

**APPLICATION FORM  
TO AMEND THE OFFICIAL PLAN  
OF THE COUNTY OF PRINCE EDWARD PLANNING AREA**

---

**NOTE:**

Failure to fully complete this form may result in it being returned to the applicant or delays in processing.

**Please Type or Print Clearly:**

1. APPLICANT INFORMATION:

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

2. LOCATION AND DESCRIPTION OF PROPERTY TO BE REDESIGNATED:

Municipality: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Reg. Plan: \_\_\_\_\_

Frontage: \_\_\_\_\_ (ft.) Area: \_\_\_\_\_ (sq. ft/acres)

Road Access: \_\_\_\_\_

3. EXISTING DESIGNATION: \_\_\_\_\_

PROPOSED DESIGNATION: \_\_\_\_\_

4. NATURE OF PROPOSED DEVELOPMENT:

If more than one building on the property exists or is proposed to be built, please identify each building on the site plan and provide the information for each building. (If more than one building, attach a separate sheet to this application).

BUILDING 1

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Ground Floor Area\*: \_\_\_\_\_

Gross Floor Area\*\*: \_\_\_\_\_

Building Height: \_\_\_\_\_

	<u>Existing No.</u>	<u>Proposed No.</u>
Parking Spaces:	_____	_____
Loading Spaces:	_____	_____

\* Ground floor area means the area that the building occupies on the ground.

\*\* Gross floor area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

5. SERVICES:

	<u>Existing</u>	<u>Proposed</u>
Municipal Water & Sewers:	( )	( )
Municipal Water & Private Sewage Systems:	( )	( )
Municipal Sewer & Well	( )	( )
Well & Private Sewage System	( )	( )
Other (Specify): _____		

6. **JUSTIFICATION:**

Provide any justification or background information that you feel helps support your application. If a planning background study or servicing options investigation study or hydrogeological report has been prepared in support of this application, please indicate title and author of report and date prepared and attach **seven (7)** copies of each. How is the proposed compatible (i.e. property location and adjacent land uses)?

---



---



---

Suitability of the site (i.e. physical characteristics such as topography, drainage, soil hydrogeology, wet areas).

---



---



---

Additional Information/Background Studies

---



---



---

7. **OTHER PLANNING APPLICATIONS:**

Please indicate (x) if any of the following applications have been or are to be submitted to permit the proposed development. If "yes", please indicate if any application has been submitted for same.

	<u>Required</u>		<u>Submitted</u>	
	Yes	No	Yes	No
Zoning By-law	_____	_____	_____	_____
Plan of Subdivision/Condominium	_____	_____	_____	_____
Severance Application	_____	_____	_____	_____
Please state any File No(s).	_____			

8. **SITE PLAN/CONCEPT PLAN:**

The applicant is required to attach to the application a "Site Plan" or "Concept Plan" to illustrate the proposed development on the property. If only part of the property is being redesignated, the site plan should also include all buildings on the remaining portion of the property. The Site Plan is a plan professionally drawn to scale which clearly identifies the following:

- a) Property boundaries and dimensions;
- b) Location and size of existing buildings on site with distance from all lot lines;
- c) Location and size of proposed buildings;
- d) Existing road allowances;
- e) Adjacent land use and buildings within 100 metres (328 feet);
- f) Vehicular access (existing and proposed);
- g) Location of parking and loading facilities to be provided;
- h) Natural features (e.g. mature trees, slopes, water courses, etc.);
- i) Landscaped areas and any buffering or screening strips;
- j) Services (e.g. well, septic system and related tile bed area);
- k) Scale of plan and north arrow.

**A reduced copy of the site plan (8 ½ x 11 or 8 ½ x 14) shall also accompany the application.**

9. DECLARATION:

I solemnly declare that all the statements contained in this application and all of the statements contained in all the exhibits transmitted herewith 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 agree to allow the Municipality, its employees and agents to enter upon the subject lands for the purpose of conducting site inspection that may be necessary to process this application.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

**Note: If this application is signed by an agent, written authorization must accompany the application.**

\_\_\_\_\_  
A Commissioner, Etc.

10. WRITTEN AUTHORIZATION:

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
to make application and act as my agent for the purpose of the Official Plan Amendment application.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Note: A fee in accordance with the County's Tariff of Fee By-law is required for the processing of an application.**

---

County of Prince Edward Planning and Building Services  
Location: 280 Main Street, Suite 201  
Mailing Address: 332 Main Street, Picton, Ontario, K0K 2T0

*Personal information on this form is collected under the Planning Act for the purpose of processing an Official Plan application. **All information on this form is considered to be part of the public record.** Questions related to the collection of this information should be referred to the Commissioner of Planning (613-476-2148).*