

## **Application to Amend the Niagara Region Policy Plan**

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This application form is to be used by persons or public bodies wishing to amend the Niagara Region Policy Plan. If an amendment is also required to a local municipal official plan and/or zoning by-law, a separate application must be made to the affected local municipality.

### **Pre-Consultation**

The Planning Act requires that applicants meet with local, Regional and, if necessary, Provincial planning officials before formally submitting an application. Where local and Regional amendments are required, joint pre-consultation meetings will be required. Staff from the Niagara Peninsula Conservation Authority (NPCA) should be involved in pre-consultation discussions when that agency's policies and regulations are involved. Pre-consultation is intended to determine what is required to be submitted for a complete application and will provide the opportunity to discuss:

- the nature of the application;
- development and planning issues;
- the need for additional information and/or reports to be submitted with the application; and
- the planning approval process

**Contact the Regional Policy Planning Division of the Integrated Community Planning Department at 905-685-1571 to arrange a pre-consultation meeting before completing this application form.**

### **Completeness of the Application**

The information in this application form that must be provided by the applicant includes information prescribed by Ontario Regulation 543/06 made under The Planning Act. **The prescribed information must be provided along with the application fee.**

The Planning Act also enables municipalities to include within their official plans, provisions that an application for an amendment to a planning document include information or materials that Council considers necessary as part of a "complete" application. Failure to provide this required information or material will lead to a suspension of the review of the application. Policy 12.5.1 of the Regional Policy Plan sets out policies with regard to pre-consultation and complete application requirements.

### **Submission of the Application**

The Region and the local municipalities should be consulted at the pre-consultation stage regarding the number of copies required of any information or justification materials. Applicants will be expected to provide digital or CD copies of all materials submitted. Only one copy of the application form is required along with the applicable application fee. The fee schedule is attached as Appendix I to the application form. The Region collects review fees for the Niagara Peninsula Conservation Authority at the time of application. Reports and studies prepared in support of the application may be subject to a "Peer Review" report. The responsibility for selecting the "Peer Review" consultant rests with the Region. All costs of preparing a Peer Review report are the responsibility of the applicant.

All applications for Amendments to the Regional Policy Plan are required to address the policies contained in the Regional Policy Plan, Provincial Policy Statement, Provincial Plans and the policies and regulations of the NPCA. Amendment applications should be submitted to the Regional Policy Planning Division of the Integrated Community Planning Department at the address on page 10.

# Application to Amend the Niagara Region Policy Plan

Note: To avoid delays, information supplied must be complete and accurate. A sketch map and legal description are required. Incomplete applications will be returned. All applications must be signed. Metric units are preferred. Please type or print.

Office Use Only

Date Received	Date Deemed Complete	File Number(s)
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## 1. APPLICANT INFORMATION

**a. Registered Owner** (If a numbered company, give name and address of principal owner)

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

**b. Applicant** (All correspondence will be sent to applicant unless otherwise directed)

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

**c. Agent** (e.g., planning consultant, solicitor if not applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

## 2. DESCRIPTION

**a. Legal description** (lot number, registered plan number, concession, reference plan, etc.)

\_\_\_\_\_

\_\_\_\_\_

**b. Street Address/Municipality**

\_\_\_\_\_

\_\_\_\_\_ Area (ha) \_\_\_\_\_

**3. NATURE AND PURPOSE OF AMENDMENT**

- (a) Type of Amendment: Land Use Change  Change to Policy  Add a New Policy

Describe the policy to be changed or deleted or added and/or the change to the land use schedule and why. Please provide the proposed text of the requested amendment below or on a separate sheet if additional room is required, and the requested schedule change, where applicable.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- (b) What is the **proposed use** of the subject lands. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- (c) What is the current land use designation on the subject land? (if known)

Regional Policy Plan \_\_\_\_\_

Local Municipal Official Plan \_\_\_\_\_

- (d) What land uses are permitted by the existing designation on the subject land? (if known)

Regional Policy Plan \_\_\_\_\_

Local Municipal Official Plan \_\_\_\_\_

**4. EXISTING USES OF SUBJECT LANDS AND ABUTTING PROPERTIES**

**4.1 Describe the current use of the subject lands** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4.2 Indicate land uses on abutting properties**

North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

**4.3 Is the subject land (or building) subject to Part 4 or 5 of the Ontario Heritage Act?**

Yes  No

**4.4 Are there any easements, restrictions, or other covenants applicable to the lands?**

Yes  No

If yes, describe what they are \_\_\_\_\_

**4.5 Mortgages, Charges and Other Encumbrances**

(Print names and addresses of mortgages, holders of charges, or other encumbrances with respect to the subject lands)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. PREVIOUS USES OF THE SUBJECT LANDS**

**5.1 What were the previous uses of the subject lands, if known?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5.2 Potentially Contaminated Sites**

(a) Has there been an industrial or commercial use of the site or adjacent land?

No  Yes  Please specify type of use \_\_\_\_\_

Last year of use \_\_\_\_\_

(b) Has there been fill placed on the site?

No  Yes  Please specify type of fill \_\_\_\_\_

Time period of placement \_\_\_\_\_

(c) Is there reason to believe the site may have been contaminated by former uses, either on the site or on adjacent sites? (e.g., former industrial use, gas station, petroleum or other fuel stored on site or adjacent site.)

Yes  No

If the answer to (c) is yes, then an environmental assessment of all former uses of the site and, if appropriate, an adjacent site, to the satisfaction of the Ministry of Environment is required. This study must be prepared in accordance with O.R. 153/04 by a qualified consultant.

Report attached? Yes  No

If the answer to (c) is no, on what basis did you come to this determination? \_\_\_\_\_

\_\_\_\_\_

## 6. STATUS OF OTHER PLANNING APPLICATIONS

Are there any existing, or have there been previous applications made under the Planning Act or the Niagara Escarpment Planning and Development Act such as for approval of an official plan amendment, zoning by-law, plan of subdivision, a minor variance, a site plan or for a consent that involves the land; or lands within 120 metres of the subject lands (current applications only):

Yes  No

If the answer is yes, then please specify the type, file number, land that it affects, purpose and status of the application (if known). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 7. SERVICING

Indicate the proposed servicing type for the subject land

(a) Water Supply

municipal piped water  private well

other, specify (e.g. communal) \_\_\_\_\_

(b) Sewage Disposal

municipal sanitary sewer    septic tank/system  
(See Item 8 for proposed development on privately owned/operated septic system)

other, specify (e.g. communal) \_\_\_\_\_

(c) Road Access and/or Frontage

Please specify road type, (e.g., open municipal road, regional road, provincial highway, private road).

\_\_\_\_\_  
Name of road(s) \_\_\_\_\_

(d) Storm Drainage

Indicate the proposed storm drainage system (e.g., sewers, ditches, swales)

\_\_\_\_\_

## 8. JUSTIFICATION

The applicant is required to provide complete planning evidence outlining the justification for this amendment application. This should address but not be limited to why the proposed change is desirable and how it relates to the objectives and policies in the Regional Policy Plan, the Provincial Policy Statement, Provincial Plans, and the policies and regulations of the NPCA. The necessary justification report(s) must be provided with this application.

The applicant should refer to the Region's pre-consultation letter as well as Policy 12.5.1.B and corresponding Table 1 of the Regional Policy Plan for a description of possible additional information requirements for a complete application.

As required under Schedule 1 of Ontario Regulation 543/06, if the requested amendment would permit development on a privately owned and operated septic system and more than 4,500 litres of effluent would be produced per day as a result of the development, the following reports must be provided:

- i. a servicing options report, and
- ii. a hydrogeological report.

Indicate what report(s) or other information is being provided with this application to justify this amendment in terms of the provisions and policies in the Regional Policy Plan.

REPORT TITLE	PREPARED BY	DATE

**9. PROVINCIAL POLICY STATEMENT and PROVINCIAL PLANS**

In making decisions regarding applications under the Planning Act, planning authorities including Regional Council are required to “be consistent” with the policies contained in the Provincial Policy Statement and to “conform with” Provincial Plans (Greenbelt Plan, Niagara Escarpment Plan, Places to Grow, etc.). The preparation of background information and studies by the applicant must address how the proposal will affect the Provincial interest as defined by the Provincial Policy Statement and Provincial Plans. This information must be provided at the time the application is made. **IT IS A REQUIREMENT THAT APPLICANTS MEET LOCAL, REGIONAL, AND IF NECESSARY PROVINCIAL PLANNING OFFICIALS PRIOR TO MAKING AN APPLICATION IN ORDER TO DETERMINE THE NATURE AND CONTENTS OF THIS INFORMATION.**

9.1 Identify the Provincial Policy affected and indicate what information has been provided to address the Provincial Policy. If additional space is required, attach a separate page.

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**9.2** Is the requested amendment consistent with the policy statements issued under subsection 3(1) of The Planning Act (i.e. Provincial Policy Statement)?

- Yes     No

If yes, provide detailed statement through a Planning Justification Report.

**9.3** Is the subject land within an area of land designated under any provincial plan or plans?

- Yes     No

If yes, please identify below and/or in a Planning Justification Report and indicate whether the requested amendment conforms to or does not conflict with the provincial plan or plans.

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**10. OTHER INFORMATION**

Is there any other information that may be useful to the Region or to other agencies in reviewing this proposed Policy Plan Amendment, (e.g., efforts made to resolve outstanding objections or concerns)? If so, explain.

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**11. AFFIDAVIT OR SWORN DECLARATION**

I, ..... of the .....  
in the .....  
make the oath and say (or solemnly declare) that the information contained in this application is accurate and that the information contained in the documents that accompany this application is true and complete, 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 "Canadian Evidence Act".

Sworn (or declared) before me  
at the.....  
in the .....  
this ..... day of ..... 20.....

.....  
Commissioner of Oaths

.....  
Applicant's Signature  
(original signature required)

.....  
Please PRINT name of applicant

**12. ACKNOWLEDGEMENT OF APPLICANT**

Personal information on this form is collected under the authority of the Ontario Planning Act and will be used by the Region in the processing of this amendment application. The information may be used by other departments and agencies for the purpose of assessing the proposal and preparing comments to the Region or to the approval authority. This information may also be released to the public.

**13. OWNER'S AUTHORIZATION (if owner is not applicant)**

(If multiple owners, an authorization from each owner is required. Original signature of owner(s) required.)

I (we), .....  
[name(s) of owner(s)]

being the registered owner(s) of the subject land, hereby authorize

.....  
(name of agent)

to prepare and submit an official plan amendment application for approval.

.....  
 Signature Date

**14. Applicant's Consent**

Submission of this application constitutes tacit consent for authorized Regional staff to inspect the subject lands or premises and to enter upon the lands in order to undertake the inspection.

In accordance with The Planning Act, it is the policy of Niagara Region to provide public access to all development applications and supporting documentation.

\_\_\_\_\_ (print name of applicant or agent) agrees and acknowledges that this application and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, \_\_\_\_\_ (the applicant or agent) hereby consents to the Region photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

\_\_\_\_\_  
 Signature Day Month Year

**THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:**

Niagara Region Integrated Community Planning Regional Policy Planning Division 2201 St. David's Road PO Box 1042 Thorold, ON L2V 4T7	Telephone: 905-685-1571 Toll-free: 1-800-263-7215 Fax: 905-641-5208 <a href="http://www.niagararegion.ca">http://www.niagararegion.ca</a>
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Revised May 2011

**FEE SCHEDULE****effective March 3, 2011****Policy Plan Amendment**

Review/Approval Fee (does not include advertising costs or NPCA review fees)	
All amendments except pits and quarries	\$15,000
Amendment to establish a new pit or quarry	\$100,000
Amendment to expand a pit or quarry	\$40,000

- Applicants will be responsible for paying the full cost of advertising.
- In addition to the application fees for Pits and Quarries (new and expansion fees), the owner/applicant will pay any costs pertaining to Peer Reviews and for an Aggregate Advisor, if required.
- The owner/applicant is required to sign a cost acknowledgement agreement which must be signed and submitted as part of the application.

## Appendix II

### List of Municipal Planning Officials

Ms. Mary Lou Tanner, MCIP, RPP  
 Associate Director, Regional Policy Planning  
 Integrated Community Planning Department  
**Niagara Region**  
 2201 St. David's Road, P.O. Box 1042  
 Thorold, ON L2V 4T7  
 Telephone: 685-1571 FAX: 641-5208

Mr. Paul Chapman, MCIP, RPP  
 Director of Planning Services  
**City of St. Catharines**  
 P.O. Box 3012  
 St. Catharines, Ontario L2R 7C2  
 Telephone: 688-5600 Fax: 682-3631

Mr. Brian Treble, MCIP, RPP  
 Director of Planning and Building  
**Township of West Lincoln**  
 P.O. Box 400  
 Smithville, Ontario L0R 2A0  
 Telephone: 957-3346 Fax: 957-3219

Ms. Kathleen Dale, MCIP, RPP  
 Director of Planning and Development  
**Town of Lincoln**  
 4800 South Service Road  
 Beamsville, Ontario L0R 1B1  
 Telephone: 563-8205 Fax: 563-6566

Mr. Alex Herlovitch, MCIP, RPP  
 Director, Planning and Development  
**City of Niagara Falls**  
 4310 Queen Street  
 Niagara Falls, Ontario L2E 6X5  
 Telephone: 356-7521 Fax: 356-9083

Mr. Grant Munday  
 Manager of Planning  
**Township of Wainfleet**  
 P.O. Box 40  
 Wainfleet, Ontario L0S 1V0  
 Telephone: 899-3463 Fax: 899-2340

Ms. Milena Avramovic  
 Director, Community & Development Services  
**Town of Niagara-on-the-Lake**  
**1593 Four Mile Creek Road**  
 P.O. Box 100  
 Virgil, Ontario L0S 1T0  
 Telephone: 468-3266 Fax: 468-2959

Mr. Dan Aquilina  
 Director of Planning & Development  
**City of Port Colborne**  
 66 Charlotte Street  
 Port Colborne, Ontario L3K 3C8  
 Telephone: 835-2900 Fax: 835-2939

Mr. Richard F. Brady, MCIP, RPP  
 Director, Community & Development Services  
**Town of Fort Erie**  
 1 Municipal Centre Drive  
 Fort Erie, Ontario L2A 2S6  
 Telephone: 871-1600 Fax: 871-6411

Mr. Craig Larmour, MCIP, RPP  
 Director of Planning Services  
**Town of Pelham**  
 P.O. Box 400  
 Fonthill, Ontario L0S 1E0  
 Telephone: 892-2607 Fax: 892-5055

Mr. Bill Fenwick  
 General Manager, Integrated Services  
**City of Welland**  
 60 East Main Street  
 Welland, Ontario L3B 3X4  
 Telephone: 735-1700 Fax: 732-1919

Mr. Michael Seaman, MCIP, RPP  
 Planning Director  
**Town of Grimsby**  
 160 Livingston Avenue, P.O. Box 159  
 Grimsby, Ontario L3M 4G3  
 Telephone: 945-9634 Fax: 945-5010

Mrs. Adele Arbour, MCIP, RPP  
 Director of Planning and Building Services  
**City of Thorold**  
 3540 Schmon Parkway, P.O. Box 1044  
 Thorold, Ontario L2V 4A7  
 Telephone: 227-6613 Fax: 227-5590

**APPENDIX III****Provincial, Regional and Federal Agencies Normally Affected  
by a Regional Policy Plan Amendment**

Ms. Suzanne McInnes  
**Niagara Peninsula  
Conservation Authority**  
250 Thorold Rd W, 3<sup>rd</sup> Floor  
Welland, ON L3C 3W2  
Telephone: 788-3135  
Fax: 788-1121

Mr. Martin Kilian  
**Niagara Escarpment  
Commission**  
232 Guelph Street  
Georgetown, ON L7G 4B1  
Telephone: 905-877-5191  
Fax: 905-873-7452

Mr. Mark Christie, Manager  
**Ministry of Municipal Affairs  
and Housing**  
2nd Floor, 777 Bay Street  
Toronto, ON M5G 2E5  
Telephone: 416-585-6063  
Fax: 416-585-6882

Mr. Tanzeel Merchant  
Manager, Planning &  
Analysis  
**Ministry of Infrastructure**  
Ontario Growth Secretariat  
4<sup>th</sup> Floor, 777 Bay St  
Toronto ON M5G 2E5  
Telephone: 416-325-7269  
Fax: 416-326-7403

Mr. Drew Crinklaw, Planner  
**Ministry of Agriculture  
Food, Rural Affairs**  
667 Exeter Road  
London, ON N6E 1L3  
Telephone: 519-873-4070  
Fax: 519-873-4062

Ms. Barbara Slattery  
**Ministry of the Environment**  
Environmental Approvals &  
Plan Review  
12th Floor, 119 King St W  
Hamilton, ON L8P 4Y7  
Telephone: 905-521-7640  
Fax: 905-521-7820

Mr. Bob Slattery  
**Ministry of the Environment**  
St. Catharines Office  
9th Floor, 301 St. Paul St  
St. Catharines, ON L2R 7R4  
Telephone: 704-3900  
Fax: 704-4015

Mr. Joad Durst  
**Ministry of Natural  
Resources**  
4890 Victoria Avenue N  
P.O. Box 5000  
Vineland, ON L0R 2E0  
Telephone: 562-4147  
Fax: 562-1154

Mr. Mike Stone, Planner  
**Ministry of Natural  
Resources**  
1 Stone Road West  
Guelph, ON N1G 4Y2  
Telephone: 519-826-4912  
Fax: 519-826-4929

Mr. Stephen Kwok  
**St. Lawrence Seaway  
Authority**  
508 Glendale Avenue  
Box 370  
St. Catharines, ON L2R 6V8  
Telephone: 641-1932  
Fax: 682-4525

Ms. Heather Doyle  
Senior Planner  
**Ministry of Transportation**  
2nd Floor South  
301 St. Paul Street  
St. Catharines, ON L2R 7R4  
Telephone: 704-2913  
Fax: 704-2828

Ms. Shari Prowse  
**Ministry of Culture**  
900 Highbury Ave  
London, ON N5Y 1A4  
Telephone: 519-675-6898  
Fax: 519-314-7175

Mr. David Gillis, Planner  
**Niagara Parks Commission**  
P.O. Box 150  
Niagara Falls, ON L2E 6T2  
Telephone: 356-2241  
Fax: 354-6041

Mr. Nick Coleman  
**CN Rail**  
1 Administration Road  
Concord, ON L4K 1B9  
Telephone: 905-760-5007  
Fax: (905) 760-5010

**Canadian Pacific Railway**  
Real Estate  
1290 Central Parkway  
West, Suite 800  
Mississauga, ON L5C 4R3  
Fax: 905-803-3228

Ms. Laura Giunta  
Land Use Planning Section  
Real Estate Services  
**Hydro One Networks Inc.**  
P.O. Box 4300  
Markham, ON L3R 5Z5  
Telephone: 905-946-6248  
Fax: 905-946-6242

Executive Vice President  
Law and Development  
Ontario Power Generation  
700 University Avenue  
Toronto, ON M5G 1X6  
Telephone: 416-592-2555  
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