Ontario

Ministry of
Municipal Affairs and Housing

Form to be forwarded to the Minister of Municipal Affairs and Housing for Approval of an Adopted Official Plan or Plan Amendment

under Section 17 of the *Planning Act*

Note to Municipalities and Planning Boards

This form is to be used by municipalities and planning boards for the approval of an adopted official plan or plan amendment if the Ministry of Municipal Affairs and Housing is the approval authority. In this form, the term "subject land" means the land to which a proposed official plan or plan amendment applies.

Instructions

Become familiar with the Provincial Policy Statement before completing and submitting this application.

Appendix 1 in the application form is a checklist of significant provincial features. It describes information needed to determine whether significant provincial features or an existing development circumstance may be affected by a plan amendment which proposes to change, add, replace or delete a policy or designation that could have an impact on the use of a specific site.

Please complete Appendix 1.

Consultation with Municipal Affairs and Housing

The *Planning Act* requires council to consult with the appropriate approval authority and the prescribed public bodies in the course of preparing a plan. This includes an official plan or plan amendment prior to council/planning board adoption of the document. The Ministry of Municipal Affairs and Housing (MMAH) will review the submission, give advice and guidance, as well as provide a co-ordinated provincial response through the One Window planning service.

The One Window planning service is premised on early consultation. This service provides guidance and advice on provincial planning requirements early in the planning process, helping municipalities to avoid unnecessary delays and costs later in the plan review and decision-making process. Please contact MMAH for more information on this service.

Submission of the Application

The **mandatory** information in this form that **must** be provided by the municipality or planning board is indicated by **black arrows** on the left side of the section numbers and highlighted in red.

Please note that the information to accompany an amendment as prescribed by Ontario Regulation 543/06 to the *Planning Act* must be completed in this form or included in the material(s) submitted to the Minister with the record.

Submission of digital report(s)/electronic copies is encouraged but this does not replace the ministry's requirement for hard copies.

All measurements must be in **metric units**.

Completing the Application Form Electronically

This is a PDF form that can be completed electronically using the free Adobe software. Using the free Adobe reader 9 (or later version) will allow you to save your completed form to your computer; if you don't already have Adobe reader 9 (or later version) you can download it free of charge from the Adobe website: http://www.adobe.com/products/reader/

Steps for Completing the Form Electronically

- Open the PDF and save it to your computer.
- Complete the form with as much detail as possible. Be sure to complete all fields highlighted in red.
- Save your completed form to your computer.
- Once you've completed all the mandatory fields in the form and saved the form to your computer, click on the submit application button.
- You will then be provided with the option to choose to use either your desktop email or web email for sending the form electronically
- It is recommended, where possible, that you choose your desktop email. If you do, the form will automatically open an email message, populate the "to:" field with the correct email address, populate the subject line with the correct subject and attach your completed form in an XML format.
- Do not make any changes to the "to:" field or the "subject:" fields as any changes to these fields could prevent your application from being received.
- Do not make any changes to the attached XML file as any changes to this file may prevent your application from being received.
- You can include other attachments in this email as long as all attachments together do not exceed 10 MB in size. You can also type additional information in the body of the email.

For Questions about Using this Form

Please refer to the FAQs on the Ministry's website.