



**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**

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

**Application for Official Plan Amendment  
GENERAL**

for applying for approval under Section 17 of the *Planning Act*

<b>FOR OFFICE USE ONLY</b>	DATE: _____
AMENDMENT #: _____	ROLL #: _____
RECEIPT #: _____	Sch #: _____ Assess Map #: _____
CIVIC ADDRESS: _____	MNR #: _____

NAME OF APPLICANT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NAME OF AGENT (if any) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NAME OF REGISTERED OWNER: same as applicant  or \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ALL CORRESPONDENCE TO BE SENT TO: Applicant  Agent  Owner

**FEE: Site Specific (single lot) \$2,400.00 More Than Single Lot \$3,700.00 plus cost recovery**

**A. PROPERTY DESCRIPTION**

STREET ADDRESS \_\_\_\_\_

REGISTERED PLAN            LOT \_\_\_\_\_            PLAN NUMBER \_\_\_\_\_

REFERENCE PLAN            PARTS \_\_\_\_\_            PLAN NUMBER \_\_\_\_\_

WARD (former Township) \_\_\_\_\_ PART OF LOT(S) \_\_\_\_\_ CONCESSION(S) \_\_\_\_\_

ASSESSMENT ROLL NUMBER \_\_\_\_\_

CIVIC / 911 ADDRESS \_\_\_\_\_

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**B. PROPERTY CHARACTERISTICS**

LOT AREA                            \_\_\_\_\_ hectares                            \_\_\_\_\_ acres

ROAD FRONTAGE                    \_\_\_\_\_ metres                            \_\_\_\_\_ feet

WATER FRONTAGE                    \_\_\_\_\_ metres                            \_\_\_\_\_ feet

LOT DEPTH                            \_\_\_\_\_ metres                            \_\_\_\_\_ feet

LOT WIDTH                            \_\_\_\_\_ metres                            \_\_\_\_\_ feet

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**C. PROPERTY ACCESS**

Existing

Proposed

Municipal Road, year round maintained                    \_\_\_\_\_                    \_\_\_\_\_

Municipal Road, summer maintained                    \_\_\_\_\_                    \_\_\_\_\_

District Road                            \_\_\_\_\_                    \_\_\_\_\_

Provincial Highway                    \_\_\_\_\_                    \_\_\_\_\_

Private Road                            \_\_\_\_\_                    \_\_\_\_\_

Access by water only                    \_\_\_\_\_                    \_\_\_\_\_

Other (specify) \_\_\_\_\_

Name of Street / Road \_\_\_\_\_

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**D. SERVICES**

Existing

Proposed

Type of Water Supply

    Municipal                            \_\_\_\_\_                    \_\_\_\_\_

    Private (Include Permit #)                    \_\_\_\_\_                    \_\_\_\_\_

    Other                            \_\_\_\_\_                    \_\_\_\_\_

Type of Sewage Disposal

    Municipal                            \_\_\_\_\_                    \_\_\_\_\_

    Private                            \_\_\_\_\_                    \_\_\_\_\_

    Other                            \_\_\_\_\_                    \_\_\_\_\_

**E. PROPERTY USE**

Present Use \_\_\_\_\_

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

What, if any, accessory uses are proposed on the site? \_\_\_\_\_

Existing use(s) in the surround area (specify): \_\_\_\_\_

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**F. PROPOSED AMENDMENT**

Name of Official Plan to be Amended \_\_\_\_\_

Present Township of Muskoka Lakes Official Plan Designation \_\_\_\_\_

Permitted Land Uses \_\_\_\_\_

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

Proposed Land Uses \_\_\_\_\_

Proposed Official Plan Policy (please also attach separate draft and schedule(s) of the requested amendment) \_\_\_\_\_

Purpose of the Official Plan Amendment \_\_\_\_\_

Present District Municipality of Muskoka Official Plan Designation \_\_\_\_\_

Explanation of how the proposed Amendment conforms with the District Municipality of Muskoka Official Plan \_\_\_\_\_

Does the requested Amendment alter all or any part of the boundary of an area of settlement or establish a new area of settlement? \_\_\_\_\_

If yes, outline current applicable Official Plan policies \_\_\_\_\_

Does the requested Amendment remove land from an area of employment? \_\_\_\_\_

If yes, outline current applicable Official Plan policies \_\_\_\_\_

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**G. DOCUMENTATION**

If the proposed amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of development being completed, the following reports are attached:

Servicing Options Report

Hydrogeological Report

Additional reports including:

Planning Justification Report

Stormwater Management

Site Suitability (including environmental evolution)

Hydrogeological

Road / Traffic Impact

Social Services Impact

Fire Protection

Boating Impact

Servicing

Economic Impact

Property / Building Surveys

Concept Plan

**H. ADDITIONAL INFORMATION**

Is this application proposed concurrently with an amendment to the zoning by-law?

Yes       NO

If yes, state the by-law number \_\_\_\_\_

Is the property subject to this application currently being subdivided by:

Plan of Subdivision \_\_\_\_\_

Plan of Condominium \_\_\_\_\_

Consent \_\_\_\_\_

If yes, file number \_\_\_\_\_

Are lands within 120 metres (400 ft.) of subject land subject to an application under the Planning Act?

Yes       NO

If yes, state the application number, lands affected, purpose and status of the application and effect on proposed Amendment \_\_\_\_\_

\_\_\_\_\_

**I. PROVINCIAL POLICY STATEMENT**

An explanation of how the requested Amendment is consistent with the Policy Statements issued under Subsection 3 (1) of the Planning Act \_\_\_\_\_

Is the Subject land within an area designated under any Provincial Plan(s)? \_\_\_\_\_

If yes, an explanation of how the requested Amendment conforms to or does not conflict with the Provincial Plan(s) \_\_\_\_\_

**J. PROPOSED STRATEGY:**

Proposed strategy for consulting with the public with respect to the application: \_\_\_\_\_

**K. MAIL APPLICATION TO:**

**THE TOWNSHIP OF MUSKOKA LAKES**

1 Bailey Street, P.O. Box 129,  
Port Carling, Ontario P0B 1J0

ATTENTION: Planning Department

or: Deliver to the Planning Department Staff at the Municipal Office, 1 Bailey Street in Port Carling.

Dated at the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

**NOTE:** *Approval of an Official Plan Amendment does not relieve an owner from the requirements of the BUILDING CODE, SEPTIC SYSTEM APPROVALS, and SITE PLAN APPROVALS.*

*That there may be additional approvals such as but not limited to: site plan, building permit, entrance permit, etc and additional fees and charges such as but not limited to: site plan application fees & securities, building permit fees, development charges, etc. associated with any development approved in conjunction with this application.*

*By signing the application, the owner (and / or agent) agrees to permit staff of the Township to inspect the property for the purpose of verifying the application and drafting staff reports for Committee and Council.*

*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.*

Personal information contained on this form is collected under the authority of the Planning Act, Section 17, and will be used to determine eligibility for amending the Township of Muskoka Lakes Official Plan. Questions about this collection should be directed to: The Director of Planning, Township of Muskoka Lakes, 1 Bailey Street, P.O. Box 129, Port Carling, Ontario, P0B 1J0 (Telephone Number 705-765-3156 or Fax Number 705-765-6755).

**AFFIDAVIT**

I, \_\_\_\_\_, of the \_\_\_\_\_

in the \_\_\_\_\_ solemnly declare that all the above statements contained in this application 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

\_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Applicant

**OWNER'S AUTHORIZATION**

If an agent is used or the applicant is not the registered owner, the owner must also complete the following:

I, \_\_\_\_\_, being the registered owner of the subject lands hereby authorize \_\_\_\_\_ to prepare and submit this application for amendment to the Official Plan of the Township of Muskoka Lakes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# OFFICIAL PLAN AMENDMENT

## PLANNING SERVICES AGREEMENT

BETWEEN:

\_\_\_\_\_ hereinafter called the Applicant

-AND-

THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

hereinafter called the Township

### WHEREAS:

The Applicant has filed an application for an Official Plan Amendment, the following services of the Township, and has agreed to retain the services of the Township in connection with the processing of that application:

THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:

1. **Obligation of the Township:** The Township agrees to provide, for the benefit of the Applicant in connection with the Official Plan Amendment application, the following services (which are additional to any services that the Applicant may wish to privately retain from other persons):
  - a) The initial planning evaluation of the application, and recommendations if any as to form the application;
  - b) Drafting of Schedules and Appendices (if required) for the Official Plan Amendment;
  - c) Research for circulation purposes and mailing of circulation and/or the advertising of the proposed Amendment in the local newspapers for the purposes of the required Public Meeting.
  - d) Filing of all necessary information to the District Municipality of Muskoka, being the approval authority.

**And if a hearing of the Local Planning Appeal Tribunal is necessary:**

  - f) Retaining the Municipal solicitor and expert witnesses and preparation for hearing;
  - g) Attendance of the persons described in item (f) at the hearing;
  - h) Correspondence with the Local Planning Appeal Tribunal in respect of its Order, and preparation of any By-laws or other materials required by the Tribunal as a result of the hearing.
2. **Applicant's Responsibilities:** The Applicant agrees to provide the Township with the following:
  - a) Any information in the Applicant's possession concerning the Planning aspect of the application;
  - b) All surveys, as required, to process the application;
  - c) The sum of \$2,400.00 for a single lot or \$3,700.00 for more than a single lot with this application;
  - d) The applicable additional filing fee for the District Municipality of Muskoka. The cheque is payable to the District Municipality of Muskoka.
  - e) All legal fees and disbursements paid to the Municipal solicitor, title searcher, or conveyancer related to the application
  - f) If a Local Planning Appeal Tribunal hearing is required to defend appeals brought before the Local Planning Appeal Tribunal by parties other than the Applicant/Owner or Township, the sum of \$5,000.00 prior to submission of the request for approval to the Local Planning Appeal Tribunal and this amount shall be applied to the costs referred to in item (g) & (h) below, any surplus to be refunded to the Applicant following final approval of the By-law;
  - g) All fees and disbursements paid to the Municipal solicitor and expert witnesses called to testify by the Municipality;
  - h) All disbursements incurred by the Municipality in connection with the application including the services of a Planning Consultant in connection with the preparation of the Official Plan Amendment and appearance at the Local Planning Appeal Tribunal (if necessary).

3. **Appeal:** If an appeal is taken to the Local Planning Appeal Tribunal, and the Applicant wishes the Municipality to take an active part in the appeal proceedings, the parties agree that a further agreement as to services and the costs of same will be entered into, failing which the Township has no obligation to the Applicant to participate further in the proceedings.
  
4. **Interim Billing:** Where the Township finds it necessary to make extensive use of professional assistance in preparation of the Official Plan Amendment, or a Hearing before the Local Planning Appeal Tribunal (if necessary), the Township may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of experts incurred by the Township, payment for which have been made by the Township on invoices for which have been received by the Township.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_.

IN WITNESS THEREOF the APPLICANT and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED  
in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

THE CORPORATION OF THE  
TOWNSHIP OF MUSKOKA LAKES

\_\_\_\_\_  
Mayor, Phil Harding

\_\_\_\_\_  
Clerk, Lauren Tarasuk