



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

APPLICATION FOR OFFICIAL PLAN AMENDMENT

General Instructions: Read carefully before completing the application.

1. Application to be completed in full.
2. Fee: **\$2,000.00**
Includes costs of photocopying, postage, holding special meetings, and any other directly related expenditure over and above normal municipal staff administrative costs, and shall exclude any fees associated with the participation of professionals, such as engineers, planners, or solicitors, as well as the costs associated with holding Ontario Municipal Board hearings.
3. Deposit: **\$1,000.00**
The applicant shall reimburse the Township on demand for all costs incurred in the processing of the application, including but not limited to the costs of professional planning services, legal fees, costs relating to the serving of notices and advertising, survey fees and engineering fees. A deposit of \$1,000.00 shall be required to cover the above costs, which shall be returned if no additional costs are incurred, or a further deposit may be required to cover additional costs.
4. Application to be signed by owner or authorized agent only.
5. The consideration of this application does not make the Township liable for any of the applicant's costs for legal, surveying, or other professional fees.
6. If there are objections to the amending By-law and a hearing of the Ontario Municipal Board is to be held, the applicant should arrange to be present in person, or to be represented by legal counsel at the meeting.

To Accompany Application:

A legal survey plan or a plan of the property accurately drawn to an appropriate scale based on an actual survey showing:

- Existing buildings or structures on site and their dimensions
- Location of proposed buildings, including their height and dimensions
- Location, widths, and names of abutting roads
- Natural features: watercourses, wooded areas, swamps, etc., and
- Any other information which might be helpful for Council's consideration of the application

Personal information contained on the application form will be used for the purpose of considering your application for a Zoning Amendment. Questions regarding the collection of this information should be directed to the Clerk.

APPLICATION TO AMEND

- OFFICIAL PLAN
 ZONING BY-LAW

1. Applicant Information		
1.1 Name of Applicant: Address:	Telephone Number:	Cell Phone:
	Fax:	Business Phone:
1.2 Name of Owner(s) (if different from the applicant) Address:	Telephone Number:	Cell Phone:
	Fax:	Business Phone:
1.3 Name of the person who is to be contacted about the application (if different from the applicant) Address:	Telephone Number:	Cell Phone:
	Fax:	Business Phone:
2. Purpose of this Application (check appropriate box and complete applicable sections)		
2.1 Application is hereby made for a(n): <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> OFFICIAL PLAN AMENDMENT <input type="checkbox"/> ZONING BY-LAW AMENDMENT </div> <p style="text-align: center;">For the lands hereinafter described and shown on the attached sketch</p>		
What is the existing official plan designation(s) of the subject land?	What is the existing zoning of the subject land?	
What is the proposed amendment to the official plan?	What is the proposed zoning of the subject land?	
What are the reasons for the proposed change?	What are the reasons for the proposed change?	

APPLICATION FOR OFFICIAL PLAN AMENDMENT

3. Location of the Subject Land (complete applicable boxes in 3.1)				
3.1 Road: Address: Concession Number: Lot Number: Registered Plan Number: Lot(s)/Block(s): Reference Plan Number: Part Number(s): Island Number: Parcel:				
3.2 Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input type="checkbox"/> Yes. If YES, describe the easement or covenant and its effect:				
4. Description of Subject Land and Servicing Information (Complete each subsection)				
4.1	Description	Frontage (m.)	Depth (m.)	Area (ha.)
4.2	Buildings or Structure (Attach a Separate list if necessary)	Type	Existing Size	Proposed Size
4.3	Access (check appropriate space)	Provincial Highway	Existing	Proposed
		Municipal road, maintained all year		
		Other public road		
		Right of way		
		Water access (if so, describe below)		
		Describe in Section 7.2 the parking and docking facilities to be used, along with the approximate distance of these facilities from the subject land and the nearest public road.		
4.4	Water Supply (check appropriate space)	Publicly owned and operated piped water system		
		Privately owned and operated individual well		
		Privately owned and operated communal well		
		Lake or other waterbody		
4.5	Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system		
		Privately owned and operated individual sewage tank (1)		
		Privately owned and operated communal septic system		
		Privy		
		Other means		
		A certificate of approval from the Director having jurisdiction under Part VII of the E.P.A. submitted with this application will facilitate the review.		

4.6 Storm Drainage (check appropriate space)	Method of Drainage:		
	Surface		
	Ditching		
4.7 Other Services (check appropriate space)	Piping		
	Electricity		
	School Busing		
4.8	What are the existing uses on the subject land?	Date use Established:	
	What are the proposed uses on the subject land?	Proposed Commencement Date:	
4.9 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified? Please check the appropriate boxes if any apply.			
Use or Feature		On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (include approx. distance)
An agricultural operation, including a 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 provincially significant wetland within 120 metres of the subject land		n/a	
Flood plain			
A rehabilitated mine site			
A non-operating mine site within 1 km of the subject land			
An active mine site			
An industrial or commercial use, and specify the use(s)			
An active railway line			
A Municipal or Federal airport			
5. Current Applications			
5.1 Is the subject land currently the subject of an application for a minor variance, consent or approval of a plan of subdivision?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown. If YES, and if KNOWN, specify the appropriate file number and status of the application.			
5.2 Has the land ever been the subject of an Official Plan Amendment or Zoning By-Law Amendment?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown, If YES and if KNOWN, specify the number for the amendment.			
6. Other Information			
6.1 When did the current owners acquire the subject land?			

6.2 Is there any other information that you think may be useful to the Township or other agencies in reviewing this application? If so, explain below or attach a separate page.

7. Plans

7.1 Key Plan

Every application shall be accompanied by a key plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- The boundaries and dimensions of the parcel of land that is the subject of the application, the part of the parcel that is the subject of this application, the location of all adjacent properties and/or islands, transportation routes, etc.
- The distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- All lands within 120 metres (400 feet) of subject lands;
- The nearest highway or township road

7.2 Property Sketch

Every application shall be accompanied by a sketch (based on a boundary survey plan of the subject land prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and showing thereon;

- The boundaries and dimensions of the subject land and the part that is the subject of this application;
- The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
- The location and dimensions of existing and proposed buildings and structures, and their distance from lot lines;
- The location of land previously severed from the parcel originally acquired by the current owner of the subject land;
- The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways;
- The existing use(s);
- Use on adjacent lands
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, or a private road right-of-way;
- If access to the subject land is by water only, the location of the parking and boat docking facilities is used;
- The location and nature of any easement affecting the subject land

Additional Information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

8. Affidavit/Sworn Declaration

8.1 The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit/Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the _____ this _____ day of _____ 20 ____
I, _____ of the _____ in the County/District/Regional
Municipality of _____ solemnly declare that all the statements contained in this
application is 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
_____ of _____ this _____ day of
_____ 20 _____.

A Commissioner of Oaths

Signature of Applicant or Agent

9. Authorizations

9.1 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
application for an Official plan Amendment and/or Zoning By-law Amendment, and I authorize
_____ to make this application on my behalf.

Date: _____ **Signature of Owner:** _____

9.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of
this application for an Official Plan Amendment and/or Zoning By-law Amendment and for the
purposes of the Freedom of Information Act, I authorize _____,
as my agent for this application, to provide any of my personal information that will be included in
this application or collected during the processing of the application.

Date: _____ **Signature of Owner:** _____

10. Consent of the Owner (this section must be completed for the application to be processed)

10.1 Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application. For the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information collected under the authority of the Planning Act for the purpose of processing this application.

Questions about this collection of personal information should be directed to the Township Clerk.

Date: _____ **Signature of Owner:** _____

11. Payment of Fees (this section must be completed for the application to be processed)

11.1 Complete the consent of the owner concerning payment of fees set out below.

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Township of McKellar during the processing of this application, in addition to any application fee set by the Township of McKellar.

Date: _____ **Signature of Owner:** _____

12. Ontario Municipal Board Hearing Costs (this section must be completed for the application to be processed)

12.1 Complete the consent of the owner concerning Ontario Municipal Board Hearing costs set out below.

The registered owner hereby acknowledges and agrees to pay all costs incurred by the Township of McKellar related to an appeal if this application is approved and the matter comes before the Ontario Municipal Board.

Date: _____ **Signature of Owner:** _____

Updated September 10, 2025