



TOWN OF MIDLAND
Application for
OFFICIAL PLAN AMENDMENT

IT IS REQUIRED THAT YOU CONSULT WITH THE TOWN PLANNING AND BUILDING SERVICES DEPARTMENT PRIOR TO SUBMITTING YOUR APPLICATION.

APPLICATION CHECKLIST

Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees made payable to the Town of Midland
 - Application fee \$11,400.00
 - Deposit \$2,000.00Please note the Application fee and Deposit are required when submitting an application.
- Attach the text of the requested amendment if a policy of the Official Plan is being changed, replaced or deleted or if a policy is being added to the Official Plan.
- Attach the proposed schedule to the Official Plan if the requested amendment changes or replaces a schedule in the Official Plan and the text that accompanies the schedule.
- Electronic copy of the sketch or site plan (in metric) in accordance with the requirements of the application form and in Adobe Acrobat .pdf format.
- Electronic copy of any correspondence, approvals or permits from outside agencies/departments.

- Electronic copy of all studies and reports required to be submitted with your application in accordance with the requirements determined by the Town at the consultation meeting. Two (2) hard copies of the reports and a .pdf copy shall be submitted to the Town with the Application.
- Electronic copy of your completed Pre-Consultation Form.

ADDITIONAL REQUIREMENTS

WHERE YOUR PROPERTY FRONTS ON PROVINCIAL HIGHWAY 12 OR HIGHWAY 93

Please be advised that you will need to consult with the Ministry of Transportation (MTO) directly respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the MTO Corridor Management Officer at 416-235-3509 or access the MTO Highway Corridor Management website at <http://www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml> or <https://www.hcms.mto.gov.on.ca/>. Town approvals and/or permits may be delayed or restricted where MTO permits and approvals have not been obtained.

WHERE YOUR PROPERTY FRONTS ON COUNTY ROAD 93 (NORTH OF HIGHWAY 12) OR COUNTY ROAD 25 (BALM BEACH ROAD)

Please be advised that you will need to consult with the County of Simcoe respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the County Engineering Technician or access the County website for the required application forms and fees at www.simcoe.ca/dpt/trs/permits. Town approvals and/or permits may be delayed or restricted where County permits and approvals have not been obtained.

NOTICE SIGNS

On March 25, 2013 the Town of Midland Adopted a *Notice Signs – Procedures and Protocols* policy which applies to Official Plan Amendment Applications. Please see attached information regarding the posting of Notice Signs.

Council members and/or Town staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Town to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the *Planning Act*, the Provincial Policy Statement, and the Town of Midland Official Plan. Please be

advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Midland Official Plan. The Planning and Building Services Department will obtain prior authorization to proceed with the peer review from the applicant.

To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact the Planning and Building Services at:

Town of Midland
575 Dominion Avenue
Midland, Ontario L4R 1R2
(705) 526-4275 ext. 2217
General Inquiries: planning@midland.ca
Submission of Application: planningsubmissions@midland.ca

NOTES:

1. The Town is now receiving all applications by electronic submissions. No hardcopy materials are required unless requested by Staff. All electronic materials must be accessible to the Town, must not be password protected, and should be “flattened” so that they can be uploaded to the review system. All completed application forms and accompanying documents should be sent by email to planningsubmissions@midland.ca. Emails can be received up to 50mb in size but the Town will not accept a zip file submission or submissions through Dropbox. The Town can accept submissions through a SharePoint or OneDrive link granting access to download the documents. Additionally, the documents must not be password protected to allow staff the ability to review and provide comments on the plans. Payment of the required fee can be made in the following manner:
 - A cheque can be mailed/couriered to the Municipal Office with the attention to the Planning Department
 - A cheque, debit, or cash payment can be processed in person during regular business hours
 - A cheque contained within an envelope marked with the attention to the Planning Department can be dropped into the mail slot located at the Third Street entrance during or outside of regular business hours



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OFFICE USE ONLY		Date of Application:
Application No.: OPA-_____		
File Name: _____		
Civic Address: _____		
Application Complete: <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Sign Installed: Date: _____	Notice posted: Date: _____	
ROLL # 4374-_____ - _____ - _____ - 0000		

1. PRIMARY CONTACT: _____
All communication will be directed to the Primary Contact only.

2. CONTACT INFORMATION:

a) Registered Owner(s): _____
(List all owners and contact information if multiple exist)

Address Line 1: _____

Address Line 2: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

3. DESCRIPTION OF SUBJECT LANDS:

- a) Concession(s): _____
- b) Lot(s): _____
- c) Registered Plan No.: _____ Lot(s)/Block(s): _____
- d) Reference Plan No.: _____ Part(s): _____
- e) Geographic Township (former municipality): _____
- f) Civic Address: _____
- g) Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

- h) Are there any easements or rights-of-way affecting the subject lands?
 - Yes
 - No

If yes, indicate and describe the purpose of the easement or right-of-way:

4. EXISTING PLANNING DESIGNATIONS:

- a) Official Plan (current designation of subject lands): _____
- b) Indicate the land uses which are authorized by the current designation:

- c) Zoning (current zoning of subject lands): _____

5. OFFICIAL PLAN AMENDMENT:

- a) Dimensions of the land covered by the requested amendment:

Frontage (m)	Depth (m)	Area (ha)

b) Purpose of the requested Official Plan amendment:

c) The requested amendment changes, replaces or deletes a policy in the Official Plan:

Yes

No

If yes, name the policy to be changed, replaced or deleted:

d) The requested amendment adds a policy to the Official Plan:

Yes

No

e) The requested amendment changes or replaces a schedule of the Official Plan:

Yes

No

If yes, the designation to be changed or replaced:

f) The requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality:

Yes

No

If yes, indicate the current Official Plan policies dealing with the alteration or establishment of an area of settlement:

g) The land uses that the requested Official Plan amendment would authorize:

h) The requested amendment removes the subject land from an area of employment:

Yes

No

If yes, indicate the current Official Plan policies dealing with the removal of land from an area of employment:

- i) Please provide an explanation as to how the requested amendment is consistent with the policy statements issued under subsection 3(1) of the Act:
-

- j) The subject land is within an area of land designated under any provincial plan or plans:

- Yes
 No

If yes, please provide an explanation as to how the requested amendment conforms to or does not conflict with the provincial plan or plans:

6. EXISTING AND PROPOSED USES:

a) Date the subject land was acquired by the current Owner: _____

b) Existing uses of the subject land:

c) Length of time that the existing uses have continued: _____

d) Proposed uses of the subject land:

**Attach a separate description if necessary*

e) What are the adjacent land uses:

To the north: _____

To the south: _____

To the west: _____

To the east: _____

7. ACCESS:

a) Access to the subject land is provided by: _____

- Provincial Highway
- County Road
- Municipal Road (year round)
- Municipal Road (seasonal)
- Private Road / Right-of-Way
- Water

b) If access to the subject land is by water only, indicate the following:
Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

8. SERVICES:

a) Water is provided to the subject land by:

- Town
- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: _____

b) Sewage disposal is provided to the subject land by:

- Town
- Private sewage system
- Privately owned/operated communal sewage system
- Other: _____

c) Storm drainage is provided to the subject land by:

- Town storm sewers
- Ditches
- Swales
- Natural
- Other: _____

9. OTHER APPLICATIONS:

Indicate if the subject land is the subject to any applications currently under the *Planning Act*:

Application	File #	Status
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

10. PUBLIC CONSULTATION STRATEGY

Describe the proposed strategy for consulting with the public regarding this application (provide explanation below or attach as a separate document):



11. PLANS REQUIRED:

Please include 1 electronic copy of the sketch, site plan or survey **drawn to scale, in metric.**

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

- The current uses on 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 is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.

12. AUTHORIZATION BY OWNER:

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s)

Registered Owner(s) of the subject land, hereby authorize _____
Agent

to act as my Agent with respect to the preparation and submission of this Application.

 Signature of Owner
(If Corporation, I have the authority to bind the Corporation)

 Date

13. FREEDOM OF INFORMATION AND PRIVACY:

Personal information contained in this form, collected and maintained pursuant to Section 22 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning and Building Services at the Town of Midland at (705)526-4275 ext. 2215.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

14. DECLARATION OF OWNER/AGENT:

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the

_____ of _____ in the
(Town/Township/City)

_____ of _____
(County/District/Regional Municipality)

do solemnly declare that all of the statements contained in this Application 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 and by virtue of the *Canada Evidence Act*.

Declared before me at the

_____ of _____ in the
(Town/Township/City)

_____ of _____
(County/District/Regional Municipality)

this ____ day of _____.

Signature of Owner

Signature of Agent (*if applicable*)

Signature of Commissioner

Commissioner's Stamp

15. ADDITIONAL FEES:

If Planning, Engineering, legal, and/or outside service fees are incurred by the Town pertaining to this Application, the Applicant, by endorsing below, hereby agrees that the invoices received by the Town shall be paid by the Town from the deposit that is submitted with this application. I further agree that a top-up of the deposit account will be necessary once the account is below 50% of the deposit amount. I agree that upon a request from the Town that I will provide the additional funds necessary to top-up the deposit account.

Signature of Owner

Signature of Agent