

Office Use Only

Application Number: \_\_\_\_\_ Ward Number: \_\_\_\_\_ File Lead: \_\_\_\_\_

Application Received: (dd/mm/yyyy): \_\_\_\_\_

Client Service Centre Staff: \_\_\_\_\_ Fee Received: \$



# Official Plan Amendment

## Application Form

Section 21 of the Planning Act, RSO 1990, as amended (O.Reg. 543/06)

### Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

### Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business and Technical Support Services, Planning, Development and Building Services Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 52815.

## Section 1: Background Information

*\* Mandatory Field*

**\*Site Address or Location:**

Have you pre-consulted with City Staff?

Yes  No

If **Yes**, please indicate the date of the pre-consultation (dd/mm/yyyy):

**For any and all previously approved, and concurrent development application(s), please list application numbers:**

Application Numbers:

### Applicant/Agent Information

Company name:

\*Contact name:

\*Mailing Address:

\*Telephone:  \*Email Address:

**Registered Property Owner Information:**  Same as above

\*Name:

\*Mailing Address:

\*Telephone:  \*Email Address:

## Site Details

Legal Description:

What is the land currently used for?

Lot frontage:  m    Lot depth:  m    Lot area: \_\_\_\_\_ m<sup>2</sup>

**Or**    Lot area: (irregular lot)  m<sup>2</sup>

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Does the site have Full Municipal Services?     Yes     No

## Proposal Details

**\*Type of development proposed (new buildings or additions, land use(s), number of unit(s), proposed tenure, etc.):**

What is the site's current [Official Plan designation](#)?

Why is the amendment needed (changes or replaces a designation, add a land use(s), add or replace a policy, alter a performance standard(s), etc.)?

### Development Information

1. Indicate the [gross floor area](#) of all newly proposed buildings/additions.  m<sup>2</sup>
2. Indicate the [gross floor area](#) of all existing buildings.  m<sup>2</sup>
3. Indicate the combined number of parking spaces (existing and proposed).  spaces
4. What is the maximum building height proposed?  m
5. How many storeys are proposed?  storeys
6. Indicate the proposed lot coverage (total area of all building footprints divided by total lot area x 100%).  %
7. If applicable, indicate the percentage of landscaped area within all parking lots (area of landscaping within parking lots divided by total lot area x 100%).  %
8. Indicate the percentage of the total site that is occupied by vegetation and landscaping (total area of all landscaping and vegetation divided by total lot area x 100%).  %

## Community Notification

Have you contacted the Ward Councillor to explain this proposal?

Yes  No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal?

Yes  No

If **Yes**, indicate the name of the Registered Community Organization(s):

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Have you consulted with neighbouring property owners?

Yes  No

If **Yes**, give details of how (flyers, local meetings, mail, etc..)

## Section 2: Application Fees

Please visit the City's website for additional information on the Official Plan Amendment.

Fees must be paid in full at the time of application submission.

Planning Fee

**Plus** Initial Conservation Authority Fee

**\$820.00**

Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

Total

## Section 3: Submission Requirements

### Standard Plans (mandatory submission requirements)

Study and plan requirements are outlined for the applicant during Pre-Consultation. Pre-Consultation is mandatory for all Official Plan Amendment proposals. A [help guide](#) can be viewed in order to prepare studies and plans, as well as gather information on general development considerations.

- Site Plan
- Planning Rationale
- Plan of Survey
- Public Consultation Strategy

### Potential Studies and Plans (may be required at time of submission or prior to final approval)

#### Engineering

- Geotechnical Study
- Noise Control Study

#### Planning / Design

- Agrology and Soil Capability Study
- Archaeological Assessment
- Building Elevations
- Heritage Impact Assessment
- Impact Assessment Study - Mineral Aggregate
- Impact Assessment Study - Mining Hazards
- Impact Assessment Study - Waste Disposal Sites/ Former Landfill Sites
- Landscape Plan
- Minimum Distance Separation
- Urban Design Brief
- Urban Design Review Panel Report
- Street level visualization of the proposed development (.jpg or .pdf format) - Optional

#### Environmental

- Environmental Impact Study
- Environmental Management Plan

## **Technical Requirements**

- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400 or 1:500). A scale of 1:200 is recommended for the Site Plan.
- Many of the plans and studies collected with this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.
- Electronic copies of all required studies and the Site Plan must be supplied in Adobe .PDF format and accompany your application submission. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file.
- Electronic document names should match the study/plan names contained in Section 3 of this form. These documents will be made publicly available on the City's Development Applications Website.
- Additional development applications, such as Site Plan Control, Plan of Subdivision or Plan of Condominium may be required in support of the proposal.

## **Legal Requirements**

- Staff will prepare a recommendation to the Planning and Housing or Agriculture and Rural Affairs Committee, supporting or refuting the requested Official Plan Amendment. The final decision is made by City Council. Where appropriate criteria are met, a Council decision can be appealed to the Ontario Land Tribunal.
- Information requested through the Planning Act, Ontario Regulation 543/06, Schedule 1 must be contained within the required Planning Rationale. Applicable Sections of Schedule 1, including 4, 7-9, 18 and 20-26 should be addressed within the Planning Rationale.

## **Financial Requirements**

- Large sign(s) describing the proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$1,023.78). Additional signage, if required will be invoiced to the applicant at a cost of \$510.76 per sign.
- Conservation Authority will invoice for any additional fees and technical report review as required.

**Section 4: Declarations**

**Authorization by the Owner allowing the Applicant to submit the Application**

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

I,  am the owner of the land that is subject of this application and I authorize  to make this application on my behalf.

\_\_\_\_\_  
Signature of Applicant or Owner

Date (dd/mm/yyyy):

**Consent - Development Application Client Satisfaction Survey - Optional**

I,  consent to the City of Ottawa conducting a Client Satisfaction Survey by

mailing to me a paper questionnaire at the following address:

e-mailing me an electronic questionnaire at

The purpose of this voluntary survey is to measure my level of satisfaction with the development application process and assist the City of Ottawa to improve services. The survey is anonymous. My name will not appear on the questionnaire nor will my responses be linked to my identity. The survey will take approximately 15-20 minutes to complete and be mailed to me after the development application process is complete

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Affidavit or Sworn Declaration that the Information is Accurate**

The person carrying out the application (Registered Property Owner or Applicant) must complete the sworn declarations in this section:

I, , of the City of  agree to abide by all City and

Planning Act requirements in consulting with the public and do solemnly declare that all of the above statements contained in the application are true and I 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*. I acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review.

**SWORN (or Declared) BEFORE ME**

At ,

This  day of , .

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

\_\_\_\_\_  
Signature of Applicant or Owner

Section 5: Undertaking For Ontario Land Tribunal

TO: CITY OF OTTAWA

FROM: Name: [ ]

Address: [ ]

SUBJECT: APPLICATION FOR OFFICIAL PLAN AMENDMENT

Address of Site: [ ]

Where the City of Ottawa substantially supports the application for an Official Plan Amendment,

Name of Applicant: [ ]

Hereby undertakes to pay, in accordance with section 19 of the Planning Fees By-Law, as amended, of the City of Ottawa, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to an upset limit of \$10,000 in respect of preparation for and attendance at a Ontario Land Tribunal hearing, until the matter is finally resolved by the said Tribunal.

It is hereby acknowledged that "hearing" shall include all attendances before the Tribunal in respect of the said application whether in person, telephone conference call or other means as directed by the Tribunal.

Dated at Ottawa this [ ] day of [ ], [ ] .

Please complete 1 or 2.

For Applicants and Individuals

For Corporations and Companies

1

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

\_\_\_\_\_  
(Please print Name)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
(Please print Name)

2

\_\_\_\_\_  
Corporate name (if applicable)

\_\_\_\_\_  
(Authorized Signature) I have the authority to bind the Corporation

\_\_\_\_\_  
(Please print Name and Title)