



County of Bruce Planning & Development Department

Form Five: Official Plan Amendment **Information to Applicants**

General

You are encouraged to discuss your application with the planner for your municipality, and with the appropriate officials of the local municipality. You may also contact your local Planner by way of the County of Bruce website (www.brucecounty.on.ca) 'Living Here - Housing and Property' section. Staff can provide you with information about your application. In order to avoid delay, you should gather information about your property, and you are encouraged to examine the provisions of official plans and zoning bylaws in force and effect.

Complete Application Required

The Planning Act requires that **complete applications** be filed before the applications for amendment to an Official Plan (County or Local Municipal Official Plan) can be considered. The requirements for a complete application are defined in the Planning Act and regulations thereto, in the Bruce County Official Plan and in local municipal official plans. An application may be refused because it is incomplete.

In order to ensure that your application is complete, please complete the **Planning and Development Department - Form One - Property and Applicant Information**. If you are submitting applications for several applications on the same property, you need only submit one completed copy of the Property and Applicant Information Form.

Additional information is required. You should submit this information in the form of an accompanying letter or report. You may need to obtain the assistance of a qualified professional to assist you in completing the application.

Information Required For Applications for Amendments to the Official Plan

Schedule 1 to Ontario Regulation 543/06 as amended by O. Reg. 467/09 lists the information that is to be provided with a complete application for an amendment to the Official Plan. These requirements are summarized below, and together with the completed Development Application Form, will fulfill the requirements for your

application. For major or complicated applications, you should consult the Ontario Regulations and the Official Plans that apply directly.

Additional Requirements of Ontario Regulation 543/06 include:

1. What changes in the Official Plan are being specifically requested, including the text and schedules of any proposed amendment? You should also note if the requested amendment adds one or more policies to the Official Plan.
2. Whether the requested amendment changes or replaces a designation in the Official Plan.
3. The land uses that the application requests.
4. If the requested amendment would permit a development on privately owned and operated individual or communal septic systems and more than 4500 litres of effluent would be produced per day, you are required to provide:
 - a) A servicing options report, and
 - b) A hydrogeological report.
5. If the requested amendment alters any or all part of a settlement area or establishes a new settlement, or removed land from an area of employment, the current official plan policies applying to this.
6. Whether the requested amendment is consistent with the Provincial Policy Statement,
7. Whether the subject land is within an area of land designated under any provincial plan or plans (such as the Niagara Escarpment Plan), whether the requested amendment conforms to or does not conflict with those plan or plans.

The Bruce County Official Plan has application requirements that may also apply. These include:

1. Where development may affect an Area of Natural or Scientific Interest (ANSI), a Provincially, Regionally or Locally Significant Wetland, or areas of habitat of Threatened or Endangered Species, the Preparation of an Environmental Impact Study may be required, in accordance with Section 4.3 of the County Plan.
2. Where major new development or redevelopment is proposed on other than municipal sewer and water services, a Settlement Capacity Study is required (Section 4.7.5.2, 4.7.6)
3. Where a local or the County Plan permits development on private individual or communal services, a lot servicing plan may be require, and a hydrogeologic report demonstrating the suitability of and impact of the development on groundwater, a

conceptual stormwater management plan, (Section 4.7.5.3), and a storm water management study may be required. (Section 5.3.5.1 (iii),

4. For an amendment requesting the establishment or expansion of a pit or quarry, a justification report in accordance with section 4.8.5.1 of the County Plan.
5. In the Shoreline Development Area, as designated in the County Plan, you may also be required to prepare a stormwater management plan, a fisheries management study, and other studies as outlined in Section 5.3.5.1 of the County Plan.

The Local Municipal Official Plan may have other requirements for applications as well. Please consult with the area planner for more information.

You are asked to deal with these questions in the form of a planning rationale report, prepared by a qualified professional.

Two paper copies and one electronic copy in Word or PDF format of the reports that accompany the Development Application Report are required. **Any maps or schedules must be accurate, and scalable. The location of all existing and proposed buildings and structures, and the location of all natural and artificial features must be shown. (Please see attached example).**

One copy of all material accompanying the application must be provided. If possible, electronic copies of the materials in Word or PDF format, including all maps and schedules, on CD or other electronic format useable by the County (no floppy disks or diskettes).

The Process

When a complete application is received, a request for comments is sent to several government agencies, the County will give notice of an application to surrounding property owners, a public meeting will be scheduled, notice of decision is given, and individuals who have written to the municipality or County, or attended the public meeting may appeal the decision to the Ontario Municipal Board.

Your local planner can provide more specific details of this process for you.

Information submitted will be made available for examination to any person who requests it. Once you have been notified of the Application File Number, information about the applications will be put on the Department's website.

An application that is incomplete may be refused for that reason.

Contact Information

The County Planning and Development Department handles the administrative requirements of applications for the local municipalities and the County.

The Department currently has three offices.

The **Peninsula Hub** serves the following local municipalities:

Municipality of Arran Elderslie (former Arran, Elderslie, Tara, Paisley and Chesley)
Municipality of Northern Bruce Peninsula (former Eastnor, Lindsay, St. Edmunds and Lion's Head); and
Town of South Bruce Peninsula (former Albemarle, Amabel, Hepworth and Wiarton)

Bruce County Planning & Development Department
268 Berford Street, P.O. Box 129,
Wiarton, Ontario N0H 2T0
PHONE: (519) 534-2092
FAX: (519) 534-1174
Email: bcplwi@brucecounty.on.ca

The **Interior Hub** serves the following local municipalities:

Municipality Of Brockton (former Township of Brant, Township of Greenock and Walkerton)
Township Of Huron-Kinloss (former Huron, Kinloss and Lucknow); and
Municipality Of South Bruce (former Mildmay, Carrick, Teeswater and Culross);

Bruce County Planning and Development Department
30 Park Street, P.O. Box 848, Walkerton, Ontario, N0G 2V0
Phone: (519) 881-1782
Fax: (519) 507-3030
E-Mail: bcplwa@brucecounty.on.ca

The **Lakeshore Office** serves the following municipalities:

Municipality of Kincardine (Former Township of Kincardine, Township of Bruce, Tiverton and Kincardine);
Town of Saugeen Shores (Former Township of Saugeen, Port Elgin and Southampton).

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