



Township of Lanark Highlands
P.O. Box 340, 75 George Street
Lanark, ON K0G 1K0
T: 613.259.2398 F: 613.259.2291
www.lanarkhighlands.ca

APPLICATION FOR OFFICIAL PLAN AMENDMENT
Information and material to be provided under Section 22 of the *Planning Act*

FOR OFFICE USE ONLY	
Application Number:	_____
Assessment Roll Number:	0940 ____ - ____ - ____
Date Received:	_____
Date Application Deemed Complete:	_____

NOTE:
All questions on this application **must** be answered or the application will be deemed incomplete and will be returned.

Part 1: Applicant Information

Registered Owner
Name(s): _____
Mailing Address: _____
Telephone (home): _____ (work/cell): _____
E-mail: _____ Fax: _____

Agent (if applicable)
Name(s): _____
Mailing Address: _____
Telephone (home): _____ (work/cell): _____
E-mail: _____ Fax: _____

Please specify to whom all correspondence should be sent: Owner Agent
If the applicant is not the owner, the owner must appoint the applicant his/her agent see page 8.

Part 2: Property Information

Legal Description of the Property
Assessment Roll Number: _____
Geographic Township: _____ Concession: _____ Lot: _____
Registered Plan Number (if any): _____ Lot Number: _____
Area of Subject Lands: _____ m²
Civic Address: _____

Part 3: Official Plan

Official Plan Designation*: _____

Land uses this designation authorizes: _____

Reason why official plan amendment is being requested: _____

Does the proposed amendment add, change, replace, or delete a policy in the official plan? _____

If yes list the policy to be added, changed, replaced or deleted _____

If a policy is being added, changed, replaced or deleted give the text of the requested amendment:

If the proposed amendment changes or replaces a schedule in the official plan, provide the requested schedule and accompanying text _____

Does the proposed amendment change or replace a designation in the official plan? _____

If yes, what designation is to be changed or replaced? _____

What land uses will the proposed official plan amendment authorize? _____

If the proposed amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement give the current official plan policies dealing with the alteration or establishment of an area of settlement: _____

If the proposed amendment removes the subject land from an area of employment, provide the official plan policies dealing with the removal of land from an area of employment: _____

Is the proposed amendment consistent with the applicable policies of the Provincial Policy

Statement? **Yes** **No**

Is the subject land within an area of land designated under any provincial plan? **Yes** **No**

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

Yes **No**

****If you are unaware as to the Official Plan designation, please contact the Township of Lanark Highlands for this information.***

Part 4: Servicing the Property

4.1 Water Supply (Check appropriate box for type of service proposed):

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Sand point
- Lake or other water body
- Other means (*please state*) _____
- Water service not proposed

4.2 Sewage Disposal (Check appropriate box for type of service proposed):

- Publicly owned and operated sanitary sewage system
 - Privately owned and operated individual septic system* (if checked please see section 4.3a)
 - Privately owned and operated communal septic system* (if checked please see section 4.3a)
 - Privy
 - Holding tank
 - Other (*please state*) _____
 - Sewage disposal service not proposed
- Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:
- Title and date of servicing options report: _____
 - Title and date of hydrogeological report: _____

Simultaneous Applications

Is the subject land or any land within 120 m subject to any other planning applications at this time?

Yes No *If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete the following Table:*

Item	Application # 1 (type):	Application # 2 (type):	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			
Purpose			
Status			
Effect on requested amendment			

Disclaimer

Personal Information contained on this form is collected under the authority of the Planning Act, Section 22, and will be used to determine the eligibility of the proposed official plan amendment

NOTE

THE APPROVAL OF AN OFFICIAL PLAN AMENDMENT DOES NOT RELIEVE THE OWNER FROM THE REQUIREMENTS OF THE BUILDING CODE. ALL OTHER APPLICABLE PERMITS MUST BE APPLIED FOR BY THE OWNER.

Submit your application to:

Planning Department
Township of Lanark Highlands
75 George Street, PO Box 340
Lanark ON K0G 1K0

T: 613-259-2398 x 250 or 1-800-239-4695 F: 613-259-2291
E: planningadmin@lanarkhighlands.ca

AFFIDAVIT

I/We, _____ of the _____
in the _____ solemnly declare that all the above statements
contained in the application are true, and I/We make this solemn declaration conscientiously,
believing it to be true and knowing that this is the same force and effect as if it were made under
oath.

Declared before me at the

in the _____
this _____ day of _____, 2_____ .

A Commissioner of Oaths

Owner/Agent Signature

OWNER'S AUTHORIZATION

I/We, _____ being the registered owner(s) of the subject lands hereby authorize _____ to prepare and submit the application for Official Plan Amendment on my/our behalf to the Corporation of the Township of Lanark Highlands.

Signature(s)

Date

CONSENT OF OWNER

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted.

I/We, _____, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, hereby 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.

I/We also authorize and consent to representatives from the Township of Lanark Highlands and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

Signature of Owner(s)

Date

SITE PLAN CHECKLIST

A site plan shall be submitted with this application that provides the following information.

- The boundaries and dimensions of the subject land;
- 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, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay;
(Note: these features must be shown for both the subject land and on any adjacent lands where these features 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 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;
- North arrow and scale;
- Other (as indicated by Municipality) _____

APPLICATION FEES

Applicable Fees:

The processing fee, made payable to the Township of Lanark Highlands, is payable at the time application is made.

Township	\$ 660.00
Planning Deposit (Professional Planner Review) <i>*Balance of deposit is refunded or costs beyond deposit is payable upon receipt of invoice</i>	\$2,000.00
Sub-Total (payable to Township of Lanark Highlands)	\$2,660.00

Other Possible Fees:

MVCA Review	\$ 785.00-minor \$3,920.00-major
Mississippi Rideau Septic System Office Review (if applicable)	\$ 340.00
<p>Depending on the nature of the application, special background studies or reports may be required to address issues related to the application.</p> <ul style="list-style-type: none"> • Agricultural Soils Assessment Report • Archaeological Resource Study • Concept Plan showing ultimate use of land • Engineer's Report • Environmental Impact Study • Environmental Site Audit • Flood Plan Study • Hydrogeological and Terrain Analysis Report • Market Study • Mineral Aggregate Study • Noise Study • Servicing Option Statement • Site Plan Control • Storm Water Management Report/Master Drainage Plan • Transportation or Traffic Study • Other Studies deemed necessary to support the application 	To be determined.

**FEE DEPOSIT SCHEDULE AND COSTS
PLANNING APPLICATIONS
TOWNSHIP OF LANARK HIGHLANDS**

**STATUTORY DECLARATION
PAYMENT OF APPLICATION FEE, DEPOSIT AND
ANY ADDITIONAL PROCESSING COSTS**

I/We _____, applicant(s) for approval of the attached application for review and approval in accordance with the provisions of the Planning Act in respect of lands located at _____ in the Township of Lanark Highlands do herewith covenant and agree to pay the Township of Lanark Highlands the initial application fee and deposit at the time of submitting the application and all costs beyond the amount of the initial application fee and deposit associated with processing and defending this application within thirty (30) days of receipt of an itemized statement from the municipality.

In the event the Municipality is required to appear before the Ontario Land Tribunal, or any court or other administrative tribunal, to defend the Municipality's decision approving the application, the Applicant will indemnify and save harmless the Municipality from any fees and expenses of consultants, planners, engineers, lawyers and such other professional or technical advisors as the Municipality may, in its absolute discretion, acting reasonably, consider necessary or advisable to more properly process or support the application. The Municipality may require a deposit not to exceed \$5,000.00 that the Municipality will hold in trust, to be applied to any expenses contemplated here. The Municipality may require the Applicant to refresh the deposit from time to time. Any deposit not used as contemplated by this clause shall be returned to the Applicant, without interest.

IN WITNESS WHEREOF this covenant is executed under my seal and I make this 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.

Declared before me at the Township of Lanark Highlands, in the County of Lanark this _____ day of _____, 20____.

APPLICANT

CLERK or CAO

APPLICANT