



MUNICIPALITY OF NORTH MIDDLESEX

PROCEDURES FOR APPLICATIONS RECEIVED UNDER THE PLANNING ACT:

It is highly recommended that you speak to a staff member responsible for planning matters prior to submitting an application for Official Plan or Zoning By-Law Amendment, Land Severance or Minor Variance.

A SUBMISSION AND ACCEPTANCE OF ANY APPLICATION SHOULD NOT BE CONSTRUED AS AUTOMATIC APPROVAL.

Meetings for considering these applications are considered by Council. Under the Planning Act there is a requirement for circulating notice of the upcoming meeting and therefore it is best that your application is submitted well in advance of your project to ensure it can be accommodated at the next available meeting.

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The following information is a very brief overview of the process and staff would be pleased to discuss any further details with you. Appeals are made to the Ontario Municipal Board. The OMB is an independent adjudicative tribunal that hears appeals and applications and resolves land use disputes under a variety of legislation. The Ontario Government appoints Members to the OMB.

OFFICIAL PLAN AMENDMENT:

Application Fee of \$2000.00 must accompany the application along with a Preliminary Site Survey, other reports deemed appropriate for the project and may also entail more than one application. This would be determined at the pre-consultation meeting. This process can take up to 6 months for a decision and/or final approval therefore it is recommended that early contact be made with the municipality regarding your potential project.

A pre-consultation meeting is required and shall be arranged by the Municipal Staff. This meeting will include the appropriate municipal staff and key agencies such as the County of Middlesex and Ausable Bayfield Conservation Authority.

At the meeting for the application (s), Council may adopt the amendment, defer for further information in order to make a decision or may refuse the application. If the application is refused, there is a 20 day appeal period in which an appeal to the Ontario Municipal Board may be lodged. Information regarding this process is included in the Notice of Decision that will be provided following the meeting under the guidelines of the Planning Act.

APPLICATION FOR OFFICIAL PLAN AMENDMENT

..... IN THE

Name of municipality or planning board that was requested to initiate the amendment to its official plan

NAME OF OWNER	NAME OF AGENT (if the applicant is an agent authorized by the owner)
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE

AMENDMENT REQUEST

Date of request to municipality/planning board to initiate proposed amendment:

Name of the official plan proposed to be amended:

LEGAL DESCRIPTION of subject land (such as the municipality, geographic township in territory without municipal organization, concession and lot numbers, reference plan and part numbers and name of street and number)

AREA OF LAND

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

POLICY - EXISTING - The proposed amendment changes replaces deletes a policy in the official plan.

Name/description of affected policy:

POLICY - ADDITION - The proposed amendment adds the following policy to the official plan if applicable:

(Add additional sheet if further space required.)

PURPOSE - If the proposed amendment changes, replaces, deletes or adds a policy, state the purpose of the proposed official plan amendment:

CURRENT DESIGNATION - State current designation of the subject land in the official plan (if applicable):

State current land uses authorized by the official plan designation:

EFFECT OF PROPOSED AMENDMENT ON DESIGNATION

The proposed amendment changes replaces a designation in the official plan.

Name the designation affected:

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 #: Approval authority:

Lands affected:

Purpose of application:

Status of application:

Effect of application on proposed amendment:

2. Type of application:

Application file #: Approval authority:

Lands affected:

Purpose of application:

Status of application:

Effect of application on proposed amendment:

TEXT - PROPOSED AMENDMENT - State the text of the proposed amendment if a policy in the official plan is being changed, replaced or deleted, or if a policy is being added to the official plan.

(Add additional sheet if further space required.)

Where the proposed amendment changes or replaces a schedule in the official plan, attach the proposed schedule and the text that accompanies the schedule.

AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize
to be the applicant in the submission of this application.

.....
Signature of owner

.....
Signature of witness

.....
Date

DECLARATION OF APPLICANT

I, of the of
..... in the of

solemnly declare that:

All the statements contained in this application and provided by me are true and I make this solemn
declaration conscientiously believing it to be true and knowing that it is of the same force and effect
as if made under oath.

DECLARED before me at the

of

.....
Signature of applicant

in the of

this day of 19

.....
Signature of commissioner, etc.

FOR OFFICE USE ONLY

Name of Owner Address

Name of Agent Address

Date received Amendment number

Checked by Date of acceptance

Existing official plan designation

Pertinent policies

APPLICATION CONCERNING:

Land use

Parks

Major streets

Description of amendment required