

**Office Use Only**

File # \_\_\_\_\_  
 Cross Ref. File(s) \_\_\_\_\_

S.P.P. AREA                      NDCA REG. AREA  
 Yes \_\_\_ No \_\_\_                      Yes \_\_\_ No \_\_\_

**Office Use Only**

Date Application Received by City: \_\_\_\_\_ Copy to City Clerk: \_\_\_\_\_

Application Fee Submitted: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Assigned Planner: \_\_\_\_\_

## APPLICATION FOR OFFICIAL PLAN AMENDMENT

Personal information on this form is collected pursuant to the *Planning Act, R.S.O. 1990 c.P.13*. Any questions regarding the collection of this information may be directed to the Manager of Development Approvals.

In accordance with Section 1.0.1 of the *Planning Act*, information and material required to be provided to a municipality or approval authority as part of this application shall be considered public information and shall be made available to the public.

Applications to amend Official Plan Amendments in the City of Greater Sudbury are submitted pursuant to Section 22 of the *Planning Act*. The following information is required to be submitted to the Planning Services Division of the Growth and Development Department and shall be accompanied by a debit transaction, cash or cheque, made payable to the City of Greater Sudbury (refer to “Fee Schedule” for applicable application fees).

All applications submitted must be consistent with the Provincial Policy Statements which can be found at [www.mah.gov.on.ca](http://www.mah.gov.on.ca)

In accordance with Section 22(6.1) of the *Planning Act*, the City of Greater Sudbury is required to notify the applicant within 30 days of the application having been submitted, whether additional information is required to be submitted in order for the application to be considered complete. Failure to submit all of the required information may prevent or delay the consideration of the application.

All applications for Official Plan amendment require pre-consultation prior to an application being submitted to the City. Applications for pre-consultation shall be submitted to the Planning Services Division.

It is recommended that applicants consult with their neighbours, ward councillor and key stakeholders and host a neighbourhood meeting to inform area residents as to the nature of the application several weeks prior to the application being scheduled for a public hearing. This will allow all parties to understand the nature of the application and also allow parties to work out contentious issues where possible in advance of the public hearing.

Please print. Schedules may be included if necessary.

1. Pre-consultation:

a) Date of Pre-consultation meeting, if one was held

\_\_\_\_\_  
Month / Day / Year

b) Please attach Pre-consultation Letter of Understanding Form

2. The undersigned hereby applies to the City of Greater Sudbury under Section 34 of the Planning Act, Revised Statutes of Ontario 1990 for an amendment to a Zoning By-law of the City of Greater Sudbury as described in this application.

Registered Owner: _____	Cell Phone Number: _____
_____	Home Number: _____
Mailing Address: _____	Business Number: _____
_____	Fax Number: _____
Postal Code: _____	E-Mail: _____

3. If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify:

Name of Agent or Solicitor: _____	Cell Phone Number: _____
_____	Home Number: _____
Mailing Address: _____	Business Number: _____
_____	Fax Number: _____
Postal Code: _____	E-Mail: _____

**Note: Unless otherwise requested, all communication will be sent to the agent, if any.**

4. Legal Description of Subject Property.

PIN: _____	Township _____	Concession No. _____	Lot No. _____
Parcel(s) _____	Subdivision _____	Plan No. _____	Lot(s) _____
Reference Plan No. _____	Part(s) _____		
Municipal Address or Street(s) _____			

5. Dimensions in **metric** units of the land subject to the Official Plan Amendment (describe **only** the portion of land which is to be rezoned).

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_ [ m<sup>2</sup> /  ha] - \_\_\_\_\_

6. Current Official Plan use designation. \_\_\_\_\_

7. List the permitted uses in the current land use designation. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Why is the official plan amendment being requested? Provide details of proposed development and land uses that the requested official plan amendment would authorize. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE:

If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement, details of the related Official Plan or Official Plan Amendment are required to be submitted with the application.

If the application is to remove land from an area of employment, details of the current Official Plan policies, if any, dealing with the removal of land from an area of employment are required to be submitted with the application.

9. Does the requested amendment;

- a) Change a policy? [ ] Yes [ ] No
b) Replace a policy? [ ] Yes [ ] No
c) Delete a policy? [ ] Yes [ ] No
d) Add a policy? [ ] Yes [ ] No

For each "Yes" answer above, identify the policy number to be amended and include the proposed working below or attach on separate page.

10. Does the requested amendment change or replace a designation in the Official Plan? [ ] Yes [ ] No

- If "Yes",
a) What is the designation to be changed or replace?
b) What is the proposed Official Plan designation?

11. Is the subject land, or land within 120 metres of the subject land, the subject of an application by the applicant under the Planning Act for, (attach a schedule if more space is required)

- c) Minor Variance? [ ] Yes [ ] No
If "Yes", please provide;
File Number(s) Purpose:
Name of Approval Authority: Land Affected:
Status:
Effect of the Application on the requested Amendment:
d) Plan of Subdivision? [ ] Yes [ ] No
If "Yes", please provide;
File Number(s) Purpose:
Name of Approval Authority: Land Affected:
Status:
Effect of the Application on the requested Amendment:
e) Consent? [ ] Yes [ ] No
If "Yes", please provide;
File Number(s) Purpose:
Name of Approval Authority: Land Affected:
Status:
Effect of the Application on the requested Amendment:
f) Rezoning? [ ] Yes [ ] No
If "Yes", please provide;
File Number(s) Purpose:
Name of Approval Authority: Land Affected:
Status:
Effect of the Application on the requested Amendment:
g) Minister's Zoning Order? [ ] Yes [ ] No
If "Yes", please provide;
File Number(s) Purpose:
Name of Approval Authority: Land Affected:
Status:
Effect of the Application on the requested Amendment:
h) Site Plan? [ ] Yes [ ] No
If "Yes", please provide;
File Number(s) Purpose:
Name of Approval Authority: Land Affected:
Status:
Effect of the Application on the requested Amendment:

12. Describe the existing use(s) on the subject lands. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Will access to the land to be severed or to the land that will be retained, be accessed by;

- a) a provincial highway,  Yes  No
- b) a road which is maintained by the municipality,  All Year  Seasonal
- c) other public road, i.e. Crown  Yes  No
- d) right-of-way  Yes  No
- e) water  Yes  No

**If access to the land will be by water only, indicate parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road. Also provide details on the required sketch.** \_\_\_\_\_  
\_\_\_\_\_

14. What types of water supply and sewage disposal are available?

- Municipally owned and operated piped water system
- Municipally owned and operated sanitary sewage system
- Lake
- Individual Well
- Communal Well
- Individual Septic System
- Communal Septic System
- Pit Privy
- Other \_\_\_\_\_

**If the proposed development is to be serviced by 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 completed development, a servicing options report, AND a hydrogeological report must be submitted to the municipality with this application form.**

15. Explain below how the requested amendment to the Official Plan is consistent with the Provincial Policy Statements issued under subsection 3(1) of the *Planning Act*. Please provide an explanation below or attach a schedule outlining the particulars of same.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Explain below how the requested amendment conforms to or does not conflict with the Growth Plan for Northern Ontario. Please provide an explanation below or attach a schedule outlining the particulars of same.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Is this property located within an area subject to the Greater Sudbury Source Protection Plan?  
Yes                      No

If "yes", provide details on how the property is designated in the Source Protection Plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PART A: OWNER ACKNOWLEDGEMENT AND CONSENT**

I/We, \_\_\_\_\_ (please print all names), the registered owner(s) of the property described as \_\_\_\_\_

in the City of Greater Sudbury:

**Collection, Use and Disclosure of Information:**

- a) acknowledge that personal information collected on this form is collected pursuant to the *Planning Act*, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) acknowledge that it is the practice of the City of Greater Sudbury, in accordance with section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Greater Sudbury in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors;
- c) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request;
- d) grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

**Authority to Enter Land and Photograph**

- e) grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application;
- f) acknowledge that, in the event of a third party appeal of this application (where applicable) to the Local Planning Appeal Tribunal, the City of Greater Sudbury may not attend at the Local Planning Appeal Tribunal hearing unless the City is provided with the City's required fee for attendance at the hearing;

**Appointment of Authorized Agent**

- g) appoint and authorize \_\_\_\_\_ (please print name of Agent), to act as my/our agent with regard to this application to the City of Greater Sudbury, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
signature of Owner(s) or Signing Officer or Authorized Agent  
(\*where a Corporation)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

**PART B: OWNER OR AUTHORIZED AGENT DECLARATION**

I/We, \_\_\_\_\_ (please print all names), the registered owner(s) or authorized agent of the property described as \_\_\_\_\_

in the City of Greater Sudbury:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, and I/we 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
signature of Owner(s) **or** Signing Officer **or** Authorized Agent  
(\*where a Corporation)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

\* Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation or affix the corporate seal.

**NOTES:**

- Questions regarding the collection of personal information should be directed to the Manager of Development Approvals, City of Greater Sudbury, 200 Brady Street, Sudbury, ON, P3A 5P3
- An agent must be authorized in writing by the owner to act on his/her behalf. Unless otherwise requested, all communication will be sent to the agent.
- Schedule of Application Fees is attached.

**REFUND POLICY:**

Half of the application fee (50%) is refunded if an application is withdrawn within five (5) working days of its receipt by the Growth and Development Department. No refund after this time period.

**FEES FOR EXTENSIONS:**

Approvals with conditions have two years to fulfill conditions. If extensions to this time limit are granted, the following fees shall be applicable.

- Extensions up to one year – 50% of the original application fee
- Extensions beyond one year up to two years – 100% of the original application fee

## 2025 Application Fees

### REZONING

- a) Where the Application for Rezoning is **NOT** made concurrently with an Application for an Official Plan Amendment;
- Change in zoning designation (except "R1" to "R2") **\$4,650.00** + legal notice fee
  - "R1" to "R2", Temporary zonings or split zonings **\$1,840.00** + legal notice fee
  - Lifting of "H" Provisions **\$1,840.00**
  - Garden Suite Temporary Extension **\$ 940.00**, legal notice fee included
- b) Where the Application for Rezoning **IS** made concurrently with an Application for an Official Plan Amendment; **\$7,430.00** + legal notice fee

### OFFICIAL PLAN AMENDMENTS

- Request for **Extension of Rezoning** approval and / or Official Plan Amendment time limits; **\$4,650.00** + legal notice fee
  - 50% of above fees for a one year extension, and
  - 100% for a two year extension

### DRAFT SUBDIVISION PLAN APPLICATIONS (base fee, plus)

- Per lot for "R1" or "R2" lots **\$ 184.00**
  - Per block where the block is **NOT** intended for Municipal use **\$ 970.00**
  - Per block where the block **IS** intended for Municipal use **Nil**
- To a maximum of \$ 12,950.00**

### DEFERRAL FEES FOR REZONING, OFFICAL PLAN AMENDMENTS AND DRAFT PLAN SUBDIVISION

- 50% of application fee with minimum of **\$ 355.00**

### SUBDIVISION ADMINISTRATION FEE, PER LOT / BLOCK

- Paid prior to registration **\$ 285.00**

### REDRAFTS OF SUBDIVISION

- 50% of above fee based on number of lots or percentage of land area, whichever is greater

### REQUEST FOR SUBDIVISION DRAFT PLAN EXTENSION

- 25% of above fees for a 3 year extension

### DRAFT CONDOMINIUM PLAN APPLICATIONS

**\$4,650.00**

### LEGAL NOTICE FEES

- Rezoning, Official Plan Amendments, Draft Plans of Subdivision or Condominium Applications
  - any one of the above **\$ 930.00**
  - two or more of the above, an additional **\$ 540.00**

### SOURCE PROTECTION PLAN APPLICATIONS

**\$ 35.00**

### NDCA FEES

- Official Plan Amendment **\$ 750.00**
- Zoning By-law Amendment
  - Minor **\$ 480.00**
  - Major **\$ 960.00**
- Consent to Sever **\$ 420.00**
- Minor Variance **\$ 385.00**
- Site Plan Control Agreement
  - Minor **\$ 540.00**
  - Major **\$ 900.00**

### PLANS OF SUBDIVISION

- Initial Draft **\$2,880.00**
- Draft Plan Approval Extension **\$ 630.00**
- Clearance of Conditions (per lot) **\$ 54.00**

### FRONT END AGREEMENT APPLICATION

**\$1,100.00**

### PART LOT CONTROL EXEMPTION

**\$1,910.00**

### TELECOMMUNICATION FACILITY

- Non Exempt Antenna System **\$2,490.00**
- Exempt Facility **Nil**

**PRE-CONSULTATION** (fee will be credited to related planning application Submitted within 1 year (or 18 months in the case of an environmental Impact study) from the date of the pre-consultation meeting

**\$ 470.00**

### DEEMING BY-LAW (lifting or rescinding)

**\$1,010.00**

**PEER REVIEW REPORTS** (applicants shall provide an initial deposit of \$3000 and will be invoiced any additional amounts to the full cost of the peer review. Applicants will be refunded where the cost of the peer review is less than the initial deposit)

**\$4,660.00**