



Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G 5G2  
www.haltonhills.ca

## OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

### AMENDMENT UNDER SUBSECTION 22(1) AND/OR 34 OF THE PLANNING ACT

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This application package includes covering material related to applications submitted to the Town of Halton Hills. The total package consists of the following (\* represents forms to be filled out):

1. Completed Pre-consultation Form\*
2. Agreement to Post Signs and Permit Site Visits\*
3. Development Application\*
4. Drawing Requirements
5. Official Plan Amendment and Rezoning Process Flow Charts
6. Fees for Development Applications
7. Development Charges Pamphlet
8. Places and Persons to Contact

While there are time frames for Town positions/decision on applications, with additional periods for final approval, by Halton Region (for Official Plan Amendments), the time frame starts at the submission of a "Complete Application". In order for an application to be "complete", the Pre-consultation Form, Agreement to Post Sign and Permit Site Visits and the Application forms must be filled out in their entirety and the required drawings and fees must be submitted.

It is recommended that you pre-consult with as many of the review agencies as possible. You are expected to manage your own application as it proceeds through the review process, and regularly consult with Planning staff.

It is the Town's practice and preference to consolidate all relevant, and/or statutory, public meetings into one public meeting process unless determined otherwise by Council. At the public meeting, the proponent must make a full and detailed presentation and express to the public and Members of Council the vision, intention and objectives of the proposal. Copies of the Town's public meeting format are available upon request. A "Public Information Centre" meeting may also be involved in the process, at which the proponent must also be present.

As the proponent of an application, you are expected to familiarize yourself with this application package and the relevant processes. Town staff will assist as required throughout the process.



# OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

**Agreement to Post Sign and Permit Site Visits for Development Applications**

For the purpose of public notification and staff identification, I agree to erect a sign (2 signs on corner lot) in accordance with the "Town of Halton Hills Sign Requirements" within one (1) week of the date the Town Planner has deemed that the application is **"complete"**.

Furthermore, for the purposes of processing this application, I permit members of the Town of Halton Hills, its various Departments and Committees, and their members/ employees/representatives, to enter into my lands and inspect my property at the following time(s):

Please check one of the following boxes:

Any and all times;

OR

Certain times as specified below:

Days (i.e. Mon. to Fri.) \_\_\_\_\_

Times (i.e. 10:00 am to 4:00 pm) \_\_\_\_\_

OR

By appointment only.



# OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

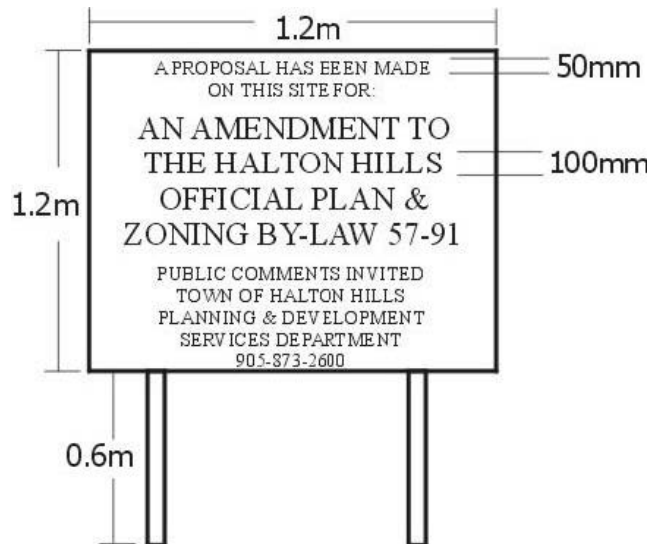
## Town of Halton Hills Sign Requirements

The applicant shall erect a sign in accordance with the attached instructions and file with the Town of Halton Hills Planning & Development Department a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Town. For all applications, the applicant is required to erect signs in accordance with the following requirements:

1. The applicant shall erect and maintain, in a structurally sound condition, the required sign(s). For the purpose of these requirements, the applicant means any person, firm or corporation controlling the property under consideration and shall include any authorized agent or person or corporation controlling the property under consideration and shall include any authorized agent of such person, firm or corporation. The sign shall not be erected prior to filing the application with the Town of Halton Hills.
2. Development application signs shall read as follows: An application has been made to develop this site for (i.e.) Townhouses and Apartments. Public comment invited - Town of Halton Hills Planning & Development Department 905-873-2601 ext 2900 (see below).

Subdivision and Condominium application signs shall read as follows: An application has been made to develop this site for (e.g.) 20 single-detached homes within a Plan of Subdivision. For information, please contact the Town of Halton Hills Planning & Development Department at 905-873-2601 ext 2900.

3. The applicant shall remove the sign within 48 hours:
  - (a) After withdrawing the application;
  - (b) After having been notified by the Town or the Local Planning Appeal Tribunal that the application has been approved or denied.
4. It is the applicant's responsibility to maintain the sign, both in structure and paint work.



Note:  
 Sign must indicate that information is available from the Town of Halton Hills Planning and Development Department Tel: 905-873-2601 Ext. 2900



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## (A Privately Initiated Application)

### Note to Applicants:

If this application is being made concurrently with a Draft Plan of Subdivision or Condominium, PLEASE USE THE CONSOLIDATED APPLICATION FORM which can be obtained from the Region or Area Municipality.

### Completeness of the Application:

Information required in this application form is prescribed in Ontario Regulation 198/96, made under the Planning Act, and must be provided along with the appropriate fee. If the prescribed information and fee are not provided, the municipality will return the application or refuse to further consider the application until the prescribed information and the fee are provided.

The Planning Act also allows for the municipality to require additional information (e.g. technical information and reports) that will assist in the planning evaluation of the proposal. To ensure the quickest and most complete review, this "required" information should be submitted along with the prescribed information. All applicable questions should be answered or identified as Not Applicable with an explanation as to why. In the absence of the required information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result the proposal may be **denied**.

### Submission of the Application:

**The Applicant must consult with Planning staff (Pre-Consultation Meeting) prior to submission of the following:**

Completed Pre-consultation Meeting Form Planning staff,

25 copies of the completed application form (including 1 with original signatures),

Copies of the information/reports if indicated as needed when completing the sections of the application form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographic features. **(the number of each required will be identified in the Pre-consultation Form)**

Drawing information.

This information will be used to consult with various interested agencies. Where the scale or nature of the land use changes appear to require a large number of agencies to be consulted, additional copies of the application may be required. Contact the **Town's Planning & Development Department** or the Region (if a Regional Official Plan Amendment is required) to arrange a Pre-Consultation meeting:

Town of Halton Hills      905-873-2601  
Region of Halton        905-825-6123 or 1-866-442-5866



# OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

<b>Office Use Only</b>	
Date Received: _____	Date Complete: _____
(YY/MM/DD)	(YY/MM/DD)
File No(s) Fee(s): _____	Paid: _____

**Application for:**      Local Official Plan Amendment                      Zoning By-law Amendment  
                                  Part Lot Control    Zoning By-law Amendment Remove of  
                                     Holding "H" Provision

## 1. Applicant Information

1.1 Complete the information below and indicate one contact as the Prime Contact (**PC**).  
**All communications will be directed to the Prime Contact** \_\_\_\_\_  
(give name)

### Owner/Applicant Information

Property Owner Information: Check one                      Person(s)                      Company

**Registered Land Owner:**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Name: \_\_\_\_\_ Company Officer: \_\_\_\_\_  
(if company)

**Applicant Contact:**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Position: \_\_\_\_\_ Address: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

### Name of Property Purchaser (if applicable)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

### Agent, Solicitor, or Planning Consultant

Firm Name: \_\_\_\_\_  
 Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Position: \_\_\_\_\_ Address: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Legal Name for use with Agreement: \_\_\_\_\_

\* If a numbered company, please give name and phone number(s) of principal owner (or president)



## OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

**2. Location of Property** (check an area and complete applicable boxes)

Georgetown     
  Acton     
  401 Corridor     
  Rural Area     
  Niagara Escarp Plan Area

Assessment Roll Number: 2415- \_\_\_\_\_ Concession Number(s): \_\_\_\_\_  
 Lot Number(s): \_\_\_\_\_ Former Township: \_\_\_\_\_  
 Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_  
 Part(s): \_\_\_\_\_  
 Street Number & Name of Street/Road: \_\_\_\_\_

2.1 Particulars of the Subject Land (in metric units):  
 Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

**3. Existing and Previous Uses of the Subject Lands**

3.1 What is the existing use of the subject lands?  
 \_\_\_\_\_  
 \_\_\_\_\_

3.2 What were the previous uses of the subject land, if known?  
 \_\_\_\_\_  
 \_\_\_\_\_

3.3 Potentially Contaminated Sites:

a) Has there been an industrial or commercial use of the site or adjacent land?  
 Yes      No      Last Year of Use: \_\_\_\_\_

b) Has there been fill placed on the site?  
 Yes      No

c) Have any studies been undertaken to determine whether this site has been contaminated?  
 Yes      No      If Yes, give details (on separate page, if necessary)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

d) Is there reason to believe the site may have been contaminated by former uses either on the site or on adjacent sites? (e.g. former industrial use, gas station, petroleum or other fuel stored on site or adjacent site)  
 Yes      No

If Yes, then an environmental audit including all former uses of the site and, if appropriate, the adjacent site, to the satisfaction of the municipality, is required. This study must be prepared by a qualified consultant.  
 Report attached?      Yes

If No, on what basis did you come to this determination?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

3.4 List any existing Buildings or Structures on the Property:

Buildings or Structures*	All Yard Setbacks				Centre line setback from road(s)	No. of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side				

\* Indicate any buildings or structures which are proposed to be removed/demolished

3.5 Is the Subject Land (or Buildings) subject to a Demolition Control By-law or is it either Designated or Identified for possible Designation under the **Ontario Heritage Act**?

Yes      No

**4. Proposed Use of the Subject Lands** (attach any additional information on a separate page)

4.1 What is the Proposed use of the Subject Lands?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.2 List any proposed Buildings or Structures on the Property:

Buildings or Structures*	All Yard Setbacks				Centre line setback from road(s)	No. of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side				

4.3 Indicate Land Uses, Zoning, and existing structures on abutting properties:

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_



## OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

### 5. Type of Proposed Amendment

Check the appropriate boxes and complete the section(s). Depending on the purpose of the proposed plan amendment, more than one box may need to be checked.

**5.1 An Official Plan Amendment that proposes to add new policy or change, delete, or replace approved Official Plan policy.**

A. Describe the purpose of the proposed amendment:

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B. Identify the policy to be changed, replaced, or deleted:

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C. What is the current Official Plan land use designation on the subject property?

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D. What land uses are permitted by the current official plan designation on the subject land?

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E. What land uses would be permitted by the proposed official plan amendment on the subject land?

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**5.2 An official plan amendment that proposes to change or replace the approved Official Plan land use designation on the subject land.**

A. What is the current official plan designation of the subject land?

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B. What land uses are permitted by the current designation on the subject land?

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C. What is the proposed designation on the subject land?

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D. What land uses will be permitted by the proposed designation on the subject land?

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## OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

### 5.3 The Proposed Official Plan Amendment

- 5.3 (a) The text of the proposed Official Plan Amendment must be included if a policy is being added, or if a policy is being replaced or deleted in the Official Plan. Is the text attached?  
 Yes      No
- 5.3 (b) The proposed schedule must be included if the proposed Official Plan Amendment changes or replaces a schedule in the Official Plan. Is the schedule attached?  
 Yes      No

### 6. Zoning Designation (this section MUST be filled in when applying for Zoning By-law Amendment)

- 6.1 What is the existing Zoning designation on the subject lands? \_\_\_\_\_
- 6.2 What is the proposed Zoning designation on the subject lands? \_\_\_\_\_
- 6.3 What land uses will be permitted in the proposed designation? \_\_\_\_\_
- 6.4 Complete section 5.2 (a) and (b).

### 7. Justification

Provide justification for this application to amend the Official Plan and/or Zoning By-law. (Attach separate report if necessary) (In the case of an Official Plan Amendment, the applicant is required to provide complete planning evidence outlining the justification for the amendment. This should address, but not be limited to, why the proposed change is desirable and how it relates to the overall goals and objectives of the applicable Official Plan. Further studies may be required by the applicant depending on the nature of the application.)

### 8. Status of Other Planning Applications

- 8.1 Are there any existing, or have there been previous applications made under the Planning Act or the Planning & Development Act: \_\_\_\_\_
- a) That is the subject land?                      Yes              No
- b) That is within 120 meters of the subject land?      Yes              No
- c) If Yes to a) or b), and if known, list below or attach on a separate page:  
 The type of application(s) and the file number(s):  
 \_\_\_\_\_  
 \_\_\_\_\_
- The legal description of the land that is the subject of the application(s):  
 \_\_\_\_\_  
 \_\_\_\_\_
- The purpose of the application(s) and the effect of the application(s) on the proposed Official Plan Amendment:  
 \_\_\_\_\_
- The status of the application(s): \_\_\_\_\_



# OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

## 9. Regional Official Plan

- 9.1 What is the current designation of the subject land in the Regional Official Plan?  
 \_\_\_\_\_  
 \_\_\_\_\_
- 9.2 Explain how the proposed plan amendment conforms to the above plan, if applicable:  
 \_\_\_\_\_  
 \_\_\_\_\_
- 9.3 Has a Regional Official Plan Amendment been applied for?  
 Yes      No

## 10. Servicing

- 10.1 Does the proposal conform to the approved servicing and phasing policies or servicing schedule in the Official Plan?  
 Yes      No
- 10.2 Indicate the proposed servicing type for the subject land.
- A. Water Supply**  
 Municipal                      Private Well                      Other, Specify
- B. Sewage Disposal**  
 Municipally Serviced      On-site Sewage Disposal System      Other, Specify
- C. Road Access and/or Frontage**  
 Please Specify Road Type  
 (e.g. Open Municipal Road, Regional Road, Provincial Highway, Private Road)  
 Name of the Road: \_\_\_\_\_
- D. Storm Drainage**  
 Indicate the proposed Storm Drainage System (e.g. sewers, ditches, swales):  
 \_\_\_\_\_
- 10.3 Is the proposed plan amendment consistent with the recommendations of the watershed plan, if any?  
 Yes      No
- 10.4 Does the proposed plan amendment conform to the master drainage, sub-watershed or shoreline management plan, if any?  
 Yes      No

## 11. Regard for Provincial Policy Statement

Information and supporting documentation is to be provided to indicate that the applicant has had regard for the Provincial Policy Statements, as required by the Planning Act. Attach under separate cover as needed.



## OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

### Significant Features Checklist

Features or Development Circumstances	a) if a feature, is it on site or within 500m OR b) if a development circumstance, does it apply		If a feature, specify distance in metres	Potential Information Needs
	Yes	No		
Non-farm development near designated urban areas or rural settlement areas				Demonstrate sufficient need for 20 yr. projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry			metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry			metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry within 1000 meters			metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site			metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilisation pond			metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway line			metres	Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones			metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater			metres	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
High voltage electric transmission line			metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations			metres	Development to comply with the Minimum Distance Separation Formulae.



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Features or Development Circumstances	a) if a feature, is it on site or within 500m OR b) if a development circumstance, does it apply		If a feature, specify distance in metres	Potential Information Needs
	Yes	No		
Mineral aggregate resource				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			metres	Will development hinder continuation of extraction?
Existing pits and quarries			metres	Will development hinder continued operation or expansion?
Significant wetlands			metres	Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species			metres	Demonstrate no negative impacts.
Significant fish habitat, valleylands, areas of natural and scientific interest, wildlife habitat			metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain.
Hazardous sites and rehabilitated mine sites			metres	For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.
Contaminated sites				Assess an inventory of previous uses in areas of possible soil contamination.



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### 12. Other Information

12.1 Is there is any other information that may be useful to the Region/Municipality or other agencies in reviewing this application (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain on a separate page.

### 13. Acknowledgement of Applicant

The personal information on this form is collected under the authority of the Planning Act, as amended. The information is used for the purpose of processing this application. The processing of this application is subject to a public process and the information contained on this application is considered public and available to anyone upon request. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator at 905-873-2601 ext. 2356 or [foi@haltonhills.ca](mailto:foi@haltonhills.ca).



# OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

## 14. Affidavit or Sworn Declaration

### Declaration

I/we \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and I/we 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.

### Declare before me at the

\_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant/Authorized Agent

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

1 Copy Required (with original signature)



# OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

**Owner Authorization** (Required only if party other than owner is making this application)

File No.: \_\_\_\_\_

I/we \_\_\_\_\_

the owner(s) of the land being subject to this Application to the Town of Halton Hills Committee of Adjustment do hereby authorize and appoint:

\_\_\_\_\_ as my/our agent to make this application on/our behalf and to conduct all communications on my/our behalf respecting same.

Location of Land: \_\_\_\_\_

Signature(s):

X

\_\_\_\_\_  
(print name including company, if applicable)

X

\_\_\_\_\_  
(print name including company, if applicable)

Date: \_\_\_\_\_  
(YY/MM/DD)

**Note:**

- It is required that persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).
- If the owner is an incorporated company, the Company Seal shall be applied.



## Drawing Requirements for Development Applications

### 1. Plan of Survey\*

(25 copies - reflecting current situation; metric figures)

- Key Map
- Scale and North Arrow
- Legal Description
- Land Area
- Buildings and Property Boundaries
- Top of Bank (ESA/Wetland surveyed line)
- Abutting Road(s) Width(s)
- Easements and Rights of Way
- One Foot Reserves

\* please provide an electronic copy of plan

### 2. Basic Information Plan

(25 copies @ 1:300, plus 5 reduced copies on an 8.5" x 11" sheet of paper - indicating existing and proposed - on 2 separate maps, if necessary, for clarity; metric figures)

#### General Areas:

- Key Map Inset to Main Map
- Scale and North Arrow
- Surrounding Land uses/Abutting Lot Buildings
- Other Surrounding Lands Owned by Applicant
- Land Area

#### Natural:

- Vegetation (i.e. woodlots, specimens)
- Topography (i.e. contours)
- Wetlands and Watercourses
- Outcrops
- Other Natural Features as Necessary

#### Development:

- Density (FSI, ground floor coverage)
- Building Envelopes (with gross floor areas by use, perimeter heights, storeys, setbacks, distances between buildings)
- Dwelling Units (number, type, size - per building)
- Outdoor Storage Areas (including size and height)
- Landscape Areas (dimensioned yards)
- Private Amenity Spaces (unit related and common facilities where multi-residential or mixed use)
- Parking and Loading Spaces (number, dimensions, setbacks)
- Driveways/Roads (length, width)
- Municipal Servicing Available