

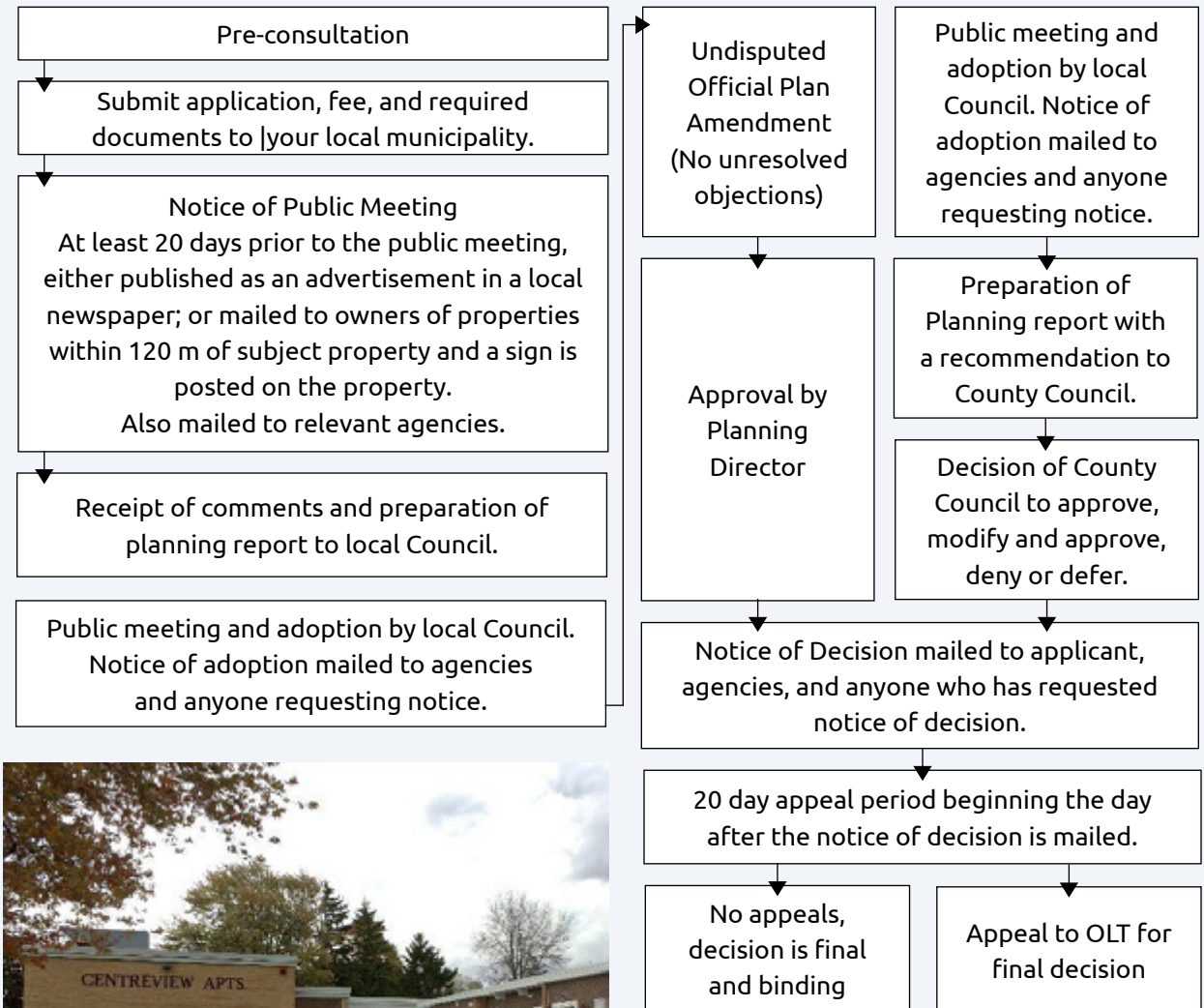
# Guide to the Official Plan Amendment Process

## What is an Official Plan Amendment?

If a proposed use or structure on a property does not meet the requirements of the Official Plan, the owner may apply for an Official Plan Amendment (OPA). In some cases, a combined Zoning By-law Amendment may also be required.

The County of Huron is the approval authority for Official Plan Amendments under Section 17 of the Planning Act. If an OPA has no unresolved concerns, it is undisputed and can be approved by the Planning Director. If there are unresolved concerns the amendment goes to County Council for a decision.

## Official Plan Amendment Process



This guide is intended to provide preliminary information only. Last updated: December 29, 2022

## Pre-consultation

Contact the Huron County Planning and Development Department at 519-524-8394 ext. 3 or your local municipal office to arrange a meeting with the Planner for your municipality. Applicants are strongly encouraged to have a pre-consultation meeting with the Planner before they submit an application. During this meeting, the details of the proposal will be discussed to determine if an Official Plan Amendment is the best approach and how to apply. The Planner will help you understand the process and assist in finding solutions to problems.

## Complete an Application

Please ensure all questions in the application form are answered and detailed explanations are given, especially for question #2 (purpose and reasons for proposed amendment) and question #11 (proposed use of the land). Also ensure the application is accompanied with a sketch or copy of a survey showing the property layout, as well as the applicable application fee. Planning application forms are available online at <https://www.huroncounty.ca/plandev/forms/> or you may ask your local Planner for a copy.

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## Submit Application and Required Documents

Submit the application, sketch, and fee to your local municipal office. You may wish to call the municipal office in advance to ensure a Commissioner is available to sign the application form. If you require contact information for your local municipal office, please call the Planning and Development Department at 519-524-8394 ext. 3.

## Notice of Public Meeting

If the information in the application form is complete, a public meeting date is set. Notification of the public meeting will be published in a local newspaper at least 20 days prior to the meeting or sent by mail to neighbouring property owners within 120 metres of the subject property. A sign displaying details of the public meeting is also posted on the subject site if a mailed notice is used. Copies of the application may be circulated to municipal staff and external agencies such as the Conservation Authority to obtain comments. The Planner will review the application against provincial, county, and local policies, consider all comments received, and conduct a site visit prior to preparing a planning report.

## Public Meeting and Decision

At the public meeting, the Planner will present the planning report to the municipal Council. Those present are given the opportunity to speak. The local Council may adopt the amendment following the public meeting, or at a later date. Notice of adoption is mailed to agencies and anyone who requests to be notified. The adopted amendment is forwarded to the County of Huron for a decision. If the amendment has no unresolved concerns, it is approved by the Planning Director. If there are any unresolved concerns, the amendment goes to County Council for a decision.

## Notice of Decision

A notice of the decision which identifies appeal rights is mailed to the applicant. It is also sent to any members of the public who provided written comments or attended the public meeting and who requested to be notified of the decision of the Council. This notice will be sent out within 15 days after the public meeting. Listed on this notice is the last day for appeals, which is 20 days from the day after the notice of decision is mailed.

## Decision is in Effect

If there are no appeals, the applicant will receive a notice of no appeals in the mail. Ask your local Planner if you have any questions about the decision

## Appeals

Any person who spoke at the public meeting or sent a written submission to the Clerk can appeal the decision of the County within the 20 day appeal period. Appeals are decided by the Ontario Land Tribunal (OLT).

Those wishing to appeal must submit a completed Appellant Form to the County Clerk along with the \$300 filing fee payable to the Minister of Finance. Website:

<https://olt.gov.on.ca/tribunals/lpat/about-lpat/>

A decision only becomes final and binding if there are no appeals within the twenty day appeal period.

## Fees

Fee payable to your local municipality	
Official Plan Amendment	2023 fee: \$4,020 2024 fee: \$4,100 2025 fee: \$4,182 2026 fee: \$4,266
Official Plan + Zoning By-law Amendments	2023 fee: \$5,053 2024 fee: \$5,154 2025 fee: \$5,257 2026 fee: \$5,362
Local & County Official Plan Amendments	2023 fee: \$6,662 2024 fee: \$6,795 2025 fee: \$6,931 2026 fee: \$7,070
Local & County Official Plan + Zoning By-law Amendments	2023 fee: \$7,753 2024 fee: \$7,908 2025 fee: \$8,066 2026 fee: \$8,227
*Additional fees may apply	

## Application Forms

Forms are available online [www.huroncounty.ca/plandev/](http://www.huroncounty.ca/plandev/) or at the local municipal office. Completed applications and fee(s) are submitted to the local municipal office. The form for an Official Plan Amendment is the same form used for Zoning By-law Amendments.

The time from submission of a complete application to a final decision is approximately 6 months.

## Huron County Planning & Development Department

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E-mail: [planning@huroncounty.ca](mailto:planning@huroncounty.ca)

*“Planning with the community for a healthy, viable and sustainable future.”*

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