



**The Corporation of the  
Township of Georgian Bay**  
Planning Department

99 Lone Pine Road, Port Severn, Ontario, L0K 1S0  
Phone: (705) 538-2337 Facsimile: (705) 538-1850  
1-800-567-0187

web: www.gbtownship.ca  
E-mail: planning@gbtownship.ca

**APPLICATION FOR OFFICIAL PLAN AMENDMENT**

**OFFICE USE ONLY**

Date Received _____	Application Number _____
Complete Application <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicable Fees Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Accepted _____	Received By _____

**COMPLETENESS OF THE APPLICATION:** *This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the Township and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the Township will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

**1. MUNICIPALITY/OFFICIAL PLAN INFORMATION:**

**Name of Municipality being requested to initiate the amendment to its Official Plan:**

\_\_\_\_\_

**Name of the Official Plan requested to be amended:**

\_\_\_\_\_

**2. APPLICANT/AGENT INFORMATION:**

(An owner's authorization is required on page 5, if the applicant is not the owner.)

**Name of Applicant/Agent:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Name of Registered Owner(s)** (if different from applicant) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Numbers specify 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ (please

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Name of Solicitor:** \_\_\_\_\_  
(if involved)

Mailing Address \_\_\_\_\_

Phone Numbers specify 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ (please

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Please specify to whom you wish communications to be sent (owner will receive automatically if nothing selected.)

Owner  Authorized Agent  Solicitor

**3. PRECONSULTATION**

Have you consulted a Planning Representative regarding this application?

Yes  No Name: \_\_\_\_\_

**4. LOCATION OF SUBJECT LAND:**

Municipal Street Address: \_\_\_\_\_

Concession Number(s): \_\_\_\_\_ Lot number(s): \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

**5. DESCRIPTION OF SUBJECT LAND:**

Frontage on Road \_\_\_\_\_ Frontage on Water \_\_\_\_\_

Depth \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_

Date land acquired by current owner: \_\_\_\_\_

Date existing buildings/structures were constructed: \_\_\_\_\_

Present Use(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

**Use of Subject Property**

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	<input type="checkbox"/>	Seasonal Residential
<input type="checkbox"/>	<input type="checkbox"/>	Permanent Residential
<input type="checkbox"/>	<input type="checkbox"/>	Multiple Residential (Apartments, Townhouses, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural
<input type="checkbox"/>	<input type="checkbox"/>	Bush Lot (No Building Potential)
<input type="checkbox"/>	<input type="checkbox"/>	Commercial*
<input type="checkbox"/>	<input type="checkbox"/>	Industrial*
<input type="checkbox"/>	<input type="checkbox"/>	Addition to Abutting Lands
<input type="checkbox"/>	<input type="checkbox"/>	Grant of Right-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	Other*

\*Please Specify \_\_\_\_\_

What, if any, **accessory uses** are proposed on the site (Please be specific)

**6. OFFICIAL PLAN AND PLAN AMENDMENT**

What is the current designation of the subject land in the Official Plan and the land uses that the designation authorizes?

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

Explain the purpose of the requested amendment:

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

Does the requested amendment change or replace a designation in the Official Plan?

(Please circle)      Yes    No    Unknown

If yes, what is the designation to be changed or replaced?

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

What are the land uses that the requested Official Plan Amendment would authorize?

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

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Does the requested amendment change, replace, add or delete a policy in the Official Plan?

(Please circle)      Change                      Replace              Delete              Add

Please provide the text of the requested amendment:

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Does the requested amendment change or replace a schedule in the Official Plan?

(Please circle)              Yes      No      Unknown

If yes, please attach the requested schedule and the text that accompanies it.

Does the requested amendment alters all or any part of the boundary of an area of settlement in the municipality or established a new area of settlement in the municipality?

(Please circle)              Yes      No      Unknown

If yes, please provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement.

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Does the requested amendment remove the subject land from an area of employment?

(Please circle)              Yes      No      Unknown

If yes, please provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment.

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## 7. PROVINCIAL PLANS AND POLICIES – OFFICIAL PLAN AND ZONING INFORMATION

Is the plan consistent with the policy statements issued under Subsection 3(1) of the *Act*? (See Provincial Policy Statement 2014)

(Please circle)              Yes      No      Unknown

If yes, please describe how:

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Is the subject land within an area of land designated under any provincial plan(s)?

(Please circle)              Yes      No      Unknown

If the answer above is yes, please describe how the application conforms to or does not conflict with the applicable provincial plan or plans.

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## 8. SERVICES

### Type of Access for Property

- |   |  |
|---|--|
| <input type="checkbox"/> Municipal Road (Year Round Maintained) | <input type="checkbox"/> Provincial Highway    |
| <input type="checkbox"/> Municipal Road (Seasonally Maintained) | <input type="checkbox"/> Water                 |
| <input type="checkbox"/> Proposed Private Road                  | <input type="checkbox"/> Existing Private Road |

Name of Street or Road \_\_\_\_\_



**9. Site Plan Application (If Applicable)**

*If the site plan is larger than 11"x17" a reduced copy must be included.*

**The application must be accompanied by a site plan or plans drawn to scale and *IN METRIC* showing the following:**

- Legend, scale, north arrow, date, revision date(s), name of person or firm that prepared the plan;
- 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 including the distance of the buildings or structures from all lot lines and fire hydrants and the centreline of proposed fire truck access routes including the location of the principal access to the buildings and any Siamese connections;
- 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 buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, and;
- The existing use(s) on adjacent lands and location of all services and utilities.

**AFFIDAVIT OR SWORN DECLARATION FOR THE PRESCRIBED INFORMATION**

I / We \_\_\_\_\_ solemnly declare that all statements contained in this application and in all statements contained in all exhibits transmitted herewith 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. I further agree for the purposes of the Municipal Freedom of Information and Protection Privacy Act, to authorize and consent to the use by of the disclosure to any person of public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing the application.

DECLARED before me at the Township of )  
 )  
Georgian Bay, in the District of Muskoka )  
 )  
on this \_\_\_\_\_ day of \_\_\_\_\_ )  
 )  
20\_\_\_. )  
 )  
 )

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

If signed by a Solicitor or Agent, written authorization from the Registered Owner(s) must accompany the application or the authorization form below must be completed.

\_\_\_\_\_  
A Commissioner, etc.

**AUTHORIZATION OF OWNER(S)**

I / We \_\_\_\_\_ am / are the registered owner(s) of the land that is the subject of this application for consent and for the purposes of the Freedom of Information and Protection of Privacy Act, I / we authorize \_\_\_\_\_ to make this application on my / our behalf.

This authorization also allows the applicant to appear at any hearing(s) of the application and provide any information or material required by the Committee of Adjustment relevant to the application on my / our behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**PERMISSION TO ENTER PROPERTY**

I / We \_\_\_\_\_ hereby authorize the members of the Committee of Adjustment, members of the staff of the Township of Georgian Bay and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the Township.

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Signature(s) of Owner(s)

**THE PLANNING SERVICES AGREEMENT MUST BE SIGNED BY THE OWNER(S) OF THE SUBJECT LAND**

**PLANNING SERVICES AGREEMENT**

Between

**The Corporation of the Township of Georgian Bay** (hereinafter called the Township)

-and-

\_\_\_\_\_  
Owner(s) (hereinafter called the Applicant)

**WHEREAS THIS AGREEMENT** is entered into pursuant to the provisions of By-law 2012-98 of the Corporation of the Township of Georgian Bay

**1. THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:**

The Applicant agrees to provide the Township with the following:

- a) any information in the Applicant's possession concerning the planning aspects of the application;
- b) all surveys, drawings, sketches or plans, as required for the processing of the application; and,
- c) the applicable application fee(s) as prescribed by By-law 2012-98.

**2. WHEREAS AN APPEAL HAS BEEN RECEIVED TO ANY OF THE FOLLOWING:**

An application for a minor variance, a zoning by-law amendment, an official plan amendment a consent application, or a site plan agreement; **AND** if an Ontario Municipal Board Hearing is required, **THEN** a deposit of **\$6,000** shall be submitted to the Township by the Applicant prior to the submission of the request for approval to the Ontario Municipal Board (this amount shall be for all fees and disbursements paid to the Township's Solicitor and expert witnesses called to testify by the Township and for all disbursements incurred by the Township in connection with the application.) Any surplus funds shall be refunded to the Applicant following final approval of the application. Should the costs referred to above exceed \$6,000.00, the Applicant shall reimburse the Township for all such costs.

3. The Township agrees to process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.

4. Where the Township finds it necessary to make extensive use of professional assistance in preparation for an Ontario Municipal Board Hearing, or where the Hearing is of more than two (2) days in duration, the Township may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Township, payment for which have been made by the Township or invoices for which have been received by the Township.

**IN WITNESS WHEREOF** the Applicant and the Township has caused its corporate seal to be affixed over the signature of its respective signing officers.

**SIGNED, SEALED AND DELIVERED** in the presence of:

_____ )	Per: _____
Witness )	
_____ )	
Date )	
_____ )	Per: _____
Witness )	Signature of Owner(s)
_____ )	
Date )	The Corporation of the Township of Georgian Bay
_____ )	
	Per: _____
	Director of Planning or Designate

**Please Read the Following Information to Ensure Your Application is Complete  
Before Submitting it to The Township of Georgian Bay:**

Applicants are required to request a pre-consultation with staff of the Planning Department, prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Pre-consultation can improve application processing times. Delays in processing the application may result if staff determines the application to be incomplete and / or inaccurate.

Please provide, by separate attachment, a detailed description of the proposal, including appropriate supporting maps, reports, studies and documentation. To ensure a timely and complete review, two (2) copies of all required information should be submitted at the time of application.

**Required Maps and Plans:**

The Owner / Agent is required to submit two (2) copies of the following maps / plans with this application, which will form part of this application:

Concept Plan which may include:

- a) Building locations
- b) Service locations (wells, septic pipes, etc.)
- c) Landscaping, buffering
- d) Parking / traffic flow

Site Plan:

- a) A survey plan or scaled sketch based on an Ontario Land Surveyor's description of all lands in the owner's possession (whether by ownership or option) with the lands subject of this application hatched in red.

Other Applicable Documentation which may include:

- a) Traffic study
- b) Hydrology study
- c) Market study
- d) Servicing study
- e) Social impact study
- f) Detailed site design from a Landscape Architect
- g) Water quality studies
- h) Storm water management report
- i) Site evaluation report
- j) Environmental Impact Study
- k) Or other technical reports as required

**The Applicant Hereby Acknowledges And Agrees To The Following:**

- To reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee (which is **\$2,000.**)
- If required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of this application to cover anticipated professional and other processing costs beyond normal application requirements.
- To pay all costs, legal and otherwise, that may be incurred by the Municipality with respect to an Ontario Municipal Board Hearing that may be held as a result of this application for a severance.
- To have the lands subject of this application for consent properly posted as required and recognizes that failure to do so may result in a delay in processing this application.
- That this application and all studies submitted in support of this application may be made available for public review, pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.
- That there may be additional approvals (i.e. rezoning application, minor variance application, building permit, etc.) and additional fees and charges (i.e. building permit fees, parkland dedication fees, development charges, etc.) associated with any development approved in conjunction with this application.
- That they may be required to provide additional information that will assist the Township in assessing this application and that the Township may not be able to process the application unless the additional information is submitted.

**NOTE:** The Applicant is responsible for submitting any/all necessary applications (i.e. Official Plan Amendment Application, Application for Approval of an Adopted Local Official Plan or Plan Amendment, etc.) to the District Municipality of Muskoka, including the payment of any applicable fee(s) and consulting with District Planning staff prior thereto.