

Official Plan Amendment



For specific inquiries:
Town of Renfrew
Department of
Development and Works
127 Raglan Street South,
Renfrew, Ontario
K7V 1P8

Tel: (613) 432-8166

This pamphlet is intended to
provide preliminary
information only
May 2009



What is an Official Plan?

The Official Plan is a policy document, which outlines land use planning in the Town of Renfrew. It contains a statement of long-term goals and objectives together with policies on major planning issues. The Plan contains Schedules (maps) which establish where residential, commercial, industrial, and parkland areas are to be located. The Plan is approved by the Council of the Town and must also be approved by the Ministry of Municipal Affairs and Housing. Renfrew's Official Plan is reviewed on an as-needed basis, usually every five years. A copy of the document is available from the Planning Department for a nominal fee.

Why Amend the Official Plan?

Any development proposal in the Town of Renfrew must conform to the Town's Official Plan. If the proposal does not meet the requirements set out in the Official Plan, the developer may have to apply for an Official Plan Amendment. It is important to note that the proposal must also be in compliance with the Town's Zoning By-Law. Any changes to our Town's Official Plan must also conform to the Provincial Policy Statements.

Pre-Consultation

Prior to submission of an application, applicants are encouraged to meet with the Planning Department staff to determine if an amendment is necessary. They will evaluate the proposal to ensure it meets the goals, objectives and policies of the Town as outlined in the Official Plan. If the proposal does not, an Official Plan amendment is needed and the Planning Department staff will guide you through the process.

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Application Processing

1) *Complete an application:*

Each application must undergo a pre-consultation process to prevent oversights, errors, delays and additional costs in the processing. Also ensure that the required drawing(s) are in compliance with the minimum standards and that the correct fee accompanies the submission.

2) *Submit the application and required documents:*
Submit these to the Department of Development and Works, 127 Raglan Street South.

3) *After the application has been submitted:*

- After the submission of an application, the Town Planner will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the required fee have been provided. If the application is complete, the Town Planner will deem the application to be received. The applicant/owner will be notified whether the application is complete or whether more information is required.
- Upon receipt of a complete application, the required fee and such other information as may be required, Town Planner will determine whether the application is complete and process the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act). The applicant will be encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Amendments to local Official Plans are adopted by Council and then forwarded to the County of Renfrew for approval.

Application

Applications are available at the Department of Development and Works, 127 Raglan Street South. They are also available through the Town of Renfrew's web site.

Fees

Please refer to the Official Plan Amendment application for the fee schedule

