



*Town of*  
**East Gwillimbury**

# ***OFFICIAL PLAN AMENDMENT***

## ***APPLICATION GUIDE***

### **MATERIALS ENCLOSED**

General Information  
Application Form  
Site Information Questionnaire  
Authorization Of Owner Form  
Conservation Authority Fee Collection  
Form Check List For Owner/Agent/Solicitor  
Summary Of Development Application Fees

*"Our town, Our future"*  
*Development Services – Planning Branch*  
19000 Leslie Street, Sharon, Ontario L0G 1V0 Tel: 905-478-4282 Fax: 905-478-2808  
[www.eastgwillimbury.ca](http://www.eastgwillimbury.ca)



## **OFFICIAL PLAN AMENDMENT APPLICATION** **GENERAL INFORMATION**

### **1. PURPOSE OF THE APPLICATION**

The purpose of this Official Plan Amendment Application Guide is to provide information required by the Town to facilitate a proper evaluation of the application. The attached application form is to be used only when applying for an Official Plan Amendment to the Corporation of the Town of East Gwillimbury.

### **2. APPLICATION FEES**

Please refer to the Development Application Fees By-law for the schedule of fees. The basic application fee is required to cover normal costs incurred in processing an Official Plan Amendment Application. The fee is payable to the Town of East Gwillimbury.

#### Refund Policy

Fifty percent (50%) of the fee required may be refunded if the application is withdrawn prior to the preparation of a planning report. No refunds will be given where a planning report has been prepared.

#### Revisions to Applications

Should revisions to applications require recirculation, a fee in the amount of \$1000.00 must accompany the request for revision.

#### Additional Fees

In the event that additional costs are incurred by the Town for Special Studies necessitated by an application(s), the additional costs shall be paid by the applicant in the manner and amount to be determined by the Council of the Town of East Gwillimbury.

#### Ontario Municipal Board Hearing Deposits

Ontario Municipal Board Hearing Deposits are due and payable upon the receipt of an appeal with respect to the application. The deposit shall be paid by the applicant in a manner and amount to be determined by the Council of the Town of East Gwillimbury. Fees incurred by the Municipality above and beyond the amount of deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of deposit required, the appropriate refund will be issued to the applicant.

#### Regional Municipality of York

The Regional Municipality of York has also established fees for the processing of Official Plan Amendment applications, as they are the final approval authority. Refer to the Summary of Development Application Fees for the amount of the Regional planning processing fee. This fee is due and payable directly to the Regional Municipality of York, Planning Department upon the forwarding of a Council adopted Official Plan Amendment to the Region for their approval.

### 3. **APPLICATION FORM**

The application form should be completed by the owner of the subject lands, his/her solicitor, or his/her authorized agent. If this application is to be submitted by a solicitor or agent on behalf of the owner, the attached authorization form **must** be completed and signed by the owner. If the owner is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation, who has the authority to bind the corporation, and the corporation's seal, if any, must be affixed.

[NOTE TO OWNER: If the application is to be prepared by a solicitor or agent, authorization should not be given until the completed application and its attachments have been examined and approved by the owner.]

It is important to note that the signature on the application form must be witnessed by a Commissioner. Where the subject lands are owned by a corporation, the application must be under corporate seal and/or must be signed by an authorized signing officer who has the authority to bind the corporation. Names and titles are to be typed under the signatures, where shown. If there is more than one owner, all parties are required to sign the application and/or authorization form.

The questions on the application form identified with an asterisk (\*) provide information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposed Amendment.

### 4. **INFORMATION REQUIRED**

It is the responsibility of the owner/authorized agent/applicant to provide complete and accurate information. This form will not be accepted as an application until all questions have been answered and all requirements have been met in the manner requested. If the form is incomplete or inaccurate, the application will be returned for completion, correction or clarification prior to processing.

The following additional information in support of this application is also required by the Town:

- (a) A legal survey of the subject lands, prepared by an Ontario Land Surveyor, showing all dimensions, the location of all existing buildings, structures, driveways, etc., and with the proposed land to be redesignated outlined in red;
- (b) A plot plan of the immediate vicinity identifying such items as abutting buildings, streets, easements, rights-of-way, soil conditions and drainage, water courses and any areas requiring fill;
- (c) Plans indicating the siting and design of any building[s] or structure[s] proposed to be erected or altered; and
- (d) Supporting material including such items as market studies, traffic studies, and environmental impact reports, where applicable.

If a policy of the Town's Official Plan is being changed, replaced or deleted, or if a policy is being added to the Official Plan, five copies of the text of the proposed Amendment must be submitted with the application.

If the proposed Amendment changes or replaces a schedule in the Town's Official Plan, five copies of the proposed schedule, along with the text which accompanies the schedule, must be submitted with the application.

A copy of the deed for the subject lands **must** accompany each application as proof of ownership.

## 5. APPLICATION SIGN

Signs shall be erected at the direction of the Town of East Gwillimbury to advise the public of the following types of development applications.

- (a) Amendments to the Zoning By-law
- (b) Amendments to the Official Plan
- (c) Plans of Subdivision

The signs shall be erected and maintained in accordance with the following requirements. The sign[s] shall be installed at least 20 days prior to the public meeting date scheduled by the Town's Planning Committee. Written confirmation must be forwarded to the Town advising that the required sign[s] has been erected.

The sign[s] shall be constructed of 5/8" melamine or 3/4" plywood [good one side or better grade] and approximately 4 feet square. It shall be supported by a minimum of two uprights and secured in the ground. The sign face should be at eye level [approximately 5 feet above ground]. The sign[s] shall have black lettering on white background and be clearly visible from the street. The lettering should be plain upper case [Helvetica medium or similar typeface].

One sign shall be erected on each street frontage approximately at the mid point along the frontage. The sign shall be completely unobstructed, clearly visible from the street, and shall not be set back more than 15 feet from the lot line.

The notice shall contain the following information and in the following form:

<p><b><u>NOTICE</u></b></p> <p>Application [File No. _____] has been made for amendment to Official Plan Amendment No. _____, as amended, with the purpose and effect of permitting _____ on the subject property. A public meeting has been scheduled for _____ at ____ p.m. to be held at the Civic Centre Council Chambers, 19000 Leslie Street, Sharon, to discuss this matter.</p> <p>A copy of the written notice and additional background information are now available in the offices of the Town of East Gwillimbury, Planning Department [Telephone No. (905) 478-4282.]</p>
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All proposed wording must be approved by the Town.

The sign[s] shall be removed within seven days after one of the following events has taken place:

- (a) the application is turned down by Council or is withdrawn by the applicant;
- (b) the Official Plan Amendment is approved or turned down by the Regional Municipality of York or the Ontario Municipal Board;
- (c) the Zoning By-law comes into force or is approved by the Ontario Municipal Board.

Written confirmation must be forwarded to the Town advising that the subject sign[s] has/have been removed. The applicant and/or owner of the lands shall be responsible for preparing, erecting and maintaining the sign, removal of the same, and all costs involved. Failure to maintain the prescribed signs in good order may be considered sufficient grounds to stop the processing of the application at any time.

## 6. APPLICATION PROCESS

It is recommended that the owner/agent meet with Planning Staff prior to making the formal submission. This should assist in avoiding delays due to incomplete applications or lacking information requirements. Staff may also recommend pre-consultation with other applicable commenting public bodies or agencies.

Once the completed application has been submitted, the Town will contact you regarding the date scheduled for the initial review of your application by the Planning Committee. Upon receipt of the complete application, Municipal staff may confer with applicable commenting public bodies or

agencies to obtain information and comments from them. The initial report prepared may recommend that additional information be provided by the applicant, that the application be denied, or that a public meeting date be scheduled.

Should a public meeting date be scheduled, the owner is required to erect the required Development Application Sign, noted previously, and a notice of the proposal is sent to property owners within 120 metres [400 feet] of the subject lands. These owners will have the right to attend the scheduled hearing and express any concerns or support they may have. Notice of this public meeting is also circulated to various agencies to request their comments. The request for comments and notices of hearing are circulated a minimum of twenty days prior to the date of the public meeting. The applicant, his/her staff and/or consultant, is required to attend the public meeting. They should be prepared to make a brief presentation of the proposal and answer any questions that may arise. No decision is made at the public meeting.

If a change is made to the proposed Official Plan Amendment following the public hearing, or if the proposed Official Plan Amendment is revised significantly from what was originally circulated and/or advertised, Council may consider whether further notice is required. In some instances, an additional public hearing may be required, depending on the extent of the changes or modifications to the proposed Amendment. A further report(s) is then scheduled for review by the Planning Committee. The report(s) will make recommendations as to the final disposition of the application.

If an Official Plan Amendment is adopted by Council, a Notice of Decision is forwarded to each person or public body that filed, with the Town, a request to receive notification. The Amendment is then forwarded to the Regional Municipality of York for consideration. The Region may approve, modify, approve as modified, or refuse to approve an Official Plan Amendment or any part thereof. Once the Region's review is completed and, if there are no appeals lodged, the Region's decision will become final and binding.

If an appeal is lodged, a record of information pertaining to the Amendment will be forwarded to the Ontario Municipal Board [O.M.B.]. The O.M.B. will schedule and hold a public hearing to decide the final disposition of the application.



**OFFICIAL PLAN AMENDMENT APPLICATION**

This application must be filed with the Planning & Building Services, Planning Department of the Town of East Gwillimbury together with the required documents and fees.

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I hereby submit this application to the Town of East Gwillimbury for a change of Official Plan designation or change in the provisions of the Official Plan in respect of the property herein after described.

1. \*Date of the Application: \_\_\_\_\_

2. Assessed Owner[s] of the subject property:

Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Phone(Daytime): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

3. \*Applicant/Agent:

Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Phone(Daytime): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

4. Solicitor:

Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Phone(Daytime): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

5. \*Legal Description of property which is the subject of this application: [if description in metes and bounds, attach separate sheet]

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Lot: \_\_\_\_\_ Registered Plan: \_\_\_\_\_

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

Property Tax Roll Number: \_\_\_\_\_

6. Size of Property:

(a) Frontage: \_\_\_\_\_ metres \_\_\_\_\_ feet

(b) Depth: \_\_\_\_\_ metres \_\_\_\_\_ feet

(c) Area: \_\_\_\_\_ hectares \_\_\_\_\_ acres



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7. \*Size of land covered by the proposed Amendment [if different from size of property indicated in item #6]:

- (a) Frontage: \_\_\_\_\_ metres \_\_\_\_\_ feet  
(b) Depth: \_\_\_\_\_ metres \_\_\_\_\_ feet  
(c) Area: \_\_\_\_\_ hectares \_\_\_\_\_ acres

8. Present use of property:

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9. \*Name of present Official Plan applying to the property:

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10. \*Current Official Plan designation of the property and the land uses authorized by that designation:

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[If space is insufficient, attach a separate sheet.]

11. \*Does the proposed Amendment change, replace, or delete a policy in the Official Plan?

- Yes  No

12. \*If the answer to item #11 is yes, identify the policy to be changed, deleted or replaced:

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[If space is insufficient, attach a separate sheet.]

13. \*Does the proposed Amendment add a policy to the Official Plan?

- Yes  No

14. \*If the answer to item #13 is yes, identify the purpose of the policy to be added:

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[If space is insufficient, attach a separate sheet.]

15. \*Does the proposed Amendment change or replace a designation in the Official Plan:  
 Yes                       No

16. \*If the answer to item #15 is yes, identify the designation to be changed or replaced:

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[If space is insufficient, attach a separate sheet.]

17. \*Describe the land uses which would be authorized by the proposed Official Plan Amendment:

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[If space is insufficient, attach a separate sheet.]

18. Describe the proposed use of the property and explain why the amendment is being requested:

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[If space is insufficient, attach a separate sheet.]





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19. Identify the current designation and the relevant policies of the York Region Official Plan affecting the subject lands and explain how the proposed Amendment conforms to the Region Official Plan.

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[If space is insufficient, attach a separate sheet.]

20. \*Are the subject lands, or any lands within 120 metres of the subject lands, 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 a Site Plan?

Yes                       No

21. \*If the answer to item #20 is yes, and if known, identify the file number of the application, the name of the approval authority considering the application, the lands affected by the application, the purpose of the application, the status of the application and the effect of the application on the proposed Amendment.

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[If space is insufficient, attach a separate sheet.]

22. Does the subject property front on any of the following?

Provincial Highway                       Regional Road  
 Open Town Road                       Unopened Town Road  
 Sidewalk

23. Does the subject property have any of the following municipal services?

Water Supply                       Sanitary Sewer                       Storm Sewer

24. Does the subject property have any of the following located thereon? [if so, show location[s] on a plot plan]

Marshland, or area[s] subject to flooding or surface ponding  
 Watercourses or drainage ditches or drainage swales



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Oak Ridges Moraine

25. Is the subject property predominately:

- |           |                              |                             |
|-----------|------------------------------|-----------------------------|
| Low Lying | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Level     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rolling   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hilly     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

26. Does the assessed owner[s] of the subject property agree to pay the costs of the Town related to an appeal if the application is approved and the matter comes before the Ontario Municipal Board?

Yes  No

Dated at the \_\_\_\_\_ this \_\_\_\_\_  
 [Name of Municipality] [Day]  
 day of \_\_\_\_\_, \_\_\_\_\_, I, \_\_\_\_\_  
 [Month] [Year] [Applicant's Full Name]  
 of the \_\_\_\_\_ in the  
 [Name of Municipality]

\_\_\_\_\_ of the \_\_\_\_\_  
 [Name of Regional Municipality] solemnly declare that all the above  
 statements contained in this application and all the exhibits transmitted herewith are true, and I make solemn 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".

By signing this application form, I also confirm that I have read and understand the information included in the Official Plan Amendment Application Guide.

\_\_\_\_\_  
Signature of Assessed Owner/Authorized Agent

Declared before me at the \_\_\_\_\_ in the  
 [Name of Municipality]  
 \_\_\_\_\_ this \_\_\_\_\_ day of  
 [Name of Regional Municipality] [Day]  
 \_\_\_\_\_,  
 [Month] [Year]

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

[If signed by other than Owner, written authorization of the Owner must accompany the application.]

NOTE: The questions on the application form identified with an asterisk (\*) represent information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposed Amendment.



**AUTHORIZATION OF OWNER**

I \_\_\_\_\_, hereby authorize  
[print full name of assessed owner]

\_\_\_\_\_, to submit the enclosed  
[print full name of agent]

application to the Development and Legal Services, Planning Branch of the Town of East Gwillimbury, and to appear on my behalf at any Hearing[s] of the application and to provide any information or material required by the Council or Planning Committee of said Town relevant to the application.

Furthermore, for the purposes of the Freedom of Information and the Protection of Privacy Act, I authorize \_\_\_\_\_, as my agent for this application, to  
[print full name of agent]

provide any of my personal information that will be included in this application or collected during the processing of the application.

Dated at the \_\_\_\_\_ of

\_\_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
[signature of assessed owner]



**LAKE SIMCOE REGION CONSERVATION AUTHORITY**

**Fee Collection Form**

Please complete the following and attach to your planning application.

**Lake Simcoe Region Conservation Authority**

120 Bayview Parkway, Box 282, Newmarket, ON L3Y 4X1 (905) 895-1281, FAX (905) 853-5881

Please be advised that effective April 1, 2004 the Board of Directors of the Lake Simcoe Region Conservation Authority adopted Staff Report 13-04-BOD which provided for the collection of fees for the review of planning and engineering submissions to the Conservation Authority.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Application #: \_\_\_\_\_

- 1. Name of Applicant Agent: \_\_\_\_\_ Tel No: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No: \_\_\_\_\_
- 2. Registered Owner: \_\_\_\_\_ Tel No: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No: \_\_\_\_\_
- 3. Legal Description (Lot & Concession, Lot, Plan No.): \_\_\_\_\_
- 4. General Location: \_\_\_\_\_
- 5. Municipality: \_\_\_\_\_

**Please contact the Lake Region Conservation Authority to obtain their most up to date Planning and Development Fees Policy to determine the appropriate fees made payable to the Lake Simcoe Region Conservation Authority.**

Please check  if receipt required from the Conservation Authority

**NOTE: Only one set of application fees (the highest fee) will apply when processing and reviewing consolidated application circulation. Additional fees may apply to applications which require extensive investigation (i.e. reports) by Conservation Authority staff. The applicant will be informed by letter of these additional fee requirements if applicable.**

**FOR CONSERVATION AUTHORITY USE ONLY**

DATE RECEIVED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      CFN: \_\_\_\_\_      RECIPIENT: \_\_\_\_\_



**CHECK LIST FOR OWNER/AGENT/SOLICITOR**

**NOTE:** Additional forms may be obtained from the Development and Legal Services - Planning Branch, East Gwillimbury Civic Centre, 19000 Leslie Street, Sharon, Ontario L0G 1V0 or by phoning [905] 478-4282.

PLEASE COMPLETE AND SUBMIT WITH APPLICATION

**THE FOLLOWING ITEMS HAVE BEEN COMPLETED:**

- 1. The general information provided has been reviewed by the owner/authorized agent/applicant.
- 2. The proposal has been discussed with Planning Department staff.
- 3. All questions on the application have been fully completed or marked “not applicable” and the affidavit has been properly sworn.
- 4. The Application has been signed by the owner[s] or a duly authorized agent. [NOTE: If a corporation is the owner, please place the corporation's seal over the signature of a signing officer of the corporation and designate his or her office.]
- 5. The Authorization form has been signed and dated by the owner appointing an agent, if applicable, to act on behalf of the owner.
- 6. N/A
- 7. The Lake Simcoe Region Conservation Authority Fee Collection Form has been completed.

**THE FOLLOWING MATERIALS ARE ENCLOSED:**

- 1. The completed Application Form.
- 2. The completed Authorization of Owner Form, if required.
- 3. N/A
- 4. The completed Lake Simcoe Region Conservation Authority Fee Collection Form.
- 5. The additional information required in support of the application [i.e. market studies, traffic studies, environmental impact reports].
- 6. Five copies of the text and schedules of the proposed Amendment.
- 7. Five full size copies of any plans in support of the application. [Note: All plans submitted must be folded to letter size [8.5” x 11”] with the legend facing out.]
- 8. Two copies of the legal survey of the subject lands, prepared by an Ontario Land Surveyor, showing all dimensions, the location of all existing buildings, structures, driveways, etc., with the proposed land to be redesignated identified.
- 9. Five copies of a plot plan of the immediate vicinity identifying such items as abutting buildings, streets, easements, rights-of-way, soil conditions and drainage, water courses, and any areas requiring fill.
- 10. Five copies of plans indicating the siting and design of any building(s) or structure(s) proposed to be erected or altered.
- 11. One unmarked 8.5” x 11” reduction of the plans mentioned in Nos. 6, 7, 8, and 9 above,



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suitable for reproduction.

- 12. A copy of the proper deed for the subject lands confirming ownership.
- 13. The Application fee, payable to the “Town of East Gwillimbury”.
- 14. N/A
- 15. The Conservation Authority fee, payable to “Lake Simcoe Region Conservation Authority”.

I, \_\_\_\_\_, hereby confirm that the above noted has been complied with and/or completed for submission with this Official Plan Amendment Application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessed Owner

[If signed by other than Owner, written authorization of the Owner must accompany the application.]