

**TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS  
PLANNING AND BUILDING DEPARTMENT  
312 LYNTHURST ROAD, P.O. BOX 160  
LYNDHURST, ONTARIO K0E 1N0  
Telephone: 613-928-2423 Fax: 613-928-3116**

**APPLICATION FOR OFFICIAL PLAN AMENDMENT – WARD \_\_\_\_\_**

<b>TO BE COMPLETED BY THE PLANNING DEPARTMENT:</b>		
Date Submitted: _____	Fee Received: _____	
Date of Complete Application: _____	Amendment No. _____	
Official Plan Applicable _____		
Existing official plan designation _____		
Pertinent policies _____		
_____		
<b>APPLICATION CONCERNING:</b>		
<input type="checkbox"/> Land Use	<input type="checkbox"/> Parks	<input type="checkbox"/> Major streets
Description of amendment required _____		
_____		

1. Name of Applicant \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

2. Name of Agent, (if any) \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

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3. Amendment Request:

Date of request to municipality to initiate proposed amendment: \_\_\_\_\_

Name of the official plan proposed to be amended: \_\_\_\_\_

4. Location and Legal Description of subject land:

Street and Civic Address: \_\_\_\_\_

Lot Number(s): \_\_\_\_\_ Registered Plan Number: \_\_\_\_\_

Part Number(s): \_\_\_\_\_ Reference Plan Number: \_\_\_\_\_

Township Lot: \_\_\_\_\_ Concession No. \_\_\_\_\_

Former Township \_\_\_\_\_

5. The current Official Plan designation of the subject lands.

\_\_\_\_\_

6. Dimensions of the subject land.

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

7. POLICY - EXISTING - The proposed amendment:

changes [ ] replaces [ ] deletes [ ]

a policy in the official plan.

Name/description of affected policy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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8. POLICY – ADDITION – The proposed amendment adds the following policy to the official plan if applicable:

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9. PURPOSE – If the proposed amendment changes, replaces, deletes or adds a policy, state the purpose of the proposed official plan amendment:

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10. DESIGNATION – EXISTING – The proposed amendment changes [ ] replaces [ ] a designation in the official plan.  
Designation to be changed or replaced and the land uses which would be authorized by the proposed official plan amendment.

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11. Access to the subject land is by and name:

Provincial Highway \_\_\_\_\_

County Road \_\_\_\_\_

Municipal Road \_\_\_\_\_

Private Right-of-Way \_\_\_\_\_

Water Only \_\_\_\_\_

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12. If access to the subject land is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

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13. Existing uses of the subject land:

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14. Existing Buildings (give a brief description for each building or structure indicating: the type of building or structure, the setback from the front lot line, rear lot line and side lot lines, the height in metres, the dimensions or floor area, if known the date constructed):

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15. Proposed Use(s) of the subject land:

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16. **PROPOSED DEVELOPMENT** - Where any buildings or structures are proposed to be built on subject land, indicate for each:

**Residential Information** (if applicable)

<b>Housing Type:</b>	<b>Proposed Density:</b>	<b>Number of Units</b>
<b>Setbacks:</b> Front -	Rear -	Side(s)
<b>Building Height:</b>	<b>Number of Storeys:</b>	<b>Dimensions of Building:</b>

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## Commercial and Industrial Information (if applicable)

<b>Building Type:</b>	<b>Building Dimensions:</b>	<b>Building Height</b>
<b>Ground Floor Area: (sq.m)</b>	<b>Total Floor Area:</b>	<b>Number of Storeys:</b>
<b>Proposed Use by Storey:</b>		

17. What type of water supply is provided to the subject land:

Well: dug, drilled, or communal \_\_\_\_\_

Municipal piped water system \_\_\_\_\_

Lake or other water body \_\_\_\_\_

Other (specify) \_\_\_\_\_

18. What type of sewage disposal is provided to the subject land:

privately owned individual sanitary sewage system \_\_\_\_\_

privately owned communal sanitary sewage system \_\_\_\_\_

municipal sanitary sewage system \_\_\_\_\_

privy \_\_\_\_\_

Other (specify) \_\_\_\_\_

19. Whether storm drainage is provided by sewers, ditches, swales or other means.

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

20. If known, whether the subject land is the subject of an application under the Planning Act for approval of a plan of subdivision or consent? (If yes, state file number and status of the application .

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

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21. If known, has the subject land ever been the subject of an application for Zoning By-law Amendment under Section 34 of the Planning Act?

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22. Authorizations:

- a) If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner stating that the agent is authorized to make the application must be included with this form or the authorization set out below must be completed.

### **Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for an amendment to the Official Plan for the Township of Leeds and the Thousand Islands and I authorize \_\_\_\_\_ to make this application on my behalf.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

- b) If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the agent is authorized to provide personal information respecting the owner must be included with this form or the authorization set out below must be completed.

### **Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for an amendment to the Official Plan, Ward No.\_\_\_\_\_, in the Township of Leeds and the Thousand Islands and for the purpose of the **Freedom of Information and Protection of Privacy Act**, I authorize \_\_\_\_\_, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

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23. **Consent of the Owner:**

The written authorization of the owner concerning the use and disclosure of personal information must be included with this form or the authorization set out below must be completed.

<p style="text-align: center;"><b>Consent of the Owner to the Use and Disclosure of Personal Information</b></p> <p>I, _____, am the owner of the land that is the subject of this application for an amendment to the Official Plan, Ward No. _____ in the Township of Leeds and the Thousand Islands and for the purpose of the <b>Freedom of Information and Protection of Privacy Act</b>, I 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 <b>Planning Act</b> for the purposes of processing this application.</p> <p>Date: _____ Signature of Owner: _____</p>
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24. **Declaration:**

<p>Dated at the _____ of _____ this _____ day of _____, 2009. I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that all the statements contained in this 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.</p> <p>Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 2009.</p> <p>_____ A Commissioner, etc.</p> <p>_____ Signature of Applicant or Authorized Agent</p>
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