

OFFICIAL PLAN AMENDMENT PRESCRIBED INFORMATION REQUIREMENTS Schedule 1 - Ontario Regulation 543/06		
No.	Requirement	Response
1	The name, address, telephone number and, if applicable, the e-mail address of the applicant.	
2	The name of the municipality or planning board that is being requested to initiate the amendment to its Official Plan.	
3	The date of the request to the municipality or planning board.	
4	The name of the Official Plan requested to be amended.	
5	A description of the subject land, including such information as the municipality, or the geographic township in unorganized territory, concession and lot numbers, reference plan and part numbers, and street names and numbers.	
6	If known, the approximate area of the subject land, in metric units.	
7	Whether the requested amendment changes, replaces or deletes a policy in the Official Plan.	
8	If the answer to section 7 is yes, the policy to be changed, replaced or deleted.	
9	Whether the requested amendment adds a policy to the Official Plan.	
10	The purpose of the requested amendment.	
10.1	In the case of a requested amendment to a lower-tier municipality's official plan, the current designation of the subject land in the upper-tier municipality's official plan and an explanation of how the proposed amendment conforms with the upper-tier municipality's official plan.	
11	The current designation of the subject land in the Official Plan and the land uses that the designation authorizes.	
12	Whether the requested amendment changes or replaces a designation in the Official Plan.	
13	If the requested amendment changes or replaces a designation in the Official Plan, the designation to be changed or replaced.	
14	The land uses that the requested Official Plan Amendment would authorize.	
15	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body, or other means.	
16	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.	

17	<p>If the requested 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 the development being completed:</p> <p>(a) a Servicing Options Report; and,</p> <p>(b) a Hydrogeological Report.</p>	
18	<p>Whether the subject land or land within 120 metres of it is the subject of an application by the applicant under the Act for,</p> <p>(a) a Minor Variance or a Consent;</p> <p>(b) an amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order; or</p> <p>(c) approval of a Plan of Subdivision or a Site Plan.</p>	
19	<p>If the answer to section 18 is yes, the following information about each application:</p> <p>(a) its file number;</p> <p>(b) the name of the approval authority considering it;</p> <p>(c) the land it affects;</p> <p>(d) its purpose;</p> <p>(e) its status; and,</p> <p>(f) its effect on the requested amendment.</p>	
20	<p>If a policy in the official plan is being changed, replaced or deleted or if a policy is being added, the text of the requested amendment.</p>	
21	<p>If the requested amendment changes or replaces a schedule in the official plan, the requested schedule and the text that accompanies it.</p>	
22	<p>If the requested amendment alters all or any part of the boundary of an area of settlement in a municipality or establishes a new area of settlement in a municipality, the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement.</p>	
23	<p>If the requested amendment removes the subject land from an area of employment, the current official plan policies, if any dealing with the removal of land from an area of employment.</p>	
24	<p>An explanation of how the requested amendment is consistent with the policy statements issued under subsection 3 (1) of the Act.</p>	
25	<p>Whether the subject land is within an area of land designated under any provincial plan or plans.</p>	
26	<p>If the answer to section 25 is yes, an explanation of how the requested amendment conforms or does not conflict with the provincial plan or plans.</p>	

26.1	A proposed strategy for consulting with the public with respect to the request.	
27	An affidavit or sworn declaration by the applicant certifying that the information required under this Schedule and provided by the applicant is accurate.	



**Affidavit/Authorization of Applicant/Registered Owner:**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all of the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is 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 \_\_\_\_\_ ) of  
 \_\_\_\_\_ this \_\_\_\_\_ day )  
 of \_\_\_\_\_, 20\_\_\_\_.) \_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_ Print Name: \_\_\_\_\_  
 A Commissioner of Oaths

**Authorization of Owner(s):**

I/We, \_\_\_\_\_, being the registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit this application for approval.

I/We \_\_\_\_\_, being the registered owner(s) of the subject lands, hereby authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application(s) is/are under consideration by the City of Richmond Hill.

Signature of Registered Owner: \_\_\_\_\_

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

Signature of Registered Owner: \_\_\_\_\_

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

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

OFFICE USE ONLY	
File Number(s):	
OPA - _____	CON - _____
ZBLA - _____	SP - _____
SUB - _____	
Other Related File(s): _____	
Date Received:	Date Deemed Complete:
Amount Paid: \$	Planner Assigned:
Pre-Submission Letter Date:	Development Process Coordinator:

**“Notice of Collection”**

“The information collected on this form is authorized under the *Planning Act R.S.O. 1990* as amended, c. P.13,. All information is considered to be available to the members of the PUBLIC upon demand. This practice is in accordance with the principles contained in the *Municipal Freedom of Information and Protection of Privacy Act*.”