



# APPLICATION TO AMEND THE TOWN OF AJAX OFFICIAL PLAN

(under Section 22 of the Planning Act, RSO 1990, c. P. 13)



## Planning and Development Services

65 Harwood Avenue South  
Ajax ON L1S 2H9

Tel. 905-683-4550  
Fax. 905-686-0360  
www.ajax.ca

FOR TOWN USE ONLY	
File Number	Date of Receipt

### 1. Pre-Consultation

Pre-consultation is an essential part of the planning process. In accordance with the *Planning Act*, the Town has passed a "Pre-consultation By-law" (By-law 57-2008), requiring that an applicant contact Planning to arrange a mandatory pre-consultation meeting prior to submission of an Official Plan Amendment application. The intent of this meeting is to assist in determining technical and submission requirements and conformity with the Provincial Policy documents, Durham Region Official Plan, Town of Ajax Official Plan and Zoning By-law, and any other relevant planning documents.

Has the Owner/Applicant consulted Town of Ajax Planning and Development Services prior to submitting a site plan application?

Yes       No

If **No**, please contact the Town of Ajax Planning and Development Services to arrange a mandatory pre-consultation meeting in accordance with By-law 57-2008, as amended, prior to submission of this application.

### 2. Submission Requirements

#### Information Requirements

- One (1) original and ten (10) copies of this application** is to be submitted to the Town of Ajax Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario L1S 2H9.
- Twenty five (25) copies of the proposed development concept plan**, folded to a size suitable for mailing (either 8 ½ x 11, or 8 ½ x 14 format).
- Ten (10) reduced copies of the proposed development concept plan as outlined in Section 7 of this application** (either 8 ½ x 11, or 8 ½ x 14 format), if applicable.
- Five (5) copies of the proposed wording of the official plan amendment.**
- Six (6) copies of any supporting documentation**, as provided within Section 13 of this application, and as indicated on the Pre-consultation Checklist Form.
- Two (2) copies of a Legal Survey.**
- Electronic version of all drawings and studies** on a compact disc in both PDF and AutoCAD format.

#### Town of Ajax Fees

- An **application fee**, in accordance with the Planning Act Fees and Charges By-law, as amended, payable to the Town of Ajax, is required. Payments may be made by cheque, cash or money order.

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)      **Fee Submitted: \$** \_\_\_\_\_

- An application fee in accordance with the Planning Act Fees and Charges By-law, as amended, payable to the Town of Ajax, is required for the Town's review of a proposed **Amendment to the Durham Regional Official Plan** that is part of a location Official Plan Amendment. Payments may be made by cheque, cash or money order.

- An application fee in accordance with the Planning Act Fees and Charges By-law, as amended, payable to the Town of Ajax, is required for the Town's review of a proposed **Amendment to the Durham Regional Official Plan** that is **not** part of a location Official Plan Amendment. Payments may be made by cheque, cash or money order.

**Refund Policy**

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)

**A refund of Town of Ajax Application fees will be calculated as follows:**

- **Where an application is withdrawn after a file has been opened, but before it has been circulated: 90%**
- **Where an application is withdrawn after a file has been circulated, but before it has been considered at a public meeting: 50%**
- **Where an application is withdrawn after the file has been considered at a public meeting: No refund**

**Conservation Authority Fees**

- Payment of fees in accordance with their schedule to the **Central Lake Ontario Conservation Authority** or the **Toronto and Region Conservation Authority** for lands potentially affected by flooding and erosion within their jurisdiction.

**Durham Region Fees**

- Payment of fees in accordance with their schedule to the **Regional Municipality of Durham**, as the Regional Planning review fee.
- Payment of fees in accordance with their schedule to the **Regional Municipality of Durham**, for any developments proposed on private services, which is the Regional Health Department's review fee.

**Other Fees**

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)

Additional costs for the processing of the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study. This requirement applies to matters such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc., in all cases the Town shall notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

Additional costs for advertising may be charged where it is not possible or appropriate for public notice of an application to be placed on the Community Page of the Ajax News Advertiser. Please be advised that a sign will be required to inform the public of the proposed amendment. Planning and Development Services will provide the necessary requirements and standards.

The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board.

The applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of development agreements when such agreements are required.

Additional **non-refundable fee** of \$500 when more than one public open house, and one public meeting by the Community Affairs and Planning Committee is required.

**3. Contact Information**

	Mailing Address	Telephone	Facsimile	E-mail
<b>Owner</b>		( )	( )	
<b>Applicant</b>		( )	( )	
<b>Agent or Primary Consultant</b>		( )	( )	
<b>Other: (specify)</b>				

Correspondence relating to this application should be sent to (select one only): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Primary Consultant <input type="checkbox"/> Other	The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee of Land or Tenant <input type="checkbox"/> Prospective Owner
If the applicant is not the Owner, the Owner <b>must consent</b> to the proposed Official Plan Amendment.  <input type="checkbox"/> Separate Letter of Authorization attached	Owner's Signature:  Date:

**4. Details of the Subject Lands**

Please provide the following information:

<b>Location and Description</b>				
Municipal Address	Lot/Part #	Plan/Concession #	Assessment Roll # & PIN #	
<b>Size of Site</b>				
Frontage (m)	Land Area (ha)	Buildable Area (m <sup>2</sup> )	Average Depth (m)	Average Width (m)
<b>Other Details</b>				
Date the site was acquired by the current Owner.	Date(s) existing buildings and structures were constructed on the property.		Length of time the existing uses on the site have continued.	

**5. Current Planning Status**

Please provide the following information:

Existing Land Use Designation in the Durham Regional Official Plan	
Existing Land Use Designation in the Town of Ajax Official Plan	
Existing Zoning	

Is a separate document providing the above information attached      **Yes**      **No**

**6. Current, Previous and Proposed Use of the Subject Lands**

Please provide the following information:

Current Use of the Subject Lands			
Previous and Historic Use of the Subject Lands, if different than the above			
Proposed Use of the Subject Lands			
<input type="checkbox"/>	Separate Explanatory Text Attached (If checked, indicate Title, Author and Date of Material provided)	Title and Author	Date

**7. Details of the Proposed Amendment**

Please provide the following information:

Describe the Purpose of the proposed Amendment.	
Identify the current land use designation(s) of the subject lands and the land uses that the designation(s) authorizes.	
Identify the proposed land use designations(s) of the subject lands and the lands uses that the proposed designation(s) authorizes.	
Identify the policies and/or land use designation(s) to be added, changed, deleted or replaced.	
Identify the Schedule(s) within the Official Plan to be added, changed, deleted or replaced.	

Is a separate document providing the above information attached **Yes**  **No**

A <b>Development Concept Plan</b> is required that illustrates the following, as applicable:	<i>Applies?</i>	
	<b>Yes</b>	<b>No</b>
The boundaries and dimensions of the Subject Lands;	<input type="checkbox"/>	<input type="checkbox"/>
The location, size and type of all existing and proposed buildings and structures on the Subject Lands, indicating their distance from all lot lines;	<input type="checkbox"/>	<input type="checkbox"/>
The location of all natural and artificial features such as buildings, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks on the Subject Lands and on adjacent land which affect the application;	<input type="checkbox"/>	<input type="checkbox"/>
The current uses of land that is adjacent to the Subject Lands;	<input type="checkbox"/>	<input type="checkbox"/>

The location, width and name of any roads within or abutting the Subject Lands, indicating whether it is an unopened road allowance, a public traveled road, a private road, or a right-of-way;	<input type="checkbox"/>	<input type="checkbox"/>
If access to the Subject Lands is by water only, the location of parking and docking facilities to be used;	<input type="checkbox"/>	<input type="checkbox"/>
The location and nature of any easement affecting the Subject Lands.	<input type="checkbox"/>	<input type="checkbox"/>

**8. Other Planning Applications or Approvals Required**

Indicate whether the subject land, or land within 120 metres of the subject land is the subject of the following planning applications (indicate whether a separate document providing such information is attached):

<i>Application Type</i>		<i>File No. and Approval Authority</i>	<i>Lands Affected</i>	<i>Purpose</i>	<i>Status</i>	<i>Effect on Proposed Amendment</i>
<input type="checkbox"/>	Durham Regional Official Plan Amendment					
<input type="checkbox"/>	Official Plan Amendment					
<input type="checkbox"/>	Plan of Subdivision or Condominium					
<input type="checkbox"/>	Zoning By-law Amendment					
<input type="checkbox"/>	Site Plan					
<input type="checkbox"/>	Land Division (Severance)					
<input type="checkbox"/>	Minor Variance or Other (Specify)					

Is a separate document providing the above information attached Yes  No

**9. Consistency with Provincial Policies and Plans**

Please provide the information outlined below.

<i>Provincial Policies, Plans and Interests</i>	<i>Applies?</i>		<i>Explain</i>
	<i>Yes</i>	<i>No</i>	
Indicate whether the requested amendment is consistent with the Provincial Policy Statements issued under subsection 3(1) of the <u>Planning Act</u> .	<input type="checkbox"/>	<input type="checkbox"/>	
Is the subject land within an area of land designated under any provincial plan or plans?	<input type="checkbox"/>	<input type="checkbox"/>	
If the answer to the above question is "yes", does it conform to, or does it not conflict with the provincial plan or plans?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the requested amendment remove the subject land from an area of employment?	<input type="checkbox"/>	<input type="checkbox"/>	

Is a separate document providing the above information attached Yes  No

## 10. Supporting Documentation

Ontario Regulation 543/06 issued under the Planning Act, and the Town of Ajax Official Plan prescribes information requirements for Official Plan Amendments. Indicate whether the policy is applicable, and reference the attached document which addresses the policy.

Type of Application	Policy	Applies?		Report Reference
		Yes	No	
<b>Planning Rationale</b> , addressing land use compatibility; conformity to Town's Official Plan, Zoning By-law, Durham Region Official Plan, relevant Provincial Policy documents, and any of the relevant planning documents and urban design guidelines; description of proposal; and why proposal is considered good planning, including evaluation of potential impacts.	5.7 (a)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental Impact Study (EIS)</b> for lands within 120 metres of an evaluated wetland or within 50 metres of other features designated Environmental Protection (see note under "Pre-Consultation")	2.2.2 (b), 5.2 & 5.7 (o)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental Review Study</b> , for lands identified as "Environmental Resource Overlay" within Schedule 'B', and for which an EIS has not been completed.	2.2.3, 5.3 & 5.7 (o)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Retail Impact Study</b> for retail proposals above 2500 m <sup>2</sup> in Central Areas.	2.4.1 (h) & 5.7 (cc)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Traffic/Transit Impact Analysis</b> , for new developments in the Uptown Central Area.	2.4.5 (d) & 5.7 (b)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comprehensive Amendment Package</b> providing mix of uses, urban form, community structure, planning and phasing policies, urban design guidelines, protection of Environmentally Sensitive Areas, adequacy of infrastructure etc. for lands designated Future Urban Development.	2.3.6 & 3.1	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Development and Urban Design Criteria</b> , for new developments in the Uptown and Downtown Central Areas, addressing access, circulation, parking, landscaping, outdoor amenity areas, building heights and shadows for buildings exceeding six storeys in height, and noise attenuation.	2.4.2 (b), 2.4.3 (f), (h) & (j), 2.4.4 (c), 2.4.4.9 & 2.4.5 (l)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental Site Assessment</b> , for lands identified as potentially contaminated	2.7.10	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Heritage Impact Statement</b> , identifying potential impacts on existing heritage features, in proximity to properties designated under the <u>Ontario Heritage Act</u> .	3.2.2 (f) & 5.7 (f)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Archaeological Assessment</b> , for lands with archaeological potential.	3.2.2 (g) & 5.7 (b)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Traffic Impact Study</b> , for proposals determined to have an impact on the municipal transportation system.	4.1.3 (g) & 5.7 (f)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Functional Servicing Plan</b> , for major development applications, in consultation with the applicable Conservation Authority and the Region of Durham.	4.2.2 (a) & 5.7 (j)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Stormwater Management Plan</b> , in keeping with the municipal planning principals.	4.2.4 (a) & 5.7 (h)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Noise Study</b> for residential and noise sensitive uses within 300 metres of a railway, or adjacent to a Type A or type B Arterial Road, and a <b>Vibration Study</b> for lands within 75 metres of a railway.	5.7 (g)	<input type="checkbox"/>	<input type="checkbox"/>	

Is a separate document providing the above information attached

Yes

No

**11. Site Contamination**

A **Phase 1 Environmental Site Assessment** or a **Completed Site Screening Questionnaire** is required for all Official Plan Amendment applications. Please indicate the date of the report and the author in the space provided. A **Phase 2 or Phase 3 Environmental Site Assessment** may be required depending on site conditions.

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Author

Date

**12. Affidavit and Sworn Declaration of Owner or Application**

I agree that all studies submitted in support of this application may be made available for public review, pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

I agree to reimburse the Town of Ajax for any costs associated with the preparation of studies required to evaluate the application by qualified consultants, and any costs which may be incurred before the courts and tribunals arising from the disposition of this application.

I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_

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

\_\_\_\_\_

Commissioner of Oaths

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Signature of Owner or Applicant

Date

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P13 and the applicable implementing Ontario Regulation, and will be used to evaluate the Official Plan Amendment application. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343.

If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.