

Terms of Reference: Official Plan Amendment

Purpose:

- To prepare a draft Official Plan Amendment (including text and schedules) to support an Official Plan Amendment application.

Required in Support of:

- Official Plan Amendment applications (including Secondary Plans and Block Plans)

Prepared By:

- A Registered Professional Planner (RPP)

Peer Review and Scoping:

- The Town may require a peer review of this document where it is required in support of aggregate applications or secondary plan applications, at the sole cost of the owner/applicant submitting the development application.

Content:

- The Town has prepared an Official Plan Amendment template and guide to assist planners in preparing the proposed Official Plan Amendment text.
- The proposed Official Plan Amendment Schedules (maps) are to be provided in digital format in both pdf and cad in accordance with the Digital Submission Standards for Official Plan and Zoning By-law Amendments.

Resources:

- Town of Caledon Official Plan.
- To hire a Registered Professional Planner (RPP), please review the Hire a Planner section of the Ontario Professional Planners Institute (OPPI) [website](#).