

## Planning Department Office Use Only

Application No. OPA/\_\_\_\_\_/2021/HTE

Date Received: \_\_\_\_\_, 2021

Roll #: 4442-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Deemed Complete: \_\_\_\_\_, 2021

Receipt: \_\_\_\_\_



# Application for Official Plan Amendment

Complete this form to request an amendment be made to the Town of Huntsville Official Plan. District approvals must be sought out directly through the Municipality of the District of Muskoka.

**Applicants are required to request a pre-consultation with Planning Department staff 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. Delays in processing the application may result if the application is determined to be incomplete and/or inaccurate.

## Requirements

Please ensure that your application contains the following information. Insufficient information will result in the application being returned to you.

- Completed application form, along with a digital or scanned copy, emailed with attachments to [planning@huntsville.ca](mailto:planning@huntsville.ca)
- Record of pre-consultation
- Commissioned signatures of Owner and/or Agent
- Title Abstract (dated within 14 days of submission of application)
- Fee:**
  - One lot or minor policy** \$1,950.00
  - More than one lot or major policy** \$4,290.00
- Written description (separate attachment) summarizing the proposal and the planning justification
- A proposed strategy for consulting with the public with respect to the request
- Text of proposed Official Plan Amendment and any proposed schedules

- Two (2) copies of applicable drawings. Plans must be to scale and include:
  - Boundaries and dimensions of the lands;
  - Location, size and type of all existing and proposed buildings and structures on the land, indicating their distance from the front lot line, rear lot line and side lot lines;
  - The approximate location of all natural and artificial features (buildings, roads, watercourses, drainage ditches, wooded areas, etc), that are located on the subject land and on land adjacent to it, and that 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 travelled 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 boat docking facilities to be used; and
  - The location and nature of any easement affecting the land.

Supplemental information, as noted in Section 13.23 of the Huntsville Official Plan, may be requested upon further review of the application.

The undersigned hereby applies to the Council of the Corporation of the Town of Huntsville under Section 17 of the *Planning Act*, R.S.O. 1990, c.P.13, for an amendment to the Town of Huntsville Official Plan, as described in this application.

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and will be used in processing this application. Questions regarding the collection of this information should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or [planning@huntsville.ca](mailto:planning@huntsville.ca).

## 1. Applicant/Agent Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Location of Subject Land

Civic (911) Address: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Former Geographic Township: \_\_\_\_\_

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

Assessment Roll Number: 4442- \_\_\_\_\_ - \_\_\_\_\_

## 3. Description Subject Land

Frontage (road): \_\_\_\_\_ Frontage (water): \_\_\_\_\_

Depth: \_\_\_\_\_ Area: \_\_\_\_\_

## 4. Services

Check the appropriate box for each category:

### Access

- Municipal Road (Year-round maintained)
- Municipal Road (Seasonally maintained)
- District Road
- Existing Private Road
- Provincial Highway
- Other \_\_\_\_\_
- Water\*

\*If access is by water only, please indicate the parking and docking facilities to be used and the approximate distance of those facilities from the subject land and nearest public road.

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**Water Supply**

- Municipally owned and operated piped water
- Lake/River
- Well
- Other (specify) \_\_\_\_\_

**Sewage Disposal**

- Municipally owned and operated sanitary sewer
- Septic Tank and Tile Field
- Privy Pit
- Other (specify) \_\_\_\_\_

**5. Official Plan**

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

Uses that the current designation allows: \_\_\_\_\_

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

Describe the purpose of the requested amendment: \_\_\_\_\_

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

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

Yes  No  If yes, explain: \_\_\_\_\_

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

Does the requested amendment add a policy to the Official Plan? Yes  No

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

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Does the requested amendment change or replace a schedule to the Official Plan? Yes  No

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

Does the requested amendment alter all or any part of the boundary of a settlement area or establish a new settlement area? Yes  No

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

Yes  No  If yes, provide details: \_\_\_\_\_

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Is the application consistent with Provincial Policy Statements issued under subsection 3(1) of the Act? Yes  No

Explanation of how the requested amendment is consistent with the Provincial Policy Statements:

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

Explanation of how the proposed amendment conforms with the Muskoka Official Plan:

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## 6. Zoning

Existing Zoning: \_\_\_\_\_

Current Uses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Uses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 7. History of the Subject Lands

Is or has the subject land ever been the subject of an application for Official Plan Amendment, Zoning By-law Amendment, Consent, Plan of Subdivision or Condominium, or Minister's Order under the Planning Act? Yes  No  Unknown  If yes, please provide file numbers and the status of the decisions: \_\_\_\_\_

Are there any restrictive covenants or easements affecting the subject lands (i.e., rights-of-way, utility easements, etc.)? Explain and show location on the sketch plan.

Yes  No  Unknown  If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Are lands within 120m of the subject lands subject to an application under the Planning Act?

Yes  No  Unknown  If yes, please provide file numbers and the status of the decisions: \_\_\_\_\_

## 8. Authorizations

The applicant hereby acknowledges and agrees:

- 1) to reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee;
- 2) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of the application to cover anticipated professional and other processing costs beyond normal application requirements;
- 3) to pay all costs, legal and otherwise, that may be incurred by the Municipality with respect to a Local Planning Appeal Tribunal Hearing that may be held as a result of this application;
- 4) that the subject lands shall have the required public notification sign posted for the legislated time frame of a minimum of 20 days prior to the Public Meeting;
- 5) to grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review, pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, s.1.0.1 and the *Municipal Freedom of Information and Protection of Privacy Act*;
- 6) there may be additional approvals (i.e., site plan application, building permit, etc.) and additional fees and charges (i.e., building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application; and
- 7) they may be required to provide additional information that will assist the Town in assessing this application. Applicants and agents acknowledge that the Town may not be able to process the application unless the additional information is submitted.

**Consent of Owner for Use and Disclosure for Personal Information**

I, \_\_\_\_\_ am the Owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by of 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Authorization of Owner for Agent**

If the Applicant is not the Owner of the land that is subject of this application, the written authorization of the Owner that the applicant is authorized to make the application must be completed below.

I, \_\_\_\_\_ am the Owner of the land that is the subject of this application and I authorize \_\_\_\_\_, to make this application on my behalf and to provide any personal information that will be included in this application or collected during the process of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Authorization of Owner for Access**

I, \_\_\_\_\_ hereby authorize Town of Huntsville staff, and its representatives, to enter upon the premises for the purpose of evaluating the merits of the application for the time this application is under consideration by the Town.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



**Affidavit or Sworn Declaration**

I, \_\_\_\_\_ do solemnly affirm and declare that all of the statements contained in this application and in all exhibits and attachments transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing 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

\_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Signature of Applicant, Agent or Owner

\_\_\_\_\_

A Commissioner, etc.