

**APPLICATION FORM
TO AMEND THE OFFICIAL PLAN
OF THE COUNTY OF PRINCE EDWARD PLANNING AREA**

Submit to:

In Person: County of Prince Edward
Planning Services
280 Main Street, Suite 201
Picton, Ontario K0K 2T0
Phone: (613) 476-2148

By Mail: County of Prince Edward
Planning Services
332 Main Street
Picton, Ontario K0K 2T0
Fax: (613) 471-2051

FOR OFFICE USE ONLY

File No(s). _____ Date Received: _____

Fees	Amount
Pre-Consultation Fee ¹	\$500.00
Advertising Fee	\$500.00
Public Notice - Sign Fee	Not included. Responsibility of applicant ²
Official Plan or Secondary Plan Amendment Application	\$4,825.00
Agreement Deposit	\$5,000.00
Total Due:	\$10,825.00

1. Pre-consultation fee for will be deducted from the Application Fee if an application is received within one (1) year of the Pre-Consultation meeting date.

2. Creation and posting of property signs advising of active applications, as outlined in the *Planning Act*, are the responsibility of the applicant. The Municipality can provide specifications for signs to meet municipal requirements.

NOTE: External agencies may also bill for their services.

NOTE: Failure to fully complete this form may result in it being returned to the applicant or delays in processing.

DEVELOPMENT APPLICATION SIGNS: It is the responsibility of the applicant to pick up, install and maintain their on-site sign. The sign shall be installed within one week of being notified that the sign is available. The applicant is to install the sign at the midpoint of the frontage, in a location that is visible to the public. After installation, the applicant shall take a photo of the installed sign and forward the photo to the Planner assigned to the file. The sign may be installed using the supplied H-frame or can be posted by other means as long as it is visible to the public and the information on the sign is legible. The sign is to remain visible to the public until the file is formally closed. Once the file is closed the owner shall remove the sign.

Please Type or Print Clearly:

1. APPLICANT INFORMATION:

Name of Owner(s): _____

Address: _____

Postal Code: _____ Telephone: (_____) _____

Name of Agent: _____

Address: _____

Postal Code: _____ Telephone: (_____) _____

2. LOCATION AND DESCRIPTION OF PROPERTY TO BE REDESIGNATED:

Municipality: _____

Concession: _____ Lot(s): _____ Reg. Plan: _____

Frontage: _____ (ft.) Area: _____ (sq. ft/acres)

Road Access: _____

3. EXISTING DESIGNATION: _____

PROPOSED DESIGNATION: _____

4. NATURE OF PROPOSED DEVELOPMENT:

If more than one building on the property exists or is proposed to be built, please identify each building on the site plan and provide the information for each building. (If more than one building, attach a separate sheet to this application).

BUILDING 1

Existing Use: _____

Proposed Use: _____

Ground Floor Area*: _____

Gross Floor Area**: _____

Building Height: _____

	<u>Existing No.</u>	<u>Proposed No.</u>
Parking Spaces:	_____	_____

Loading Spaces:	_____	_____
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* Ground floor area means the area that the building occupies on the ground.

** Gross floor area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

5. SERVICES:

	<u>Existing</u>	<u>Proposed</u>
Municipal Water & Sewers:	(_____)	(_____)
Municipal Water & Private Sewage Systems :	(_____)	(_____)
Municipal Sewer & Well	(_____)	(_____)
Well & Private Sewage System	(_____)	(_____)
Other (Specify): _____		

6. JUSTIFICATION:

Provide any justification or background information that you feel helps support your application. If a planning background study or servicing options investigation study or hydrogeological report has been prepared in support of this application, please indicate title and author of report and date prepared and attach seven (7) copies of each. How is the proposed compatible (i.e. property location and adjacent land uses)?

Suitability of the site (i.e. physical characteristics such as topography, drainage, soil hydrogeology, wet areas).

Additional Information/Background Studies

7. OTHER PLANNING APPLICATIONS:

Please indicate (x) if any of the following applications have been or are to be submitted to permit the proposed development. If "yes", please indicate if any application has been submitted for same.

	<u>Required</u>		<u>Submitted</u>	
	Yes	No	Yes	No
Zoning By-law	_____	_____	_____	_____
Plan of Subdivision/Condominium	_____	_____	_____	_____
Severance Application	_____	_____	_____	_____
Please state any File No(s).	_____			

8. SITE PLAN/CONCEPT PLAN:

The applicant is required to attach to the application a "Site Plan" or "Concept Plan" to illustrate the proposed development on the property. If only part of the property is being redesignated, the site plan should also include all buildings on the remaining portion of the property. The Site Plan is a plan professionally drawn to scale which clearly identifies the following:

- a) Property boundaries and dimensions;
- b) Location and size of existing buildings on site with distance from all lot lines;
- c) Location and size of proposed buildings;
- d) Existing road allowances;
- e) Adjacent land use and buildings within 100 metres (328 feet);
- f) Vehicular access (existing and proposed);
- g) Location of parking and loading facilities to be provided;
- h) Natural features (e.g. mature trees, slopes, water courses, etc.);
- i) Landscaped areas and any buffering or screening strips;
- j) Services (e.g. well, septic system and related tile bed area);
- k) Scale of plan and north arrow.

A reduced copy of the site plan (8 ½ x 11 or 8 ½ x 14) shall also accompany the application.

DECLARATION

This must be completed by the Owner.

NOTE: If more than one owner is listed in item #1 of this application, then all owners must sign this application form and the affidavit section in the presence of the Commissioner of Oaths.

I, (We), _____ of the _____ of _____ in the County / Region of _____ solemnly declare that all of the statements contained in this application for an Official Plan Amendment 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, by virtue of the *CANADA EVIDENCE ACT*. I agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process this application.

DECLARED before me at the

_____ of _____
in the _____
of _____
this _____ day of _____ 20____

Owner/Applicant
Owner/Applicant
Owner/Applicant
Owner/Applicant

Commissioner of Oaths
Commissioner's Stamp

Note: If this application is signed by an agent, written authorization must accompany the application.

OWNER'S AUTHORIZATION IF THE OWNER IS USING AN AGENT FOR REPRESENTATION

I, (We), _____ of the _____ of _____ in the County/Region of _____ solemnly declare that _____ is authorized to submit an application for an Official Plan Amendment for the lands that I/We own, located in (*property description*) _____ to act as our agent in the completion of the matters related to the processing thereof.

DECLARED before me at the

_____ of _____
in the _____
of _____
this _____ day of _____ 20____

Owner/Applicant
Owner/Applicant

Commissioner of Oaths
Commissioner's Stamp

County of Prince Edward Planning and Building Services
Location: 280 Main Street, 2nd Floor
Mailing Address: 332 Main Street, Picton, Ontario, K0K 2T0

Personal information on this form is collected under the Planning Act for the purpose of processing an Official Plan application. All information on this form is considered to be part of the public record. Questions related to the collection of this information should be referred to the Commissioner of Planning (613-476-2148).