



## ***United Counties of Prescott and Russell***

*Application for Official Plan Amendment/  
Secondary Plan Amendment*

### **Instructions:**

Please review the United Counties of Prescott and Russell Official Plan prior to completing and submitting this application form.

In this form, the term “affected land” means the land that is the subject of this application.

### **Completeness of the Application:**

The mandatory information must be provided with the appropriate fee and draft plan. Depending on the complexity of your proposal, the United Counties of Prescott and Russell recommends that you consult a planning consultant before submitting your application. If the mandatory information, including the draft plan and fee are not provided, the United Counties of Prescott and Russell will return the application or refuse to further consider the application.

### **Submission of the Application:**

The United Counties of Prescott and Russell require:

- 1 copy of the completed application form;
- 3 copies of a plan of the affected land and PDF format copies (additional copies may be required prior to final approval);
- 2 copies of the plan on 8½” X 11” paper;
- The applicable fee as indicated on the attached Schedule A; and
- Any related documentation in support of the proposal in PDF format.

### **For Help**

If you require additional information, please consult the:

United Counties of Prescott and Russell  
Planning and Forestry Department  
P.O. Box 304  
59 Court Street  
L'Orignal, Ontario K0B 1K0

Tel: (613) 675-4661

Tel: 1-800-667-6307

Email: [planning@prescott-russell.on.ca](mailto:planning@prescott-russell.on.ca)



**United Counties of Prescott and Russell**

*Application for Official Plan Amendment/  
Secondary Plan Amendment*

Name of Owner :	Name of Agent (if the applicant is an agent authorised by the owner) :
Address :	Address :
Telephone :	Telephone :
Email :	Email :

<b>1. AMENDMENT REQUEST</b>	
Date of request to initiate proposed amendment:	
Name of the Official Plan/Secondary Plan proposed to be amended:	

<b>2. LEGAL DESCRIPTION</b> of subject land (such as the municipality, concession and lot numbers, reference plan and part numbers and name of street and number)

<b>3. AREA OF LAND</b>
State the approximate area of the land covered by the proposed amendment

<b>4. POLICY – EXISTING</b> -The proposed amendment	<input type="checkbox"/> changes	<input type="checkbox"/> replaces	<input type="checkbox"/> deletes	a policy in the Official Plan / Secondary Plan.
Name/description of affected policy:				





**13. DECLARATION OF APPLICANT** - This must be completed by the Applicant for the proposed Official Plan/Secondary Plan amendment.

I/WE \_\_\_\_\_ of the \_\_\_\_\_ (City, Town, Township, etc.) of \_\_\_\_\_ in the \_\_\_\_\_ (District, Regional Municipality, County, etc.) of \_\_\_\_\_ solemnly declare that all the statements contained in the application for Official Plan / Secondary Plan Amendment and all the supporting documents are true, and I make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if make under oath, by virtue of the *Canada Evidence Act*.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of commissioner, etc.

**14. Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the United Counties of Prescott and Russell regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the United Counties of Prescott and Russell for legal counsel and/or professional consulting services in defending Council’s decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_ in the County of \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Applicant

**15. OWNER'S AUTHORIZATION IF THE OWNER IS NOT THE APPLICANT**

I/WE \_\_\_\_\_ of the \_\_\_\_\_ (City, Town, Township, etc.) of \_\_\_\_\_ in the \_\_\_\_\_ (District, Regional Municipality, County, etc.) of \_\_\_\_\_ solemnly declare that \_\_\_\_\_ (name) is authorised to submit an application for an Official Plan amendment/Secondary Plan amendment, and that to my knowledge, all of the statements contained in the application for Official Plan Amendment/Secondary Plan amendment and all the supporting documents are true, and I make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as it made under oath, by virtue of the *Canada Evidence Act*.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_\_  
Signature of commissioner, etc.

\_\_\_\_\_  
Signature of applicant

**SCHEDULE A – EXCERPT OF TARIFF OF FEE BY-LAW 2022-09**

**Description**

- 5. United Counties of Prescott and Russell Official Plan Amendment \$3,900
- 6. United Counties of Prescott and Russell Secondary Plan Amendment \$3,900
- 7. Planning and legal fees associated with processing a Local Planning Appeal Tribunal appeal file and preparing for and giving evidence at the Local Planning Appeal Tribunal or mediating a resolution for files supporting the Applicant's position be on a cost recovery basis
- 8. **Deposits** **\$3,000**  
A deposit is required for all Planning Act application with the exception of Consent application. The deposit will be refunded if no appeal is filed with the Local Planning Appeal Tribunal.