



Township of Lanark Highlands  
 Po Box 340, 75 George Street  
 Lanark, ON K0G 1K0  
 T: 613.259.2398 F: 613.259.2291  
 www.lanarkhighlands.ca

**APPLICATION FOR OFFICIAL PLAN AMENDMENT**  
 Information and material to be provided under Section 22 of the *Planning Act*

**FOR OFFICE USE ONLY**

Application Number: \_\_\_\_\_

Assessment Roll Number:           0940 \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date Received: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

**NOTE:**  
 All questions on this application **must** be answered or the application will be deemed incomplete and will be returned.

**Part 1: Applicant Information**

**Registered Owner**  
 Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent (if applicable)**  
 Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please specify to whom all correspondence should be sent: Owner  Agent**   
*If the applicant is not the owner, the owner must appoint the applicant his/her agent see page 8.*

**Part 2: Property Information**

**Legal Description of the Property**  
 Assessment Roll Number: \_\_\_\_\_  
 Geographic Township: \_\_\_\_\_ Concession: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Registered Plan Number (if any): \_\_\_\_\_ Lot Number: \_\_\_\_\_  
 Area of Subject Lands: \_\_\_\_\_ m<sup>2</sup>  
 Civic Address: \_\_\_\_\_

**Part 3: Official Plan**

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

Land uses this designation authorizes: \_\_\_\_\_

\_\_\_\_\_

Reason why official plan amendment is being requested: \_\_\_\_\_

\_\_\_\_\_

Does the proposed amendment add, change, replace, or delete a policy in the official plan? \_\_\_\_\_

If yes list the policy to be added, changed, replaced or deleted \_\_\_\_\_

\_\_\_\_\_

If a policy is being added, changed, replaced or deleted give the text of the requested amendment:

\_\_\_\_\_

\_\_\_\_\_

If the proposed amendment changes or replaces a schedule in the official plan, provide the requested schedule and accompanying text \_\_\_\_\_

\_\_\_\_\_

Does the proposed amendment change or replace a designation in the official plan? \_\_\_\_\_

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

What land uses will the proposed official plan amendment authorize? \_\_\_\_\_

\_\_\_\_\_

If the proposed amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement give the current official plan policies dealing with the alteration or establishment of an area of settlement: \_\_\_\_\_

\_\_\_\_\_

If the proposed amendment removes the subject land from an area of employment, provide the official plan policies dealing with the removal of land from an area of employment: \_\_\_\_\_

\_\_\_\_\_

Is the proposed amendment consistent with the policy statement issued under subsection 3(1) of the Act? **Yes**  **No**

Is the subject land within an area of land designated under any provincial plan? **Yes**  **No**

If yes does the proposed amendment conform to or not conflict with the provincial plan?

**Yes**  **No**

***\*If you are unaware as to the Official Plan designation, please contact the Township of Lanark Highlands for this information.***

**Part 4: Servicing the Property**

**4.1 Water Supply** (Check appropriate box for type of service proposed):

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Sand point
- Lake or other water body
- Other means (*please state*) \_\_\_\_\_
- Water service not proposed

**4.2 Sewage Disposal** (Check appropriate box for type of service proposed):

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system\* (if checked please see section 4.3a)
- Privately owned and operated communal septic system\* (if checked please see section 4.3a)
- Privy
- Holding tank
- Other (*please state*) \_\_\_\_\_
- Sewage disposal service not proposed

Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:

- Title and date of servicing options report: \_\_\_\_\_
- Title and date of hydrogeological report: \_\_\_\_\_

**Simultaneous Applications**

Is the subject land or any land within 120 m subject to any other planning applications at this time?

Yes  No *If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete the following Table:*

Item	Application # 1 (type):	Application # 2 (type):	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			
Purpose			
Status			
Effect on requested amendment			

**Disclaimer**

Personal Information contained on this form is collected under the authority of the Planning Act, Section 22, and will be used to determine the eligibility of the proposed official plan amendment

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**NOTE**

**THE APPROVAL OF A OFFICIAL PLAN AMENDMENT DOES NOT RELIEVE THE OWNER FROM THE REQUIREMENTS OF THE BUILDING CODE. ALL OTHER APPLICABLE PERMITS MUST BE APPLIED FOR BY THE OWNER.**

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**Submit your application to:**

Janie Laidlaw, Planning Assistant  
Township of Lanark Highlands  
75 George Street, PO Box 340  
Lanark ON K0G 1K0

T: 613-259-2398 x 232 or 1-800-239-4695

F: 613-259-2291

E: [jlaidlaw@lanarkhighlands.ca](mailto:jlaidlaw@lanarkhighlands.ca)

**AFFIDAVIT**

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_ solemnly declare that all the above statements  
contained in the application are true, and I/We make this solemn declaration conscientiously,  
believing it to be true and knowing that this is the same force and effect as if it were made under  
oath.

Declared before me at the

\_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_ .

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

\_\_\_\_\_  
A Commissioner of Oaths

Owner/Agent Signature

**OWNERS AUTHORIZATION**

I/We, \_\_\_\_\_ being the registered owner(s)  
of the subject lands hereby authorize \_\_\_\_\_ to prepare  
and submit the application for Official Plan Amendment on my/our behalf to the Corporation of  
the Township of Lanark Highlands.

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

Signature(s)

\_\_\_\_\_

Date

**CONSENT OF OWNER**

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted.

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

I/We also authorize and consent to representatives from the Township of Lanark Highlands and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

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

Signature of Owner(s)

\_\_\_\_\_

Date

## SITE PLAN CHECKLIST

A site plan shall be submitted with this application that provides the following information.

- 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, indicating their distance from the front lot line, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay;  
*(Note: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)*
- The current uses of land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- North arrow and scale;
- Other (as indicated by Municipality) \_\_\_\_\_

## APPLICATION FEES

### Applicable Fees:

The processing fee, made payable to the Township of Lanark Highlands, is payable at the time application is made.

Township (includes MVC review)	\$ 500.00
Planning Deposit (Professional Planner Review) <i>*Balance of deposit is refunded or costs beyond deposit is payable upon receipt of invoice</i>	\$ 2000.00
<b>Sub-Total</b> (payable to Township of Lanark Highlands)	<b>\$ 2500.00</b>

### Other Possible Fees:

Health Unit Review (if applicable)	\$ 175.00
<p>Depending on the nature of the application, special background studies or reports may be required to address issues related to the application.</p> <ul style="list-style-type: none"> <li>• Agricultural Soils Assessment Report</li> <li>• Archaeological Resource Study</li> <li>• Concept Plan showing ultimate use of land</li> <li>• Engineer's Report</li> <li>• Environmental Impact Study</li> <li>• Environmental Site Audit</li> <li>• Flood Plan Study</li> <li>• Hydrogeological and Terrain Analysis Report</li> <li>• Market Study</li> <li>• Mineral Aggregate Study</li> <li>• Noise Study</li> <li>• Servicing Option Statement</li> <li>• Site Plan Control</li> <li>• Storm Water Management Report/Master Drainage Plan</li> <li>• Transportation or Traffic Study</li> <li>• Other Studies deemed necessary to support the application</li> </ul>	To be determined.

**FEE AND DEPOSIT SCHEDULE AND COSTS  
PLANNING APPLICATIONS  
TOWNSHIP OF LANARK HIGHLANDS**

**STATUTORY DECLARATION  
PAYMENT OF APPLICATION FEE, DEPOSIT AND  
ANY ADDITIONAL PROCESSING COSTS**

I \_\_\_\_\_, applicant for approval of the attached application for review and approval in accordance with the provisions of the Planning Act in respect of lands located at \_\_\_\_\_ in the Township of Lanark Highlands do herewith covenant and agree to pay the Township of Lanark Highlands the initial application fee and deposit at the time of submitting the application and all costs beyond the amount of the initial application fee and deposit associated with processing and defending this application within thirty (30) days of receipt of an itemized statement from the municipality.

IN WITNESS WHEREOF this covenant is executed under my seal and I make this 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.

Declared before me at the Township of Lanark Highlands, in the County of Lanark this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant