



City of Kenora

Application for Official Plan Amendment
Section 22 of the Planning Act & Ontario Regulation
543/06 (as amended)

Fees:

Official Plan Amendment	\$7,000
Deposit for Legal fees	\$1,100

Beware of Fraudulent Payment Requests

The City of Kenora will not request payment by wire transfer, gift card, cryptocurrency, or changes to banking information via email.

Official payments are only made through approved City Channels

The Official Plan is a mandatory policy document which establishes the land use planning policy direction for growth and long-term development in the City of Kenora. An Official Plan amendment, also referred to as an OPA, is required when it is necessary to amend the policies in the Official Plan to allow for new developments that are desirable for the City. The Official Plan is a broader policy document than the implementing zoning by-law, as it establishes the over-arching land use directives for the City.

There are instances where a change, or “amendment”, to the Official Plan may be required or appropriate. These amendments may be a result of changing conditions or objectives, or the desires of individual land owners. Applications to amend the Official Plan are generally submitted and processed concurrently with a zoning by-law amendment.

Applications, together with, at a minimum, the planning rationale (includes discussion of how the application considers the Provincial Planning Statement (2024), meets the intent of pertinent Official Plan policies and other municipal planning documents), are circulated to internal departments, in addition to the required agencies and provincial ministries, the Ministry of Municipal Affairs and Housing (MMAH) in particular. Kenora City Council makes the decision on whether or not to approve an application to amend the Official Plan. The appeal process includes notice requirements, per the Planning Act.

GENERAL OVERVIEW AND GUIDELINES

Pre-Consultation: It is recommended that applicant(s) attend a pre-consultation meeting with the Planning Department prior to formally submitting this application. Please ensure that you call ahead to arrange an appointment with Planning Staff at least one week prior to your preferred meeting date.

Please refer to the appropriate checklist for timelines.

Applicants are also encouraged to consult with neighbours about their application prior to submission.

For further information, or to make an appointment, please contact:

Email: planning@kenora.ca

Proof of Ownership: Proof of ownership (deed) or assessment roll number (tax bill) shall accompany each application.

Fee: The fee for an Official Plan Amendment is outlined in the Tariff of Fees for *Planning Act* Applications. Please make cheques payable to the Corporation of the City of Kenora. Payments may be made by cash or cheque only, or by debit/credit if paid at City Hall.

Application: The City of Kenora requires an original copy of the application, together with the application fee or receipt from payment in order for the application to be deemed complete and be processed. All required information may also be submitted electronically.

Applications can be picked up from the Planning Department located at the Operations Centre or downloaded from the City of Kenora website under the Planning Section.

The Planning Act requires that the applicant shall provide all prescribed information contained within this application. Failure to provide this mandatory information shall render the application incomplete and unable to be processed. Please answer all questions in full detail.

Applications must be filled out in Blue or Black ink only. Applications completed in pencil or other colours of ink will not be accepted. If submitting photocopies of your application, the original copy must also be filed.

If the application is being submitted concurrently with another application (i.e. for consent) each application must be complete.

Some applications will require clearance letters from the Northwestern Health Unit. Please contact the NWHU at 807-468-3147 for information with respect to private sewage systems.

If access to the subject property is via a Provincial Highway, the Ministry of Transportation (MTO) must be consulted. Please call or visit the local office of the MTO for further information.

Some developments will be subject to site plan control. Please refer to the City of Kenora Portal for further information about site plan control.

Applications shall be signed by the owners(s) or agent in the presence of a Commissioner of Oaths. Applications can be commissioned at City Hall or the Operations Centre. Where an agent or solicitor is authorized to make the application on behalf of the owners(s), their signature shall be witnessed.

Required information, which must accompany your application, and information regarding the current Official Plan and Zoning Designations of your property may be obtained from the Planning Department online at <http://kenora.ca>. The Provincial Planning Statement (2024) is available online as well.

The Planning Act, R.S.O. 1990 (as amended) and Ontario Regulation 543/06 (as amended), of the Planning Act are available online at: <https://www.ontario.ca/laws>

All applications will be circulated for review and comment to a number of City Departments (such as Planning, Engineering, Building, Parks, Roads, Fire and Emergency Services, etc., and legislated outside agencies). All applications will also be circulated to all property owners within a 120-metre radius of the subject property. Notices of the application must be given at least 20 days prior to the public meeting and therefore applications must be received and deemed complete at least 30 days prior.

Authorization:	Should an agent or solicitor represent the applicant(s), written authorization from the applicant(s) must accompany the application.
Posting of Signs:	The Planning Act requires that a “notice of hearing” sign be posted on the subject property at least 20 days prior to the public hearing. Failure to comply with this may result in your application being removed from its scheduled Planning Committee of Adjustment (COA) Agenda. The Planning Department will provide the sign for the applicant.
OLT Cost Recovery:	The applicant acknowledges that if an Ontario Land Tribunal hearing is required, that they will be subject to the City of Kenora OLT cost recovery policy for OLT appeals. An undertaking is provided as part of this application and forms part of a complete application.
Special Studies:	Applicants are advised that special studies may be required as part of the application depending on the nature of the proposal. Such studies may include: Environmental Impact

Statement (EIS), Heritage Impact Assessment, Lake Capacity Study, Fishery Assessment, Transportation/Traffic Impact Study, Stormwater management study etc. A full list of potential required studies may be found in section 8.10 of the Official Plan.

Applicants may also need to contact the Department of Fisheries and Oceans (DFO), Ministry of Environment (MOE) or Natural Resource (MNR), depending on the nature of the application. It is the responsibility of the applicant and/or agent to contact these organizations.

FREQUENTLY ASKED QUESTIONS (FAQ)

If someone from the public objects to my application at the meeting is my application automatically refused?

NO. The Council must weigh all evidence presented at the public meeting and make a determination on that basis. Council will use input from the public, section 22 of the Planning Act, the Provincial Policy Statement (2014), the City of Kenora Official Plan (2015) and the Planning Advisory Committee's recommendation, when considering their decision.

Do I get my application fee refunded if my application is refused?

NO. City staff time and costs are incurred regardless of the outcome of the application.

What can I do if my application is refused by Council?

You may file an appeal to the Ontario Land Tribunal (OLT), in accordance with their requirements.

How long does the application process take? (refer to checklist)

The Planning Act requires that a decision must be rendered by Council within 180 days of the application being deemed complete. The length of time is due to the consultation with various departments and agencies that is required. Your approval is not in effect until the 20-day appeal period following the decision has ended. In cases where an appeal is lodged, the decision is not final until it has been dealt with by the Ontario Land Tribunal. Only individuals and/or agencies that make written or oral submissions at or prior to the scheduled public meeting may file an appeal to the Ontario Land Tribunal.

When might an Official Plan Amendment be required?

An amendment to the Official Plan may be required when an individual feels that the nature of the Plan's policies do not recognize the potential of a particular property or impose undesirable limitations.

How is my application evaluated?

Official Plan amendment applications are evaluated by City Council based on Provincial, City and site-specific circumstances. City Council will use the following planning legislation to base their decision:

Planning Act

The Planning Act is a piece of provincial legislation which allows for municipalities to plan. In general terms, municipalities cannot undertake planning processes that are not explicitly enabled through the Planning Act. The Act sets out the parameters for establishing an Official Plan, Zoning By-law, and other municipal planning documents. The Planning Act spells out required planning processes and associated regulations that are companion to the Act provide greater detail. The Act also elicits that all municipal planning must be undertaken such that it is consistent with provincial interest. Furthermore, the Act specifies that all municipal planning actions must be consistent with the municipality's Official Plan.

Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides a more complete description of provincial interests. As all planning decisions, including those relating to Official Plan amendments, are to be consistent with the Provincial Planning Statement, the document is considered in its entirety when evaluating all Official Plan amendments. Interests such as building strong communities, managing resources and protecting public health and safety are included in the PPS.

Official Plan Policy

The City of Kenora Official Plan includes a broad range of policies that are intended to give direction for the evaluation of applications to change the Official Plan. There are City-wide, area-specific, and land-use-specific policies included for this purpose. These policies serve as a primary resource for evaluating Official Plan amendment applications.

Municipal Guidelines

Many guideline documents have been prepared and adopted by City Council. These documents provide greater detail to articulate and guide the implementation of Official Plan policies. A full list of the guideline documents is available on the City of Kenora's web site.

How can I get involved if I receive notice?

If you have received notice, or have additional questions, about an Official Plan application that may affect you, you should:

- Contact the City of Kenora Planning Department
- Discuss your concerns with Council, when attending the statutory public meeting
- Write to City Council, by the date specified on the notice you received or indicated on the sign located on the subject property

What could affect the outcome of my application?

- Valid objections from neighbours or a third party ("Do not like it because do not like it" is not valid).
- Comments from one or more departments or external agencies:
- What departments and agencies are circulated?
- Northwestern Health Unit (NWHU)
- Roads Department
- Operations
- Planning Department
- Engineering
- Building Department
- Parks and Recreation
- Ministry of Transportation, Environment, Natural Resources
- Department of Fisheries and Oceans
- Kenora Hydro (if applicable)
- Propane operators (if applicable)
- Others as determined by the City of Kenora
- Other agencies as stipulated by the Planning Act

PLANNING RATIONALE

A Planning Rationale is a document that will provide an overall description, justification and rationale for understanding the proposed development application, and intended to help the applicant organize and provide written support for the application. The document will assist staff and the approval authority, in the assessment and recommendation for the application. A planning rationale is recommended to accompany each application.

What is the purpose of a planning rationale?

A planning rationale is recommended as part of an application in order to:

- A) Provide a clear description and understanding of the proposal
- B) Provide an opportunity, at the outset, to establish why the proposal should be considered
- C) To highlight important information specific or particular to the application (ie. special history, different circumstances, unique site conditions, etc.)
- D) To enable staff to analyze and prepare recommendations on the application

It is not intended to be a personal analysis or business case for a proposed development, rather it should examine the impact of the proposal on the surrounding area, and vice versa.

Who can prepare a planning rationale?

Depending on the complexity of the application, the information requirements can be addressed in a letter, or a longer report. The material can be prepared by the owner, an agent, the applicant or by a member of a consulting team, depending on the nature of the application.

For a complex application it is recommended that a planning professional be retained to prepare the planning rationale. The benefits to the applicant, of hiring a planning professional, can be significant in presenting the proposal in its best form, which may result in cost and time savings, as well as making the approval process as efficient as possible.

What, specifically does a planning rationale contain?

A Planning Rationale shall contain and/or address, at a minimum, the points listed below. The failure to address the following points may result in the application being considered incomplete.

- A) Provide a physical description of the site, including descriptions of current land use(s) and surrounding land uses, context and/or built form
- B) Include a description of the site's planning history, including previous planning approvals and/or agreements (ie. site plan agreement, site-specific zoning by-laws etc.) and provide copies of the pertinent documents
- C) Include a description and overview of the proposal, including any major features or attributes (such as use, height, density, parking, architectural design, natural heritage features, etc.)
- D) Describe the suitability of the site, and indicate reasons why the development is appropriate for the site and will function well to meet the needs of the intended future users
- E) Provide a detailed analysis of the compatibility of the proposed development or land use designation with the existing adjacent developments and land use designations
- F) Provide justification that the proposal is appropriate land use planning, including any details of measures that are to be used to mitigate negative impacts (such as site plan control)
- G) Describe the impact of the proposed development on the natural environment
- H) Indicate the availability of other property already designated for the proposed use, if any
- I) Describe the impact of the proposed development on municipal services (ie. sewage collection and treatment systems, water distribution and treatment systems, utilities, roads, hydro services, parking, community facilities, parks and open spaces etc.)
- J) Indicate whether there are other planning approvals require, and if those necessary applications have been filed (ie. Official Plan or Zoning By-law amendment, Site plan Control agreement, site plan approval, minor variance, draft plan of subdivision or condominium etc.)
- K) Provide a draft of the proposed text and mapping (Official Plan/Zoning By-law amendment only), if applicable
- L) Indicate how the proposed development is consistent with the Provincial Planning Statement (PPS) - (2024) and provide any other Planning Act considerations that are relevant. If you are not familiar with these documents, please contact the City of Kenora Planning Department or access the City's portal, www.kenora.ca or the Ministry of Municipal Affairs and Housing website at www.mah.gov.on.ca
- M) Describe the way in which relevant Official Plan policies will be addressed, including both general policies and site-specific land use designations and policies
- N) Indicate whether the proposal complies with any other relevant City documents and Planning Policies/Secondary Plans etc. (Black Sturgeon Lake Capacity and Management Report, Waterfront Development Guidelines, etc.)

OFFICE USE ONLY

Date Stamp - Date Received:

File Number:

Roll Number:

Date Received:

Application Fee Paid:

Application Deemed Complete (Date):

CONCURRENT APPLICATIONS FILED

Please check if you have any concurrent applications filed:

☐ Zoning By-law Amendment

☐ Plan of Subdivision or Condominium

☐ Site Plan Application

☐ Other (Please Specify): _____

☐ Consent

☐ Minor Variance

REQUIREMENTS/CHECKLIST FOR A COMPLETE APPLICATION:

- ☐ Pre-consultation meeting recommended
- ☐ Completed application form (keep a copy for your own records)
- ☐ Any reports/letters of support etc.
- ☐ Information/reports as indicated on application form
- ☐ The required fee of \$7000.00 and legal deposit of \$1100.00 as per the schedule of fees By-law
- ☐ Planning Rationale (recommended)
- ☐ Required studies identified at pre-consultation (See section 8.10 of the Official Plan for list of studies)
- ☐ Authorization of Owner(s) or completion of the Owner's Authorization, if the Owner is not filing the application.
- ☐ Electronic version of all required information
- ☐ Ontario Land Tribunal (OLT) cost recovery undertaking
- ☐ Entrance Permit or MTO clearance if fronting a Provincial Highway

PLEASE LIST THE REPORTS AND/OR STUDIES THAT WILL ACCOMPANY THIS APPLICATION.

THIS APPLICATION MUST BE SUBMITTED TO:

City of Kenora Planning Department – planning@kenora.ca
60 Fourteenth Street North, 2nd Floor
Kenora, ON P9N 4M9

PRESCRIBED INFORMATION

Personal Information collected in response to this planning notice will be used to assist City staff to process this application and will be made public. The information prescribed in this application is contained in Ontario Regulation 543/06 (as amended), of the Planning Act, R.S.O. 1990 (as amended).

The undersigned hereby applies to the Council of the City of Kenora under Section 22 of the Planning Act, R.S.O. 1990 (as revised), for an amendment to the Official Plan, as described in this application.

This application also sets out other information that will assist City Council in their evaluation of the application and Staff review. In the absence of this information, it may not be possible to do a complete review within the legislated timeframe for making a decision. As a result, the application may be refused.

It is the sole responsibility of the authorized agent and/or owner to ensure that this application form is complete and that the information provided is accurate and correct. This application form will not be accepted until all required questions have been answered and all other requirements have been satisfied.

1.0 - APPLICANT INFORMATION

Date Application Submitted to the City of Kenora: _____

SUBJECT PROPERTY INFORMATION

Civic Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Registered Plan Number	M-			
Legal Description				
Reference Plan Number	23R-			
Lot No.(s)/Block No.(s)				
Concession Number(s)/PT LOT				
Part Numbers(s)				
Tax Roll Number	6016			
Lot Frontage (Metres)				
Depth (Metres)				
Area (Ha.)				

OWNER/APPLICANT INFORMATION

Check Appropriate Box:	☐ Person(s) ☐ Company (Name):			
Registered Land Owner	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City			Province	
Contact Information	Phone:		Fax:	
Email				
Acquisition Date of Subject Land				

PLANNING AGENT/SOLICITOR INFORMATION

Company or Firm Name				
Name	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City			Province:	
Contact Information	Phone:		Fax:	
Email				

MORTGAGES, ENCUMBRANCES, HOLDERS OF CHARGES ETC. OF SUBJECT LAND

Company				
Contact Person	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Contact Information	Phone:		Fax:	
Email				

2.0 - POLICY

Does the requested amendment add, change, replace or delete a policy in the Official Plan ☐ YES ☐ NO

If yes, what is the purpose of the requested amendment, and what Section(s) of the Official Plan are being altered?

3.0 - DESIGNATION (Please see www.kenora.ca/planning for schedules/maps)

What is the current designation of the subject land in the Official Plan and the uses that the designation authorizes?

4.0 - PROPOSED DESIGNATION

If the requested amendment changes or replaces a designation in the Official Plan, what is the designation that is being proposed, and the new land uses that change would authorize?

5.0 - TEXT AND SCHEDULE

If a Policy, Designation or Schedule in the Official Plan is being added, changed, replaced or deleted, provide the text and the schedule that accompanies it. Attach a separate sheet if needed.

6.0 - WATER SUPPLY

Subject Property Water Supply:

- ☐ Municipal water ☐ Private well ☐ Communal well
☐ Lake ☐ Other: _____

7.0 - SEWAGE DISPOSAL

Subject Property Sewage Disposal:

- ☐ Municipal sewer ☐ Private septic system / field ☐ Communal septic system / field
☐ Privy ☐ Other: _____

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed, you are required to provide:

- A servicing options report; and
- A hydrogeological report

8.0 - SUBJECT PROPERTY DRAINAGE

Subject Property Site Drainage is provided by:

- ☐ Storm Sewers ☐ Swales ☐ Ditches ☐ Other (Please explain)

—

*A preliminary stormwater management report is recommended, and should be prepared concurrent with any Hydrogeological reports for submission with the application. A stormwater management plan may be required prior to final approval of a plan of subdivision or as a requirement of site plan approval.

9.0 - AREA OF SETTLEMENT

Do either of the requested amendments require alteration to the boundaries of an existing area of settlement or require a new area of settlement implemented? ☐ YES ☐ NO

If yes please indicate the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement:

10.0 - EMPLOYMENT LANDS

Does the Requested amendment remove land from an area of employment? ☐ YES ☐ NO
If yes, please provide the current Official Plan policies, if any, dealing with the removal of employment lands:

11.0 - OTHER APPLICATIONS UNDER THE PLANNING ACT

Is the subject land, or land within 120 metres of the subject lands, the focus of any other applications under the planning act or has the subject property been subject to an application in the past? ☐ YES

☐ NO

If yes, please indicate which applications have or are being undertaken.

	Draft Plan of Subdivision	File No.:	Status:
	Condominium Description	File No.:	Status:
	Official Plan Amendment	File No.:	Status:
	Zoning By-law Amendment	File No.:	Status:
	Minister's Zoning Amendment	File No.:	Status:
	Site Plan Application	File No.:	Status:
	Consent	File No.:	Status:
	Minor Variance	File No.:	Status:
	Part Lot Control	File No.:	Status:
	Other (Please Specify)	File No.:	Status:

If you answered yes to any of the above, please describe the land the "other" application affects, the purpose of that application, and the effect that application will have on the amendment requested through this application:

12.0 - IS THE PLAN CONSISTENT WITH POLICY STATEMENTS ISSUED UNDER SUBSECTION 3(1) OF THE PLANNING ACT?

Please state how this application is consistent with the 2024 Provincial Planning Statement (PPS). A copy of the PPS may be found online at: <https://www.ontario.ca/page/provincial-planning-statement-2024>

13.0 - ADDITIONAL INFORMATION

Please provide any additional information that you feel would be beneficial to Staff, outside agencies or council in evaluating the application:

14.0 - SITE HISTORY

What is the current use(s) of the subject land?

Please state all previous known uses of the subject land.

Has there been an industrial or commercial use on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site? ☐ YES ☐ NO

If yes please be specific:

What information did you use to determine the answers to the above questions?

If yes to the above, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

15.0 - CONTAMINATION	YES	NO	UNKNOWN
Has the grading of the subject land been changed by adding earth or other material?	☐	☐	☐
Has a gas station ever been located on the subject land or adjacent land at any time?	☐	☐	☐
Has there been petroleum or other fuel stored on the subject land or adjacent land?	☐	☐	☐
Is there any reason to believe the subject land or adjacent lands may have been contaminated by former uses (brownfields, industrial waste etc.)?	☐	☐	☐

What information did you use to determine the answers to the above questions? If an environmental assessment has been performed please submit it with the application.

*If the answer to any of the above questions from regarding contamination were checked yes or if there was an industrial or commercial use, please attach a previous use inventory with this application form showing all former uses of the subject land. A soils investigation study may also be required.

16.0 - SUBSURFACE RIGHTS

Are the subsurface rights and the surface rights to the property held by the same owner? ☐ YES ☐ NO

If no, who owns the subsurface rights?

If no, please have the owner complete the following declaration (16.1):

16.1 AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS**(If subsurface rights are different from the Owner of the lands)**

I, _____, the Owner of the subsurface rights for the subject property, am aware of this application and consent to it. (please print)

(Signature)

(Date)

(Address)

Telephone Number

Email Address

17.0 - SIGNIFICANT FEATURES CHECKLIST

Check through the following list. Indicate under YES, NO or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements.

FEATURE OR DEVELOPMENT CIRCUMSTANCE	YES	NO	UNKNOWN	IF YES, PLEASE SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas	☐	☐	☐		Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹	☐	☐	☐		Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²	☐	☐	☐		Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³	☐	☐	☐		Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site	☐	☐	☐		Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant	☐	☐	☐		Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond	☐	☐	☐		Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line	☐	☐	☐		Evaluate impacts within 300 metres.
Operating mine site	☐	☐	☐		Will Development hinder continuation or expansion of operations?
Non-operational mine site within 1 kilometre of subject land	☐	☐	☐		Have potential impacts been addressed? has mine been rehabilitated so there will be no adverse effects?

FEATURE OR DEVELOPMENT CIRCUMSTANCE	YES	NO	UNKNOWN	IF YES, PLEASE SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Airports where noise exposure forecast (NEF) or noise projection (NEP) is 28 or greater	☐	☐	☐		Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric Transformer Facility	☐	☐	☐		Determine possible impacts within 200 metres.
High Voltage Transmission Lines	☐	☐	☐		Consult the appropriate electric power service.
Transportation and Infrastructure corridors	☐	☐	☐		Will corridor be protected? Noise Study Prepared?
Agricultural Operations	☐	☐	☐		Development to comply with the Minimum Distance Separation Formulae and Official Plan.
Mineral Aggregate Resource area	☐	☐	☐		Will development hinder access to the resource or the establishment of new resource operations?
Mineral Aggregate Operations	☐	☐	☐		Will development hinder continuation of extraction? Noise and Dust Study completed?
Existing Pits and Quarries	☐	☐	☐		Will development hinder continued operation or expansion? Noise and Dust Study completed?
Mineral and Petroleum Resources	☐	☐	☐		Will development hinder access to the resource or the establishment of new resource operations?
Significant Wetlands or potentially significant Wetlands	☐	☐	☐		Provide Environmental Impact Study(EIS). Must demonstrate that no negative impacts will occur.
Significant portions of habitat of Endangered or Threatened Species	☐	☐	☐		Provide Environmental Impact Study(EIS). Must demonstrate that no negative impacts will occur.
Significant Fish Habitat, Wildlife Habitat and areas of Natural and Scientific Interest	☐	☐	☐		Provide Environmental Impact Study(EIS). Must demonstrate that no negative impacts will occur.
Sensitive Groundwater Recharge Areas, Headwaters and Aquifers	☐	☐	☐		Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant Build Heritage Resources and Cultural Heritage Landscapes	☐	☐	☐		Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant Archaeological Resources	☐	☐	☐		Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.

FEATURE OR DEVELOPMENT CIRCUMSTANCE	YES	NO	UNKNOWN	IF YES, PLEASE SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Lake of the Woods: Within defined Portions of Dynamic Beach and 1:100 year flood level along connecting channels	☐	☐	☐		Development not permitted
Lands Subject to Flooding and/or Erosions	☐	☐	☐		Development may be permitted. Must demonstrate that hazards can be addressed.
Erosion Hazards	☐	☐	☐		Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains	☐	☐	☐		Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous Sites ⁴	☐	☐	☐		Slope Study, Flood line Study. Demonstrate that hazards can be addressed.
Rehabilitated Mine Sites	☐	☐	☐		Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated and/or Brownfield sites	☐	☐	☐		Assess and inventory of previous uses in areas of possible contamination.

¹Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

18.0 - AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____ in the province of _____, make oath and say (or solemnly declare) that the information required under Ontario Regulation 543/06 (as amended), and provided in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the _____ this _____ day of _____ in the year _____

Commissioner of Oaths

Applicants(s)

19.0 - AUTHORIZATION OF AGENT OR SOLICITOR

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We _____, am/are the owner(s) of the land that is subject of this application for an Official Plan Amendment and I/We hereby authorize

_____ to make this application on my/our behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application .

_____	_____
Date	Owner(s)

20.0 – UNERTAKING FOR ONTARIO LAND TRIBUNAL

Where should the City of Kenora support the Application for Official Plan Amendment,

I/We will undertake to pay, in accordance with By-Law 167-2024, as amended of the City of Kenora, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to full cost recovery in respect of preparation for and attendance at a Ontario Land Tribunal hearing, until the matter is finally resolved by the said Tribunal.

It is hereby acknowledged that “hearing” shall include all attendances before the Tribunal in respect of the said application whether in person, telephone conference call or other means as directed by the Tribunal.

_____	_____
Date	Applicant(s)

21.0 - PRIVACY CONSENT/FREEDOM OF INFORMATION DECLARATION

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted by City Staff and members of Council.

I/We, _____ being the registered owner(s) of the lands subject of this application, and for the purpose of the Freedom of Information and Protection of Privacy Act, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act (R.S.O. 1990 as amended) for the purposes of processing this application.

I/We also authorize and consent to representatives from the City of Kenora and the persons and public bodies conferred with under the Planning Act (R.S.O. as amended) entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

_____	_____
_____	_____
_____	_____
Date	Applicant(s)

Personal information contained on this form is collected pursuant to the *Municipal Act*, and will be used for the purpose of processing and approval of this application and associated applications. Questions about this collection should be directed to:

The Freedom of Information and Privacy Coordinator, City of Kenora,
1 Main Street South, Kenora, ON P9N 3X7, (807) 467-2295.