

What is a Local Official Plan Amendment?

If a proposed use or structure on a property does not meet the requirements of the Official Plan, the owner may apply for a local Official Plan Amendment (OPA). In some cases, a combined Zoning By-law Amendment may also be required.

The County of Perth is the approval authority for Local Official Plan Amendments under Section 17 of the *Planning Act*. If an OPA has no unresolved concerns, it is undisputed and can be approved by the Planning Director. If there are unresolved concerns the amendment goes to County Council for a decision.

Application

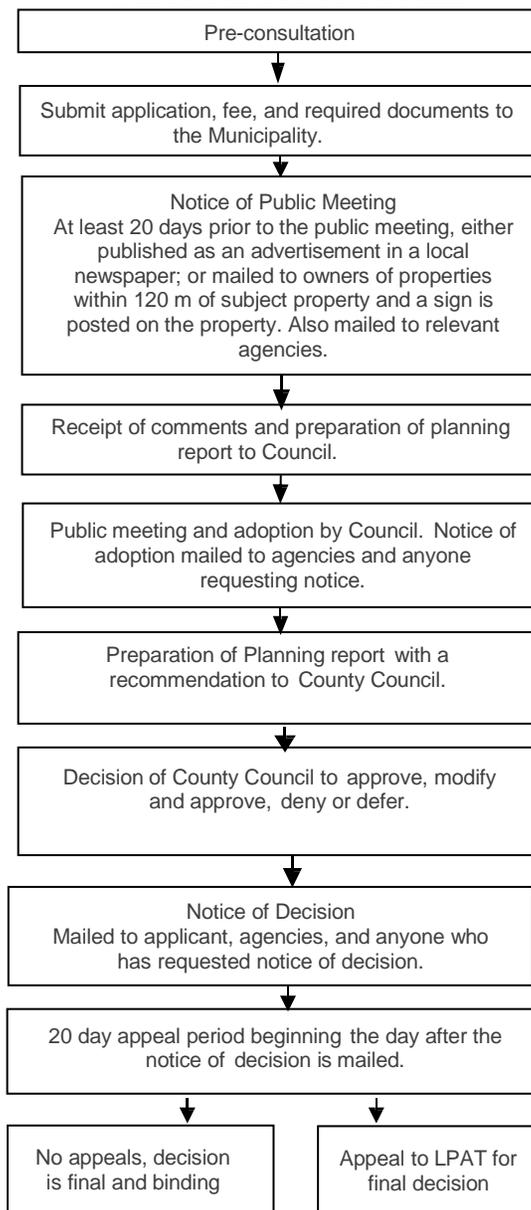
Forms are available [online](#) or at the municipal office. Completed applications and fee(s) are submitted to the Municipal office. The form for a Local Official Plan Amendment is the same form used for Zoning By-law Amendments.

*Additional fees may apply; for example, if the application needs to be reviewed by the Conservation Authority and/or the Perth County Health Unit.



The time from submission of a complete application to a final decision is approximately 6 months.

Local Official Plan Amendment Process



This pamphlet is intended to provide preliminary information only.

Last updated: 16 September 2019



GUIDE TO THE LOCAL OFFICIAL PLAN AMENDMENT PROCESS (MITCHELL WARD)

For more information, contact:
Municipality of West Perth Planning Department
169 St David Street, Mitchell, ON N0K 1N0
519-348-8429 Extension 259
E-mail: planner@westperth.com
Website: www.westperth.com

"Come for the day. You may just stay for a lifetime!"

Application Process

1. Preconsultation

Contact the Municipality of West Perth's Planning Department at 519-348-8429 Extension 259 or the Municipal office to arrange a meeting with the planner. Applicants are strongly encouraged to have a pre-consultation meeting with the Planner before they submit an application. During this meeting, the details of the proposal will be discussed to determine if a Local Official Plan Amendment is the best approach and how to apply. The Planner will help you understand the process and assist in finding solutions to problems

2. Complete an Application

Please ensure all questions in the application form are answered and detailed explanations are given, especially for question #6.3 (purpose and reasons for proposed amendment). Also ensure that the application is accompanied with a sketch or copy of a survey showing the property layout, as well as the applicable application fee. Planning application forms are available [online](#); or you may ask the Planner for a copy.

3. Submit Application and Required Documents

Submit the application, sketch, and fee to the municipal office. You may wish to call the municipal office in advance to ensure a Commissioner is available to sign the application form. The Municipal Office contact number is 519-348-8429.

Application Process (cont.)

4. Notice of Public Meeting

If the information in the application form is complete, a public meeting date is set. Notification of the public meeting will be published in a local newspaper at least 20 days prior to the meeting; or sent by mail to neighbouring property owners within 120 metres of the subject property. A sign displaying details of the public meeting is also posted on the subject site if a mailed notice is used. Copies of the application may be circulated to municipal staff and external agencies such as the Conservation Authority and Health Unit to obtain comments. The Planner will review the application against provincial, county, and local policies, consider all comments received, and conduct a site visit prior to preparing a planning report.

5. Public Meeting and Decision

At the public meeting, the Planner will present the planning report to the Municipal Council. Those present are given the opportunity to speak. The Council may adopt the amendment following the public meeting, or at a later date. Notice of adoption is mailed to agencies and anyone who requests to be notified. The adopted amendment is forwarded to the Perth County Council for a decision. If the amendment has no unresolved concerns, it is approved by the Manager of Planner. If there are any unresolved concerns, the Amendment goes to Council for a decision.

Application Process (cont.)

6. Notice of Decision

A notice of the decision which identifies appeal rights is mailed to the applicant. It is also sent to any members of the public who provided written comments or attended the public meeting and who requested to be notified of the decision of the Council. This notice will be sent out within 15 days after the public meeting. Listed on this notice is the last day for appeals, which is 20 days from the day after the notice of decision is mailed.



7. Decision is in Effect

If there are no appeals, the applicant will receive a notice of no appeals in the mail. Ask the Planner if you have any questions about the decision.

A decision only becomes final and binding if there are no appeals within the twenty day appeal period.

Appeals

Any person who spoke at the public meeting or sent a written submission to the Planning Director can appeal the decision of the County within the 20 day appeal period. Appeals are decided by the Local Planning Appeal Tribunal (LPAT). Those wishing to appeal must submit a completed Appellant Form to the Planning Director along with the \$300 filing fee payable to the Minister of Finance. Website: <http://elto.gov.on.ca/tribunals/lpat/about-lpat/>

Further Information

For more specific information related to individual applications, or for assistance in completing applications, please call:

519-348-8429
Ask for the Planner