference

Important, please note:

This Form is to be forwarded to the United Counties of Prescott and Russell – Planning and Forestry Department for Approval of an Adopted Local Official Plan Amendment.

Instructions:

When you apply for a local official plan amendment at your local Municipality, you are required to submit information which is prescribed by Provincial Regulation as well as other additional information which the local municipality requires regarding the amendment. A Local Official Plan Amendment must be based on proper planning principles.

It is recommended that an applicant examine all pertinent planning documents. The amendment must also have regard to the Provincial Policy Statement issued under the Planning Act. Also, an amendment to a local municipal official plan must conform to the United Counties of Prescott and Russell Official Plan. The proposed amendment must be consistent with the general goals, objectives and development policies of the local municipal official plan.

The United Counties of Prescott and Russell provides its local municipalities with comments on Local Official Plan Amendment applications and is also the approval authority on all Local Official Plan Amendment applications within the United Counties of Prescott and Russell area.

Completeness of the Application:

It is to be noted that the local municipality will submit to the United Counties of Prescott and Russell a copy of the information, material and all other documents required under the Planning Act.

Besides specified information prescribed by Regulation that will be provided by the local municipality once the local official plan amendment is adopted, the United Counties of Prescott and Russell requires:

- The **original application** of this completed application form. **All questions** must be completed, **in ink or typewritten**, or the application will be deemed incomplete and will not be accepted. Please print clearly.
- Required application fee payable to the **United Counties of Prescott and Russell** by cheque, cash, credit card or interact, in the amount of:

	2020 Fees (effective Jan 1, 2020)	2021 Fees (effective Jan 1, 2021)	2022 Fees (effective Jan 1, 2022)	2023 Fees (effective Jan 1, 2023)
Local Official Plan Amendment	\$825	\$850	\$875	\$900

Once the application is completed, you may forward same along with above to:

The United Counties of Prescott and Russell – Planning and Forestry Department
59 Court Street, P.O Box 304
L'Orignal, Ontario K0B 1K0

1-800-667-6307 Ext. 7101 - Planning@prescott-russell.on.ca



**APPLICATION FOR APPROVAL OF
AN APPROVED LOCAL OFFICIAL PLAN AMENDMENT**

Planning Act, R.S.O. 1990 c. P.13, s 17;
O. Reg. 543/06

APPLICATION INFORMATION

Name of Registered Owner(s): _____

Mailing Address: _____

_____ Postal code: _____

Telephone No.: _____ Business: _____

*Email: _____

Name of owner's authorized agent (if any): _____

Mailing Address: _____

_____ Postal code: _____

Telephone No.: _____ Business: _____

*Email: _____

AMENDMENT REQUEST

Date of request to the municipality to initiate
proposed local official plan amendment: _____

Name of the Official Plan to be amended: _____

Local Municipality File Number: _____

For United Counties of Prescott and Russell Planning Staff Use

Application deemed complete by Planning Staff on:

APPLICATION FOR LOPA – FILE NUMBER: _____

LEGAL DESCRIPTION of subject land (municipality, lot numbers, concession(s), reference plan and part numbers, street name and number)

AREA OF LAND

State the approximate area of the land covered by the proposed amendment, if applicable:

CURRENT DESIGNATION – State current designation of the subject land on the Land Use Schedule of the Local Official Plan (if applicable):

State the current land uses authorized by the Official Plan designation:

EFFECT OF PROPOSED AMENDMENT ON DESIGNATION

The proposed amendment:

- Changes a policy of the local official plan
- Replaces a policy of the local official plan
- Deletes a policy of the local official plan
- Replaces a designation of the Land Use Schedule of the local official plan

Name of designation proposed: _____

PURPOSE – if the proposed amendment changes, replaces, deletes or adds a policy, state the purpose of the proposed official plan amendment

TEXT – PROPOSED AMENDMENT – State the text of the proposed amendment if a policy in the Local Official Plan is being changed, replaced or deleted, or if a policy is being added to the Local Official Plan.

(add additional sheet if further space required)

Where the proposed amendment changes a schedule in the Local Official Plan, attach the proposed changes to the schedule and the text that accompanies the schedule.

POLICY – ADDITION – If applicable the proposed amendment adds the following policy to the Official Plan:

LAND USE – State the land uses that would be authorized by the proposed amendment:

OTHER APPLICATIONS – state 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 an Official Plan amendment, a zoning by-law amendment, a minister’s zoning order amendment, a minor variance, a plan of subdivision, a consent or site plan.

1. Type of Application: _____
Application File No.: _____ Approval Authority: _____
Lands Affected: _____
Purpose of Application: _____
Status of Application: _____
Effect of application on proposed amendment:

2. Type of Application: _____
Application File No.: _____ Approval Authority: _____
Lands Affected: _____
Purpose of Application: _____
Status of Application: _____
Effect of application on proposed amendment:

DECLARATION

I/WE _____ declare that the information provided in this Application is, to the best of my knowledge and belief, true, accurate and complete.

Dated this _____ day of _____, 20 _____

Print name

Signature

Print name

Signature