



INFORMATION TO APPLICANTS – PLEASE READ CAREFULLY

OFFICIAL PLAN AMENDMENT APPLICATIONS

1. APPLICATION FEES:
 - a) Base Transaction - \$1,500.00, **excess fees, if any, may be invoiced**
2. PROOF OF OWNERSHIP (DEED) AND ASSESSMENT ROLL NUMBER (TAX BILL) SHALL ACCOMPANY EACH APPLICATION.
3. **A sketch SHALL be attached to EACH copy of application. Measurements on the sketch SHALL correspond to those identified in the application.**

Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch TO SCALE is acceptable.

In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.

PLEASE ENSURE ALL PERTINENT INFORMATION IS CONTAINED ON A SINGLE SKETCH ONLY.

The MAXIMUM size for the accompanying sketch SHALL BE 8 ½" x 14".

4. The legislation requires that the applicant shall provide all prescribed information contained within this application. Failure to provide this mandatory information SHALL render the application as incomplete.
5. Should an agent or solicitor represent the applicant(s), written authorization from the applicant(s) SHALL accompany the application.
6. Applications SHALL be signed by the owner(s) in the presence of a Commissioner, Notary Public, etc. The City Clerk is a Commissioner. Where an agent or solicitor authorized to make the application on behalf of the owner(s), their signature shall be witnessed.
7. Applications to the Committee are processed in accordance with Provincial Legislation and information provided by the applicant(s). It is, therefore, THE RESPONSIBILITY OF THE APPLICANT(S) TO ENSURE THE ACCURACY AND COMPLETENESS OF THE APPLICATION PRIOR TO ITS SUBMISSION TO THIS OFFICE TO AVOID ANY MISUNDERSTANDING AT THE MEETING OR IN THE FUTURE.
8. PLEASE ENSURE THE ACCURACY OF YOUR APPLICATION. Errors or omissions may require a further application and additional expense.
9. Confirmation of the current Official Plan and Zoning designations on your property may be obtained from the Planning Department.
10. APPLICATIONS ACCEPTED IN METRIC ONLY (1 ft. – 0,3048m)
11. BLUE OR BLACK INK ONLY – Do not use pencil or red ink. If submitting photocopies of your application, the ORIGINAL COPY MUST ALSO BE FILED.

For further information, please contact:

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OR
Jeff Port, Planner – Tel: 807-548-4824

