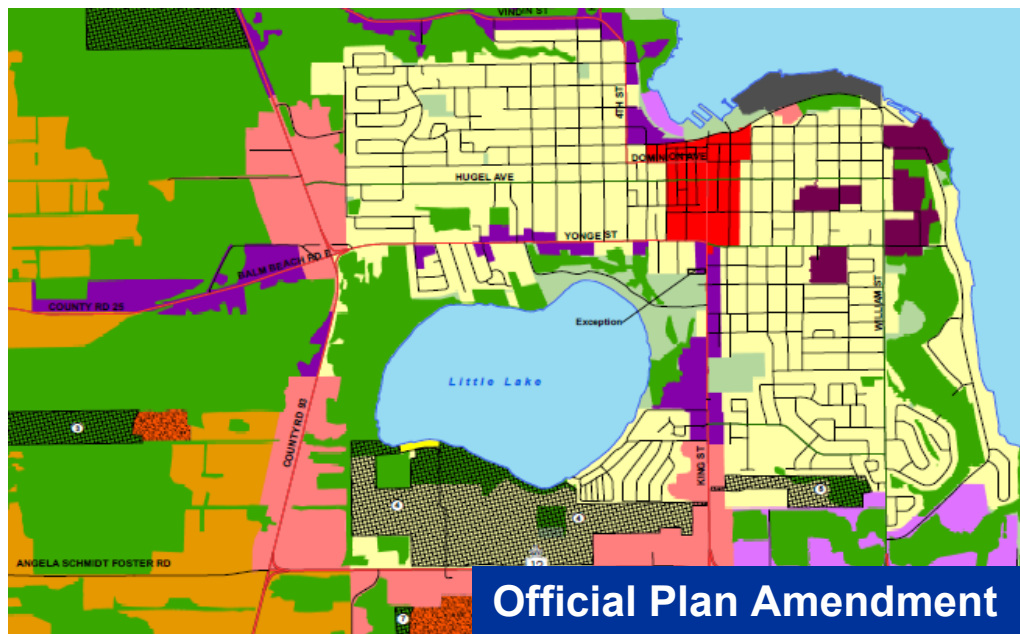




**Town of Midland  
Planning Services  
575 Dominion Avenue  
Midland, ON L4R 1R2**

**Office Hours:  
Monday to Friday  
8:30 a.m. to 4:30 p.m.**



### **How do I get started?**

The Applicant is required to complete the Pre-Consultation process prior to submitting a formal application. The Pre-Consultation process outlines the proposal and gives Staff and external agencies the opportunity to provide comments and outlines the requirements for a complete application.

### **How much will it cost?**

The fees associated are noted in the Town's Composite Fees By-law and identified through Pre-Consultation. Additionally, you may need the services of planning consultant(s), engineering consultant(s), environmental consultant(s), and surveyor(s). It is recommended that you retain these services for the Pre-Consultation process.

### **How long will it take?**

Upon completion of the Pre-Consultation stage, the average time to process an Application depends on a number of factors including the complexity of the application and the quality of the submission. It generally takes 3 to 4 months to process the application.

### **What is an Official Plan?**

An Official Plan is a policy document, which is intended to serve as the basis for making land use decisions and managing growth in the Town of Midland. It is intended to support and emphasize the Town's unique character, diversity, civic identity, rural lifestyle, natural and cultural heritage and to do so in a way that has the greatest positive impact on the quality of life in Midland. It is used to ensure future planning and development is managed in a way that appropriately balances the social, economic, and environmental interests of the community. Maps are used to identify the specific land use designations that apply to each parcel of land.

### **What is an Official Plan Amendment?**

An Official Plan Amendment (OPA) is the process through which the Town guides and approves changes to policies and/or designations within the Official Plan. If a property owner wants to develop a property in a way that is not permitted in the Official Plan, they must apply for an Official Plan Amendment. For example, a change of land use designation from residential to commercial would require an Official Plan Amendment, which is approved by Town Council. An Official Plan Amendment is typically accompanied by a Zoning By-law Amendment as the Official Plan change will most likely not comply with the Town's Zoning By-law. If an application is deemed as inappropriate by Council, it can be refused.

### **Need More Information?**

Contact the Planning Services Department for more information:

Phone: 705-526-4275

Email: [planning@midland.ca](mailto:planning@midland.ca)

Online Resources: [Pre-Consultation webpage](#)  
[Official Plan webpage](#)

# Official Plan Amendment Application Process

## 1. Pre-Consultation Stage

Prior to submitting an Official Plan Amendment Application, you may choose to complete the Pre-Submission Review process. The purpose of Pre-Submission Review is to:

- Confirm whether an Official Plan Amendment is necessary and whether it may be supportable by Staff
- Provide feedback on the proposed amendment
- Confirm whether other approvals will be required (e.g. Site Plan, Official Plan Amendment, etc.)
- Outline the plans and studies that may be required to be submitted as part of a complete application

The Pre-Submission Review Stage concludes with a Record of Pre-Submission review being provided to the Applicant outlining application submission requirements.

## 2. Application Submission

The Record of Consultation notes provided will outline the requirements for submitting a complete application. The Record of Consultation will outline the fees, other requirements, and materials required to be submitted. All submissions are to be submitted electronic through the Town's electronic submission platform. After receipt of the application, Staff will review the application for completeness. Applications that are deficient of the required materials or fee(s) have no status and may be returned to the Applicant with additional information or fees being required. The application will not proceed to any further Steps until all outstanding information is received.

## 3. Circulation of Application

After the application is deemed complete, a combined Notice of Complete Application and Notice Public Meeting is circulated to the applicant, internal departments, external agencies, and public bodies for comment. It is also circulated to landowners within 120 metres of the property. Public input is requested and only correspondence received prior to preparation of the Public Meeting Report will be published in the Staff Report.

## 4. Posting of Public Notice Sign

The Applicant is required to post a Public Notice sign(s) with application information on the subject lands. The *Planning Act* requires the sign(s) to be posted a minimum of 20 days prior to the Public Meeting. The Town will provide the Applicant with the Notice Sign template and it is their responsibility to have the sign printed and posted.

## 5. Notice of Public Meeting

Notice of Complete Application and Notice of Public Meeting are circulated to landowners within 120 metres of the subject property at least 20 days prior to the meeting date. The Notices are also posted on the Town's website.

## 6. Review of Application and Planning Considerations

After the application is deemed complete, the materials are circulated to internal departments, external agencies for review and comment. Comments that require clarification, changes, or modifications are provided back to the Applicant and are to be addressed in a subsequent

submission. Depending on the quality of the first submission, additional submissions may be required to satisfy concerns raised by Staff and external agencies.

Planning Staff review the merits of the application based on the following, but not limited to, considerations:

- Heritage and Conservation
- Sensitive Urban Design
- Healthy and Complete Communities
- Growth Management
- Conformity with Provincial and County Planning policies and legislation

## **7. Public Meeting**

The assigned File Manager gives an overview to Council relating to the proposed amendment. As part of the statutory Public Meeting, the Applicant is also given the opportunity to present the proposed amendment and members of the public are then given the opportunity to provide their comments.

## **8. Planning Recommendation Report**

The recommendation report from the Planning Services Department is submitted to Council for a decision and is only prepared once the Applicant has responded to all comments. Council may adopt, deny, or amend the recommendation. If the Official Plan Amendment is adopted, a Notice of Adoption is sent to the County of Simcoe.

## **9. County of Simcoe Approvals**

If adopted by the Town, the Applicant must submit an application to the County of Simcoe. For information regarding the processing of the application, you should contact the [County of Simcoe](#).

Should the County approve of the amendment, the Official Plan Amendment will come into effect.

## **10. Ontario Land Tribunal (OLT) Appeals**

Appeals must be filed with the County of Simcoe. The OLT may refuse an appeal by an individual or public body who did not initially object to the proposal. Additional information regarding appeal rights can be directed to the [OLT](#).