



**TOWN OF RENFREW  
Official Plan Amendment**

**CHECKLIST OF SUBMISSION REQUIREMENTS**

**Please check the appropriate box and attach all necessary material to this form:**

Attached

- Required Fee:**  
Each application must be accompanied by the application fee in the form of a cheque payable to the Town of Renfrew. Please be advised that the Municipality may have a tariff of fees by-law which provides the payment of additional fees, if applicable.
- \$1,000 Official Plan Amendment
- Please provide a sketch indicating the following:
- the boundaries and dimensions 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 yard lot line, rear yard lot line and the side yard lot lines;
  - the approximate location of all 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 traveled road, a private road or a right of way;
  - the location and nature of any easement affecting the subject land.
  - Also include the Applicant's Name, the Date of the Sketch, The scale to which the sketch is drafted (eg. 1cm = 50m), North Arrow, The locations and dimensions of off-street parking spaces and off-street loading facilities, Planting strips and landscaped areas and buildings to be demolished or relocated.
- \*NOTE:** The Town of Renfrew may require that the plan be signed by an Ontario Land Surveyor.
- This application must be accompanied by a legal description of the property as well.
- Two (2) copies of this application, including the sketch or schedule and other information as may be specified, shall be required.

**The completed application form and supporting documentation may be returned to the Planner at the Department of Development and Works, 127 Raglan Street South, Renfrew, Ontario, K7V 1P8.**



# TOWN OF RENFREW

## Application For OFFICIAL PLAN AMENDMENT

OFFICE USE ONLY	
Application No.	Application Received
Date of Preconsultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received

### 1) Contact Information:

Applicant/Owner Information		
Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
NAME/TITLE	MAILING ADDRESS and POSTAL CODE	TELEPHONE (HOME) TELEPHONE (WORK/CELL) E-MAIL ADDRESS FAX
Applicant		(H) -
		(W/C) -
		(E) -
		(F) -
This applicant is: <input type="checkbox"/> The registered owner <input type="checkbox"/> An agent authorized by the owner		
* If the applicant is an agent authorized by the owner, please complete the following:  Name of Owner		(H)-
		(W/C)-
		(E)-
		(F)
To whom should correspondence be sent? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both		
If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows:  Name: _____ Address: _____		

**2) Provide a Description of the Subject Land:**

DESCRIPTION OF THE SUBJECT LAND			
Street Address: _____			
Municipality _____	Geographic Twp: _____	Concession: _____	Lot: _____
Registered Plan No.: _____ Block or Lot No(s). in the Plan: _____			
Reference Plan No.: _____ Part No(s).: _____			
Lot Area: _____ Frontage: _____ Depth: _____			

**3) Current Designation of the Subject Land in the Official Plan:**

\_\_\_\_\_

**4) Land uses authorized by the current designation:** \_\_\_\_\_

**5) Does the proposed Official Plan Amendment do the following? (Check appropriate space(s)):**

Change a policy in the Official Plan	<input type="checkbox"/> Yes (go to question #6)	<input type="checkbox"/> No
Replace a policy in the Official Plan	<input type="checkbox"/> Yes (go to question #6)	<input type="checkbox"/> No
Delete a policy in the Official Plan	<input type="checkbox"/> Yes (go to question #6)	<input type="checkbox"/> No
Add a policy in the Official Plan	<input type="checkbox"/> Yes (go to question #7)	<input type="checkbox"/> No
Change or replace a designation in the Official Plan	<input type="checkbox"/> Yes (go to question #8)	<input type="checkbox"/> No
Alter any boundary of, or establish a new settlement area	<input type="checkbox"/> Yes (go to question #9)	<input type="checkbox"/> No
Remove the subject land from an employment area	<input type="checkbox"/> Yes (go to question #10)	<input type="checkbox"/> No

**6) Section number(s) of policy to be changed, replaced or deleted:** \_\_\_\_\_

**7a) Purpose of the proposed amendment.**

\_\_\_\_\_

**b) Land uses that would be authorized by the proposed amendment:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8) Designation to be changed or replaced and the land uses that the designation authorizes:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**9) Section number(s) of policy dealing with the alteration or establishment of a settlement area:**

\_\_\_\_\_

**10) Section number(s) of policy dealing with the removal of land from any employment area:**

Not applicable

**11) Indicate how water is supplied and how sewage disposal is provided to the subject land:**

(Check appropriate space(s)):

WATER	SEWAGE
<input type="checkbox"/> Publicly owned and operated piped system	<input type="checkbox"/> Publicly owned and operated piped sanitary sewage system
<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> Privately owned and operated communal septic system
<input type="checkbox"/> Privately owned and operated communal well	<input type="checkbox"/> Privately owned and operated communal individual septic system
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Privy
<input type="checkbox"/> Other means:	<input type="checkbox"/> Other means:

**12) If the proposed development is serviced by a privately owned and operated individual or communal septic system, will the completed development produce more than 4500 litres or effluent per day?**

Yes  No

If Yes, the following professionally prepared reports are required to be submitted with this application:

- Servicing Options Report
- Hydrogeological Report

**13) Is the requested amendment consistent with the policy statements issued under section 3(1) of the Planning Act?**

Yes  No

**14) Is the subject land within an area of land designated under any provincial plan or plans?**

Yes  No

If Yes, does the proposed amendment conform to or does not conflict with the provincial plan or plans?

**15) Has the applicant applied for approval of any of the following for the subject land or for land within 120 metres of the subject land? (Check appropriate space(s)):**

<b>Official Plan Amendment</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Zoning By-law Amendment</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Minor Variance</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Plan of Subdivision</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Consent (Severance)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Site Plan</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

16) If the answer to question 15 is Yes, please provide the following information, if known:

File No. of application: \_\_\_\_\_

Name of approval authority: \_\_\_\_\_

Lands affected by the application: \_\_\_\_\_

Purpose of application: \_\_\_\_\_

Status of application: \_\_\_\_\_

Effect of that application on the proposed Plan Amendment: \_\_\_\_\_

17) Please attach the text of the proposed amendment on a separate page, if a policy is being changed, replaced, deleted or added. Also, please attach the proposed (map) schedule and the accompanying text, if the proposed amendment changes or replaces a (map) schedule.

18) Other supporting information:

Please list the titles of any supporting documents (e.g., Environmental Impact Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If possible, please attach the original or a certified copy of any of the above supporting documents.

19) Consent of Owner:

The owner must also complete the following or a similar authorization attached to the application.

**Consent of Owner(s) to the Use and Disclosure of Personal Information  
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Renfrew Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/WE \_\_\_\_\_ this owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I/We, hereby authorize the Town of Renfrew staff and Committee of Adjustment members of the decision making authority access to the subject site for the purposes of evaluation of the subject application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**20) Affidavit** (This affidavit **must** be signed in the presence of a Commissioner):

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_ solemnly  
declare that all of the information required under Ontario Regulation 543/06 and the statements contained in this application are  
true, and I (we), 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  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Commissioner

**21) Authorization:**

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a  
similar authorization attached to the consent application.

**Authorization of Owner for Agent to make the Application and to provide Personal Information**

I/We \_\_\_\_\_ being the registered owner(s) of the lands subject of this  
application for consent hereby authorize \_\_\_\_\_ to prepare and submit this  
application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of  
my/our personal information that will be included in this application or collected during the process of the application.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature