



County of Oxford  
Application Guide: Official Plan Amendment  
under Section 22 of the Planning Act

**PLEASE READ CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM.**

The attached application form is to be used only when applying to the County of Oxford for an amendment to the Oxford County Official Plan. The applicant is advised to approach the County of Oxford Community Planning Office for Official Plan, Zoning and Provincial Planning Statement information prior to making a formal application.

**A. COMPLETING THE APPLICATION**

1. The application must include the name of the property owner, **as it appears on title**, at the time of application.
2. The application must be completed by the property owner or his authorized agent. Where the application is being made by an agent, the written authorization of the owner must accompany the application. If the application is being made under an agreement of purchase and sale, a signed copy of the agreement providing specific authority to the purchaser must be attached and will remain confidential.
3. Studies or additional information required to form a complete application shall also be prepared and submitted by the applicant. Two hard copies of each report, all supporting documentation (reports, studies, analysis) must be submitted as well as digital file format (pdf) copies.
4. A copy of the Provincial Planning Statement (PPS) can be obtained from the Ministry of Municipal Affairs and Housing's website at: <http://www.mah.gov.on.ca> or from the Community Planning Office. Applicants may consult with the County of Oxford Community Planning Office for information regarding the PPS prior to submission of the application.

**B. PLANS**

1. The application must be accompanied by a concept plan showing the following information:
  - a) the dimensions of the site;
  - b) any proposed or existing building(s) on the site and its dimensions (including distance to lot lines);
  - c) the land uses and existing building(s) on all adjacent lands of the site;
  - d) location of drains, easements and municipal services;
  - e) grades, existing and any proposed alterations (defined by contour lines or spot elevations);
  - f) location of loading areas, parking and driveway entrances and exits (including all dimensions)
  - g) location of all landscaped areas, fencing, buffer strips and sidewalks.
2. In addition, all applications for commercial, industrial, institutional and multi-family residential uses must include the following information:
  - a) floor plan with dimensions and proposed uses of any existing or proposed buildings;
  - b) an exterior elevation plan of any proposed buildings
3. All concept plans and floor plans must be drawn to scale at a maximum size of 11" x 17". Larger plans will be accepted if folded and must be accompanied by an 11" x 17" copy, as well as digital format copies.

**C. SUBMISSION OF THE APPLICATION and FEES**

1. The attached, ORIGINAL application form should be submitted to: Community Planning  
County of Oxford  
21 Reeve Street, PO Box 1614  
Woodstock ON N4S 7Y3
2. The application must be accompanied by the appropriate planning fee paid by credit card, cash or cheque payable to the "Treasurer, County of Oxford". For the most current fee schedule, please visit:  
<https://www.oxfordcounty.ca/media/jboe5ffp/application-fees-combined-web.pdf>

3. Additional fees, as set out in County of Oxford By-Law No. 4889-2007, may be required to review supporting reports and studies. The applicant shall submit a deposit, as determined by the County, based on the estimated cost of peer review for studies submitted in support of the application. Any amount in excess of the actual cost of peer review shall be reimbursed. The applicant shall pay additional fees prior to scheduling any public meeting to cover the full cost of peer review, where the full cost exceeds the amount of the applicant's deposit.

#### **D. PROCESSING THE APPLICATION**

1. After accepting the attached application and fee, the County of Oxford Community Planning Office acknowledges the receipt of the application and makes the determination of whether the application is complete or whether additional information is required from the applicant. Once the application is deemed complete, a Notice of Complete Application is circulated to the public in the vicinity of the subject site in accordance with the requirements of the Planning Act. The application is then circulated to municipal officials, provincial ministries and other agencies for comment. The public in the vicinity of the application are given a minimum of 20 days' notice of a public meeting held by the Council of the County of Oxford to consider the proposed amendment. The applicant is required to attend the public meeting and present the application. Information meetings may also be held in the local municipality.

#### **E. POST APPLICATION DECISION**

1. Official Plan amendments are approved by Oxford County Council. Section 22(7) of the Planning Act, 1990, as amended, provides for the applicant to appeal the Official Plan amendment to the Ontario Land Tribunal if Council refuses the application or neglects/refuses to make a decision within 120 days of receipt of a complete application
2. Once a decision has been made on the application by the approval authority, Notice of Decision is given in accordance with prescribed requirements.
3. The Planning Act provides for an appeal to the Ontario Land Tribunal from a decision made by the County of Oxford, within 20 days of the issuing of the Notice of Decision. Only the applicant, the approval authority and the Minister may appeal the decision of the County of Oxford to the Ontario Land Tribunal. Third party appeals are not permitted.

#### **F. CHECKLIST**

Application, including:

- Owner name on application is as it appears on title
- Signed authorization letter, if application is being made by agent or applicant
- Application is SIGNED and COMMISSIONED
- Public Consultation Strategy
- Correct fee
- Concept Plan
- Studies, in duplicate, if required
- Electronic files:
  - Pdf copies of application
  - Pdf copy of concept plan
  - Pdf copies of all supporting documents



FILE No. \_\_\_\_\_

## APPLICATION FOR AN AMENDMENT TO THE OFFICIAL PLAN

### SECTION ONE - GENERAL INFORMATION

#### **1. Registered Owner(s): (AS NAME APPEARS ON TITLE)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Cell: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **2. Applicant (if other than registered owner):**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Cell: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **3. Solicitor or Agent:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Cell: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **4. Location of Subject Land:**

Municipality \_\_\_\_\_

Former Municipality \_\_\_\_\_

Lot(s) \_\_\_\_\_

Concession \_\_\_\_\_

Lot(s) \_\_\_\_\_

Registered Plan No: \_\_\_\_\_

Part(s) \_\_\_\_\_

Reference Plan No: \_\_\_\_\_

The subject land is located on the \_\_\_\_\_ side of \_\_\_\_\_ (St./Rd./Ave./Line)

lying between \_\_\_\_\_ and \_\_\_\_\_ (St./Rd./Ave./Line)

**Street and/or 911 Address (if any): \_\_\_\_\_**

OFFICE USE ONLY

**SECTION TWO - OFFICIAL PLAN INFORMATION** (Complete sections only where applicable)

**5. Purpose of requested Amendment:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. Is the application consistent with the Provincial Planning Statement, 2024, as amended? Yes  No**   
 (see Item No. 9 in the application guide)

**7. Is this a request for an Amendment to a Schedule(s) of the Official Plan: \_\_\_\_\_ (yes/no)** If yes, complete the following:

SCHEDULE (E.G. C-3)	TITLE	DESIGNATION OF SITE	USES PERMITTED
<b>Existing:</b>			
<b>Proposed:</b>			

**8. Is this a request for an Amendment to the text of the Official Plan: \_\_\_\_\_ (yes/no)** If yes, complete the following:

- a) Chapter, Section and Subsection title \_\_\_\_\_
- b) Is this section / subsection to be:      Changed \_\_\_\_\_      Replaced \_\_\_\_\_      Deleted \_\_\_\_\_
- c) If changed/replaced, proposed text of Amendment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION THREE – DESCRIPTION OF DEVELOPMENT** (If specific development is proposed, complete the following)

**9. Present Use of Subject Land:** \_\_\_\_\_

**10. Description of Existing Building(s) or Structure(s) on Subject Land:** (Date of construction, present use) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**11. Proposed Use of Subject Land:** (Description of Applicant's Proposal) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**12. Proposed Buildings or Structures associated with the Proposed Land Use:**

(include information regarding alteration to or demolition of existing buildings or structures)

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**13. For proposed Residential development, specify:**

- a) Gross or Net Density/Hectare \_\_\_\_\_
- b) No. of Units \_\_\_\_\_ Type of Units \_\_\_\_\_

**14. For proposed Commercial, Industrial, Institutional or Recreational development, specify:**

- a) Gross Floor Area (by type of uses) \_\_\_\_\_
- b) Proposed Uses \_\_\_\_\_
- \_\_\_\_\_

**SECTION FOUR – SITE INFORMATION AND SERVICES****15. Dimensions of Subject Land:** (in metric units)

a) Area \_\_\_\_\_ b) Frontage \_\_\_\_\_ c) Depth \_\_\_\_\_

**16. Access to Subject Land:**

- |   |  |
|---|--|
| <input type="checkbox"/> Provincial Highway | <input type="checkbox"/> Unopened Road Allowance |
| <input type="checkbox"/> County Road        | <input type="checkbox"/> Private Right-of-Way    |
| <input type="checkbox"/> Municipal Road     | <input type="checkbox"/> Other (specify) _____   |

**17. Adjacent Land Uses:** (Indicate nature of adjacent land uses) \_\_\_\_\_**18. Services:**

	MUNICIPAL WATER	MUNICIPAL SEWER	PRIVATE WATER	PRIVATE SEWER**
CONNECTED (YES/NO)				
TYPE (INDIVIDUAL/COMMUNAL)				

Municipal Storm Sewers Municipal Drain  (Please check one)

**\*\*Note:** If the requested amendment involves development on a privately owned and operated individual or communal septic system **and** more than 4500 litres per day of effluent will be produced as a result of the completed proposal, the applicant must submit a **servicing options report** and a **hydrogeological report**.

**SECTION FIVE - ZONING BY-LAW****19. Municipal Zoning By-Law Number:** \_\_\_\_\_

Existing Zoning of Subject Land \_\_\_\_\_

**20. Has an application for Zone Change been filed?**Yes No 

If yes, describe the proposed zoning of the subject land \_\_\_\_\_  
\_\_\_\_\_

**SECTION SIX – OTHER INFORMATION**

21. If the subject land, or any land within 120 meters of it, is the subject of an application by the applicant for a minor variance, a consent or consent and minor variance, an amendment to the Official Plan, a zoning by-law amendment, a Minister's zoning order, or approval of a plan of subdivision or site plan, please provide the file number, the name of the approval authority considering it, the land it affects, its purpose, its status, and its effect on the requested amendment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. If the requested amendment proposes to alter all or any part of the boundary of a designated settlement area or proposes to establish a new settlement area, please provide the current section containing policies of the Official Plan dealing with the alteration or establishment of a designated settlement area.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

23. If the requested amendment proposes to remove the subject land from an area of employment, please provide the relevant section of the Official Plan dealing with the removal of land from an area of employment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I / We \_\_\_\_\_

of the \_\_\_\_\_ in the \_\_\_\_\_  
(Township or Municipality) (County or Region)

*DO SOLEMNLY DECLARE THAT:*

*All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true.*

DECLARED before me at the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

### Owner / Applicant

### Owner / Applicant

## A Commissioner for Taking Affidavits

MFIPPA Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec.22 of the *Planning Act* and O.Reg.543/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3912).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.

# Public Consultation Strategy Official Plan & Zoning By-Law Amendments & Plans of Subdivision

As per recent changes to the Planning Act introduced through the *Smart Growth for Our Communities Act*, a public consultation strategy is required for applications for Official Plan Amendment, Zoning By-Law Amendment or Draft Plan of Subdivision before the application is deemed to be 'complete' as defined by the Planning Act. Please discuss your proposal with County Planning staff in advance of submission of any application.

Formal notifications, as prescribed by the Planning Act include:

- Circulation to all landowners within 120 m of subject lands and posting of a public notice sign;

Please select any and all forms of **further** public consultation that you, as the applicant / agent / owner intend to undertake:

- None
  - Speak to adjacent landowners directly about proposed development;
  - Post signs within a common area (for multi-residential buildings and developments);
  - Advertise the proposal and public meeting in a local newspaper (please discuss this with County planning staff prior to initiating)
  - Host an open house regarding the proposal;
  - Other measures (please elaborate)
- 
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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(month) (year)

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Please Print Name

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Signature (applicant/agent/owner)

Return the completed Official Plan Amendment, Zone Change, or Draft Plan of Subdivision application and this form to:

County of Oxford Community  
Planning Office  
P.O. Box 1614,  
21 Reeve St.  
Woodstock, ON N4S 7Y3

Phone: 519 539-9800 ext 3912  
Fax: 519 421-4712  
Email: [planning@oxfordcounty.ca](mailto:planning@oxfordcounty.ca)

**AUTHORIZATION OF OWNER(S) FOR AGENT/APPLICANT TO MAKE AN APPLICATION**

I/We, \_\_\_\_\_ of  
(name(s) of owner/signing authority)

\_\_\_\_\_,  
(name of company, if applicable)

am/are the owner(s) of the land that is the subject of this/these application(s), and I/We hereby authorize

\_\_\_\_\_,  
(name of applicant)

\_\_\_\_\_,  
(name of company, if applicable)

to make this/these development application(s) on my/our behalf.

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

Date: \_\_\_\_\_

**NOTE:**

Authorization must be provided by ALL parties that appear on title, or by a designated signing officer for a business or organization.  
Names of individual persons signing must be listed on the authorization form.