

**PROCEDURE FOR PROCESSING
AN APPLICATION FOR AN OFFICIAL PLAN AMENDMENT
MUNICIPALITY OF DYSART ET AL**

1. The applicant submits an application for an official plan amendment, accompanied by the applicable fee and studies, to the Municipality.
2. Within 30 days of receipt of the application, the application is reviewed by the Municipal Planner to determine if it is complete.
3. The Planning Act prescribes the information required for a complete application. If the application is not complete, the application is returned to the applicant for further information. If the applicant does not agree with the Municipality's position, he/she has 30 days to make a motion to the Local Planning Appeal Tribunal for direction on the Municipality's position.
4. Once the application is determined to be complete, *Notice of Completeness* will be sent to the applicant.
5. Council conducts a preliminary review of the application at the next Council meeting. Direction is given to staff to schedule the application for a public meeting.
6. Council reviews official plan amendment applications at their meeting held on the fourth Tuesday of each month. Applications must be received and deemed to be complete at least three weeks in advance of this Council meeting to accommodate the required processing and notification requirements.
7. If directed by Council (see item 5 above), the file is scheduled for a public meeting at the next month's meeting of the Public Meeting Committee. The Public Meeting Committee meets on the first Monday of each month. If this Monday is a holiday, the meeting is held on the first Tuesday.
8. To expedite the approval process and where the applicant has applied for more than one type of planning approval (ie. the applicant has also applied for a zoning by-law amendment, a subdivision approval or condominium approval), the Municipality can determine if it is appropriate to hold a concurrent public meeting.
9. Public notice of the application, including the date, time and location of the public meeting is given in compliance with the provisions of the Planning Act. Specifically:
 - an advertisement is placed in the Haliburton County Echo, at least 20 days in advance of the public meeting;
 - written notice is sent directly to all agencies required by regulation; and
 - written notice is sent directly to all owners of land within 120 metres of the subject lands.

Note: All applications are processed according to the provisions of the Planning Act R.S.O., 1990, c.P. 13, as amended. This sheet is a generalized description of the process, intended for the lay person only, and is not intended to be a complete listing of the requirements of the said Act.

10. The file is available for public review prior to the public meeting. Written comments are accepted at the Municipal office at any time before the hearing. The Public Meeting Committee receives a copy of all written comments.
11. Anyone may attend the Public Meeting to express his or her views about the application. You may be represented by counsel for that purpose, if you so choose. If you do not attend at the public meeting, the Committee may proceed in your absence.
12. The Public Meeting Committee hears the application. If there are several files at the same meeting, the Committee generally hears the applications in the order shown on the agenda. The meeting will generally proceed as follows:
 - The Chairman will introduce the Committee members and give a general explanation of the procedure that will be followed during the meeting.
 - The Chairman will then announce the file that is being heard.
 - The Municipal Planner will give a brief explanation of the proposed amendment and the notification process.
 - The owner (or his/her agent) will be asked to explain the proposal.
 - The Chairman will then ask if there is anyone in attendance who would like to comment on the file.
 - The Committee is able to ask questions at any time during the meeting.
 - The Committee will make a recommendation to Council at the end of the meeting or will defer their decision if a site inspection or additional information is required to assist them with their decision.
13. Council considers the recommendation of the Public Meeting Committee at their next regularly scheduled meeting.
14. If all information is complete and the proposed amendment is deemed advisable by Council, the amendment is adopted.
15. Within 15 days of the adoption of the official plan amendment, the Municipality will mail a copy of the *Notice of Adoption*, to the owner, his/her agent, the County of Haliburton (the approval authority), all persons and agencies prescribed by regulation and to anyone who has filed a written request to be notified of the Council's decision. The *Notice of Adoption* will include information on the amendment, and information on how to obtain a copy of the decision of the County of Haliburton (the approval authority).
16. Within 15 days of the adoption of the official plan amendment, the Municipality will forward the amendment and all prescribed information to the County of Haliburton for approval. The County will approve the amendment in compliance with the regulations prescribed by the Planning Act.
17. The Municipality will advise the County of Haliburton of any person or agency who would like to be notified of the County's decision on the amendment and who has submitted a written request for notification.

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