



Planning and  
Economic  
Development  
Department

# Application to Amend the Durham Regional Official Plan

Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711

## Regional use only

**File Number**

**Date of Receipt**

Submission of this application constitutes tacit consent for authorized Regional and area municipal staff representatives to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.

### Pre-Consultation

Pre-consultation is a mandatory part of the application process. Through this process, you will be informed of any requirements that may apply within the Durham Regional Official Plan and from Provincial policies and plans. Prior to submitting this form to the Region, it is required that at least one meeting be held with Regional Planning staff, staff from other Regional Departments, the area municipality, the applicable Conservation Authority and other review agencies as deemed appropriate. Following the meeting, the Planning Division shall prepare a Record of Pre-consultation outlining the information to be provided in order that the application may be deemed complete.

### Completeness of the Application

The information in this form must be provided by the applicant. This information must be provided with the appropriate fee(s) and technical information or reports as outlined in the Record of Pre-consultation in order for the application to be deemed complete under the Planning Act. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, if the required information is not provided, the application may be returned until these materials are submitted.

### Submission Requirements

**Fees:** (payable by cheque or money order)

- A non-refundable fee of **\$20,000.00**, payable to the Regional Municipality of Durham, for a privately initiated major amendment, defined as a proposal involving a change in land use designation or policy which requires major technical studies and extensive analysis and consultation.
- A non-refundable fee of **\$7,000.00**, payable to the Regional Municipality of Durham, for a privately initiated minor amendment, defined as a site specific proposal which is small in scale and involves a land use with minor and predictable impacts.
- A non-refundable fee of **\$270.00**, payable to the Regional Municipality of Durham, for any developments based on private, which is the Regional Health Department's review fee.
- A non-refundable fee payable to the applicable Conservation Authority, for lands potentially affected by flooding or erosion or other lands within its jurisdiction. Please contact the appropriate Conservation Authority to determine the exact fee amount (refer to page 11 for contact information).
- A publication fee deposit of **\$1,000.00** (Note: Applicants will be required to pay the actual publication costs associated with the notice requirements of the Planning Act).

### Forms and Information:

- **1 original and 14 copies** of the completed application form.
- **8 copies** of technical information and background reports, as detailed in the Record of Pre-consultation.
- **15 copies** of the proposed text and/or map amendments (in black and white, on 8 1/2" x 11" paper).
- **15 copies** of a sketch/concept plan, showing the location of the property, existing features, adjacent land uses, details of the proposed land uses, and the extent of the applicant's land holding (in black and white, on 8 1/2 " x 11" paper).

Please also provide an electronic version of reports/plans. Measurements are to be indicated in metric units.

**1 Pre-Consultation**

Have you formally consulted with staff of the Region of Durham, area municipality and other agencies prior to submitting this application?      Yes      No

Date of Record of Pre-Consultation: \_\_\_\_\_

Parties/Agencies in Attendance: \_\_\_\_\_

**2 Contacts**

**Owner\***

Name _____
Mailing Address _____
Telephone Work _____ Cell _____ Home _____
Fax _____ Email _____

**Primary Contact / Authorized Agent\*\***

Name _____
Mailing Address _____
Telephone Work _____ Cell _____ Home _____
Fax _____ Email _____

\* If more than one owner, please attach a separate sheet. If numbered company, give name and address of principal owner.

\*\* Owner's authorization (Section 12) is required if the applicant is not the owner.

Correspondence to be sent to (select only one):

Owner

Primary Contact / Authorized Agent

**3 Description of Subject Lands**

Not Applicable

<b>Location</b>
Area Municipality _____ Area (Hectares) _____
Municipal Address _____
<b>Description</b>
Former Township _____ Lot(s) _____ Concession(s) _____
<b>Legal Description</b>
Registered Plan Number _____ Reference Plan Number _____
Assessment Roll Number _____
Lot(s) / Block(s) _____ Part Number(s) _____

**4 Purpose of the Application:**

a) What is the current land use designation(s) of the subject land, if applicable?      Not Applicable

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Identify the policy(ies) and / or land use designation(s) to be added, changed, deleted or replaced:

---



---



---

c) Please provide the specific wording of the requested amendment:

---



---



---

**5. Provincial Policy**

a) Is this application consistent with the Policy Statements issued under subsection 3(1) of the Planning Act?                      Yes                      No

b) Explain how the application is consistent with the Provincial Policy Statement (PPS) (incorporate as part of Planning Justification Report if possible).

---



---



---

c) Explain how the application is consistent with Places to Grow, Growth Plan for the Greater Golden Horseshoe (incorporate as part of Planning Justification Report if possible).

---



---



---

d) Is the subject land(s) within an area designated under any of the following provincial plans?

Oak Ridges Moraine Conservation Plan (2002)	Yes	No
Greenbelt Plan (2005)	Yes	No
Other (Specify): _____	Yes	No

Explain how the application conforms to or does not conflict with each of the applicable Provincial Plan(s) (incorporate as part of Planning Justification Report if possible)

---



---



---

**6. Reports:**

The application may be deemed incomplete without the submission of the required reports identified in the Record of Pre-consultation.

a) List the title, author and date of any reports attached to this submission, if applicable.

Not Applicable

Title	Author	Date

**7. Current and Previous Use of the Subject Lands:**

Not Applicable

a) What is the current use of the subject lands?

---



---



---

b) What were the previous uses of the subject lands?

---



---



---

**8. Other Planning Applications/Approvals Related to this Application:**

Not Applicable

Application Type	File Number	Status
<input type="checkbox"/> Durham Regional Official Plan Amendment		
<input type="checkbox"/> Area Municipal Official Plan Amendment		
<input type="checkbox"/> Local Municipal Zoning By-law Amendment		
<input type="checkbox"/> Subdivision or Condominium Plan		
<input type="checkbox"/> Severance		

**9. Servicing:**

Please indicate the proposed method of servicing and attach the appropriate information where applicable.

Not Applicable

**Method of Sewage Disposal**

- Municipal piped sewage system
- Individual septic system
- Other (specify) \_\_\_\_\_

**Method of Water Supply**

- Municipal piped water system
- Individual wells
- Individual Surface Water
- Other (specify) \_\_\_\_\_

Note: All development on individual on-site sewage systems or tanks requires a geotechnical report and hydrogeological report. Before undertaking the preparation of such reports, consult the appropriate approval authority (Area Municipality or Region's Health Department) about the type of geotechnical report and hydrogeological assessment required.

**Road Access**

- Provincial Highway
- Regional Road
- Local Road
- Other (specify) \_\_\_\_\_

**10. Site Contamination:**

The attached **Site Screening Questionnaire** must be completed by a Qualified Person and submitted with this application.

**11. Minimum Distance Separation from Existing Livestock Facilities:**

If the subject land is within 1000 metres for a Type A land use\* and 2000 metres for a Type B land use of an existing livestock barn or manure storage facility, then the attached **Minimum Distance Separation Data Sheet** must be completed and submitted with this application.

\* The Ontario Ministry of Agriculture and Rural Affairs, in their MDS Implementation Guidelines states that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

**12. Owner’s Authorization:**

If the applicant is **not** the owner of the subject land, the owner must complete the following written authorization:

**Authorization of Owner (please print)**

I, \_\_\_\_\_ own the subject land and I authorize  
\_\_\_\_\_ to make this application.

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

**Authorization of Owner for Disclosure of Personal Information**

I, \_\_\_\_\_ own the subject land and, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

**Affidavit or Sworn Declaration of Owner or Applicant**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ make oath and solemnly declare that the information in this application, attachments and accompanying reports is true.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

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

Signature of Owner or Applicant \_\_\_\_\_

## Site Screening Questionnaire Form



Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East  
Whitby, ON L1N 6A3  
Telephone: 905.668.7711  
Toll Free: 1.800.372.1102  
[www.durham.ca](http://www.durham.ca)

### Site Screening Questionnaire for Identifying Potentially Contaminated Development Sites in the Regional Municipality of Durham

This form must be completed for all planning applications unless two original copies and a digital copy of the applicable Environmental Site Assessment (ESA) work prepared in accordance with Ontario Regulation (O.Reg.) 153/04, as amended, is submitted to the approval authority in support of this development proposal. If you have any questions about this questionnaire, please contact the Regional Municipality of Durham as identified above.

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

Mailing Address (Street No. and Name): \_\_\_\_\_

Location of Subject Lands (Municipal Address): \_\_\_\_\_

Lot(s): \_\_\_\_\_ Concession(s): \_\_\_\_\_ Registered Plan #: \_\_\_\_\_

Former Township: \_\_\_\_\_ Municipality: \_\_\_\_\_

Related Planning Application(s) and File Number(s) \_\_\_\_\_

1. What is the current use of the property? Check the appropriate use(s):

Category 1:      Industrial                      Commercial                      Community

Category 2:      Residential                      Institutional                      Parkland

Category 3:      Agricultural                      Other

Note: daycare facilities and a property that contains a religious building(s) are considered institutional uses. See Ontario Regulation 153/04, as amended, for definitions.



If Yes was selected in any of the questions above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

ESA's may be waived at the Region's discretion provided that the Applicant/Qualified Person (QP) can demonstrate that the response(s) does not pose a risk to human health and the environment to the Region's satisfaction (e.g. consent applications relating to easements, leases, mortgages, correction of title as well as location of off-site Potentially Contaminated Activities; and direction of surface and groundwater flow etc.).

The Region must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. Regional third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

Note: The Region may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

**Declarations:**

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the Planning Act and reviewed by the Region of Durham Planning Department.

A QP sign-off may be waived by the Region for the following Land Division Committee application types: leases; mortgages; title corrections; re-establishment of lot lines (where title inadvertently merged); minor lot line adjustments (at the discretion of the Region); as well as minor variances; minor zoning by-law amendments (e.g. where there is no physical development, the addition of a new non-sensitive land use), and/or part lot control applications where site contamination was recently addressed by a related planning application. For a full list of QP exemptions, please see the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

Where a QP sign-off is required on this form, the completion of a Regional Reliance Letter and Certificate of Insurance may be waived.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject property contains contaminants at a level that would interfere with the proposed property use. I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

**Qualified Person:**

Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

**Professional Seal:**

**Property Owner, or Authorized Officer:**

Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Company (if Applicable): \_\_\_\_\_

Title of Authorized Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Regional File Number: \_\_\_\_\_

Area Municipal File Number: \_\_\_\_\_

## List of Potentially Contaminating Activities

**Table 2 – Ontario Regulation 153/04**

**Records of Site Condition – Part XV.1 of the *Environmental Protection Act***

**Ministry of the Environment, Conservation and Parks**

<b>Item</b>	<b>Potentially Contaminating Activity (PCAs)</b>
1.	Acid and Alkali Manufacturing, Processing and Bulk Storage
2.	Adhesives and Resins Manufacturing, Processing and Bulk Storage
3.	Airstrips and Hangars Operation
4.	Antifreeze and De-icing Manufacturing and Bulk Storage
5.	Asphalt and Bitumen Manufacturing
6.	Battery Manufacturing, Recycling and Bulk Storage
7.	Boat Manufacturing
8.	Chemical Manufacturing, Processing and Bulk Storage
9.	Coal Gasification
10.	Commercial Autobody Shops
11.	Commercial Trucking and Container Terminals
12.	Concrete, Cement and Lime Manufacturing
13.	Cosmetics Manufacturing, Processing and Bulk Storage
14.	Crude Oil Refining, Processing and Bulk Storage
15.	Discharge of Brine related to oil and gas production
16.	Drum and Barrel and Tank Reconditioning and Recycling
17.	Dye Manufacturing, Processing and Bulk Storage
18.	Electricity Generation, Transformation and Power Stations
19.	Electronic and Computer Equipment Manufacturing
20.	Explosives and Ammunition Manufacturing, Production and Bulk Storage
21.	Explosives and Firing Range

<b>Item</b>	<b>Potentially Contaminating Activity (PCAs)</b>
22.	Fertilizer Manufacturing, Processing and Bulk Storage
23.	Fire Retardant Manufacturing, Processing and Bulk Storage
24.	Fire Training
25.	Flocculants Manufacturing, Processing and Bulk Storage
26.	Foam and Expanded Foam Manufacturing and Processing
27.	Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles
28.	Gasoline and Associated Products Storage in Fixed Tanks
29.	Glass Manufacturing
30.	Importation of Fill Material of Unknown Quality
31.	Ink Manufacturing, Processing and Bulk Storage
32.	Iron and Steel Manufacturing and Processing
33.	Metal Treatment, Coating, Plating and Finishing
34.	Metal Fabrication
35.	Mining, Smelting and Refining; Ore Processing; Tailings Storage
36.	Oil Production
37.	Operation of Dry-Cleaning Equipment (where chemicals are used)
38.	Ordnance Use
39.	Paints Manufacturing, Processing and Bulk Storage
40.	Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications
41.	Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage
42.	Pharmaceutical Manufacturing and Processing
43.	Plastics (including Fibreglass) Manufacturing and Processing
44.	Port Activities, including Operation and Maintenance of Wharves and Docks
45.	Pulp, Paper and Paperboard Manufacturing and Processing
46.	Rail Yards, Tracks and Spurs

<b>Item</b>	<b>Potentially Contaminating Activity (PCAs)</b>
47.	Rubber Manufacturing and Processing
48.	Salt Manufacturing, Processing and Bulk Storage
49.	Salvage Yard, including automobile wrecking
50.	Soap and Detergent Manufacturing, Processing and Bulk Storage
51.	Solvent Manufacturing, Processing and Bulk Storage
52.	Storage, Maintenance, Fueling and Repair of Equipment, Vehicles, and Material used to Maintain Transportation Systems.
53.	Tannery
54.	Textile Manufacturing and Processing
55.	Transformer Manufacturing, Processing and Use
56.	Treatment of Sewage equal to or greater than 10,000 litres per day
57.	Vehicles and Associated Parts Manufacturing
58.	Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners
59.	Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products

Note: the above-noted PCAs may change from time-to-time. Please refer to the Provincial Brownfields Regulation O.Reg.153/04 for the official list of PCAs.



Planning and  
Economic  
Development  
Department

## Minimum Distance Separation Sheet

Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711

This form is to be completed when applying for a new non-farm use within 750 metres for a Type A land use\* and 1,500 metres for a Type B land use\* of an existing livestock facility. **Complete one sheet for each different set of buildings used for housing livestock.**

Owner of Livestock Facility \_\_\_\_\_

Township \_\_\_\_\_ Lot \_\_\_\_\_ Concession \_\_\_\_\_

Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use (metres): \_\_\_\_\_

Closest distance from manure storage to the property boundary of the new lot(s) or the change in land use (metres): \_\_\_\_\_

Tillable hectares where livestock facility located: \_\_\_\_\_

Livestock	Livestock Type	Existing Housing Capacity (Number)	Manure System (Specify or select from the drop-down list: Covered Tank, Open Solid Storage, Open Liquid Tank, Earthen Manure Storage)
Dairy	<input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers		
Beef	<input type="checkbox"/> Cows (barn confinement) <input type="checkbox"/> Cows (barn with yard) <input type="checkbox"/> Feeders (barn confinement) <input type="checkbox"/> Feeders (barn with yard)		
Swine	<input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs		
Poultry	<input type="checkbox"/> Chicken Broilers/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (over 10 kg) <input type="checkbox"/> Meat Turkeys (5 to 10 kg) <input type="checkbox"/> Meat Turkeys (under 5 kg) <input type="checkbox"/> Turkey Breeder Layers		
Horses	<input type="checkbox"/> Horses		
Sheep	<input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs		
Mink	<input type="checkbox"/> Adults		
Veal	<input type="checkbox"/> White Veal Calves		
Goats	<input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats		
Other	<input type="checkbox"/>		

MDS Prepared by: Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

\*The Ontario Ministry of Agriculture and Rural Affairs, in their MDS Implementation Guidelines states that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

### For Regional Use Only

Minimum Separation Distance: \_\_\_\_\_

Does the application comply with MDS requirements?      Yes      No

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_



Planning and  
Economic  
Development  
Department

## Conservation Authority Fee Collection Form

Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711

**Please complete the following and attach to your planning application**

Check relevant Conservation Authority:

**Central Lake Ontario Conservation Authority**

100 Whiting Avenue, Oshawa, Ontario, L1H 3T3 Tel: (905) 579-0411 Fax: (905) 579-0994

**Ganaraska Region Conservation Authority**

P.O. Box 328, Port Hope, Ontario, L1A 3W4 Tel: (905) 885-8173 Fax: (905) 885-9824

**Kawartha Region Conservation Authority**

277 Kenrei Road, RR #1, Lindsay, Ontario, K9V 4R1 Tel: (705) 328-2271 Fax: (705) 328-2286

**Lake Simcoe Region Conservation Authority**

120 Bayview Parkway, Box 282, Newmarket, Ontario, L3Y 4X1 Tel: (905) 895-1281  
Fax: (905) 853-5881

**Toronto and Region Conservation Authority**

5 Shoreham Drive, Downsview, Ontario, M3N 1S4 Tel: (416) 661-6600 Fax: (416) 661-6898

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

Application Number: \_\_\_\_\_

Name of Applicant / Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Legal Description (Lot and Concession Numbers): \_\_\_\_\_

General Location: \_\_\_\_\_

Municipality: \_\_\_\_\_

Please consult the Conservation Authority to confirm the appropriate fee prior to completing the applicable boxes below. Please attach the fee made payable to the **appropriate Conservation Authority**.

Application Type	Number of Applications Provided	Fee Amount Provided
Plan of Subdivision		
Plan of Condominium		
Consent / Severance		
Site Specific Official Plan Amendment		
Site Specific Zoning By-law Amendment		
Site Plan Approval (Section 41)		
Minor Variance		

Please check box if receipt required from the Conservation Authority

**NOTE:** Only one set of application fees (the highest fee) will apply when processing and reviewing consolidated application circulation. Additional fees may apply to applications which require extensive investigation (i.e. reports) by conservation authority staff. The applicant will be informed by letter of these additional fee requirements if applicable.

<b>For Conservation Authority use only</b>	14
Date Received _____ CFN: _____	Recipient: _____