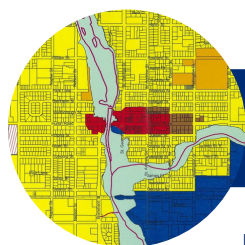


# GUIDE TO THE OFFICIAL PLAN AMENDMENT PROCESS

## WHAT IS A OFFICIAL PLAN AMENDMENT?

If a proposed use or structure on a property does not meet requirements of the Official Plan, the owner may apply for an Official Plan Amendment (OPA). 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 and is undisputed, it can be approved by the Planning Director. It then 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. Fees are as per the current "Fees and Charges" By-law. The form for a OPA is the same form used for Zoning By-Law Amendments.

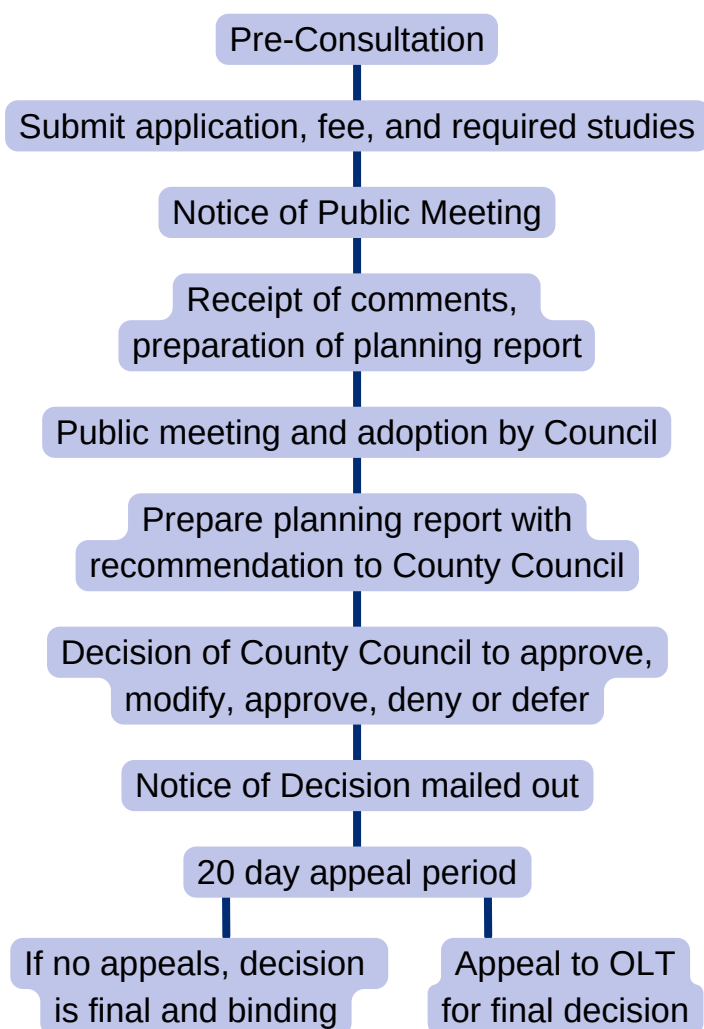
*\*Additional fees may apply*

### TIME FRAME

From the time you submit a complete application to a final decision is approximately **6 months.**



## OFFICIAL PLAN AMENDMENT PROCESS



For more information on the process, refer to the Municipality of West Perth's website:

**[WWW.WESTPERTH.COM/PLANNING](http://WWW.WESTPERTH.COM/PLANNING)**

This infographic is intended to provide guidance only. For more information, contact the municipal planner at: [planning@westperth.com](mailto:planning@westperth.com)



## APPLICATION PROCESS

### STEP 1: PRE-CONSULTATION

Contact the Municipality's Planning Department to arrange a pre-consultation meeting with the Planner. Applicants are strongly encouraged to meet with the Planner before they submit an application. In this meeting, proposal details will be discussed to determine if a Local Official Plan Amendment is appropriate. The Planner will walk you through the process and assist in identifying any required studies.

### STEP 2: COMPLETE AN APPLICATION

Application must be fully complete with detailed explanations and drawings. Sketches of property or survey showing property layout are needed. Fee payment is considered part of a complete application. Give added explanation to Question #6.3.

### STEP 3: SUBMIT APPLICATION

Application, sketches, and fee submitted to the Municipal Office, and signed by a Commissioner (at Office). Call in advance to ensure a commissioner is available to sign, or contact your lawyer.

### STEP 4: NOTICE OF PUBLIC MEETING

A notice of public meeting will be sent out to neighboring property owners (within 120m), 20 days prior to the date of the meeting. A sign is posted on the subject property. Comments received during this period will be considered by the Municipal Planner. The Planner will visit the property.

### STEP 5: PUBLIC MEETING & DECISION

At the public meeting, the Municipal Planner presents the planning report and recommendations to Municipal Council. Council makes the decision to approve or deny the OPA. A notice of decision together with appeal rights is mailed to the applicant and any members of the public who provided written comments or attended the public meeting. This notice is mailed within 15 days of the public meeting. The adopted amendment is forwarded to Perth County Council for a decision. Last day for appeals is 20 days after the notice is mailed.

### STEP 6: DECISION IN EFFECT

If there are no appeals, the applicant will receive a notice of no appeals in the mail. Forward any questions about the decision to the Planner.

### APPEALS

Any person who spoke at the public meeting or sent a written submission can appeal the decision of the County within the 20 day appeal period. Appeals are decided by the Ontario Land Tribunal. Those wishing to appeal must submit a completed form with the \$300.00 filing fee payable to the Minister of Finance.

