

# **MANITOULIN PLANNING BOARD APPLICATION FOR OFFICIAL PLAN AMENDMENT TO THE DISTRICT OF MANITOULIN OFFICIAL PLAN**

The fees for an Amendment to the Official Plan to the Manitoulin Planning Board for lands within the Manitoulin Planning Area are as follows:

In the **Unincorporated Townships of Robinson and Dawson:**

**Residential/Rural/Open Space, etc.: \$1885.00  
Commercial, Industrial, Institutional, etc.: \$2735.00**

In the **Municipalities of Assiginack, Billings, Burpee-Mills, Central Manitoulin, Cockburn Island, Gordon/Barrie Island, Town of Gore Bay, and Tehkummah:**

**Residential/Rural/Open Space, etc.: \$1,650.00  
Commercial, Industrial, Institutional, etc.: \$2435.00**

All fees are payable at the time a **complete application** is submitted.

The application fee is payable by cheque or money order to:

**“The Manitoulin Planning Board”**

**THIS APPLICATION IS TO BE PRINTED AND SUBMITTED  
TO THE MANITOULIN PLANNING BOARD OFFICE ON LEGAL (8.5” X 14”) SIZE PAPER**

# APPLICATION FOR OFFICIAL PLAN AMENDMENT TO THE DISTRICT OF MANITOULIN OFFICIAL PLAN

(Planning Act R.S.O 1990, c. P.13 Requirements as per O.Reg. 543/06)  
Form to be Submitted to the Municipality for Approval and Adoption of Official Plan Amendment  
The Manitoulin Planning Board will assist with the Application process  
**THIS APPLICATION MUST BE SUBMITTED ON LEGAL SIZED PAPER (8.5" x 14")**

## SECTION 1: APPLICANT INFORMATION – Please provide a copy of your transfer of land form

Provide the required contact information, including the full name, home/ mailing address, phone number and email address (if you have one) of **all property owners** of the subject land. If you need more space, please attach a separate page to this application.

**1.1 Property Owner(s)** (If you need more room to list property owners, please attach another sheet to the application)

Name of Owner(s)	Telephone No. Home: Cell:	Business Telephone No.
Address		Email

### 1.2 Authorized Agent (if applicable)

Name of Agent	Telephone No. Home: Cell:	Business Telephone No.
Address		Email

## SECTION 2: DESCRIPTION/LOCATION OF SUBJECT LAND

Provide the **legal description** and **address** (if applicable) of the subject land.

Municipality		Township	
Concession Number(s)	Geographic Lot Number(s)	Name of Street/Road	Address/911 Number
Survey Plan No.	Survey Part(s)/Lot(s) Numbers	Property Identification Number (PIN)	
Property Frontage	Property Depth	Property Area	

## SECTION 3: LAND USE

Indicate the current use of the land, and the land uses present on surrounding properties.

### 3.1 Current Land Use

**3.1.1** What is the current **Official Plan Designation** and current **Zoning** of the Subject land?

**Official Plan Designation:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**3.1.2** What is the Current Use of the Subject Land (e.g. Residential, Agricultural, Commercial, Vacant)

\_\_\_\_\_

### 3.2 Past Land Uses and Adjacent Land Uses

Check off all land uses that apply:

Land Use	On the Subject Land	On Land within 500 m (more if specified)
<b>Agricultural Operation</b> , including livestock operation or stockyard		
A <b>Landfill</b> or other waste processing site, closed or active		
A <b>sewage treatment plant</b> or <b>lagoon</b>		
A <b>mine site</b> , active or abandoned, or any <b>mine hazards</b>		
An <b>active aggregate operation</b> within <b>1000 metres</b>		
A <b>contaminated site</b> , <b>gas station</b> or <b>petroleum fuel/storage</b>		
An <b>Industrial/Commercial Use</b> (Specify the use)		
An <b>Airport</b>		

### SECTION 4: EXPLANATION OF AMENDMENT

Explain the reason for the amendment –e.g. a change to the Official Plan designation of the land, a change to a policy in the Official Plan, and/or an additional land use not currently permitted on the subject land.

#### 4.1 Type of Amendment

4.1.1 Do you propose to **change, delete, amend, or add a policy** in the Official Plan?

\_\_\_ YES \_\_\_ NO

If **YES**, specify the section to be changed: \_\_\_\_\_

4.1.2 Does the proposal **change, delete, or replace a Schedule** of the Official Plan? \_\_\_ YES \_\_\_ NO

If **YES**, specify the Schedule affected: \_\_\_\_\_

4.1.3 Does the proposal change the **designation of the land** in the Official Plan? \_\_\_ YES \_\_\_ NO

If **YES**, specify the proposed designation: \_\_\_\_\_

#### 4.2 Reason for the Amendment

Specify in detail the **reason for the amendment** – e.g. what new land uses are being proposed, or what new development requires the amendment. If you need more space, please attach a separate page to the application.

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## SECTION 5: EXISTING AND PROPOSED STRUCTURES

### 5.1 Existing Structures

Please list **all** existing structures, regardless of size, including small sheds and accessory structures. All structures and their setbacks and dimensions must be shown on the accompanying sketch.

Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Back	Side	Side		

### 5.2 Proposed Structures

Please list **all** proposed structures, regardless of size, including small sheds and accessory structures. All structures and their setbacks and dimensions must be shown on the accompanying sketch.

Buildings or Structures	Indicate all Yard Setbacks				Building Dimensions	Building Height
	Front	Back	Side	Side		

## SECTION 6: SERVICING

Indicate the current services provided to the land – electricity, telephone, water, sewer, waste disposal, school bussing, etc. Also indicate the servicing the development will require, if it is not already in place.

### 6.1 Water Supply

Indicate the current and proposed supply of water for the land

#### 6.1.1 Current Water Servicing

\_\_\_ Municipal Piped Water Supply \_\_\_ Private Communal Piped Water Supply \_\_\_ Well  
 \_\_\_ Other: \_\_\_\_\_

#### 6.1.2 Proposed Water Servicing

\_\_\_ Municipal Piped Water Supply \_\_\_ Private Communal Piped Water Supply \_\_\_ Well  
 \_\_\_ Other: \_\_\_\_\_

**6.2 Sewage/Wastewater Disposal**

Indicate the current and proposed sewage/wastewater service for the land

**6.2.1 Current Sewage Servicing**

Municipal Sewers  Private Communal Sewers  Private Communal Septic System  
 Private Individual Septic System  Other: \_\_\_\_\_

**6.2.2 Proposed Sewage Servicing**

Municipal Sewers  Private Communal Sewers  Private Communal Septic Tank  
 Private Individual Septic Tank  Other: \_\_\_\_\_

**6.3 Access**

Indicate how the property is currently accessed, and how it is proposed to be accessed if there is any change.

Publically Maintained Road (Year Round)  Publically Maintained Road (Seasonal)  
 Provincial Highway  
 Open Road Allowance (Privately Maintained or Unmaintained)  Private Road (Right-of-Way)  
 Water Access

**6.4 Other Services**

Indicate what other services are available to the property, if known.

Telephone  Internet  Electricity  Waste Collection/Disposal  School Busing

**SECTION 7: NATURAL HERITAGE AND CULTURAL HERITAGE**

**7.1 Natural Heritage**

Check off any known Natural Heritage values on the land or on adjacent lands. If unknown, indicate this as well. The Manitoulin Planning Board Staff will also conduct an internal screening of the application for Natural Heritage values.

Natural Heritage Value	On the Subject Land	Within 500 m
A Fish Habitat		
A Nesting Site		
An Endangered Species Habitat		
Significant Wildlife Habitat		
A Deer Wintering Area/Deer yard		
A Natural Heritage System		
A Wetland		
A Provincially Significant Wetland		

**7.2 Cultural Heritage and Archaeological Potential**

Check off any known Cultural Heritage or Archaeological features or potential features on the land or on adjacent lands. If unknown, indicate this as well. Manitoulin Planning Board Staff will conduct an internal screening of the application for Cultural Heritage values and archaeological potential.

<b>Cultural/Archaeological Features or Potential</b>	<b>On the Subject Land</b>	<b>Within 500 m</b>
A Municipally-designated heritage site		
A Provincially-designated heritage site		
*A Cemetery or Burial Site		
*A Known Archaeological Site (Including Local/Aboriginal Knowledge of a site)		
*Land is within 300 m of a water body		
*Evidence of 2 or more of the following: elevated topography, well-drained sandy soil, distinctive land formations, resource extraction areas, early historic settlement, or early historic transportation routes		

If any of the features marked with an asterisk (\*) are present on the subject or adjacent lands, it is considered to have **Archaeological Potential**. See Appendix A for required studies.

**SECTION 8: CURRENT AND PAST APPLICATIONS**

**8.1 Current Planning Applications**

**8.1.1** Are there any **planning applications currently in progress** on the subject land (e.g. consent to sever, zoning amendment)? If so, list the **File Numbers** for those applications.

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**8.2 Past Planning Applications**

**8.2.1** List the **file numbers** for any **past planning applications** that have applied to the subject land.

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**SECTION 9: SETTLEMENT AREAS AND EMPLOYMENT AREAS**

**9.1 Settlement Areas**

Does the application propose any additions or changes to **Settlement Area boundaries** set out in the Official Plan? If Yes, specify the policies in the Official Plan relating to Settlement Area expansion.

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**9.2 Employment Areas**

Does the application propose redesignating any lands currently designated as an **Employment Area**? If Yes, specify the policies in the Official Plan relating to the removal of land from an Employment Area.

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**SECTION 10: PROVINCIAL POLICY**

**10.1 Provincial Planning Statement 2024** (available at <https://www.ontario.ca/page/provincial-planning-statement-2024>)

In your opinion, does this application conform to the policies of the *Provincial Planning Statement 2024*?

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**10.2 Provincial Plans**

Do any Provincial Plans apply to this land? If so, in your opinion, does this application conform to the policies of the relevant plan?

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**SECTION 11: OTHER INFORMATION**

Is there any other information that you think may be useful to the Municipality, the Manitoulin Planning Board, or any other agencies in reviewing this application?

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**SECTION 12: SIGNATURES AND AUTHORIZATION**

**12.1 Affidavit or Sworn Declaration**

I/We, \_\_\_\_\_ of the \_\_\_\_\_

In the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documentation that accompany this application is true.

Sworn (or declared) before me

At the \_\_\_\_\_ 1. \_\_\_\_\_

In the \_\_\_\_\_ 2. \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_ 20\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Property Owners or Authorized Agent/Applicant

Commissioner of Oaths

**12.2 Authorized Agent**

Fill out this section only if you are authorizing another person to make this application on your behalf.

I/We, \_\_\_\_\_, am/are the registered owners of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_ 1. \_\_\_\_\_

Date 2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Property Owners

**12.3 Permission to Enter**

I/We hereby authorize the members of the staff of the Municipality and/or the Planning Board to enter up on the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority to do so.

\_\_\_\_\_ 1. \_\_\_\_\_

Date 2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Property Owners



**SECTION 12: SKETCH**

**Legal Description**

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**Date:** \_\_\_\_\_

**Key Map**

**Sketch**

## APPENDIX A: REQUIRED STUDIES AND SUPPLEMENTARY MATERIALS

Unless otherwise noted, all section numbers refer to the District of Manitoulin Official Plan (OP), which can be found on the Manitoulin Planning Board website at <http://manitoulinplanning.ca/index.php/downloads>

- **The original application with original signatures and 3 copies on Legal sized paper (8.5" X 14")**
- If the application is for the redesignation of a parcel of land, a sketch showing the land subject to amendment, including a key map showing its general location with a map showing the area to be redesignated.
- Copies of the **Deed(s)/Transfer(s)** to the subject land(s) being amended
- The required **Application Fee**. (Please check our Tariff of Fees on our website)
- If you are proposing a change in a policy in the Official Plan, **the text of the requested amendment**.
- If you are replacing a Schedule to the Official Plan, **include the Schedule and any text that accompanies it**.
- If the development proposal would produce 4500 litres or more of effluent per day on private water/wastewater systems, a **Servicing Options Statement** and a **Hydrogeological Report**. If the proposal would produce less than 4500 litres of effluent on private water/wastewater systems, a **Hydrogeological Report** is required. The Ontario Building Code section 8.2.1.3 regarding sewage system design flows states the required daily rates for various uses. (information can be found here: <http://www.buildingcode.online/1156.html>)
- If the development proposal would be serviced by private communal or individual wells, **provincial guidelines on quality and quantity of water must be satisfied** as required by OP Section E.2.3
- If the development would be serviced by municipally owned water and/or sewage disposal systems, confirmation from the municipality that there is sufficient servicing capacity to handle the new development as per OP Section E.2.
- If the development is in an area of Archaeological Potential, a **Stage 1 and 2 Archaeological Assessment** would be required as per Section B.5.2.4.
- If the development may impact at designated heritage property, a **Heritage Impact Assessment** may be required as per OP Section B.5.2.6.
- If the land or nearby/adjacent properties has or proposes an industrial use, the classification of the industrial use must be determined. If sensitive uses fall within the distances specified under the Ministry of Environment, Conservation, and Parks, D-Series guidelines, then a **Noise and Dust Study** would be required.
- If the land has Endangered Species habitat, or has the potential to have Endangered Species Habitat, then an **Ecological Site Assessment (EcoSA)** would be required as per OP Section D.4.3. The result of this EcoSA may trigger an **Environmental Impact Study**.
- If the land is within 120 metres of a Provincially Significant Wetland, and **Environmental Impact Study** would be required as per Section D.4.1.
- If the land contains or is within a wetland, a **Wetland Evaluation** may be required as per OP Section D.4.2.
- If the subject land is adjacent to Fish Habitat or likely Fish Habitat, a scoped **Environmental Impact Study** concerning the fish habitat would be required as per OP Section D.4.4.
- If the development proposes a new or expanded Shoreline Area designation, a **market analysis or needs study** should be provided demonstrating the need for the expansion, as per OP Section B.2.3.3.a
- If development will take place within escarpment lands within 60 metres of the base or brow of the escarpment, a **slope stability analysis and/or a development plan** prepared by a qualified engineer satisfying the requirements of OP Section D.5.
- If the development will take place in an area of Extreme or High Wildland Fire Risk, a plan for the mitigation of the risk of wildfires in the development must be prepared according to the **Wildland Fire Risk Assessment and Mitigation Reference Manual** as per OP Section D.9.3.