



5684 Trafalgar Road  
Hillsburgh, Ontario N0B 1Z0

Tel: (519) 855-4407  
Fax: (519) 855-4281

**Official Plan Amendment Application  
Under The Planning Act R.S.O. 1990c. P.13, as amended**

**OFFICE USE ONLY**

Date Submitted: \_\_\_\_\_  
Type of amendment: \_\_\_\_\_  
Site specific:   
Other (specify):   
\_\_\_\_\_

Town File Number: \_\_\_\_\_  
Application Fee Received: \_\_\_\_\_  
Date Received Fee: \_\_\_\_\_  
Date Deemed Complete: \_\_\_\_\_  
Roll Number: \_\_\_\_\_

**1. WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?**

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

**2. APPLICANT INFORMATION**

a) Registered Owner's Names(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

b) Applicant (Agent) Names(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

c) Name, address, Phone of all persons having any mortgage charge or encumbrance on property:  
\_\_\_\_\_

d) Send Correspondence to: Owner [ ] Agent [ ] Other [ ] \_\_\_\_\_

e) When did the current owner acquire the subject land? \_\_\_\_\_

**3. WHAT AREA DOES THE AMENDMENT COVER?**

- the "entire" property
- a "portion" of the property

(This information should be illustrated on the required drawing under question #26 of this application.)

**4. PROVIDE A DESCRIPTION OF THE "ENTIRE" PROPERTY:**

Municipal Address: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Area: \_\_\_\_\_ hectares Depth: \_\_\_\_\_ metres Frontage (width): \_\_\_\_\_ metres

\_\_\_\_\_ acres Depth: \_\_\_\_\_ feet Frontage (width): \_\_\_\_\_ feet

**5. PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A "PORTION" OF THE PROPERTY:**

Area: \_\_\_\_\_ hectares Depth: \_\_\_\_\_ metres Frontage (width): \_\_\_\_\_ metres

\_\_\_\_\_ acres Depth: \_\_\_\_\_ feet Frontage (width): \_\_\_\_\_ feet

**6. IS THE REQUESTED AMENDMENT CONSISTENT WITH THE PROVINCIAL POLICY STATEMENT?**

YES  NO

**7. IS THE SUBJECT LAND WITHIN AN AREA OF LAND DESIGNATED UNDER ANY PROVINCIAL PLAN OR PLANS?**

Greenbelt Plan  Places to Grow

Other: \_\_\_\_\_

**8. WHAT IS THE CURRENT ERIN OFFICIAL PLAN DESIGNATION(S) OF THE SUBJECT PROPERTY?**

\_\_\_\_\_

**9. LIST LAND USES THAT ARE PERMITTED BY CURRENT ERIN OFFICIAL PLAN DESIGNATION(S):**

\_\_\_\_\_

If the application is to alter any part of the boundary of an area of settlement or to establish a new area of settlement, provide details of the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement

\_\_\_\_\_

\_\_\_\_\_

If the application is to remove land from an area of employment, provide details of the current official plan policies, if any, dealing with the removal of land from an area of employment

\_\_\_\_\_

**10. WHAT IS THE CURRENT ZONING OF THE SUBJECT PROPERTY?**

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**11. WHAT IS THE “EXISTING” USE(S) OF THE SUBJECT LAND?**

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**12. HOW LONG HAS THE “EXISTING” USE(S) CONTINUED ON THE SUBJECT LAND?** \_\_\_\_\_

**13. WHAT IS THE “PROPOSED” USE OF THE SUBJECT LAND?**

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**14. PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS OR STRUCTURES ON THE SUBJECT LAND:  
(Please use a separate page if necessary.)**

	Existing	Proposed
Type of Building(s) or Structure(s)		
Date of Construction		
Building Height	(m) (ft)	(m) (ft)
Number of Floors		
Total Floor Area	(sq.m) (sq.ft)	(sq.m) (sq.ft)
Ground Floor Area (exclude basement)	(sq.m) (sq.ft)	(sq.m) (sq.ft)
Distance from Building/structure to: Front lot line	(m) (ft)	(m) (ft)
Side lot line	(m) (ft)	(m) (ft)
Side lot line	(m) (ft)	(m) (ft)
Rear lot line	(m) (ft)	(m) (ft)
% Lot Coverage		
# of Parking Spaces		
# of Loading Spaces		

**15. WHAT IS THE ACCESS TO THE SUBJECT PROPERTY?**

Provincial Highway [ ]  
County Road [ ]

Continually maintained municipal road [ ]  
Seasonally maintained municipal road [ ]

Right-of-way [ ]  
Water access [ ]

**16. WHAT IS THE ROAD AUTHORITY FOR ROAD(S) THAT PROVIDES ACCESS TO THE SUBJECT PROPERTY?**

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**17. IF ACCESS IS BY WATER ONLY, PLEASE DESCRIBE THE PARKING AND DOCKING FACILITIES USED OR TO BE USED AND THE APPROXIMATE DISTANCE OF THESE FACILITIES FROM SUBJECT LAND TO THE NEAREST PUBLIC ROAD. THIS INFORMATION IS TO BE ILLUSTRATED ON THE REQUIRED DRAWING UNDER ITEM H OF THIS APPLICATION.**

**18. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:**

	Municipal Water	Communal Water	Private Well	Other Water Supply	Municipal Sewers	Communal Sewers	Private Septic	Other Sewage
Existing								
Proposed								

**18.1** If the requested amendment would permit development on a privately owned and operated individual or communal septic system would more than 4,500 litres of effluent be produced per day as a result of the development being completed?  
YES [ ] NO [ ]

If YES, the following reports must be submitted with the application?

Servicing Options Report Included: YES [ ] NO [ ]  
Hydrogeological Report Included: YES [ ] NO [ ]

**19. HOW IS STORM DRAINAGE PROVIDED?**

Storm Sewers [ ] Ditches [ ] Swales [ ] Other means [ ]

**20. SOURCE WATER PROTECTION PLAN**

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of an approved Source Protection Plan in effect?

YES [ ] NO [ ]

If yes, please complete the Source Water Protection form and submit with your application.

**21. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?**

Change a policy in the Official Plan	YES [ ]	NO [ ]
Replace a policy in the Official Plan	YES [ ]	NO [ ]
Delete a policy in the Official Plan	YES [ ]	NO [ ]
Add a policy in the Official Plan	YES [ ]	NO [ ]
Add or Change a designation in the Official Plan	YES [ ]	NO [ ]

**22. Provide a draft Amendment document explaining purpose of the amendment and following information as applicable:**

- a) Explanation of the changes required
- b) Text of the proposed new policy
- c) New designation or revisions to designations
- d) Map of proposed new Schedule attached on a separate page?
- e) Land uses that would be permitted by the proposed amendment

**23. HAS THE CURRENT OWNER (OR ANY PREVIOUS OWNER) MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?**

County Official Plan Amendment	YES [ ]	NO [ ]
Local Official Plan Amendment	YES [ ]	NO [ ]
Zoning By-law Amendment	YES [ ]	NO [ ]
Minor Variance	YES [ ]	NO [ ]
Plan of Subdivision	YES [ ]	NO [ ]
Consent (severance)	YES [ ]	NO [ ]
Site Plan Control	YES [ ]	NO [ ]

**24. IF THE ANSWER TO QUESTION 23 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION**

File No. and Date of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Amendment: \_\_\_\_\_

**25. PLEASE LIST THE TITLES OF REQUIRED AND OTHER SUPPORTING DOCUMENTS:**

(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.)

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**26. PLEASE PROVIDE AN ACCURATE DRAWING OF THE PROPOSAL, PREPARED BY A QUALIFIED PROFESSIONAL. IN SOME CASES IT MAY BE MORE APPROPRIATE TO SUBMIT ADDITIONAL DRAWINGS AT VARYING SCALES TO BETTER ILLUSTRATE THE PROPOSAL. THE DRAWING MUST INCLUDE THE FOLLOWING INFORMATION:**

- owner's/applicant's name;
- legal description of property;
- boundaries and dimensions of the subject property and its current land use;
- dimensions of area of amendment (if not, the entire property);
- the size and use of all abutting land;
- all existing and proposed parking and loading areas, driveways and lanes;
- the nature of any easements or restrictive covenants on the property
- the location of any municipal drains or award drains;
- woodlots, forested areas, ANSI's, ESA's, wetlands, floodplain, and all natural watercourses (rivers, stream banks, etc.);
- the dimensions of all existing and proposed buildings and structures on the subject land and their distance to all lot lines;
- the name, location and width of each abutting public or private road, unopened road allowance or right-of-way;
- if access to the subject land is by water only, provide the location of the parking and docking facilities to be used; and
- other features both on site or nearby that in the opinion of the applicant will have an effect on the application (such as bridges, railways, airports, wells, septic systems, springs, slopes, gravel pits).

**THE DRAWING SHOULD ALSO INCLUDE THE SCALE, NORTH ARROW AND DATE WHEN THE DRAWING WAS PREPARED.**

**FOR FURTHER INFORMATION CONTACT**

Town of Erin  
Planning Department  
5684 Trafalgar Road  
Hillsburgh, ON, N0B 1T0  
Tel: 519-855-4407 Ext 240  
Fax: 519-855-4281  
Planning@erin.ca

**OR**

County of Wellington  
Planning and Development Department  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9  
Tel: 519-837-2600  
Fax: 519-823-1694  
www.wellington.ca

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

The Owner must complete the following to authorize applicant, agent or solicitor to act on their behalf.

**NOTE:** If more than one owner is listed in item #2 of this application, then all owners must sign this authorization section of the application form or by a letter of authorization duly signed.  
If the Owner is a corporation, the authorization must be by an officer of the corporation who has authority to bind the corporation.

I, (we), \_\_\_\_\_ the Registered Owners of  
\_\_\_\_\_ Of the \_\_\_\_\_ in the  
County/Region of \_\_\_\_\_ severally and jointly, solemnly declare that  
\_\_\_\_\_

Is authorized to submit an application for consent on my (our) behalf.

\_\_\_\_\_  
**Signature(s) of Registered Owner(s) or Corporation's Officer**

**APPLICANT'S DECLARATION**  
**This must be completed by the Applicant for the proposed consent**

I, (we) \_\_\_\_\_ of the  
\_\_\_\_\_ In the County/Region of  
\_\_\_\_\_ **Solemnly declare that all**  
**the statements contained in this application for (property description) \_\_\_\_\_**  
\_\_\_\_\_

**And all the supporting documents are true, and I, (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, and virtue of the CANADA EVIDENCE ACT.**

**DECLARED before me at the** \_\_\_\_\_  
\_\_\_\_\_ Of \_\_\_\_\_ (Owner or Applicant)  
\_\_\_\_\_ In the  
County/Region of \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (Owner or Applicant)  
\_\_\_\_\_  
\_\_\_\_\_

Commissioner of Oaths

Printed Commissioner's, etc. Name