



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

1 BAILEY STREET, P.O. BOX 129, PORT CARLING, ONTARIO P0B 1J0

OFFICIAL PLAN AMENDMENT GUIDE

What is an Official Plan?

An Official Plan is a document that sets out the municipality's views on how land should be used in the community. An Official Plan deals primarily with the physical aspects of expected growth and development and addresses such issues as:

- Where new housing and retail space should be located.
- What services, such as water and sewers, will be needed.
- What characteristics the new developments will have.

What is An Official Plan Amendment?

When proposed development does not conform to the policies in the Official Plan, the *Planning Act* allows for an amendment to the Official Plan. This is done by submitting an application which is circulated to the various agencies for comments and a Public Meeting is held. This is known as a Site Specific Official Plan Amendment.

Municipalities are also permitted to amend the Official Plan. This is usually general in nature (i.e., community boundary extensions, rural policies) and affects more than one property. These general amendments require the same approvals and public input as site specific amendments.

Items To Be Considered When Reviewing an Official Plan Amendment (OPA)

Since Official Plans and their amendments deal with general development policies, the items considered in their review are broad and far-reaching. The review by the municipality is assisted by certain government agencies. The review will include, but is not necessarily limited to, the following:

- i) compatibility with existing land uses,
- ii) impact on roads, parkland,
- iii) form and appearance of development,
- iv) tourism benefits,
- v) impact on the natural environment including floodplains, wetlands, and mineral aggregates,
- vi) social impact including types and sizes of houses,
- vii) water and sewer servicing.

Submission Requirements:

1. Completed Application Form authorized by landowner.
2. Application Fee:

Site Specific (single lot)	\$2,000.00
More Than Single Lot	\$3,500.00

**Additional administrative processing fee: Where an approval under the Planning Act is sought for development which exists or is under construction, and is in contravention of the requirements of the Township, an additional administrative / processing fee in the amount of 75% of the respective application fee, as defined herein, shall be required at the time of submission of the application.

3. Concept Plan showing:
 - i) location of property,
 - ii) property boundaries,
 - iii) north arrow and scale,
 - iv) location of existing and proposed buildings,
 - v) location of open space, nature areas.

Length of Time for Approval:

This depends on the complexity of the proposal, approximately six (6) months for the Township and six (6) months for the District Municipality of Muskoka.

Submit To: Director of Planning,
Township of Muskoka Lakes,
1 Bailey Street, P.O. Box 129,
Port Carling, Ontario P0B 1J0