



**APPLICATION TO AMEND THE OFFICIAL PLAN
OF THE CORPORATION OF THE TOWN OF INNISFIL**

OFFICE USE ONLY

File No: _____
 Related File(s): _____
 Date Submitted: _____
 Date Deemed Complete: _____

**NOTE: BEFORE COMPLETING THIS APPLICATION
PLEASE REVIEW THE FOLLOWING SECTIONS:**

- 18. APPLICANT'S CHECKLIST (PAGE 9)**
- 19. SUPPORT MATERIALS (PAGE 10)**

1. APPLICANT/ AGENT					
Company Name:					
Name of Applicant/Agent:					
Address:					
City/Town:		Postal Code:			
Telephone:		Ext.		Email:	
2. REGISTERED OWNER INFORMATION					
Name of Owner:					
Address:					
City/Town:		Postal Code:			
Telephone:		Ext:		Email:	
3. PROPERTY DESCRIPTION					
Municipal Address:					
Town Lot and Concession Number:					
Registered Plan and Lot/Block Number:					
Reference Plan and Part Numbers:					
Street Number and Name:					
Assessment Roll Number:					
4. PROPERTY DIMENSIONS					
Frontage:		Depth:		Area:	

5. LAND USE

a) What is the current use of the subject land?

b) What is the proposed use for the subject land?

6. OFFICIAL PLAN

a) What is the current Official Plan designation for the subject land?

b) What is the nature and extent of the Official Plan Amendment being requested?

c) What is the reason why this Official Plan Amendment is being requested?

d) What does requested Amendment do (i.e. does it change/replace/add a policy in the Official Plan?)
Provide a copy of the proposed text and schedule to the proposed Official Plan Amendment (O.Reg.543/06).

e) Describe the land uses the Amendment would authorize.

f) Does the requested Amendment alter the boundary of a Settlement Area or establish a new Settlement Area?

g) Have you provided the required study under the Provincial Policy Statement (PPS)/Provincial Growth Plan?

h) Does the requested Amendment remove the subject lands from an area of employment?

7. PROVINCIAL PLANNING

a) Provide an explanation of how this Application is consistent with the Provincial Policy Statement (PPS). Use additional pages as required.

b) Provide an explanation of how this Application conforms or does not conflict with Provincial Plans (e.g. Places to Grow). Use additional pages as required.

8. CONCURRENT OR PREVIOUS APPLICATIONS

	FILE #	Approval Authority	Lands Affected	Purpose	Status	Effect on Amendment
OPA						
ZBA						
PLAN OF SUBDIVISION						
SITE PLAN						
CONSENT						
MINOR VARIANCE						

WITHIN 120 METRES OF SUBJECT LANDS

	FILE #	Approval Authority	Lands Affected	Purpose	Status	Effect on Amendment
OPA						
ZBA						
PLAN OF SUBDIVISION						
SITE PLAN						
CONSENT						
MINOR VARIANCE						

9. SERVICES

a) Is the proposal to be on municipal services? If yes, please specify municipal services available.

Water

Sanitary Sewer

Storm Sewer

None

b) Does the development rely on private sanitary sewers?

c) If yes, describe the type of private sewage disposal to be used.

d) If no municipal water is available, describe the type of water proposed*,**:

Private Owned/Operated Individual Well

Private Communal Well

Lake

Other (Describe):

*If the development is proposed on private wells / septic system, a report prepared by a Hydro-geologist indicating water quality and quantity and impact on surrounding area submitted with this Application may be required to facilitate this review.

**If the Application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report are required (O.Reg. 543/06).

10. TYPE OF ACCESS

Provincial Highway

Municipal Road maintained seasonally

County Road

Municipal Road maintained all year

Right-of-way

Other Public Road

Water Access*

* on an attached appendix, describe the parking and docking facilities to be used and approximate distance of these facilities from the subject land and the nearest public road).

11. OTHER SERVICES (check if the service is available)

Electricity

Telephone

School Bussing

Garbage Collection

Natural gas

Cable TV

12. STORM DRAINAGE (Describe Type)

storm sewers

ditches

swales

natural drainage

13. HISTORY OF THE SUBJECT LAND

a) Date of acquisition of the subject land

b) Date of construction of existing buildings and structures on the subject lands

c) For any existing building(s) describe:

i) the type of building or structure; and

ii) in metric units, the setback from the front lot line, rear lot line and side lot lines, and its dimensions or floor area.

d) Are any building(s) or structure(s) proposed to be built on the subject land?

e) For any proposed building(s) describe:

i) the type of building or structure

ii) in metric units, the setback from the front lot line, rear lot line and side lot lines, and its dimensions or floor area.

f) Length of time the existing uses on the subject property have continued.

g) Are there any easements, rights-of-way or restrictive covenants affecting the subject land?

Yes

No

If yes, describe the easement, right-of-way or restrictive covenant and its effect.

Notes:

Where farm viability or size is an issue or where livestock barns are in proximity to the subject land, a Minimum Distance Separation (MDS) calculation is required to be submitted.

A certificate from the local Conservation Authority will facilitate the review of this Application.

A Sketch Plan is to be provided as per the requirements under Section A of the Support Materials, which is attached to this Application.

14. USE OR FEATURE ON SUBJECT LANDS (Within 500 Meters of the subject land)

Use or Feature	On the Subject Land	Within 500 Metres of the Subject Land, unless otherwise specified (indicate approximate distance)
an agricultural operation, including livestock facility or stockyard		
a landfill		
a sewage treatment plant or waste stabilization plant		
a provincially significant wetland (class 1, 2, or 3 wetland)		
a flood plain		
a rehabilitated mine/pit site		
An active mine/pit site		
a non-operating mine/pit site within one km of the subject land		
an industrial or commercial use, and specify the use		
An active railway line		

15. REQUIRED APPLICATION AND ADMINISTRATION FEE

Required Administration Fee:		Date Administration Fee Paid:	
Deposit:		Date Deposit Paid:	

16. AFFIDAVIT OR SWORN DECLARATION

Must be completed by the Applicant/Agent I, _____ of
(Full Name)
the _____ in the _____ make oath and
(home Town or City) (County or Region)
say that all the statements contained in this Application are true and conscientiously believe to be true, all the information contained in the documents that accompany this application. Furthermore, I authorize and consent to the use by or the disclosure to any person or public body of any information collected under the Planning Act for the purposes of processing this Application. I further understand and agree that should approval of this application result in a hearing before the Ontario Municipal Board, the Town will require my undertaking to provide all necessary expertise (including legal, planning and engineering) to appear at such hearing in support of the Application, and the Town may require that I enter into an agreement with the Town to provide same. I declare that I have read the Town's Fees By-law and that I agree to the terms and conditions of the Town's Fees By-law. I also understand that the Application is not complete until all required information, reports, fees and deposits are provided to the Town. I further acknowledge that in default of any payment of fees or costs owing by me by virtue of this application or any Ontario Municipal Board Hearing held therefore, the Town may collect said fees in such manner as set out in Section 391 of the Municipal Act.

Sworn before me at the _____ in the _____
(home Town or City) (home Town or City)

this _____ day of _____, 20_____.
(day) (month) (year)

Commissioner of Oaths

Signature of Applicant

Print Name Here

17. AUTHORIZATION

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

Authorization of Owner for Agent to Make the Application

I, _____ am the Owner of the land that is the subject of this
(Full Name)

Application and I authorize _____ to make this
(Full Name)

Application on my behalf. Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the use by disclosure to any person or public body of any information collected under the Planning Act for the purposes of processing this Application.

Date

Signature of Owner

17. APPLICANTS CHECKLIST

The Town will assign a File Number for submitted applications and this should be used in all communications. Please refer to Section 9.1 – Amendment to the Plan, and 9.19 – Complete Application of the Town of Innisfil Official Plan.

Submission Requirement:

- one (1) digital original completed Application Form (including required information under Section 4(g), 5(a) and 5(b))
- one (1) digital copy of the requested Official Plan Amendment text
- one (1) digital copy of the requested Official Plan Amendment map schedule
- list of digital studies submitted with this Application:

NOTE: The Town will also require:

- a digital copy of all of the above drawings
 - a digital copy of all of the above Reports and Studies
-
- \$3175.00* Standard - Official Plan Amendment (2021 Fees and Charges By-Law)
 - Deposit \$_____

*Administration fee plus full cost of applicable staff time, Town expenses and or any related town Consultant's invoice. The cost of staff or consultant review shall be estimated and the estimated cost together with the basic fee shall be deposited prior to the commencement of the review and prior to Application be deemed complete under the Planning Act. Any portion of the deposit that is not used will be refunded following closure of the Application. The Applicant will be invoiced by the Town for any actual costs in excess of the estimated cost and deposit.

Forward Application to:

**Town of Innisfil
2101 Innisfil Beach Road
Innisfil, ON L9S 1A1
Attention: Manager of Planning**

19. SUPPORT MATERIALS

A. Sketch Plan Requirements – All Applications

- (a) the boundaries and dimensions of the subject lands;
- (b) the location, size and type of all existing and proposed buildings and structures on the subject lands, indicating their distance from the front lot line, rear lot line and side lot lines;
- (c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject lands and on land that is adjacent to it;
- (d) the current uses of the subject lands and the uses on the adjacent lands;
- (e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- (f) if access to the subject lands will be by water only, the location of the parking and docking facilities to be used; and,
- (g) the location and nature of any easement affecting the subject lands.

B. Drawing Requirements for Commercial, Industrial, New Forms of Housing Not Recognized in Existing Zoning By-laws and any Land Designated as a Site Plan Control Area

Site Plan

(A) Existing Conditions

Dimensions:

Length of each boundary showing also, future street, property and division lines; area of property, in both square metres and hectares; proposed or planned division of property; exact location and use of existing building(s) and existing structure(s) on abutting properties indicating dimensions of all yards.

Building(s) and Structure(s):

Each existing building to be identified by use, numbered floors, full outside dimensions as well as existing setback from property lines.

Right-of-Way:

All streets with both sides and center line shown; street widenings with proposed curbing (existing and proposed); 0.3 metre reserves; type and extent of all easements, etc., both on and adjacent to the property, with their dimensions.

Utilities:

Utilities such as overhead power and telephone lines, all fire hydrants, either on or adjacent to the property.

Natural Features:

Natural features such as preservable trees, springs, water courses and rock outcropping with their exact locations.

Grades:

Grades over the entire property by contour lines at 1.52 metre intervals on steep sites, less on relatively flat areas.

(B) Proposed Development

Buildings and Structures

Each building is to be identified by use, number of floors, full outside dimensions as well as all dimensions for all yards.

Parking Areas

Parking related to garages, carport or open parking; with capacity (breakdown and totals) and dimensions of accessways and all parking spaces, truck loading bays, etc.

Driveways and Ramps

With dimensions, including ramps, vehicular circulation and one-way traffic and curbs.

Other Features

With dimensions, garden and retaining walls, protective railings, walks, areas for recreation, play lots or landscaping; service and delivery access; extent of underground garage and location of ramps; outside storage facilities.

Finished Ground Grades

First floor grades of all building(s); proposed finished ground grades sufficient to show steepness, drainage and direction of all slopes and extent of deviation from original (natural) grades.

Site Statistics in Chart Form

Showing areas, the following expressed in square metres and as a percentage of the total lot area:

- main building(s);
- accessory buildings (if any);
- parking;
- other areas for vehicular use (drives, bays, loading areas, etc.);
- landscaped areas;
- road widening (where applicable); and,
- in the case of multi-family developments, the number of units proposed broken down by the number of bedrooms per unit.

Architectural Drawings

Required for each commercial and industrial building and for each residential building having twenty-five (25) units or more. It is not required that such drawings be submitted with the Application but may be required.

Elevations

Of all sides (or full representative selection) of all main and accessory buildings, showing also all roof structures (penthouses, chimneys, vents, etc.), in full, and their measurements indicated.

Other Supporting Materials

The type of supporting materials will depend on the nature and extent of the Application submitted.

(C) FOR LARGE SCALE OFFICIAL PLAN AMENDMENTS

No site plans will be required. However, a detailed proposal will be required outlining the following:

- a Survey Plan indicating the boundaries of the proposal.
- a Concept Plan of the proposal showing:
 - the general configuration of land use;
 - the proposed densities of residential areas;
 - the major road network;
 - the location and amount of public and private open space; and,
 - the general servicing structure.
- A set of relevant site statistics such as total population expected, number of school children, hectares of open space per 1000 population, and the breakdown of the housing mix in units; and,
- An analysis of the ecological considerations of the site, (e.g. soils, drainage, water courses, wetlands, forests, floodplains, wooded areas, etc.), and how these factors will be handled within the context of the Official Plan Amendment.

(D) SPECIAL NOTES

All Drawings

All drawings should state the project, Applicant's name and address and contents. All should include the north arrow (which should point to the top of the page), date, scale, and also the nature and date of all revisions and,

- as much of this information as possible should be included in the title block in the lower right hand corner of the drawing.
- presentation size drawings require a bar scale not less than 1:1,250.



Submitting Digital Files How-to-Guide

Submitting digital files is made easy by uploading all required documents using the Town's One Drive. As an important part of the Town's application process, your files need to be easily accessible to our Planners, Development Coordinators and External Agencies for review. Failure to upload your files using the naming convention as specified below, may delay your application process. Please review the instructions below before uploading any files or documents to the One Drive.

Submitting Digital Files in 4 easy steps

Naming your uploads using the following naming convention:

[Date] [Site Plan Number] [Address] [Description of Document]

Definitions:

Date

- The date of the drawing/report/Survey etc. in Year/Month/Day Format
 - Example: 2020.03.24

Site Plan Number

- If not known, the Site Plan number will appear in the link sent by the Development Coordinator.
 - Ex. SP-2020-123

Address

- The Address of the property for the application
 - Ex. 2101 Innisfil Beach Road

Description

- The description should identify which type of Document you are uploading
 - Ex. Insurance Documents or Topographical Plan

Examples:

2020.01.01 SP-2020-XXX 2101 Innisfil Beach Road Survey

2020.02.23 SP-2020-XXX 2101 Innisfil Beach Road Landscaping Plan

2020.03.13 SP-2020-XXX 2101 Innisfil Beach Road Hydrogeological Study

2020.02.02 SP-2020-XXX 2101 Innisfil Beach Road Architectural Drawings

2020.05.17 SP-2020-XXX 2101 Innisfil Beach Road Legal Correspondence

2020.05.31 SP-2020-XXX 2101 Innisfil Beach Road Grading Plan & Sedimentation Plan

2020.01.11 SP-2020-XXX 2101 Innisfil Beach Road Elevation Drawings