

— TOWN OF —  
**GRIMSBY**

APPLICATION TO  
AMEND THE OFFICIAL PLAN

Revised: April 2024

**The Application Process**

**1. Pre-consultation Meeting**

Prior to submitting an application, the Applicant must apply for a Pre-consultation meeting. This meeting will allow for Town Departments including Planning, Public Works, Building, and other provincial and regional agencies to provide preliminary guidance and confer with the applicant about any additional requirements or studies. Applicants are encouraged to contact staff prior to the pre-consultation meeting to discuss initial concepts.

**2. Submission of a Complete Application**

**NOTE:** The applicant and/or their authorized representative is required to make an appointment to submit their completed application. Email [planning@grimsby.ca](mailto:planning@grimsby.ca) to make an appointment.

After accepting a complete application, the Town will circulate copies to Town Departments, provincial and regional agencies, commissions, authorities and others who may be concerned, to obtain information, comment and recommendations. The applicant will be notified if the application is deemed incomplete.

**3. Comments**

Review comments are relayed to the applicant. Comments typically request changes to meet requirements, provide additional clarification or information, etc. A meeting between Town and/or agency staff and applicant may be required.

**4. Public Meeting**

A public meeting is required by the *Planning Act* as part of the review process.

**5. Decision**

Once the applicant has addressed all comments appropriately staff will prepare a recommendation to Committee and Council for approval/refusal.

## Official Plan Amendment Requirements Checklist

**1. Mandatory Pre-consultation Meeting**

**2. Completed Application Form**

One (1) copy of the Town of Grimsby Application to Amend the Official Plan, signed by the owner and agent (if any).

**3. Affidavit**

The person signing the affidavit must appear before a Commissioner of Oaths and must show proof of identity via government issued photo identification such as a driver's licence, or passport. The person signing the affidavit must sign the document in the presence of the Commissioner.

Please note that an appointment is required to see the Commissioner. Contact Town Hall at 905-945-9634 or email [clerks@grimsby.ca](mailto:clerks@grimsby.ca) to inquire about appointment availability.

**4. The text of the requested amendment if a policy within the Official Plan is being changed, replaced, deleted or added.**

One (1) high quality digital copy.

**5. The requested schedule(s) and any accompanying text if amendments to a schedule or schedules in the Official Plan are requested.**

One (1) physical and one (1) high quality digital copy.

**6. SketchUp Drawing file indicating all amendments.**

SketchUp drawing (.skp) file indicating massing and location of all amendments applied for through the application.

**7. Application Fees**

Planning & Development

A cheque made out to the Town of Grimsby in accordance with the fee schedule. (Refer to the Rates & Fees section of Town of Grimsby website: <https://www.grimsby.ca/en/town-hall/rates-and-fees.aspx>)

The Region of Niagara

A cheque made out to the Region of Niagara should be submitted to the Town of Grimsby at the time of application. Please contact the Region of Niagara with respect to these fees.

Phone: 905-980-6000

Toll-free: 1-800-263-7215

NPCA Review Fees

Where Niagara Peninsula Conservation Authority (NPCA) review is required, additional fees will be required. Please contact the NPCA directly with respect to fees.

**8. Supporting Studies, as indicated in Pre-Consultation Meeting**

**9. Notification Sign(s)**

The applicant is responsible for the erection of a public notification sign(s) in a location on the subject lands which is clearly visible to the public. The sign must conform to the design specifications as described in the Notice Signboard Template document (<https://www.grimsby.ca/en/doing-business/planning-resources.aspx>). Planning Staff will assist in choosing a suitable location for the sign. Digital photograph(s) of the erected sign(s) must be provided to the Planning Department.

**10. Public Consultation Strategy**

One (1) digital copy of the proposed strategy for consulting with the public regarding the requested Official Plan amendment.

**11. Electronic copies of all required items sent to [planning@grimsby.ca](mailto:planning@grimsby.ca)**

— TOWN OF —  
**GRIMSBY**

APPLICATION TO  
 AMEND THE OFFICIAL PLAN

Revised: April 2024

For Office Use Only	
Date Received	Date Application Deemed Complete
Application Reviewed by	

1. Pre-Consultation Meeting
Pre-Consultation Meeting Date

2. Registered Owner (as shown on the deed and title of the property)			
Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

3. Authorized Agent or Solicitor (if one has been authorized)			
Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	
Contact for all future correspondence (select one): <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent			

4a. Other Parties (consultant, surveyor, lawyer, etc.)			
Contact Name	Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)			
Mailing Address		Unit #	Postal Code

Province	Email	Telephone
----------	-------	-----------

**4b. Other Parties** (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality
--------------	--------------	--------------

Role to application (consultant, surveyor, lawyer, etc.)

Mailing Address	Unit #	Postal Code
-----------------	--------	-------------

Province	Email	Telephone
----------	-------	-----------

**5. Details of the Subject Lands**

Municipal Address

Legal Description

Are there any: easements, restrictions, or other covenants applicable to the property? If yes, provide a description of each easement, restriction or covenant, and its effect.

Frontage of subject lands (metric)

Average Width of subject lands (metric)

Average Depth of subject lands (metric)

Area of subject lands (metric)

**6. Existing Designation**

Niagara Official Plan Designation

Grimsby Official Plan Designation

Are there any Secondary Plan designation or environmental overlay designations that apply to the property subject to this amendment?

What land uses does the current designation permit?

## 7. Proposed Official Plan Amendment

What is the purpose of the requested amendment?

How does the proposed amendment conform with the Regional Official Plan?

What land uses would the Official Plan amendment permit?

Does the proposed amendment change or replace a designation in the Official Plan?

Yes     No

If “yes” what is the proposed designation? If a change in designation is proposed, the application must include a proposed revised Official Plan schedule and any accompanying text.

Does the proposed amendment (check one box)     add     change     delete     replace  
a policy in the Official Plan?

Identify existing policy to be changed, deleted, or replaced. If a policy or policies of the Official Plan are proposed to be changed, replaced, or deleted, or if policies are to be added, the text of the proposed amendment must be provided.

Does the proposed amendment alter a settlement area boundary or establish a new settlement area boundary?

Yes     No

If “yes”, what are the current Official Plan policies that are relevant to the alteration of a settlement area boundary or establishment of a settlement area?

Does the requested amendment remove land from an area of employment?

Yes     No

If “yes”, what are the current Official Plan policies that are relevant to the removal of land from an area of employment?

## 8. Previous and/or Concurrent Planning Applications

Are there any previous or concurrent applications made under the *Planning Act* or the *Niagara Escarpment Planning and Development Act*, such as applications for a zoning by-law amendment, plan of subdivision, a minor variance, a site plan or for a consent to sever that involves the subject lands?

Yes     No     Unknown

If “yes” please indicate the type of application, file number, purpose of application, status of application and its effect on the requested amendment.

Are there any previous or concurrent applications made under the *Planning Act* or the *Niagara Escarpment Planning and Development Act*, such as applications for approval of an official plan amendment, zoning by-law amendment, plan of subdivision, a minor variance, a site plan or for a consent to sever that is **within 120 metres of the subject lands**?

Yes     No     Unknown

If “yes” please indicate the type of application, file number, purpose of application, status of application and its effect on the requested amendment.

## 9. Servicing (select all that apply)

Identify how the subject lands will be serviced:

### Water

- Municipal water
- Private individual well
- Private communal well
- Lake or other waterbody
- Other: \_\_\_\_\_

### Wastewater

- Municipal wastewater
- Private individual septic
- Private communal septic
- Other: \_\_\_\_\_

### Stormwater

- Sewers
- Ditches/swales
- Other: \_\_\_\_\_

Will the proposed amendment permit development on a privately owned and operated individual or communal septic system where more than 4500 litres of effluent would be produced per day?

- Yes     No

## 10. Provincial Policy and/or Plan Conformity

Describe how the application is consistent with the policy statements issued under Section 3(1) of the *Planning Act*.

Is the subject property within an area designated by the Greenbelt Plan?

- Yes     No

Is the subject property within an area designated by the Niagara Escarpment Plan?

- Yes     No

If the answer to any of the above is "yes", please explain how the application conforms to the applicable plan(s).



# Affidavit

I, \_\_\_\_\_ OF THE \_\_\_\_\_  
*Applicant Name* *Name of City, Town, or Township etc.*

IN THE \_\_\_\_\_, SOLEMNLY DECLARE THAT  
*Name of Regional Municipality*

the information and material contained within this application, including this form and all documents that accompany it, is accurate and complete. I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me in \_\_\_\_\_ in the \_\_\_\_\_  
*Name of Regional Municipality* *Name of City Town, or Township etc.*

on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
*Month* *Year*

\_\_\_\_\_  
*Signature of Applicant or Authorized Agent*

\_\_\_\_\_  
*Signature of Commissioner of Oaths*

## Acknowledgement of Agreement of Registered Owner

I (we), \_\_\_\_\_, REGISTERED OWNER(S) OF THE SUBJECT LANDS,  
*Name of Registered Owner(s)*

### ACKNOWLEDGE AND AGREE AS FOLLOWS:

- i. I am the registered owner of the Subject Lands.
- ii. All information requested on this form is collected and maintained under the authority of the *Planning Act*, R.S.O 1990, c. P. 13 for the purpose of creating a record that is available to the general public within the meaning of section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- iii. I hereby grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.
- iv. Employees and agents of the Town to which this application is made ("the Municipality"), Niagara Region, and any relevant commenting agency may enter onto the Subject Lands, without notice, to view, survey, and/or photograph the Subject Lands to obtain information required by the Municipality to process this application.
- v. All information and material requested on this form and/or obtained by entering onto the Subject Lands is required by the Municipality to process this application and will be used for that purpose.
- vi. For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application and correspondence purposes. Questions about this collection should be directed to the Town Clerk, Town of Grimsby, 160 Livingston Ave, Grimsby, Ontario L3M 0J5, telephone 905-945-9634.

\_\_\_\_\_  
*Signature of Registered Owner*

\_\_\_\_\_  
*Date*

**The section below is only to be completed by the Corporate Owner or an Agent of the Corporate Owner (if applicable).**

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

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

*I have the authority to bind the corporation.*

## Owner's Authorization of an Agent

If an agent is employed, the Owner(s) must complete the following:

I (we) \_\_\_\_\_,

*Name of Registered Owner(s)*

REGISTERED OWNER(S) OF THE SUBJECT LANDS, hereby authorize

\_\_\_\_\_

*Name of Agent*

to prepare and submit an Application to Amend the Official Plan for approval.

\_\_\_\_\_

*Signature of Registered Owner*

\_\_\_\_\_

*Date*