



Township of Wellesley
4639 Lobsinger Line, St. Clements, ON, N0B 2M0
Office: 519.699.4611 | Fax: 519.699.4540

OFFICIAL PLAN AMENDMENT APPLICATION

COMPLETENESS OF THIS APPLICATION

A formal Pre-Submission Consultation Meeting with the Township staff is **mandatory** prior to submission of this application.

The prospective applicant shall pay the Township of Wellesley the **prescribed, non-refundable pre-submission consultation meeting fee of \$100.00**, payable to the Township of Wellesley, prior to the pre-submission consultation meeting.

The Township of Wellesley requires, at minimum, **three weeks notice** prior to the scheduling of a pre-submission consultation meeting. More time may be required depending on the complexity of the proposal.

Applications must be accompanied by the submission requirements in order to be considered complete. **This application will not be accepted in the absence of a Formal Record of Pre-Submission Consultation** issued by the Township of Wellesley. Through the Pre-Submission Consultation, other information and material (e.g. technical information or reports) may be required to assist the Township and other agencies in their planning evaluation of the proposed Official Plan amendment.

This application will not be considered complete in the absence of any material specified in the Record of Pre-Submission Consultation. **Incomplete applications will not be processed** until all information is provided. If the information, including copies of the required plans and the applicable fees are not provided, the Township may return the application or refuse to give the application further consideration until receipt of all the required information and fees have been provided.

DEPOSITS/FEEES

The completed **Official Plan Amendment** application must be accompanied by the prescribed deposits of **\$4,000.00** (\$2,000.00 minimum to be deducted for Administration & Planning Fees) payable to the Township of Wellesley.

The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application – including but not necessarily limited to advertising, engineering, administrative and legal expenses).

Please note the application will not be accepted for processing until the deposits are received.



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OFFICIAL PLAN AMENDMENT PROCEDURE

An application for an Official Plan Amendment generally requires a **minimum of six (6) months** to process. The procedure generally encompasses the following steps:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. Within thirty (30) days of the receipt of an application, the applicant will be notified in writing, whether the application is considered “complete”. Instructions regarding the Notice Signs will be sent to the applicant at this time.
2. Within fifteen (15) days of the application being deemed complete, a “Notice of Application” will be circulated to land owners within 120 metres of the subject land and to prescribed departments and agencies for comment.
3. A Notice of the Statutory Public Meeting is advertised in a local newspaper twenty (20) days in advance of the Statutory Public Meeting
4. Following the circulation period, a staff report containing a recommendation and any conditions of approval, if required, will be formulated.
5. At the public meeting, opportunity is afforded to the applicant and any other interested parties to make verbal and/or written submissions. The Council may choose to recommend approval, refusal or deferral the application.
6. If recommended for approval by Council, the proposed amendment will then be forward to the Regional Municipality of Waterloo for final approval. The Region of Waterloo may choose to approve, refuse or modify the proposed amendment. Notice of the decision will be given to those who have requested Notice to the Regional Clerk, and the 20 day appeal period will commence the day after this Notice of Approval is given, during which an appeal may be made to the Ontario Municipal Board. Should no appeal be lodged within the 20 day appeal period, the amendment is final and binding as of the date of Regional approval.



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OFFICE USE ONLY		
Application #: OPA	Date application and deposit received:	
Was there a Pre-Submission Meeting with staff? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Pre-Submission Meeting:	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Application was deemed to be complete:	
TO BE COMPLETED BY APPLICANT (Please type or print neatly in blue or black ink)		
CONTACT INFORMATION		
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT Personal Information on this form is collected under authority of <i>The Planning Act</i> and will be used to process this application		
All correspondence will be directed to the Agent (if any), unless otherwise requested.		
Registered Owner		
Name:		
Principal of Company (if Owner is a Company):		
Mailing Address:		
Phone	Ext.	Fax:
Email:		
Agent (If other than the registered owner)		
Name/Primary Contact Person:		
Mailing Address:		
Phone	Ext.	Fax:
Email:		
All persons or institutions who have any mortgage charge or encumbrance on the property		
Name:		
Mailing Address:		
SUBJECT PROPERTY		
Municipal Address:		
Legal Description:		
Lot Area:	Frontage:	Depth



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PLANNING INFORMATION

Current Official Plan Designation(s)

Identify the current Official Plan Designation(s) for the subject property:

What land uses do the current designation(s) authorize?

What is the existing zoning on the subject lands?

Are there any other applications being submitted concurrently with the requested Official Plan Amendment (such as Zoning By-law Amendment, Plan of Subdivision, Site Plan, etc.?)

YES NO

If yes, provide the application no.:

PROPOSED OFFICIAL PLAN AMENDMENT

What is the purpose of the Proposed Official Plan Amendment?

Does the requested Official Plan Amendment propose to change, replace or delete a policy or policies in the Official Plan? YES NO

If yes, please list the affected policy or policies and provide the text of the requested amendment (please attach a separate page if necessary)

Does the requested Official Plan Amendment propose to add a policy or policies? YES NO

If yes, please describe the requested policy, policies or Special Policy Area and provide the proposed text for the requested amendment (please attach a separate page if necessary)



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Does the requested Official Plan Amendment propose to change or replace a designation in the Official Plan? YES NO

If yes, please describe the affected designation and describe the proposed changes

Use back of the page if more space is required

What land uses would the requested Official Plan Amendment authorize?

Does the requested amendment alter any part of a settlement area boundary? YES NO

If yes, please list current Official Plan Policies and Regional Official Plan Policies dealing with the alteration of the settlement area boundary.

SITE CONDITIONS

What are the existing use(s) of the subject land?

What is the length of time that the existing use(s) of the subject land have continued?

Are there existing buildings on the subject property?

If YES, list the type of building(s) and the date(s) that each building or structure was constructed:

Use back of the page if more space is required

If YES, identify the setbacks, in metres, of each building from the front, side and rear lot lines

Use back of the page if more space is required

Is there any Demolition/Alteration of buildings proposed? Explain



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Are there any buildings or structures proposed to be built on the subject lands?

YES NO

If YES, identify the type, height and dimensions/floor area of each building or structure (in metres)

SERVICES

Sewage Disposal		Water Supply
✓ <i>Service Type</i>		✓ <i>Service Type</i>
Public owned and operated piped sewage system		Public owned and operated piped sewage system
Privately owned and operated individual septic system(s)		Privately owned and operated individual septic system(s)
Other (describe):		Other (describe):
Do not know		Do not know

Stormwater Drainage		Access
✓ <i>Service Type</i>		✓ <i>Service Type</i>
Sewers		Provincial Highway
Ditches or Swales		Regional Road
SWM Pond		Township Road
Infiltration Trenches		Water
Other (describe):		Other (describe):
Do not know		Do not know

OTHER APPLICATIONS

Has the subject land ever been the subject of a Planning Act application(s), such as other Official Plan amendment, consent, minor variance, etc.)?

YES NO

If YES, provide the file number and status of each application:



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REGIONAL MUNICIPALITY OF WATERLOO ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE				
This form must be completed by the property owner(s) for all development applications submitted to the Township of Wellesley on behalf of the Regional Municipality of Waterloo.				
1.	What are the current uses of the property?			
2.	Was the subject property ever used for industrial purposes? If yes , please describe approximate dates and types of industry:	Y	N	Uncertain
3.	Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)? If yes , please describe approximate dates and types of commercial activity:	Y	N	Uncertain
4a.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?	Y	N	Uncertain
4b.	If yes , when? Please provide description of waste materials:	Y	N	Uncertain
5.	Have hazardous materials ever been stored or generated on the property (e.g. have HWIN registration or other permits been required)? If yes , please summarize details:	Y	N	Uncertain
6.	Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? If yes , please describe the nature of the suspected contamination:	Y	N	Uncertain



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7.	Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?	Y	N	Uncertain
8.	Are there or were there ever any aboveground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize details:	Y	N	Uncertain
9.	Does this property have or has it ever had a water supply well, monitoring well, and/or geothermal well? If yes, please provide details:	Y	N	Uncertain
10.	Does the property use or has it ever used a septic system?	Y	N	Uncertain
11.	Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II Environmental Site Assessment, Risk Assessment, Record of Site Condition or Certificate of Property Use? If yes, please provide details:	Y	N	Uncertain
12.	Will lands be dedicated to the Region of Waterloo as part of this application (including road allowances, daylight triangles?)	Y	N	Uncertain

PLEASE REVIEW CHECKLIST ON THE FOLLOWING PAGE



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SUBMISSION CHECKLIST (please retain for your own information)

Formal Record of Pre-Submission Consultation issued by the Township of Wellesley

Deposit:

- \$4,000.00 – payable to the Township of Wellesley
- Administration & Planning Fees (to be deducted from deposit): \$2,000.00 min

The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application – including but not necessarily limited to advertising, engineering, administrative and legal expenses).

(Note: The Regional Municipality of Waterloo has instituted a \$5000.00 fee for review and approval of local Official Plan amendments.)

Application:

- The original of the completed and signed application form;
- The signed Record of Pre-Submission Consultation;
- Hard copies of all information and materials(including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation;
- Electronic copies (.pdf) of all information and materials (including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation.

THE RECORD OF PRE-SUBMISSION WILL INDICATE HOW MANY COPIES ARE REQUIRED.

Plan:

The Planning Act regulations require that the plans, drawings or survey be to scale and show the following information. It is very important to be as accurate as possible – **should deficiencies be found, you may be required to re-apply.**

- The boundaries and accurate dimensions of the subject land
- The size, location and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines
- The location of all driveways and parking spaces
- The location, width and name of any roads within or abutting the subject land
- Identify any natural features on subject land (trees, streams, etc.)
- All measurements must be shown in metric.**

Note:

- Where possible, application forms should be submitted in person to the Planning Dept. at the Township of Wellesley, 4639 Lobsinger Line, St. Clements, ON, N0B 2M0. This will allow the application to be reviewed with staff to identify any possible issues or further information required, therefore avoiding unnecessary delays during processing.



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- This is **YOUR** application - make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff are available for consultation, but are not permitted to complete the form.
- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- In addition to the submission requirements found on the application form, **it is imperative that the applicant provide all the planning evidence necessary in support of the request being made.** This will assist the Council in making an informed decision regarding your application.
- The owner or agent **must** attend the Statutory Public Meeting in support of their application.

ACKNOWLEDGEMENT

I/We understand that receipt of this application by the Township of Wellesley does **not** guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/We may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application deposit will be deposited and the application will be circulated to the public, internal Township departments and prescribed agencies and will go forward to a future Council meeting.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Name of Owner:

Name of Owner:

Signature of Owner:

Signature of Owner:

Date:

Date:



AFFIDAVIT (to be completed in person in the presence of a Commissioner of Oaths)	
I/We, _____ of _____ in the <div style="display: flex; justify-content: space-around; width: 100%;"> Name City/Township </div> County/Regional Municipality of _____, solemnly declare that all of the above statements contained in the 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 <i>Canada Evidence Act</i> .	
Signature of Applicant	Signature of Applicant
Declared before me at the _____ in the County/Regional Municipality of <div style="text-align: center;">City/Township</div> _____ this _____ day of _____, 20____ _____ Commissioner of Oaths	
AUTHORIZATION	
If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed: I/We _____ hereby authorize <div style="text-align: center;">Owner(s)</div> _____ to act on my behalf in regard to the above application. <div style="text-align: center;">Agent</div> _____	
Signature of Owner(s)	
Name of Witness	Signature of Witness
Grand River Conservation Authority (GRCA) The GRCA has implemented user fees for review of development applications. In this regard, you may be assessed a plan review fee if the property to which your application applies is within the GRCA's area of interest.	
Please contact the GRCA for more information if required, toll-free at 1-866-900-4722.	