



United Counties of Prescott and Russell

*Application for Official Plan Amendment/
Secondary Plan Amendment*

Instructions:

Please review the United Counties of Prescott and Russell Official Plan prior to completing and submitting this application form.

In this form, the term “affected land” means the land that is the subject of this application.

Completeness of the Application:

The mandatory information must be provided with the appropriate fee and draft plan. Depending on the complexity of your proposal, the United Counties of Prescott and Russell recommends that you consult a planning consultant before submitting your application. If the mandatory information, including the draft plan and fee are not provided, the United Counties of Prescott and Russell will return the application or refuse to further consider the application.

Submission of the Application:

The United Counties of Prescott and Russell require:

- 3 copies of the completed application form;
- 3 copies of a plan of the affected land and PDF format copies (additional copies may be required prior to final approval);
- 2 copies of the plan on 8½” X 11” paper;
- The applicable fee as indicated on the attached Schedule A; and
- Any related documentation in support of the proposal in PDF format.

For Help

If you require additional information, please consult the:

United Counties of Prescott and Russell
Planning and Forestry Department
P.O. Box 304
59 Court Street
L'Orignal, Ontario K0B 1K0

Tel: (613) 675-4661

Tel: 1-800-667-6307

Email: planning@prescott-russell.on.ca



United Counties of Prescott and Russell

*Application for Official Plan Amendment/
Secondary Plan Amendment*

Name of Owner :	Name of Agent (if the applicant is an agent authorised by the owner) :
Address :	Address :
Telephone :	Telephone :
Email :	Email :

1. AMENDMENT REQUEST	
Date of request to initiate proposed amendment:	
Name of the Official Plan/Secondary Plan proposed to be amended:	

2. LEGAL DESCRIPTION of subject land (such as the municipality, concession and lot numbers, reference plan and part numbers and name of street and number)

3. AREA OF LAND
State the approximate area of the land covered by the proposed amendment

4. POLICY – EXISTING -The proposed amendment	<input type="checkbox"/> changes	<input type="checkbox"/> replaces	<input type="checkbox"/> deletes	a policy in the Official Plan / Secondary Plan.
Name/description of affected policy:				

5. POLICY – ADDITION – The proposed amendment adds the following policy to the Official Plan / Secondary Plan if applicable:

(Add additional sheet if further space required.)

6. PURPOSE – If the proposed amendment changes, replaces, deletes or adds a policy, state the purpose of the proposed Official Plan / Secondary Plan amendment:

7. CURRENT DESIGNATION – State current designation of the subject land in the Official Plan/Secondary Plan.

The proposed amendment applies to Schedule: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D

8. EFFECT OF PROPOSED AMENDMENT ON DESIGNATION

The proposed amendment <input type="checkbox"/> changes <input type="checkbox"/> replaces a designation in the Official Plan / Secondary Plan
Name the designation affected: _____

9. LAND USE – State the land uses that would be authorised by the proposed amendment:

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10. OTHER APPLICATIONS – State whether the subject land or any land within 120 metres of the subject land is the subject of an application made by the applicant for approval of an Official Plan / Secondary Plan amendment, a zoning by-law amendment, a minor variance, a plan of subdivision, a consent or site plan.

a) Type of application _____ Application file # _____ Approval authority: _____ Lands affected: _____ Purpose of application: _____ Status of application: _____ Effect of application on proposed amendment: _____
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13. DECLARATION OF APPLICANT - This must be completed by the Applicant for the proposed Official Plan/Secondary Plan amendment.

I/WE _____ of the _____ (City, Town, Township, etc.) of _____ in the _____ (District, Regional Municipality, County, etc.) of _____ solemnly declare that all the statements contained in the application for Official Plan / Secondary Plan Amendment and all the supporting documents are true, and I make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if make under oath, by virtue of the *Canada Evidence Act*.

DECLARED before me at the _____ of _____ in the _____ of _____ this _____ day of _____ 20 _____

Signature of applicant

Signature of commissioner, etc.

14. Acknowledgement

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the United Counties of Prescott and Russell regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the United Counties of Prescott and Russell for legal counsel and/or professional consulting services in defending Council’s decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the _____ in the County of _____
This _____ day of _____, 20 _____.

Applicant

15. OWNER'S AUTHORIZATION IF THE OWNER IS NOT THE APPLICANT

I/WE _____ of the _____ (City, Town, Township, etc.) of _____ in the _____ (District, Regional Municipality, County, etc.) of _____ solemnly declare that _____ (name) is authorised to submit an application for an Official Plan amendment/Secondary Plan amendment, and that to my knowledge, all of the statements contained in the application for Official Plan Amendment/Secondary Plan amendment and all the supporting documents are true, and I make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as it made under oath, by virtue of the *Canada Evidence Act*.

DECLARED before me at the _____ of _____ in the _____ of _____ this _____ day of _____ 20 _____

 Signature of commissioner, etc.

 Signature of applicant

SCHEDULE A – EXCERPT OF TARIFF OF FEE BY-LAW 2019-30

Description	<u>2021</u>	<u>2022</u>	<u>2023</u>
5. United Counties of Prescott and Russell Official Plan Amendment	\$3,700	\$3,800	\$3,900
6. United Counties of Prescott and Russell Secondary Plan Amendment	\$3,700	\$3,800	\$3,900
7. Planning and legal fees associated with processing a Local Planning Appeal Tribunal appeal file and preparing for and giving evidence at the Local Planning Appeal Tribunal or mediating a resolution for files supporting the Applicant's position be on a cost recovery basis			
8. Deposits A deposit is required for all Planning Act application with the exception of Consent application. The deposit will be refunded if no appeal is filed with the Local Planning Appeal Tribunal.	\$3,000	\$3,300	\$3,000