



**MUNICIPALITY OF DYSART ET AL  
APPLICATION FOR AMENDMENT TO  
OFFICIAL PLAN  
INFORMATION SHEET**

## 1. Completion of Application

The attached application form is to be completed and submitted to the Dysart Planning and Land Information Department. Please ensure that you keep a copy for your records.

Every application must be complete. The information that is prescribed by Ontario Regulation 545/06 must be provided by the applicant. If the mandatory information is not provided, the Municipality will return the form or will refuse to consider the official plan amendment until the prescribed information has been provided.

The application requests additional information that will assist the Municipality and others in their planning evaluation of the proposed official plan amendment. To ensure the quickest and most complete review, this information should be submitted along with the prescribed information.

Note: The applicant is encouraged to apply for a pre-consultation meeting with the Planning and Land Information Department before submitting a formal application. A pre-consultation application fee of \$450.00 will apply.

## 2. Authorization of Agent

The application should be completed by the property owner or his authorized agent. Where the application is being submitted by an agent, the written authorization of the owner is required. Section "D" of the application is provided for this purpose.

### 3. Application Fee and Planning Services Acknowledgment

The appropriate application fee shall be submitted by cash, debit, online payment or cheque, made payable to the Municipality of Dysart et al, and shall be accompanied by one signed, witnessed and dated copy of the attached "Planning Services Acknowledgment". The application fee will be based on the Municipality's Fees and Charges By-Law.

## Preconsultation:

Preconsultation Application – Administration Fee: \$450.00

## **Official Plan Amendments:**

Major Local Official Plan Amendment:	\$5000.00
Minor Local Official Plan Amendment:	\$2000.00
Local Official Plan Amendment and Zoning Bylaw Amendment processed together:	Official Plan Amendment Fee plus 50% of Zoning Bylaw Amendment Fee.

## 4. Submission

Mail the application or in-person to:

## Municipality of Dysart et al

Planning and Land Information Department

135 Maple Ave, P.O. Box 389, Haliburton, ON,  
K0M 1S0

E-mail the application to:

[planning@dysartetal.ca](mailto:planning@dysartetal.ca)

The Municipality of Dysart et al offers a variety of ways to make payment for planning applications.

- Mail a cheque with the application.
- In-person with cash, cheque or debit card at the Municipal Office (Monday to Friday 8:30 a.m. to 4:30 p.m.)
- On-line with credit card or debit card using Paymentus  
<https://ipn.paymentus.com/rot/DYEA>

## **5. Plans Required**

Each application shall be accompanied by two (2) copies of a plan showing:

- (a) The boundaries and dimensions of the property.
- (b) The accurate location, size and type of all proposed and existing buildings and structures on the property.
- (c) The distance from side, rear and front lot lines of all existing or proposed buildings.
- (d) The location, width and names of all roads within or abutting the property, indicating whether they are public travelled roads, private roads or rights of way or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic.
- (e) The location of all natural and artificial features on the property (*i.e. railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded areas*), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, planting or channelization.
- (f) The use of adjoining lands (*i.e. residential, agricultural, commercial, etc.*).
- (g) The location and nature of any restrictive covenant or easement affecting the property.

NOTE: Please submit all reports and plans in digital format and hard copy.

## **6. Additional Information**

Additional information, such as a survey plan may be required to properly process the application and will be requested if necessary.

## **7. Declaration Required**

The contents of this application and any maps/appendices shall be validated by the applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

## **8. Responsibility of Applicant**

The filing of this application is considered as an undertaking by the applicant to accept all conditions as herein set forth.

## **9. Effective Date**

The effective date of this application shall be deemed to be that on which it is received with sufficient information.

**APPLICATION FOR AMENDMENT TO OFFICIAL PLAN**

**Planning Act R.S.O. 1990, C.P. 13**

**0. Reg. 543/06, as amended**

**OFFICE USE ONLY**

Pre-Consultation File Number: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ File Number: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_ Receipt: \_\_\_\_\_

The undersigned hereby applies to the Municipality of Dysart et al for an amendment to the Official Plan for the lands described herein.

**SECTION "A" - OWNER AND OWNERSHIP INFORMATION**

1. Name of Owner(s): \_\_\_\_\_

Telephone No.: Residence: \_\_\_\_\_ Office: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

2. Name of Agent (if any): \_\_\_\_\_

Telephone No.: Residence: \_\_\_\_\_ Office: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

**Note: Unless otherwise requested, all communications will be sent to the agent, if any.**

3. (a) Encumbrances (mortgages): Yes \_\_\_\_\_ No \_\_\_\_\_

(b) If yes: Name: \_\_\_\_\_  
Address: \_\_\_\_\_

(c) Letter of Consent of Mortgagee (required before the application will be processed).

**SECTION "B" - DESCRIPTION OF SUBJECT LAND**

4. Legal Description of subject land:

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Lot/Part: \_\_\_\_\_ Plan: \_\_\_\_\_

Geographic Township of: \_\_\_\_\_

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

5. Dimensions of land affected:

(a) Area: \_\_\_\_\_ Frontage: \_\_\_\_\_

6. Access:

(a) Is the lot accessed by road? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

Provincial Highway (name): \_\_\_\_\_

County Road (name): \_\_\_\_\_

Municipal Road (name): \_\_\_\_\_

Private Right of Way (name): \_\_\_\_\_

(b) Is the lot a water access lot? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes; where is the mainland boat docking facilities?  
\_\_\_\_\_

7. Servicing:

(a) Indicate the following:

<b>Sewage Disposal System</b> <i>Please check one</i> - municipal sewers: _____ - private communal sewers: _____ - private individual system - (septic system, filter bed, etc.): _____ - other ( <i>please specify</i> ): _____	<b>Storm Drainage System</b> <i>Please check one</i> - municipal storm sewer: _____ - storm water pond: _____ - ditches and swales: _____
<b>Water System</b> <i>Please check one</i> - municipal water system: N/A - private communal system - (5 or more users): _____ - private individual system: _____	<b>Water Source</b> <i>Please check one</i> - drilled well: _____ - dug well: _____ - lake: _____ - other ( <i>please specify</i> ): _____

(b) If the proposed development is serviced by a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day, attach:

(i) a serving options report \_\_\_\_\_  
(ii) a hydrogeological report \_\_\_\_\_

**SECTION "C" - PLANNING INFORMATION**

8. Official Plan:

(a) Present Land Use Designation: \_\_\_\_\_

(b) Requested Change: \_\_\_\_\_

(c) Does the requested amendment change, add, replace or delete a policy in the Official Plan:

If yes, attach the proposed policy to be changed, added, replaced or deleted: \_\_\_\_\_

(e) Does the requested amendment alter the boundary to an employment area or remove land from an employment area?

If yes, explain how the requested amendment is consistent with the Official Plan Policies:

---

---

(e) Reason for Change (*give detailed description*):

---

---

---

9. Uses of Subject Lands:

(a) Existing Land Uses (*give detailed description – be specific*):

---

---

---

(b) Dates Existing Land Uses Established: \_\_\_\_\_

(c) Proposed Land Uses (*give detailed description – be specific*):

---

---

---

	<u>EXISTING</u>	<u>PROPOSED</u>
Number of dwelling units	_____	_____
Number of other buildings ( <i>describe use and size of each - attach additional sheet if necessary</i> )	_____	_____
Building area of each building	_____	_____
Front building setback	_____	_____
Exterior side building setback	_____	_____
Interior side building setback	_____	_____
Rear building setback	_____	_____
Building setback from high water	_____	_____
Building height(s)	_____	_____
Gross floor area(s)	_____	_____
Landscaped open space	_____	_____
Planting strip width	_____	_____
Number of parking spaces	_____	_____
Number of delivery spaces	_____	_____
Number of loading spaces	_____	_____
Driveway width	_____	_____

10. Other Applications:

Is the property, or any property within 120 metres, presently the subject of any other applications under the Planning Act?

(a) Application for zoning by-law approval	Yes	No	File No.	_____
(b) Application for subdivision/condominium approval	Yes	No	File No.	_____
(c) Application for consent (severance)	Yes	No	File No.	_____
(d) Application for minor variance	Yes	No	File No.	_____

11. Current and Previous Use of the Subject Land

a) What is the current and previous use of the subject land?

Current use(s): \_\_\_\_\_

All previous known uses: \_\_\_\_\_

b) Has there been an industrial or commercial use on the subject land or land adjacent to the subject land? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify the use: \_\_\_\_\_

c) Has the grading of the subject land been changed by adding earth or other material? Yes \_\_\_\_\_ No \_\_\_\_\_

d) Has a gas station been located on the subject land or land adjacent to the subject land at any time? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

e) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

f) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? Yes \_\_\_\_\_ No \_\_\_\_\_

g) What information did you use to determine the answers to the above questions? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

h) If yes to 11(b) to 11(f), a previous use inventory is needed, showing all former uses of the subject land, or if appropriate, the adjacent land.

Is the previous use inventory attached? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, where can it be found? \_\_\_\_\_

(i) Does the requested amendment alter all or any part of the boundary of a settlement area (i.e. the Haliburton Village Policy Area)? Yes \_\_\_\_\_ No \_\_\_\_\_

(k) Are the subject lands designated under any provincial plan? Yes \_\_\_\_\_ No \_\_\_\_\_

12. Provincial Policy: Table 1 below lists the features or development circumstances of interest to the County and Provincial agencies. Complete Table 1 and be advised of the potential Information requirements in noted sections.

**Table 1 Significant Features Checklist**

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres.	Potential Information Needs
	YES (✓)	NO (✗)		
Non-farm development near designated urban areas or rural settlement areas				Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion or urban areas or rural settlement areas.
Class 1 industry <sup>1</sup>			Metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 industry <sup>2</sup>			Metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 industry <sup>3</sup>			Metres	Assess development for residential and other sensitive uses within 1000 metres.
Landfill Site			Metres	Address possible leachate, odour, vermin and other impacts
Sewage Treatment Plant			Metres	Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization Pond			Metres	Assess the need for a feasibility study for residential and other sensitive land uses
Active Railway Line			Metres	Evaluate impacts within 100 metres
Controlled access highways or freeways including designated future ones			Metres	Evaluate impacts within 100 metres
Operating mine site			Metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			Metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater				Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station			Metres	Determine possible impacts within 200 metres.
High voltage electric transmission line			Metres	Consult the appropriate electric power service

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres.	Potential Information Needs
	YES (✓)	NO (✓)		
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations			Metres	Development to comply with the Minimum Distance Separation Formulae
Mineral aggregate resource areas			Metres	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			Metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas			Metres	Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries			Metres	Will development hinder continued operation or expansion?
Significant wetlands			Metres	Demonstrate no negative impacts
Significant portions of habitat of endangered and threatened species			Metres	Demonstrate no negative impacts
Significant fish habitat, woodlands southeast of the Canadian Shield, valleylands, areas of natural and scientific interest (ANSI) and wildlife habitat			Metres	Demonstrate no negative impacts
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Erosion Hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres.	Potential Information Needs
	YES (✓)	NO (✓)		
Floodplains				<p>Where one-zone flood plain management is in effect, development is not permitted within the Flood Plain.</p> <p>Where two-zone flood plain management is in effect, development is not permitted within the floodway.</p> <p>Where a special policy area (SPA) is in effect, development must meet the official plan policies for the SPA.</p>
Hazardous sites and rehabilitated mine sites			Metres	For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines (MNDM) should be made concurrently.
Contaminated sites				Assess the inventory of previous uses in areas of possible soil contamination.

1. Class 1 Industry – small scale self-contained plant, no outside storage, low possibility of fugitive emissions and daytime operations only.
2. Class 2 Industry – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry – indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions

(b) Regard to the Provincial Policy Statement

For each feature or development circumstance of potential concern identified in Table 1, identify how regard was had to the Provincial Policy Statement. Explain below or attach on a separate page.

13. Is the property presently the subject of any other applications under the Planning Act?

(a) Application for zoning by-law amendment Yes  No  File No. \_\_\_\_\_

(b) Application for consent (*severance*) Yes  No  File No. \_\_\_\_\_

(c) Application for subdivision/condominium approval Yes  No  File No. \_\_\_\_\_

(d) Application for minor variance Yes  No  File No. \_\_\_\_\_

14. Proposed strategy for consulting with the public.

(a) consistent with Section 34 of the Planning Act: \_\_\_\_\_

(b) other (attached proposed strategy): \_\_\_\_\_

*Note: the Municipality reserves the right to require an enhanced public consultation strategy, depending on the proposal.*

## **SECTION "D" AUTHORIZATION**

If the applicant is not the owner of the land that is subject of this application, the owner must complete the following or a similar authorization:

I/We, \_\_\_\_\_, am/are the registered owner(s) of the lands subject of this application and I/we hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

---

(Date)

---

(Signature of Owner)

---

(Date)

---

(Signature of Owner)

## **SECTION "E" CONSENT OF THE OWNER**

The owner must also complete the following or a similar authorization:

I/We, \_\_\_\_\_ am/are the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we 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 of Council, committee members, municipal staff and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

---

(Date)

---

(Signature of Owner)

---

(Date)

---

(Signature of Owner)

## **SECTION "F" - AFFIDAVIT**

I, WE \_\_\_\_\_ of the Township/Town/City of \_\_\_\_\_ in the County/District/Region of \_\_\_\_\_ solemnly declare that all of the above statements contained in this application are true and I, we 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".

DECLARED before me at the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_\_)

\_\_\_\_\_  
Signature of Owner(s) - or Authorized Agent

\_\_\_\_\_  
Signature of Commissioner, etc.

**The following acknowledgement must be signed by the registered owner(s), witnessed and dated:**

**SECTION "G" – PLANNING SERVICES ACKNOWLEDGEMENT**

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein. Where the applicant is not the registered owner(s), the owner will be responsible for any and all outstanding costs related to the processing of this application.

**APPLICANT'S RESPONSIBILITY:**

1. The Applicant agrees to provide the Municipality with the following:
  - (a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
  - (b) All surveys, drawings, sketches or plans as required to process this application in digital and hardcopy.
2. The Applicant understands and agrees that where the services of the Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
3. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
4. If the Ontario Land Tribunal (OLT) Hearing is required, a deposit of Five Thousand Dollars (\$5,000.00) is required upon submission of the request for referral to the Ontario Land Tribunal. This amount shall be applied towards any costs incurred by the Municipality during the preparation for this Hearing and during the presentation of the Municipality's case at the Hearing. The Applicant acknowledges that this may include, but may not be limited to:
  - all fees and disbursements paid to the Municipal Solicitor and the Director of Planning and Development;
  - all fees and disbursements paid to any expert witness; and
  - all disbursements incurred by the Municipality.

The applicant will be responsible for the full cost of the Municipality's expenses at the hearing.

**MUNICIPALITY'S RESPONSIBILITY:**

5. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990,c..p.13, as amended.

**SITE VISITS:**

6. The Owner(s) acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Owner(s) consents to such site visits as may be required.
7. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Owner(s) consents to such pictures as may be required.

**DEPOSITS / INVOICES:**

8. Where the Municipality finds it necessary to make extensive use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of the application will not continue until the deposit is received by the Municipality. An initial deposit of \$5,000.00 will be requested upon submission of the application. Additional funds will be requested as required to pay expenses. The Municipality will maintain accurate records and provide a statement of account upon request from the applicant. The applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which has been made by the Municipality or invoices for which have been received by the Municipality.

WITNESSED BY:

---

---

Per: \_\_\_\_\_  
*Signature of Owner*

Per: \_\_\_\_\_  
*Signature of Owner*

DATE: \_\_\_\_\_ 20