



APPLICATION GUIDE
AMENDMENTS TO THE OFFICIAL PLAN AND/OR ZONING BY-LAW
OR TEMPORARY USE BY-LAWS
application for approval under Sections 17, 22, 34, 36 and/or 39
of the Planning Act R.S.O. 1990, c.P.13

The Town of Caledon
 Planning and Development Department
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A. APPLICATION FEES:

1. The Town of Caledon planning fees for a proposed **Official Plan Amendment** are as follows:

a) Minor Amendment	\$7,500
b) Major Amendment	\$25,000
c) Aggregate Application	Full Cost Recovery
d) Plus additional fees, if applicable:	
▪ Annual carrying fee for inactive files	\$1,000
▪ Referral of amendment to Ontario Municipal Board	\$150

2. The Town of Caledon planning fees for a proposed **Zoning By-law Amendment or Temporary Use By-law** are as follows:

a) Minor Amendment	\$7,500
b) Major Amendment	\$15,000
c) Aggregate Application	Full Cost Recovery
d) Plus additional fees, if applicable:	
▪ Annual carrying fee for inactive files	\$1,000
▪ Referral of amendment to Ontario Municipal Board	\$150
e) Plus additional fees for Garden Suites, if applicable:	
▪ Agreement (payable upon approval)	\$500 plus costs
▪ Amending Agreement	\$200 plus costs
▪ Three (3) year extension is \$300 plus costs of advertising, posting on property, and required circulation.	

NOTE: HST is applicable to the agreements noted in 2.e) above.

3. The Town of Caledon planning fees for a proposed **Combined Official Plan and Zoning By-law Amendment** are as follows:

a) Minor Amendments	\$7,500
b) Major Amendments	\$25,000
c) Aggregate Application	Full Cost Recovery
d) Plus additional fees, if applicable:	
▪ Annual carrying fee for inactive files	\$1,000
▪ Referral of amendment to Ontario Municipal Board	\$150

4. The Town of Caledon planning fee for a proposed **Removal of a Holding Symbol ('H')** is 2,000.

5. **Conservation Authority Fees**
 - a) Credit Valley Conservation (CVC) authority
 - The Town of Caledon will collect the appropriate fee on behalf of the CVC for each application sent to this authority.
 - The fee is payable at the time of filing the application.

 - b) Toronto and Region Conservation Authority (TRCA)

- The TRCA will contact the owner to advise them as to what fee (minor/major) is required for their application.

6. **Region of Peel**
 - a) For a Town of Caledon Official Plan Amendment, a Region of Peel fee of \$5,000 must also be made payable to the Region of Peel.

NOTE: The Director of Planning and Development will determine whether an Official Plan or Zoning By-law Amendment is Minor or Major.

B. APPLYING FOR AN AMENDMENT TO THE OFFICIAL PLAN AND/OR ZONING BY-LAW:

The attached application form is to be used only when applying to the Town of Caledon for an amendment to the Official Plan and/or Zoning By-law, or a Temporary Use By-law. The application, including Schedule I, must be completed in full and submitted together with the application fee (see Schedule A attached to this guide), proof of signage, planning rationale and justification, and support drawings. In order to meet processing time frames, the applicant is advised that pre-consultation with appropriate authorities during completion of the application is key to ensure identification of all issues and in particular requirements for supporting documentation reports.

C. USING THE APPLICATION FORM:

1. The attached application form **must** be fully completed including the applicants' affidavit, registered owners certificate and Schedule I and returned to the Town of Caledon together with twelve (12) photo-stat copies. Please ensure that you keep a copy for your files.
2. The application should be completed by the applicant or their authorized agent. The written authorization of the registered owner and affidavit of the applicant must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application (See sections 11 and 12 of application form).
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form, certain infrastructure projects necessary to service developments are subject to the provisions of the Environmental Assessment Act. The applicant is advised to consult with their engineering consultant to provide determination in this matter.
5. Where additional support materials such as environmental, noise abatement, planning or engineering reports are required seven (7) copies of all supporting technical reports and background information must be submitted with the application.

D. DRAWINGS

The Planning Act requires that the applicant shall provide information as prescribed in Ontario Regulations 198/96 & 199/96 when submitting application to amend the Official Plan and Zoning By-law or permit a temporary use. Some of this information can best be provided graphically. Drawing requirements differ depending on the nature of each application. The following table outlines the basic drawings required to be submitted with the attached application form:

<u>Application Type</u>	<u>Required Drawings</u>	<u>#Required</u>
Official Plan only	Property Survey	2
Official Plan & Zoning	Property Survey	2
By-law or Zoning By-law only or Temporary	Conceptual Site	
Use By-Law	Development Plan	15

The drawings must be drawn to scale with all dimensions shown in metric units. Each drawing shall be individually folded to 8 1/2 x 11 and two (2) reductions of each drawing, 8 1/2 x 11 in size, suitable for photocopying shall be submitted. If further copies or additional drawings are required, the applicant will be notified. The applicant shall also provide 3 1/2 inch diskette(s) containing each drawing that is geo-referenced (NAD 27) in 'dxf' or 'dwg' format. If assistance is required please contact the Planning & Development Department for direction in this regard.

E. INFORMATION TO BE SHOWN ON THE DRAWINGS:

Property Survey:

- boundaries and dimensions of the subject property and the location, size type of all existing buildings and structures on the subject property including the distance of the buildings or structures from the front, rear and side lot lines and the location of all natural and artificial features (i.e. railways, roads, watercourses, wooded areas, etc.) all certified by an Ontario Land Surveyor.

Conceptual Site Development Plan (for formal Site Plan Applications refer to the Site Plan Manual):

- north arrow, scale and legal description of property
- location, name, width, of all roads within and abutting the subject lands
- existing and proposed street widenings
- all proposed access locations and their widths plus existing access locations on properties abutting and on the opposite side of roads from the subject property
- current use of abutting lands
- any artificial or man-made features (i.e. watercourses, swales, woodlots, etc.) on or adjacent to the site
- existing and proposed contours when significant alterations to grade are proposed
- proposed buildings and structures proposed to be retained
- setback of all buildings from the property boundaries
- layout of parking spaces, aisles and driveways
- proposed landscape areas and general treatment (i.e. berming, sodding, walkways, etc.)
- location and design of garbage disposal facilities
- summary statistics, including the building height, gross site area, gross building floor area, building coverage ratio, landscape area ratio, density and proportion of different uses, and
- separate drawing illustrating massing and conceptual architectural design, if warranted.

F. PLANNING RATIONALE AND JUSTIFICATION

Seven (7) copies of a report clearly stating the applicant's reason for the subject application and outlining the planning rationale and justification for the approval of the application shall be submitted for amendments to the Official Plan and/or Zoning By-Law (report may be in letter form). It is beneficial to demonstrate in this rationale report how the proposal will conform to the applicable provincial policy statements. Cross-reference to Schedule I of the application form is recommended.

G. DETAILS OF THE PROPOSED AMENDMENTS

The applicant shall include on the application form or on separate pages:

- the specifics of the requested amendments;
- all Official Plan policy changes being proposed, including a draft Official Plan Amendment;
- all uses proposed to be accommodated by the proposed amendments; and,
- the zoning category/ies being requested, the specific zoning standards being requested, and a draft zoning by-law.

H. SIGNING THE PROPERTY

The applicant shall erect a sign in accordance with the requirements of Schedule II and file with the Planning and Development Department a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Director of Planning and Development.

I. DEALING WITH THE APPLICATION

1. After accepting the application as complete as per Sections 22(6) and 34(10.3) of the Planning Act, (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the Town will confer with Town Departments and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. After an evaluation of the application and the recommendations and comments from other bodies, as noted above, the Town will make a decision to approve or refuse the application. Subsequent to the holding of a public meeting as required by Sections 22m, 34, 36 & 39 of the Planning Act. If approved, conditions may be imposed by the Town.
3. Sections 22, 34, 36 & 39 of the Planning Act also provides the opportunity for any person, including the applicant or a public body, to appeal the decision of the Town to the Ontario Municipal Board. It is recommended that the applicant acquaint him/herself with the provisions of the Planning Act in this regard.