



**YORK REGIONAL OFFICIAL PLAN
AMENDMENT APPLICATION FORM**

Regional Use Only	
Regional File No:	Date of Pre-submission Consultation Meeting:
Date Received:	Date Deemed Complete Application:

An electronic version of this application form is available on the Region’s website.
Please visit: www.york.ca

1.0 Pre-submission Consultation Meeting

Prior to submitting this application, a pre-application meeting is required to consult with the York Region Planning and Economic Development Branch, which will co-ordinate input from other Regional Departments. You should also consult with affected area municipalities, Provincial ministries and conservation authorities. Consultation will assist you in determining important additional information, such as issues that need to be addressed, the agencies that may be affected and the type of supporting documentation they require, and in preparing the correct document for a proposed draft official plan amendment to the York Region Official Plan (2010).

2.0 Completeness of Application and Process

Information and material, pursuant to Schedule 1 of Ontario Regulation 543/06 and Section 22(4) and (5) under the Planning Act, must be provided together with the application fee and any documents/studies identified during the pre-application meeting. The time periods for processing a request for an official plan amendment, as set out in Section 22(6) of the Planning Act, do not begin until all these materials have been provided and fee(s) payment is received. Once the complete application is submitted, the Region has 30 days to advise whether the application is deemed complete/incomplete. Upon an affirmative notice, the Region then has 15 days to notify the prescribed persons and public bodies, in the prescribed manner, of the request to amend the Regional Official Plan. Depending on the nature and scope of the proposed Regional Official Plan amendment, an additional newspaper advertisement may be required at the discretion of the Region. The applicant will be informed at the pre-submission consultation meeting whether additional fees are required.

3.0 Submission Requirements (to be confirmed at the pre-submission consultation meeting)

- ☐ Completed Regional Official Plan Amendment Application – York Region Submission Requirements/Submission Checklist and Supporting Studies

4.0 Contact Information

4.1 Registered Owner

Owner	Contact Name
Telephone No.	Email Address
Address	

4.2 Agent/Applicant (if different than Owner)

Agent/Applicant	Contact Name
Telephone No.	Email Address
Address	

5.0 Property Information

Municipal Address	Area Municipality
Lot Number	Concession Number
Registered Plan Number	Lot(s) / Block(s)
Area of Subject Land (ha)	Current OP Designation of Subject Land

6.0 Details of the Proposed Amendment

Prescribed Information (as per Schedule 1, O. Reg. 543/06)	Response
1. The name, address, telephone number and, if applicable, the e-mail address of the applicant.	
2. The name of the municipality or planning board that is being requested to initiate the amendment to its official plan.	
3. The date of the request to the municipality or planning board.	
4. The name of the official plan requested to be amended.	
5. A description of the subject land, including such information as the municipality, or the geographic township in unorganized territory, concession and lot numbers, reference plan and part numbers, and street names and numbers.	
6. If known, the approximate area of the subject land, in metric units.	
7. Whether the requested amendment changes, replaces or deletes a policy in the official plan.	
8. If the answer to section 7 is yes, the policy to be changed, replaced or deleted.	
9. Whether the requested amendment adds a policy to the official plan.	
10. The purpose of the requested amendment.	
10.1 In the case of a requested amendment to a lower-tier municipality’s official plan, the current designation of the subject land in the upper-tier municipality’s official plan and an explanation of how the proposed amendment conforms with the upper-tier municipality’s official plan.	
11. The current designation of the subject land in the official plan and the land uses that the designation authorizes.	
12. Whether the requested amendment changes or replaces a designation in the official plan.	
13. If the requested amendment changes or replaces a designation in the official plan, the designation to be changed or replaced.	
14. The land uses that the requested official plan amendment would authorize.	
15. Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body, or other means.	
16. Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.	
17. If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being	

Prescribed Information (as per Schedule 1, O. Reg. 543/06)	Response
completed, (a) a servicing options report; and (b) a hydrogeological report.	
18. Whether the subject land or land within 120 metres of it is the subject of an application by the applicant under the Act for, (a) a minor variance or a consent; (b) an amendment to an official plan, a zoning by-law or a Minister’s zoning order; or (c) approval of a plan of subdivision or a site plan.	
19. If the answer to section 18 is yes, the following information about each application: (a) its file number; (b) the name of the approval authority considering it; (c) the land it affects; (d) its purpose; (e) its status; and (f) its effect on the requested amendment.	
20. If a policy in the official plan is being changed, replaced or deleted or if a policy is being added, the text of the requested amendment.	
21. If the requested amendment changes or replaces a schedule in the official plan, the requested schedule and the text that accompanies it.	
22. If the requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality, the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement.	
23. If the requested amendment removes the subject land from an area of employment, the current official plan policies, if any, dealing with the removal of land from an area of employment.	
24. An explanation of how the requested amendment is consistent with the policy statements issued under subsection 3 (1) of the Act.	
25. Whether the subject land is within an area of land designated under any provincial plan or plans.	
26. If the answer to section 25 is yes, an explanation of how the requested amendment conforms or does not conflict with the provincial plan or plans.	
26.1 A proposed strategy for consulting with the public with respect to the request.	
27. An affidavit or sworn declaration by the applicant certifying that the information required under this Schedule and provided by the applicant is accurate.	

7.0 Affidavit or Sworn Declaration

I, _____ of the _____
in the _____ make oath and say (or solemnly declare) that I am

(please indicate one)

- ☐ the Owner
- ☐ an agent of the Owner
- ☐ an officer of the Owner
- ☐ an officer or employee of the agent of the Owner

and that all the statements contained herewith and statements contained in all of the exhibits attached hereto are true, and I 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.

Sworn (or declared) before me
at the _____
in the _____
this _____ day of _____ 20_____

Signature of a Commissioner for taking affidavits

Signature of Declarant

8.0 Owner Authorization

If the owner(s) is/are different from the agent/applicant, the owner(s) must complete the following authorization. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject land here
hereby authorize (insert name of applicant/agent) _____
to prepare and submit this application to the Regional Municipality of York.

Signature of Owner and Title

Signature of Declarant