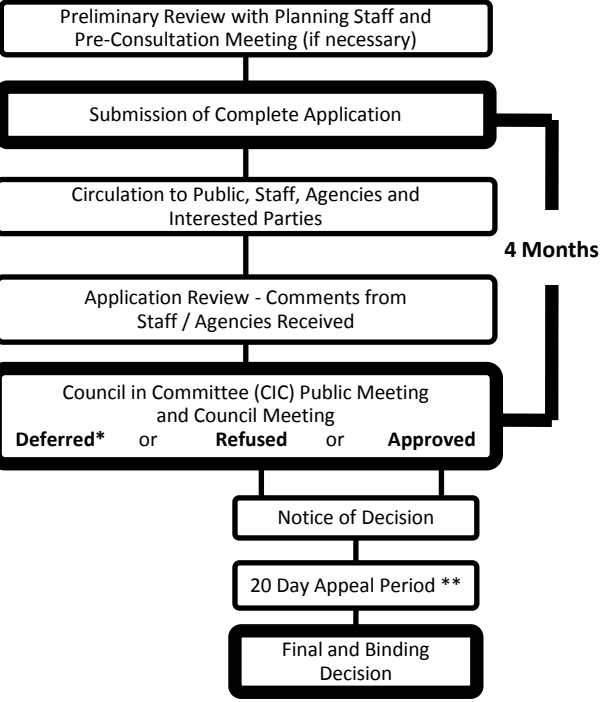


**OFFICIAL PLAN
AMENDMENT PROCESS**
(TIMELINE BASED ON ROUTINE APPLICATIONS)



**OFFICIAL PLAN
AMENDMENT
GUIDE**



Planning and Development Division

Caledonia Satellite Office
282 Argyle Street South
Caledonia, Ontario
N3W 1K7
(905) 318 5932

Hagersville Satellite Office
1 Main Street South
Hagersville, Ontario
N0A 1H0
(905) 318 5932

Dunnville Satellite Office
111 Broad Street East
Dunnville, Ontario
N1A 2X5
(905) 318 5932

Planner to contact:

Office:

Phone Number:

** Can only be appealed if no decision after 180 days*

*** Decision can be appealed to the Ontario Municipal Board (OMB)*

This flowchart focuses on the basic process. Some steps are not shown.

Planning and Development Division

www.haldimandcounty.on.ca

planning@haldimandcounty.on.ca

This brochure is intended to provide preliminary information only

WHAT IS AN OFFICIAL PLAN?

An Official Plan is a policy document which establishes a long range plan for a municipality's land use and resource management. The land uses in an Official Plan are identified by designations, under which certain policy direction is given to deal with such matters as type of use, density, community design, and development criteria. In addition, policies relating to health, transportation, servicing, and implementation are outlined within an Official Plan.

New developments which do not conform to the Official Plan require an Official Plan Amendment through Council. An Official Plan Amendment is a formal document that changes a municipality's Official Plan. A municipality may also amend an Official Plan to recognize changing Provincial policy, conditions or objectives.

PRE-CONSULTATION MEETING

In order to streamline the amendment process, Haldimand County Council has made it a requirement that all complex planning applications be subject to a Pre-Consultation meeting prior to application submission. The objective of a Pre-Consultation meeting is to determine the supporting documents and studies required to evaluate a proposal, to verify proposal information, and to clarify the necessary procedures to follow. Please contact Planning Staff to determine if your proposal requires a Pre-Consultation meeting.

HOW TO START THE AMENDMENT PROCESS?

Before you make an application you are encouraged to consult with the Planning and Development Division staff. Staff will be able to explain the process, outline the submission requirements, and list any other applicable permits and approvals that may be required. Planning Staff are available at each Satellite Office between 8:30 a.m. and 12 p.m. for drop in inquiries. A scheduled appointment is requested for inquiries outside of the morning hours. Please contact Planning Staff at the appropriate geographic office:

- Hagersville Satellite Office – 905 318 5932
- Caledonia Satellite Office – 905 318 5932
- Dunnville Satellite Office – 905 318 5932

APPLICATION REQUIREMENTS

- 1) Completed Application Form*
- 2) Plans / Drawings (8.5" x 11")
- 3) Application Fees
- 4) Additional Information outlined at Pre-Consultation Meeting (if applicable)

*Application forms available at each County Office or online (www.haldimandcounty.on.ca)

APPLICATION FEES

The application fees are outlined on the application form and are payable at the time an application is submitted. A fee may also be required by the applicable Conservation Authority and may be submitted as part of the Official Plan amendment application.

SUBMISSION OF A COMPLETE APPLICATION

The County will consider your application to be 'complete' if it is accompanied by the required information. A complete application will allow a more efficient and comprehensive review of all supporting material by the County.

The submission of an incomplete application may result in delays in the processing of your application. Usually, the County will return your application and request that you submit the outstanding information. It is recommended that you make your submission in person as this provides an opportunity for immediate confirmation of the completeness of your submission.

COUNCIL DECISION

Any person or public body may appeal Council's decision to the Ontario Municipal Board (OMB) within 20 days after written notice of the decision is given. Anyone wishing to appeal must submit a request to appeal and a fee to the County Clerk which will be forwarded to the OMB.

If an appeal is received, the entire matter is forwarded to the OMB, and the OMB will arrange a new hearing. The decision of the OMB is considered final.

OTHER APPROVALS AND PERMITS

The approval of an Official Plan Amendment does not preclude an application from other approvals or permits. Other approvals and permits such as zoning amendment, site plan approval, building permits, Conservation Authority approvals, etc., may also still be required.

Planning and Development Division Service Areas

AREA 1 SERVED BY THE HAGERSVILLE OFFICE
AREA 2 SERVED BY THE CALEDONIA OFFICE
AREA 3 SERVED BY THE DUNNVILLE OFFICE

