

# Town of The Blue Mountains Official Plan Amendment Application Package



Planning Services  
The Town of The Blue Mountains  
P.O. Box 310, 32 Mill Street  
Thornbury, ON N0H2P0  
Tel.: (519) 599-3131  
Fax.: (519) 599-3018  
Email: [planning@thebluemountains.ca](mailto:planning@thebluemountains.ca)

## NOTICE TO ALL APPLICANTS FOR OFFICIAL PLAN AMENDMENT APPLICATIONS TO THE TOWN OF THE BLUE MOUNTAINS

1. All applicants shall consult with Planning Services prior to preparing and submitting an application to amend the Official Plan. Pre-consultation is mandatory and provides an opportunity for planning staff to preview the proposal and identify potential issues with the application. This preliminary review will also identify any additional reports or information required for the submission of a “complete application”. In order to provide meaningful comments, the following information is required to be submitted with any pre-consultation request:

- i) Key Map/ Aerial Photo;
- ii) Brief overview of the proposal (sketch, drawing, illustration, as applicable);
- iii) Relevant project data (lot area, lot size, number of units proposed, as applicable);
- iv) General commentary on the nature or relief or action sought;
- v) Overview of public agency/government consultation completed to date;
- vi) Basic servicing scheme (as applicable); and
- vii) Completed studies to date.

There is no fee for pre-consultation and meetings are typically scheduled within ten (10) days of staff receiving a complete pre-consultation application form. Application forms can be found at: <https://www.thebluemountains.ca/land-use-planning/development-process>

When ready, please submit the required information to [planning@thebluemountains.ca](mailto:planning@thebluemountains.ca) to schedule a pre-consultation meeting.

2. Application fees are due at the time of submission. Fees may be paid by cash, debit card, or by cheque made payable to “The Town of The Blue Mountains”. For up-to-date application fee information please visit [Town of The Blue Mountains By-Law Number 2021-17](#)

3. A separate application review fee may be required by the Conservation Authority if the subject property is within a regulated area. To determine if your property is within a regulated area please visit:

The Nottawasaga Valley Conservation Authority Permit Information:  
<https://www.nvca.on.ca/Pages/Permit-Fees.aspx>

The Grey Sauble Conservation Authority Permit Information:  
<http://www.greysauble.on.ca/planning-regulations/planning-regulations-introduction/>

4. A separate application fee may be required by the Niagara Escarpment Commission. To determine if your property is within the Niagara Escarpment Plan Area, please visit: [www.escarpment.org/DevelopmentPermits](http://www.escarpment.org/DevelopmentPermits).

**INSTRUCTIONS AND INFORMATION REGARDING THE OFFICIAL PLAN AMENDMENT PROCESS**  
**PLEASE READ ALL OF THIS INFORMATION PRIOR TO SUBMITTING YOUR APPLICATION**

**What is an Official Plan Amendment?**

An Official Plan is a general land use guide which sets out the Municipality's long-term vision for growth and development and is intended to provide Council with the basis for making decisions on development applications, changes in land use, and community improvements. A proposed amendment to the Official Plan must maintain the general intent and direction of the document set out in the policies contained therein. In order to ensure that an amendment and the development proposal is in keeping with the general direction of the Official Plan, it is necessary that council has sufficient and relevant information to properly review the application and the potential impacts of the change on servicing, traffic patterns, existing land use and the maintenance of the highly valued community character. The Official Plan and its various policies provide that additional information, studies, or reports may be requested in support of the proposal.

**Submitting Your Application**

Before submitting an amendment application, it is mandatory that a pre-consultation meeting be held with Planning Staff. This consultation will provide an opportunity for staff to preview the proposal, identify any major issues, and confirm the requirements for a "complete application". The standard requirements for a complete Official Plan amendment application are listed on the application checklist on page four (4) of this package. If the application is signed by an agent on behalf of an applicant, the attached agent authorization form must accompany the submission. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed. The complete and executed application package and the necessary application fee should be submitted to:

Planning Services  
The Town of The Blue Mountains  
P.O. Box 310, 32 Mill Street  
Thornbury, Ontario N0H 2P0

Please note that the application form, signatures and site sketch must be fully completed and legible in order to be processed. Failure to provide complete or legible information could result in the application being deferred.

**After Submitting Your Application**

Once your application has been submitted, The Town of The Blue Mountains Planning Staff will review the submission for completeness. If the submission fails to satisfy the requirements for a "complete application", as determined at the pre-consultation meeting, the application will not be processed until all required information is received.

When the application is deemed "complete" staff will begin to process the submission and a "Notice of Application" will be sent to all property owners within 120m (400 feet) of the subject property. The application will also be circulated to Town Departments, external agencies, and public bodies who may have an interest in the proposal for review and comment. It is important to consider that commenting agencies have their own requirements and may require separate planning review fees and/or additional reports or studies in order to process the application. The pre-consultation meeting with Town Staff will help to determine if these requirements will apply.

**Notice and Public Meeting**

A Public Meeting will be held to provide information and receive comments about the proposal from members of the public. A Notice of Public Meeting will be sent to all land owners within 120m (400 feet) of the subject lands and a formal meeting will be held no earlier than 20 days

after Notice has been completed. Applicants, agents, and members of the public are invited to make representations with respect to the proposal at the Public Meeting.

Please note that in some cases Council may deem that a public open house is required in addition to the public meeting to ensure that the public has been adequately informed of the proposal and to obtain their views prior to making a decision on the Official Plan Amendment. The open house shall be held a minimum of 7 days prior to the public meeting, should it be required.

### **Application Review and Council Decision**

Based on the comments received from Town Departments, external agencies, and the public, town staff will prepare a recommendation report for consideration at a future Committee of the Whole meeting. The recommendation adopted by the Committee of the Whole is then sent to Town Council for a decision. A copy of the recommendation report will also be provided to the applicant.

Following consideration of any information presented at the Public Meeting, as well as the recommendations contained in the report prepared by planning staff, Council may make one of the following decisions with respect to the application:

- 1) To approve the application;
- 2) To refuse the application; or
- 3) To defer the application pending further review or action.

Where Council approves an application, the amending Official Plan is presented to Council for enactment and a Notice of Passing of the By-law is issued by the Clerk's Department.

### **Appeals**

A decision of Council is subject to a 20-day appeal period measured from the date of the Notice of Passing of the By-law. If approved, and provided no appeals are filed with the Town Clerk within the appeal period, the By-law comes into force and effect retroactive to the date of enactment. Where an appeal is filed with the Clerk, the matter is forwarded to the Local Planning Appeal Tribunal.

An appeal may also be filed by the Applicant in the case where Council neglects to make a decision on the application within 180 days of the submission of a complete application. To file an appeal, a letter outlining the reasons of the appeal must be forwarded to the Office of the Clerk of the Town of the Blue Mountains, together with a cheque payable to Minister of Finance in the amount of \$300.00.

## **OFFICIAL PLAN AMENDMENT APPLICATION SUBMISSION REQUIREMENTS:**

### **1) Planning Justification Report**

Required for all applications. Prepared by a qualified professional planner addressing the principles and objectives of the Official Plan as well as the requirements of Section 11.16.2. (3 copies must be submitted)

### **2) Conceptual Site Plan Layout**

Showing all proposed building envelopes, driveways, parking, landscaping and any other permanent features. (3 copies must be submitted)

### **3) Storm Water Functional Drawing Report OR Storm Services Plan**

Required for all applicants meeting the minimum requirements of the Town engineering standards. (3 copies must be submitted)

### **4) Water and Wastewater Service Report**

For all applications in the urban service areas (3 copies must be submitted).

### **5) Hydrology Study**

Required for all applications in areas subject to private water and septic services or in developments requiring a Permit to Take Water under the Ontario Water Resources Act. (3 copies must be submitted).

### **6) Traffic/Transportation Impact Study**

Required for all applications that propose new or intensified land uses which require access to a municipal or county road (3 copies must be submitted).

### **7) Agricultural Impact Assessment**

Required for all applications within or adjacent to an agricultural designation (3 copies must be submitted).

### **8) Market Impact Study**

Required for commercial applications proposing 50,000 sq.m of new commercial floor space or the expansion of the existing commercial land use designation (3 copies must be submitted).

### **9) Top of Bank or Flood Line Demarcation**

Required in all cases where property contains and identified stream, shoreline or slope.

### **10) Environmental Impact Statement**

Required in all cases where and environmental feature is identified by the Official Plan or by preliminary site survey (3 copies must be submitted).

### **11) Noise and Vibration Study**

Required for any use that is expected to produce noise or vibration on association with its normal operation. Generally associated with industrial operations (3 copies must be submitted).

### **12) Environmental Site Assessment**

Required where previous uses may have contaminated the site with chemicals or products considered hazardous to the occupants of the proposed use (3 copies must be submitted).

### **13) Archeological Report**

Required for all applications in or near areas of archeological potential (3 copies must be submitted).

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**APPLICATION TO AMEND THE OFFICIAL PLAN**

**FOR OFFICE USE ONLY**

DATE OF PRECONSULTATION: \_\_\_\_\_

APPLICATION RECEIVED: (date) \_\_\_\_\_ DATE ACCEPTED: \_\_\_\_\_

FILE NO. \_\_\_\_\_ ROLL NO. \_\_\_\_\_ FEE: \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**PROJECT INFORMATION**

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION**

**1. Name of Registered Owner:** \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Indicate the Primary Contact for correspondence relating to this application:**

Registered Owner

Applicant/Agent

**3. Encumbrances (Mortgages, charges, or other encumbrance)**

Name: \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

**4. Description of the Subject Lands:**

Assessment Roll No.: \_\_\_\_\_  
Concession No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_  
Registered Plan No.: \_\_\_\_\_ Lots/Blocks: \_\_\_\_\_  
Reference Plan No.: \_\_\_\_\_ Parts: \_\_\_\_\_  
Municipal Address: \_\_\_\_\_  
Date acquired by current owner: \_\_\_\_\_

**5. Subject Property Information**

i) Frontage (m): \_\_\_\_\_ Depth (m): \_\_\_\_\_ Area (m<sup>2</sup>): \_\_\_\_\_

ii) Type of Access:

Municipal Road          Regional Road          Provincial Highway          Other

If other, please specify:

\_\_\_\_\_

iii) If access is provided by water only, please indicate the parking and docking facilities (to be) used and the approximate distance from these facilities to the nearest public road:

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

**6. Existing and Proposed Use of the Subject Lands:**

Existing Use of the Subject Lands: \_\_\_\_\_  
Length of Time Use has continued: \_\_\_\_\_  
Proposed Use of the Subject Lands: \_\_\_\_\_

**7. Surrounding Land Uses:**

i) Describe the present use on all properties abutting and opposite the subject lands:

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

ii) Does the Owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands?

YES

NO

If yes, please describe:

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

**8. Environmental Constraints**

Indicate whether any of the following environmental constraints apply to the subject lands:

Wetlands	Floodplains, Streams, Ravines, Lakes
Groundwater and Watershed Management	Wooded Areas and Forest Management
Fisheries, Threatened and Endangered Species, and Significant Wildlife	Lands used for Former Orchard Production
Areas of Natural and Scientific Interest (ANSI)	Aggregate Resources
Thin Overburden/Karst	Solid Waste Management Buffer
Sewage Treatment Plant Buffer	Niagara Escarpment Plan

**9. Indicate the Applicable Water Supply and Sewage Disposal:**

- i) Existing Water Supply for the Subject Lands:  
     Municipal      Communal      Private      Other: \_\_\_\_\_
- ii) Proposal Water Supply for the Subject Lands  
     Municipal      Communal      Private      Other: \_\_\_\_\_
- iii) Existing Sewage Disposal for the Subject Lands:  
     Municipal      Communal      Private      Other: \_\_\_\_\_
- iv) Proposed Sewage Disposal for the Subject Lands:  
     Municipal      Communal      Private      Other: \_\_\_\_\_

\*Note: 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 a servicing options report and a hydrogeological report must accompany the application.

**10. Stormwater Management**

- i) Describe any alterations proposed for grading, drainage and stormwater management purposes (use a grading plan where appropriate):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- ii) Indicate the type of drainage for the property:  

<b>Sewers</b>	<b>Ditches</b>	<b>Swales</b>	<b>Other</b>
<b>Existing</b>			
<b>Proposed</b>			

**11. Indicate the Type of Road Access**

- Provincial Highway Access
- County Road
- Open and Maintained Municipal Road Allowance
- Non-maintained/Seasonally Maintained Municipal Road Allowance
- Private Right-of-way

**12. Are the lands subject to existing easements, right-of-ways, restrictions, or other agreements? If yes, describe the nature and include associated reference plan, if applicable.**

YES

NO

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**PROPOSAL**

**13. What is the current Planning status?**

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

Permitted Uses: \_\_\_\_\_

Zoning Category: \_\_\_\_\_

Permitted Uses: \_\_\_\_\_

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

YES

NO

If Yes, describe how the proposed amendment conforms to, or does not conflict with, the policies of the applicable plan:

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**15. Proposal Description**

i) Explain the nature and extent of the proposed use of the subject lands:

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ii) Describe the reasons for the proposed amendment(s):

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iii) Describe the timing of the proposed development, including phasing:

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**16. Details of the Amendment**

Using the following, identify the extent to which the Official Plan is intended to be amended to accommodate the proposed development:

- i) Land Use Designation Change:  
FROM \_\_\_\_\_ TO \_\_\_\_\_
- ii) Amendment to Official Plan Policy Section \_\_\_\_\_

**17. Other Related Approvals**

- i) List any approvals or agreements required to permit the proposed development (e.g. planning applications, development agreements, road improvements, service allocation, septic approval, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ii) Has the subject land or land within 120m been the subject of an application by the applicant under the Planning Act for:  
Official Plan Amendment  
Zoning By-law Amendment  
Plan of Subdivision  
Consent (Severance)  
Site Plan Control  
Niagara Escarpment Development Control Permit

- iii) If so, indicate the following information for each application:  
Application File No.: \_\_\_\_\_  
Approval Authority: \_\_\_\_\_  
Lands Affected: \_\_\_\_\_  
Purpose of Application: \_\_\_\_\_  
Status of Application: \_\_\_\_\_  
Effect of Application: \_\_\_\_\_

**18. Required Plans and Related Relevant Information**

- i) **Official Plan Amendment Information**  
The following information must be provided with the application, where applicable:  
The Text of the proposed Amendment, if a policy is being changed, replaced, or deleted, or if a policy is being added to the Official Plan.  
The proposed Schedule to the Official Plan if the proposed amendment changes or replaces a Schedule in the Official Plan and text that accompanies the Schedule.  
Required Amendment Text and Schedule not attached, for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ii) **Planning Justification Report**  
An application to amend the Official Plan must be supported by the prescribed information required by the Planning Act as well as such other information as is

required in order to address other policy issues with the proposal, including demonstrating conformity with any applicable Provincial Plans and all County and Municipal Official Plan policies. The Planning Justification Report shall also include a strategy for public consultation with respect to the request. These matters must be addressed in a report accompanying this application.

Justification Report Attached

Justification Report Not Attached for the following reasons:

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iii) **Additional Supporting Documents**

List any additional supporting documents submitted with this application (I,e, Environmental Impact Study, Hydrogeological Report, Traffic Impact Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.):

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iv) **Other Information**

Please provide any other information considered to be relevant to the proposal. Note: where redevelopment is proposed, any existing building to be demolished should be shown on the Site Plan.

# DECLARATION OF OWNER OR AUTHORIZED AGENT



I/We \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Owner or Authorized Agent) (e.g. Town of the Blue Mountains)

in the \_\_\_\_\_  
(e.g. County of Grey)

make oath and solemnly declare that the information contained above and that the information contained in any documents that accompany this application is true and that 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**.

For the purposes of the Freedom of Information and Protection of Privacy Act, I 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 and correspondence purposes. Questions about this collection should be directed to the Town Clerk of The Town of The Blue Mountains.

It is understood and agreed that the fee submitted with this application covers only routine processing costs (ie. review by municipality, a Public Meeting and Amendment documents, if approved). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (ie: Planning, Legal or Engineering Fees, LPAT Hearing Costs, Agreements, Special Studies, other Approvals or Applications, and any other related matters), will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.

## EXECUTION OF THIS DECLARATION MUST BE WITNESSED BY A COMMISSIONER OF OATHS.

Sworn or declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the  
\_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (Print)

I have authority to bind the Corporation

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

\_\_\_\_\_  
Commissioners Seal

# AUTHORIZATION OF APPLICANT/AGENT



I/We, the undersigned, being the registered owner(s) of

\_\_\_\_\_  
(Legal description or municipal address)

in the Town of the Blue Mountains, hereby authorize

\_\_\_\_\_  
(Print name of agent and/or company)

as my/our agent for the purpose of submitting application(s) to the Town of The Blue Mountains and acting on my/our behalf with respect to the application. The authority granted by this authorization shall continue until I shall have revoked such authority in writing, and delivered such written revocation to The Town of The Blue Mountains Planning and Development Services Department. No such revocation shall invalidate any action taken by the authorized applicant prior to the date The Town of The Blue Mountains received such written revocation.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of owner or signing officer)

\_\_\_\_\_  
(Please print the full name and position of the individual signing)

I have authority to bind the Corporation \_\_\_\_\_  
(Name of corporation, if applicable)

\_\_\_\_\_  
(Signature of owner or signing officer)

\_\_\_\_\_  
(Please print the full name and position of the individual signing)

I have authority to bind the Corporation \_\_\_\_\_  
(Name of corporation, if applicable)

