

# Official Plan Amendment



The Corporation  
of the City  
of Cambridge

City of Cambridge  
Planning Operations Division  
Planning Services Department  
50 Dickson Street, 3<sup>rd</sup> Floor  
Cambridge, Ontario, N1R 5W8  
519.740.4650

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## Application for an Amendment to the City of Cambridge Official Plan under Section 22 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

### NOTE TO APPLICANTS:

This application form is to be used by persons or public bodies wishing to apply to the City of Cambridge for an amendment to the City of Cambridge Official Plan. The applicant is advised to approach the Planning Operations Division for information prior to submitting a formal application. To avoid delay, it is important that all relevant information be accurately provided. In this form, the term “subject land” refers to the land that is the subject of the proposed official plan amendment.

**N.B.** Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

### COMPLETENESS OF APPLICATION:

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 22 of the Planning Act, and Ontario Regulation 543/06. If the information, including copies of the proposed amendment and fee are not provided, the City may return the application or refuse to further consider the application until receipt of all the required information and fee have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed amendment. To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be refused.

Pre-Submission Consultation is a requirement of the planning process. Applicants are advised to contact the Planning Operations Division to arrange a Pre-Submission Consultation Meeting with the Subdivision Coordinating Committee **prior** to submitting the application.

### USING THE APPLICATION FORM:

The application must be completed by the owner or the owner’s authorized agent. Where an agent makes the application, the owner’s written authorization is required. If more than one owner owns the subject lands subject, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

### **SUBMISSION OF THE APPLICATION:**

An application submission must include:

- One original and one copy of the completed application form;
- The application fee as indicated in the Planning Services Department fee schedule;
- The proper number of plans showing required information, as outlined in section 11.0 herein;
- The required number of copies of the technical/information reports as set out in Section 10.0 herein.

### **PROCESS:**

1. Pre-Submission Consultation and review of the proposed application by the Subdivision Coordinating Committee. The committee will notify the applicant of any additional materials (i.e. reports or studies) that must accompany their application.
2. The formally submitted application is reviewed by Planning Operations staff to ensure all prescribed information and the required fee has been provided. The applicant will be notified, in writing, of whether the application is considered 'complete'. Instructions regarding the Development Application Notification Sign will be sent to the applicant at this time.
3. If the application is complete, a "Notice of Application" regarding the requested Official Plan Amendment will be circulated to owners within 120 metres of the subject property and various Departments and agencies for comment. A notice will be posted in the Planning Services Department as well as the local Regional newspapers.
4. A "Public Meeting" will be arranged by Planning Operations staff to be held at the next appropriately available meeting of the General Committee of Council. The owner/applicant is expected to attend this meeting to present their proposal and address any questions or concerns that may arise. Notice of this meeting will be in the same manner as, and may be combined with, the "Notice of Application" as described above.
5. A staff report containing a recommendation and any conditions of approval, if required, will be formulated. A copy of this report will be mailed to the applicant prior to the review by the General Committee of Council.
6. The General Committee will consider the proposal and staff report and make recommendations to the Council of the City of Cambridge. If the application is approved by Council, the recommendation(s) must be fulfilled before the amendment can be enacted and in force.
7. After the amendment has been passed by City Council, notice of passing of the amendment is given to property owners and various public agencies and there is a 20-day appeal period commencing the day after this notice is given. During this period, an appeal of Council's decision may be made to the Ontario Municipal Board.

Should no appeal be lodged, the amendment is deemed to have come into force as of the date of passing.

**DEVELOPMENT APPLICATION SIGNS:**

The Cambridge Planning Services Department will supply the applicant with the required number of “Development Application Notification Sign(s)”. The applicant shall install such Development Application Notification Sign(s) at the site in the following manner:

1. Immediately after the Development Application Notification Signs are issued;
2. Along the street frontages of the property with one sign per frontage;
3. As near the street line as feasible;
4. At least one metre above grade and parallel to and facing the street;
5. Shall not be attached or nailed to trees.

Development Application Notification Sign(s) shall remain in place until the amendment comes into effect or the application is refused by Council. It is the responsibility of the applicant to remove the sign(s).

**HELP:**

If you require assistance in completing this application form, please call the City of Cambridge Planning Operations Division at 519.740.4650.

**Notes:**

- Page 12 of the Application Form includes several declarations and authorizations that MUST be signed by the owner of the “subject lands” to which this application applies. If there is more than ONE owner, an additional copy of Page 12 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.
- Pre-submission consultation is required. Please contact the Planning Operations Division at 519.740.4650 to make arrangements for a pre-submission review.
- An amendment to the Official Plan does not constitute a change to the zoning of the subject property. An amendment to the Zoning By-law is still required if the proposal does not conform to the existing zoning. In the event that a Zoning By-law Amendment is required, please refer to the Zoning By-law Amendment procedures and application form.



The Corporation  
of the City  
of Cambridge

**Application to Amend the City of  
Cambridge Official Plan  
Under Section 22 of the Planning  
Act, R.S.O. 1990, Ch. P.13,  
as amended**

City Use Only

Date Received:	Date Accepted:	Fee Paid:	File No.
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**1.0 GENERAL INFORMATION**

Name	Address	Phone Nos.
1.1 Registered Owner of Subject Land*		Home
	Postal Code	Business
	Email Address	Fax
1.2 Applicant (if different)**		Home
	Postal Code	Business
	Email Address	Fax
1.3 Agent or Consultant		Home
	Postal Code	Business
	Email Address	Fax

\* If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner.

\*\* Owner's authorization (Part 15) required if applicant is not owner.

1.4 To whom should all correspondence be sent? (One only)

Owner  Applicant  Agent/Consultant

**2.0 PRE-SUBMISSION CONSULTATION WITH PLANNING STAFF**

Has the proposed Official Plan Amendment for which this application is being submitted been the subject of pre-submission consultation with Planning Operations Division Staff?

Yes  No

If YES, when? \_\_\_\_\_

**Section A – To be completed if the proposed amendment is to add a new policy or change, delete or replace approved Official Plan Policy**

**3.0 PURPOSE OF THE PROPOSED AMENDMENT:**

a) Please explain the purpose of the proposed amendment \_\_\_\_\_

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

b) Policy Number to be changed, replaced or deleted \_\_\_\_\_

3.1 The text of the proposed amendment must be included if a policy is being added, or if a policy is being changed, replaced or deleted in the Official Plan. Is the text attached?

Yes  No

**Section B – To be completed if the proposed amendment would change the land use designation on a property**

**4.0 LOCATION OF LANDS**

Assessment Roll No.	Lot	Concession	Former Twp.
Registered Plan No.	Lot(s)	Reference Plan No.	Part(s)
Municipal Address			

4.1 Particulars of Property (in metric units)

Frontage	Depth	Area

**5.0 PROPOSED AMENDMENT:**

5.1 Does the proposed amendment change or replace a designation in the Official Plan?

Yes  No

Current Official Plan Designation of the Subject Land: \_\_\_\_\_

Please list the land uses that this designation permits: \_\_\_\_\_

5.2 What is the proposed designation in the Official Plan? \_\_\_\_\_

Please list the land uses that this designation permits: \_\_\_\_\_

5.3 What is the existing Zoning Designation of the Subject Land? \_\_\_\_\_

5.4 What is the proposed Zoning Designation of the Subject Land? \_\_\_\_\_

5.5 Does the proposed amendment alter all or any part of the boundary to the City Urban Area?

Yes  No

5.6 Is the subject land included within an area where there is an approved watershed plan, if any?

Yes  No  Name of Plan: \_\_\_\_\_

5.7 Is the proposed amendment consistent with the recommendations of the watershed plan, if any?

Yes  No

5.8 Is the proposed amendment being submitted to satisfy Environmental Assessment Act requirements?

Yes  No  Unknown

If YES, attach a copy of the materials prescribed in the regulation.

5.9 The proposed map must be included if the proposed amendment changes or replaces a map in the Official Plan. Is the map attached?

Yes  No

5.10 A location plan showing the location of the property and any existing site features must accompany the amendment application. Is the location plan attached?

Yes  No

## 6.0 PROPOSED SERVICING

### 6.1 Sewage Disposal and Water Supply

Select (✓) the proposed sewage disposal and water supply servicing type from Table A and Table B. If applicable attach and provide the name of the servicing information/report(s) as indicated in Table A and Table B.

**Table A – Sewage Disposal**

✓	Service Type	Action or Needed Information/Reports
	Publicly owned and operated piped sewage system	No action at this time. Region will need to confirm that capacity is available to service this application
	Privately owned and operated communal wastewater system <sup>3</sup>	Communal systems for the development of more than 5 residential lots/units: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup> .  For surface discharge an assimilative discharge capacity report is required. <sup>4</sup>  Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: hydrogeological report. <sup>5</sup>
	Privately owned and operated individual septic system(s)	Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report <sup>3</sup> .
	Other	To be described by the applicant

**TABLE B – WATER SUPPLY**

✓	Service Type	Action or Needed Information Reports
	Publicly owned and operated piped water system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Privately owned and operated communal well(s)	Communal well system for the development of more than 5 lots/units: servicing options statements <sup>1</sup> , hydrogeological reports <sup>2</sup> and indication whether a public body is willing to own and operate the system <sup>3</sup>  Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	Privately owned and operated individual well(s)	Individual well for the development of more than 5 lots/units: servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup>  Individual wells for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	Other	To be described by the applicant

1 Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application

- 2 All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking a hydrogeological report, consult the Region about the type of hydrogeological assessment that the Region would expect to see given the nature and location of the proposal.
- 3 Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy
- 4 Reviewed by MOEE and Region

## 7.0 ROAD ACCESS

Select (✓) the proposed/existing type of access from Table C. Attach and provide the information as indicated in Table C.

**Table C – Road Access**

✓	Service Type	Action or Needed Information/Reports
	Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. Land use permits for any development adjacent to a highway is required from MTO
	Regional Road	No action at this time unless identified during pre-consultation. The Region will indicate acceptance of road alignment, access, and identify road widening(s) and road improvements if required when the application is circulated for comment.
	Municipal Road	No action at this time unless identified during pre-consultation. The municipality will indicate acceptance of road alignment and access when the application is circulated for comment.
	Water	Indicate parking, docking and distance to facilities from subject land and nearest road.
	Other	To be described by the applicant.

## 8.0 SIGNIFICANT FEATURES

Please indicate if any of the following features are located on, or adjacent to, the subject land:

- Environmentally Sensitive Policy Area
- Provincially Significant Wetland
- Prime Agricultural Area
- Floodplain
- Mineral Aggregate Resources
- Vegetated or Forested Areas
- Fish/Wildlife Habitat
- Groundwater Recharge/Discharge Areas
- Other (please specify) \_\_\_\_\_

**9.0 STATUS OF OTHER RELATED PLANNING APPLICATIONS:**

9.1 Are there any other applications under the Planning Act, such as for approval of a zoning by-law amendment, a minor variance, a plan of subdivision, a site plan, or a consent, etc, that:

a) Includes the subject land? Yes  No  Unknown

b) Includes land within 120 metres of the subject land? Yes  No  Unknown

c) If Yes to a) or b), list below or attach separate page indicating:

- o Approval authority considering the application: \_\_\_\_\_
- o Type of application and file number: \_\_\_\_\_
- o Description of the land, if the application is for land within 120 metres of the subject land:  
\_\_\_\_\_
- o Purpose of the application and the effect on the proposed amendment: \_\_\_\_\_  
\_\_\_\_\_
- o Status of the application: \_\_\_\_\_

**Section C – To be completed for all amendment applications**

**10.0 REPORTS AND STUDIES**

10.1 During the pre-submission consultation meeting, City Planning staff will identify the number and type of reports and studies that are required in order to review this application. Please check the reports and studies that are included with this application:

- |                                   |                              |                              |  |
|-----------------------------------|------------------------------|------------------------------|--|
| a) land use planning study        | Yes <input type="checkbox"/> |                              |  |
| b) environmental report           | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| c) retail impact study            | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| d) noise study                    | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| e) transportation impact study    | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| f) archaeological study           | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| g) servicing options              | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| h) hydrogeological                | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| i) soils / geotechnical           | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| j) tree management                | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| k) environmental impact statement | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| l) Environmental Assessment       | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| m) other _____                    | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |
| n) other _____                    | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> |  |

N/A = not applicable to this application

10.2 Is the requested amendment consistent with the applicable Provincial Policy Statement, issued under subsection 3(1) of the Act?

Yes  No

10.3 Is the subject land within an area of land designated under any Regional plan or plans?

Yes  No

Name of plan/plan(s): \_\_\_\_\_

10.4 Does the requested amendment conform to/not conflict with this plan(s)?

Yes  No

10.5 Is the subject land within an area of land designated under any Provincial plan or plan(s)?

Yes  No

Name of plan/plan(s): \_\_\_\_\_

10.6 Does the requested amendment conform to/not conflict with this plan(s)?

Yes  No

## 11.0 SITE PLAN CHECKLIST

Have you included a site plan showing the required information listed below?

- a) The boundaries and dimensions of the subject land
- b) The existing and proposed contours of the subject land
- c) The proposed locations, dimensions, heights, areas and coverage of the following:
  - Buildings and structures
  - Building lines
  - Yards
  - Amenity areas
  - Play areas
  - Planting strips
  - Off-street loading areas
  - Lights and signs
  - Garbage storage facilities
  - Pedestrian and vehicular access
  - Abutting streets (location, width and name). Indicate type (unopened allowance, public travelled road, private road or a right-of-way)
  - Lanes and widenings
  - Railways
  - Watercourses
  - Drainage ditches
  - Banks of rivers or streams, wetlands
  - Wooded areas

- Wells and septic tanks
- d) The location, type and coverage of existing vegetation and proposed landscaping
- e) The legend including all pertinent data relating to the land, type of proposed changes, number of units, etc.
- f) The current uses of land adjacent to the subject land
- j) The proposed use of buildings and structures, including floor areas, dimensions and individual uses
- q) Other \_\_\_\_\_
- r) Other \_\_\_\_\_

**12.0 OTHER INFORMATION**

Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this Official Plan Amendment (i.e. efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

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**13.0 APPLICANT CHECKLIST FOR SUBMISSION OF THE RECORD:**

Did you remember to attach?

- One original and one copy of this form, completed and signed?
- The specified number of copies of all technical information and reports as indicated by City staff

**NOTE:**

The following sections include several declarations and authorizations that must be signed by the owner of the "subject lands" to which this application applies. If there is more than ONE owner, an additional declaration and authorization page must be completed and attached to the application for each owner.

**14.0 AFFIDAVIT OR SWORN DECLARATION:**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Owner) (City/Town or Township)

in the \_\_\_\_\_ make oath and say (or solemnly declare)  
(Region or County)

that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

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

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**15.0 AUTHORIZATIONS OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the  
(Owner's Name)  
subject of this application for approval of an Official Plan Amendment, and I authorize

\_\_\_\_\_ to make this application on my behalf.  
(Name of Agent)

\_\_\_\_\_  
Date

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

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Freedom of Information and Privacy Coordinator who can be reached through the Clerk's Division of the Corporate Services Department at 519.740.4680, ext. 4610.

<b>For Office Use Only</b>	
File Number Assigned:	_____
AMANDA Number Assigned:	_____
Planner Assigned To:	_____