



## Official Plan Amendment Applications

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This application contains two (2) parts

Part 1: Submission Guideline

Part 2: Application Form

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Part 1 provides information that will assist the applicant to complete the required application form, and describes the Town's review/approval process for official plan amendment applications.

Part 2 is the actual application form. This form is to be completed in full (including all required plans, documents, and fees) and submitted to the Town at the following address: to the *Attention of the Director of Planning and Development Services:*

*The Corporation of the Town of LaSalle,  
Department of Planning and Development Services  
5950 Malden Road  
LaSalle, Ontario  
N9H 1S4*

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**Note: The applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle.**

**TOWN OF LASALLE**

# OFFICIAL PLAN AMENDMENT APPLICATION

## Part 1 - Submission Guideline

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### *1. WHAT IS AN OFFICIAL PLAN AND HOW CAN IT BE AMENDED?*

The Official Plan for the Town of LaSalle was adopted by Council in October of 1997, and received provincial approval in May of 1998. A major amendment to this plan was adopted by Council in November of 2002. The current official plan, as amended, replaces an official plan that was adopted by Council in August of 1977, and approved by the Minister in September of 1978.

Official Plans are important policy documents that establish where new housing, schools, employment districts, parks, roads, trails, etc. will be built, and identify which areas in a community that will be protected from development.

The specific purpose of the existing LaSalle Official Plan can be summarized as follows (The full text of the Purpose of the Town of LaSalle Official Plan can be found in Section 1.4 of the approved official plan document) ---

.....the LaSalle Official Plan's purpose is to:

- provide direction and establish policies which will be used by Council, the Committee of Adjustment, municipal staff and other affected stakeholders when making decisions with respect to land use planning and development matters town-wide;
- articulate a comprehensive and ecologically based land use planning and growth management policy framework;
- protect and enhance remaining natural heritage areas;
- facilitate the implementation of a new "greenway system";
- encourage all non-agricultural development to locate within the designated urban area, where a full range of municipal infrastructure and community facilities and services can be provided in an economically and environmentally sound manner which is sustainable over the long term;
- control urban sprawl by eliminating scattered and uncontrolled development, encouraging a logical and orderly pattern of compact development, and creating a permanent rural buffer area;
- establish a land use pattern that ensures a basic compatibility between and among the town's various land uses;

- encourage the provision of a broad range of housing forms, tenures and sizes to meet the needs of all households;
- establish and maintain a balanced, safe and convenient transportation system;
- ensure that future development does not place an unnecessary financial burden on existing ratepayers, and occurs at a pace that is within the financial capability of the town;
- maintain a strong and vibrant local economy which is able to generate a broad range of employment opportunities;
- inform the private sector of the type and standard of development that is permitted in this community.

Once an official plan is in effect, it guides all of the municipality's planning decisions. What this means is that:

- the elected Council and municipal officials must follow the plan;
- all new services and municipal infrastructure must conform to the plan;
- all zoning by-laws and all development and/or redevelopment plans must conform to the official plan.

An official plan is not "set in stone" forever. The Planning Act requires that it be reviewed periodically by the town (at least once every five years), to ensure that the goals, policies and land use designations contained within the plan continue to be relevant and appropriate for the community. It should be noted that the town's official plan, and any amendments to this plan, are also required to "have regard" to the cabinet adopted Provincial Policy Statement (PPS).

An official plan amendment is a formal document that (once approved) has the affect of changing the town's official plan. Changes can be site-specific in nature (i.e. initiated by an individual property owner for a specific parcel of land) or can involve large geographic areas such as all or part of a planning district. In such instances, where multiple properties are affected, the official plan amendment that is being requested would typically involve both policy and land use designation changes.

In those instances where the official plan amendment request is being privately initiated (i.e. not by the Town of LaSalle), the applicant is required to provide justification for the requested amendment. The process to be followed and the documentation to be provided by the applicant as part of the application package is described in greater detail in this application submission guideline and in the application form itself.

## 2. *OFFICIAL PLAN AMENDMENT REVIEW/APPROVAL PROCESS*

**Pre-consultation** - It is recommended that the applicant and/or the applicant's designated agent meet with town planning and engineering staff before submitting an official plan amendment application, in order for the applicant to become familiar with the town's official plan policies and to determine the scope and nature of the documentation that will need to be provided by the applicant to justify and support the requested amendment.

**Application Submission** - The application form, including all required fees, plans and all other supporting material must be submitted (as a complete package) in order for your application to be considered complete. The application and other materials may be dropped off in person or mailed to the LaSalle Planning Department in the LaSalle Municipal Complex at 5950 Malden Road, LaSalle, Ontario, N9H 1S4.

**Staff/Agency Review** - Once received, the application is reviewed by planning department staff to ensure that it is complete, and then it is circulated to internal and external departments and agencies for review and comment in advance of the Planning Review Committee meeting.

**Planning Review Committee (PRC)** - The applicant is invited to attend and present the application to the Planning Review Committee. The Town of LaSalle's Planning Review Committee is comprised of staff from various departments and includes representation from LaSalle Council. The LaSalle Planning Review Committee holds monthly meetings, and prepares consolidated staff reports for each official plan amendment application.

The PRC reports are prepared and submitted to LaSalle Council in advance of the required public meeting for all official plan amendment applications. The consolidated staff report includes recommendations and comments pertaining to each application.

**LaSalle Council Approval (Refusal)** – Following the required public meeting, Council passes a resolution either granting approval or refusing to approve the subject official plan amendment application. If Council supports the amendment request, a by-law is passed adopting the subject official plan amendment.

In some instances, depending on the nature and complexity of the application itself, Council may pass resolutions deferring making a decision, to allow additional time and resources to be applied by the applicant to address issues that come forward before or at the public meeting; and/or provide additional supporting documentation. In such instances, additional public meetings may be scheduled before a final decision is made by LaSalle Council pertaining to the subject official plan amendment application.

If Council adopts the requested official plan amendment (OPA), the OPA document is forwarded to the approval authority (the Minister of Municipal Affairs and Housing) with the prescribed information and documentation required by MMAH. If Council refuses to adopt the requested OPA in the prescribed time frames as set out in the Planning Act, the applicant can appeal such refusal to the Ontario Municipal Board.

### 3. *OFFICIAL PLAN AMENDMENT APPLICATION SUBMISSION REQUIREMENTS*

#### **3.1 Required Plans**

All plans submitted with the application shall be legible, accurate and professionally drawn to scale "black line" prints. The following plans and drawings are required to be submitted to the town for official plan amendment applications:

- Plan of Survey;
- Context Plan;

All plans are to be shown on individual sheets, no combined plans will be accepted, and if all required plans are not completed in the approved manner, the application will be considered incomplete and will be returned to the applicant.

All dimensions, site statistics, and other required numerical information is to be provided in a metric format. Imperial equivalents can be provided on the plans for information purposes only.

In order for the application to be considered complete, the applicant will be required to submit five (5) sets of large scale prints ("D" size drawings), one (1) reduced hard paper copy set (17" x 11" in size, or the metric equivalent), and one (1) digital drawing file in an AutoCAD (up to version 2000) format (.dwg) of all required plans and drawings. These digital files will be kept on file by the town and will be used by Town of LaSalle staff.

***Note: The Applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle***

#### **3.2 General Requirements For All Plans and Drawings:**

- the municipal address of the subject property, names of adjacent streets, project name, applicant's name, name of firm preparing plans;
- drawing title and number, preparation date, date of revisions, north arrow, metric scale;
- appropriate cross-references to other plans, elevation drawings and cross-section drawings;
- stamp and initials of the appropriate professional who prepared the plans;
- appropriate site and project statistics, and phasing of development;

- ❑ where the applicant or owner is a registered company, a letter identifying the name of the principal(s) and the name of the executive officer(s) of the company is to be submitted with the plans and drawings;
- ❑ where the applicant is the registered owner, a copy of the deed is to be submitted with the plans and drawings, and where the applicant is a prospective purchaser, a copy of the offer of Purchase and Sale Agreement is to be submitted with the plans and drawings;
- ❑ where there are easements, rights-of-way or lease agreements affecting the subject site, a copy of the easement, right-of-way or lease agreement document is to be submitted with the plans and drawings;

### **3.3 Plan of Survey (up-to-date with respect to existing conditions)**

- ❑ stamp and initials of a registered/licensed Ontario Land Surveyor;
- ❑ all existing buildings and structures (if any), depicting distances from each building and structure measured to all lot lines;
- ❑ boundaries, dimensions and site area calculations of the parcel(s) of the site;
- ❑ boundaries and dimensions of any abutting lands in which the applicant has an interest;
- ❑ location, width and names of all roads or highways within or abutting the site;
- ❑ location, width and area of any rights-of-way and easements affecting the site;
- ❑ municipal address of buildings on or adjacent to the site;

### **3.4 Context Plan**

- ❑ the proposed development/redevelopment depicted in relation to surrounding buildings, roadways, driveways, sidewalks, bikeways/trails, open spaces, natural features, and adjacent land uses;
- ❑ the context plan is to encompass a larger area (within a 100 metre radius of the subject property) to provide a clear indication as to the manner in which the proposed development/redevelopment fits into the surrounding neighbourhood and/or district;

### **3.5 Required Documentation, Studies, Reports supporting the subject application and justifying the requested official plan amendment**

It is important that the applicant meet with town planning and engineering staff in advance of submitting a formal official plan amendment application (i.e. pre-consultation), to review the extent and scope of the required documentation, studies, reports that will need to be submitted by the applicant as part of the application package (i.e. a traffic impact study, a servicing report, an environmental impact study, etc.). Due to the multitude of circumstances that may prompt individual landowners to consider applying for an official plan amendment, and the corresponding difficulty in pre-determining the precise scope and nature of all reports, studies and documentation that will be required to justify a requested official plan amendment, town staff will endeavour to identify the required reports, studies, etc. to be provided by the applicant (as part of the official plan amendment application package to be submitted to the town for review/approval purposes), when the applicant meets with town planning and engineering staff as part of the recommended pre-consultation meeting(s).



# OFFICIAL PLAN AMENDMENT APPLICATION

## Part 2 - Application Form

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This application form is to be COMPLETED IN FULL, including all required plans and documents and the required fees made payable in cash or cheque to the Approval Authority, the Corporation of the Town of LaSalle.

### **1. APPLICANT/AGENT/ARCHITECT-ENGINEER-PLANNER/OWNER INFORMATION**

#### **Applicant:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Agent (Contact Person):**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Architect:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Engineer:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Planner:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Registered Owner:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**TOWN OF LASALLE**

**Name and Address of any mortgages, charges or other encumbrances in respect of the subject lands**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. DESCRIPTION OF THE SUBJECT LANDS**

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

Legal Description: \_\_\_\_\_

Nearest Street Intersection: \_\_\_\_\_

Assessment Roll No.(s): \_\_\_\_\_

Current Official Plan Designation: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Current Use of Land: \_\_\_\_\_

Proposed Official Plan Designation: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Proposed Use of Land: \_\_\_\_\_

Total Lot Area \_\_\_\_\_

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

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

Length of Time Current Use of Subject Land has continued: \_\_\_\_\_

Existing Buildings and Structures: \_\_\_\_\_

Date of Construction of Existing Buildings and Structures: \_\_\_\_\_

Proposed Buildings and Structures: \_\_\_\_\_

Existing Water, Sanitary Sewer, Storm Sewer Road, Hydro/Gas Services Available: \_\_\_\_\_  
(if necessary, detail on separate sheet)

**3. DESCRIPTION OF PROPOSED OFFICIAL PLAN AMENDMENT APPLICATION**

Type of application that is being submitted:  
(please check the applicable application type)

Policy Change Only \_\_\_\_\_

Designation Change Only \_\_\_\_\_

Both Policy and  
Designation Change \_\_\_\_\_

Please provide a full description of the requested official plan change(s) --- if policy changes are involved, provide an outline of the proposed new/amended policy (if necessary, provide your description on a separate sheet)

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Provide a description as to reason(s)/justification for the requested official plan amendment (if necessary, provide your justification on a separate sheet or as part of a planning report) :

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Is the proposed amendment consistent with the community vision, goals and policy objectives of the Town of LaSalle Official Plan?

Yes / No .....please explain (if necessary, provide your explanation on a separate sheet or as part of a planning report)

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**4. OTHER APPLICATIONS**

List and describe all other applications made by the applicant under the Planning Act (including file numbers, the name of the approval authority considering the application, and the purpose and the status of the application) within 120 metres / 400 feet of the subject land(s):

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**5. LIST OF REQUIRED PLANS AND OTHER DOCUMENTS THAT ARE BEING SUBMITTED AS PART OF THE OFFICIAL PLAN AMENDMENT APPLICATION PACKAGE**

- Plan of Survey            Dated \_\_\_\_\_
- Context Plan             Dated \_\_\_\_\_
- Reports, Studies, and other Documentation being submitted in Support of this OPA Application (for each report, study, etc. being submitted --- provide the name and date of report/study, and name of the person and the firm that prepared the report/study --- 5 copies of each of the reports, studies, etc. should be attached the application package)

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- ❑ For Registered Companies -- A letter Identifying the name of the principal(s) and the name of the executive officer(s)
- ❑ Where applicant is the registered owner -- A copy of the deed
- ❑ Where the applicant is the a prospective purchaser – A copy of the Offer of Purchase and Sale Agreement
- ❑ Where there are easements, rights-of-way or leases affecting the subject site – A copy of the easement, right-of-way, lease

**6. SIGNATURES (all applicable signatures required)**

Registered Owner: \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

Applicant: \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

Authorized Agent: \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

**7. DECLARATION TO BE COMPLETED BY APPLICANT**

I, \_\_\_\_\_ in the County / District / Regional Municipality of \_\_\_\_\_, of the Municipality of the \_\_\_\_\_ of \_\_\_\_\_.

Solemnly declare that:

All the statements contained within this application are true, and the statements contained in all of the enclosures all supporting documentation submitted 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.

Declared before me at the \_\_\_\_\_ )  
of \_\_\_\_\_ in the County of Essex )  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ )  
\_\_\_\_\_ )  
Applicant/Owner

A Commissioner, etc.

**8. OWNER'S AUTHORIZATION MUST BE COMPLETED IF THE REGISTERED OWNER IS NOT THE APPLICANT**

I, \_\_\_\_\_ in the County / District / Regional Municipality of \_\_\_\_\_, of the Municipality of the \_\_\_\_\_ of \_\_\_\_\_.

Solemnly declare that:

\_\_\_\_\_ (name) is authorized to prepare and submit this official plan amendment application for approval, and that to my knowledge all of the statements contained within this application are true, and the statements contained in all of the enclosures and supporting documentation submitted 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.

Declared before me at the \_\_\_\_\_ )  
of \_\_\_\_\_ in the County of Essex )  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ )  
\_\_\_\_\_ )  
Registered Owner

A Commissioner, etc.

**9. OFFICE USE ONLY (this section of the application form is to be used by LaSalle Staff)**

File No: \_\_\_\_\_ Related File Nos: \_\_\_\_\_

\_\_\_\_\_

Date Application Received: Date: \_\_\_/\_\_\_/20\_\_\_,

Received by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Date Application Deemed Complete: Date: \_\_\_/\_\_\_/20\_\_\_,

Checked by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Amount of Fee(s) Received \_\_\_\_\_

Date of Planning Review Committee Meeting: Date: \_\_\_/\_\_\_/20\_\_\_

Date of Circulation to Staff/Agencies: Date: \_\_\_/\_\_\_/20\_\_\_

Date Comments to Be Received By: Date: \_\_\_/\_\_\_/20\_\_\_

Staff Report Prepared and Submitted to Council: Date: \_\_\_/\_\_\_/20\_\_\_

Date Application Approved (Refused) By Council: Date: \_\_\_/\_\_\_/20\_\_\_

Development Agreement By-law No: \_\_\_\_\_

Date Active File Closed and confirming letter sent to applicant: Date: \_\_\_/\_\_\_/20\_\_\_