



**CORPORATION OF THE TOWNSHIP OF MELANCTHON  
APPLICATION FOR AMENDMENT TO  
OFFICIAL PLAN**

Township of Melancthon  
157101 Highway 10  
Melancthon, Ontario  
L9V 2E6  
Attention: CAO/Clerk

The undersigned hereby applies to the Township of Melancthon for an amendment to the Official Plan for lands shown in Schedule A attached hereto.

Enclosed herewith is a cheque payable to the Township of Melancthon in the amount of **\$5,500.00** for the Township's fee and required deposit towards the cost of processing this application. It is hereby agreed that pursuant to By-law No. 39-2019 the applicant shall bear all the costs of the application, including internal review, administrative services, costs of circulation, holding public meetings, in-house and external professional services, independent professional peer reviews, studies, plans and such other expenditures as are incurred by the municipality in order to properly administer, process and evaluate the application, appeal proceedings to the Local Planning Appeal Tribunal (LPAT) and Court action.

The following is to be completed by the applicant. Please use a separate sheet of paper if there is insufficient room to answer any question. Please be advised that there is a possibility that additional information beyond what is requested on this form that may be required, depending on the nature of the application, the applicable Official Plan policies and the requirements of review agencies. Such information could include the following: traffic study, noise study, MDS calculations or an environmental impact assessment.

1. **APPLICANT AND OWNERSHIP INFORMATION**

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Name of Municipality or Planning Board that is being requested to initiate the amendment to its Official Plan

\_\_\_\_\_

Date of Application \_\_\_\_\_

Name of the Official Plan requested to be amended? \_\_\_\_\_

**If applicant is not the registered owner, he/she must attach a letter from the registered owner authorizing this application**

Registered Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

Any mortgages, charges, or other encumbrances in respect of the subject land: Yes \_\_\_\_  
No \_\_\_\_ . If yes, please provide the following information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**2. INFORMATION REGARDING THE SUBJECT LAND(S)**

Location of Subject Land(s)

Lot \_\_\_\_\_

Concession \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part No. \_\_\_\_\_

Emergency Number/Street Name \_\_\_\_\_

Total Lot Area (Metric Units) \_\_\_\_\_

Frontage (metric units) \_\_\_\_\_

Depth (metric units) \_\_\_\_\_

Date lands acquired \_\_\_\_\_

**3. Does the requested amendment change, replace or delete a policy in the Official Plan?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**4. If the answer is Yes, what is the policy to be changed, replaced or deleted?**

\_\_\_\_\_  
\_\_\_\_\_

5. Does the requested amendment add a policy to the Official Plan? Yes\_\_\_\_\_No\_\_\_\_\_

6. What is the purpose of the requested amendment?

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7. What is the current designation of the subject land in the Official Plan and the land uses that the designation authorizes?

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8. Does the requested amendment change or replace a designation in the Official Plan?

Yes\_\_\_\_\_ No \_\_\_\_\_

9. If the answer is Yes, what is the designation to be changed or replaced?

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10. What are the land uses that the requested Official Plan Amendment would authorize?

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11. What are the existing land uses (detailed description)?

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12. How will water be provided to the subject land?

Publicly Owned and Operated Piped System \_\_\_\_\_

Privately Owned and Operated Individual Well \_\_\_\_\_

Communal Well \_\_\_\_\_

Other Water Body/other means \_\_\_\_\_

13. How will sewage disposal be provided to the subject land?

Publicly Owned and Operated sanitary sewage system \_\_\_\_\_

Privately owned and operated individual septic system \_\_\_\_\_

Communal System \_\_\_\_\_

Privy or other means \_\_\_\_\_

14. If the requested amendment would permit development on a privately owned and operated individual or communal septic system, would more than 4,500 Litres (990 Gallons) of effluent be produced per day?

Yes \_\_\_\_\_ No \_\_\_\_\_

15. **ACCESS TO THE SUBJECT LANDS:**

Provincial Highway \_\_\_\_\_

Municipal Road (maintained all year round) \_\_\_\_\_

County Road \_\_\_\_\_

Right of Way \_\_\_\_\_

By Water \_\_\_\_\_

If access by water only, what parking and docking facilities to be used or will be used and what is the approximate distance of these facilities from the subject land and the nearest public road?

\_\_\_\_\_  
\_\_\_\_\_

16. Is the subject land or land within 120 metres of it, the subject of an application by the applicant under the Act for:

- minor variance or a consent \_\_\_\_\_
- any other amendment to an official plan, a zoning by-law amendment or a Minister's zoning order; or \_\_\_\_\_
- approval of a plan of subdivision or a site plan \_\_\_\_\_

17. If the answer is yes to any of the above, the following information about each application is required:

- its file number
- the name of the approval authority considering it
- the land it affects
- its purpose
- its status; and
- its effect on the requested amendment

18. If a policy in the Official Plan is being changed, replaced or deleted or it a policy is being added, please provide the text of the requested amendment.

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19. If the requested amendment changes or replaces a schedule in the Official Plan, please provide the requested schedule and the text that will accompany it.

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20. If the requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in the municipality, please provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement.

21. If the requested amendment removes the subject land from an area of employment, please provide the current official plan policies, if any, dealing with the removal of land from an area of employment.

22. Is the application for amendment to the Official Plan consistent with policy statements issued under subsection 3 (1) of the Planning Act?

Yes \_\_\_\_\_ No \_\_\_\_\_

23. Is the subject land within an area of land designated under any Provincial Plan or Plans?

Yes \_\_\_\_\_ No \_\_\_\_\_

24. If the answer is yes to Question 23, does the application conform to or does not conflict with the applicable Provincial Plan or Plans?

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25. **SKETCH OF PROPERTY**

The sketch, to be marked Schedule “A” or shown on the attached Schedule “A”, must show the following (in metric units):

- the boundaries and dimensions of the subject lands
- the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks), that
  - are located on the subject land and on land that is adjacent to it, and
  - in the applicant’s opinion, may affect the application
- the current uses of land that is adjacent to the subject land
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- if access to the subject land will be by water only, the location of the parking and docking facilities to be used, and
- the location and nature of any easement affecting the subject land

26. **STATUTORY DECLARATION**

I/we, \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

All above statements and the information contained in this application including Schedule “A” transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath by virtue of The Canada Evidence Act.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

Declared before me at the \_\_\_\_\_

in the \_\_\_\_\_ this \_\_\_\_\_ day of

\_\_\_\_\_, 20 .

\_\_\_\_\_  
A Commissioner, etc.

**Authorizations:**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application on his/her behalf, must be included with this form or the authorization set out below must be completed.

**Authorization of Owner for Agent to Make Application and for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for consent and I authorize \_\_\_\_\_ to act as my agent for the purpose of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize my agent to provide any of my personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_  
Date

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

**Consent of the Owner to the Use and Disclosure of Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this consent application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

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

**SCHEDULE "A"**