



Environment and Land Tribunals Ontario
Ontario Municipal Board
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**MUNICIPAL SUBMISSION FORM (R1)
 PLANNING ACT**

OFFICIAL PLANS & AMENDMENTS

Reference Number (OMB Office Use Only):

Material and information is to be forwarded to the Ontario Municipal Board by the Approval Authority/Municipality **within 15 days after the last day for filing a notice of appeal** under the following subsections of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended. **Please check the section of the Act under which the appeal(s) have been filed.** Please print clearly throughout the submission form.

Part 1: Appeal Type (Please check only one box)

SUBJECT OF APPEAL	TYPE OF APPEAL	PLANNING ACT REFERENCE (SECTION)
Official Plan or Official Plan Amendment	<input type="checkbox"/> Appeal against a decision by local council to adopt an OP or OPA (exempt from approval by Minister or Approval Authority)	17(24)
	<input type="checkbox"/> Appeal against a decision of an Approval Authority to approve or not approve all or part of a plan or amendment	17(36)
	<input type="checkbox"/> Approval Authority failed to make a decision on the plan within 180 days	17(40)
	<input type="checkbox"/> Council failed to adopt the requested amendment within 180 days	22(7)
	<input type="checkbox"/> Council refused the requested amendment	

Municipality: _____ Official Plan Reference Number: _____

Upper Tier: _____

Approval Authority (if different than above): _____

Part 2: Approval Authority/Municipal Contact Information

First Name: _____ Last Name: _____

Professional Title _____

E-mail Address: _____

By providing an e-mail address you agree to receive communications from the OMB by e-mail.

Telephone #: _____ ext. _____ Fax #: _____

Mailing Address: _____

Street Address

City/Town

Province

Postal Code

Part 3: Location Information (for OP or OPA)

Address and/or Legal Description of property subject to the appeal:

Part 4: Related Matters

(a) Zoning By-law appeal: _____ O.M.B. File No.: _____

(b) Subdivision Plan appeal: _____ O.M.B. File No.: _____

(c) Consent submission: B- _____ O.M.B. File No.: _____

(d) Other matters at municipality or Board or required to be filed?: _____

Part 5: Official Plan Information

Give a brief outline of the purpose of the official plan/amendment and the nature of the issues raised in the appeal(s):

Did this official plan amendment start with a request for an amendment? YES NO

If yes, **DATE REQUEST RECEIVED BY APPROVAL AUTHORITY:** _____
(If request received before January 1, 2007 please use the R1 'pre-Bill 51' form.)

If this was a municipally initiated official plan/amendment please indicate the following below:

DATE OF PASSING OF THE ADOPTING BY-LAW: _____

Part 6: Scheduling Information

How many days do you estimate are needed for hearing this appeal? _____ Number of days

How many witnesses do you expect to have at the hearing? _____ Number of witnesses

Describe witness(es)' area of expertise. _____

Do you believe this matter would benefit from mediation? YES NO

If yes, do you believe all parties would consent to participating in mediation? YES NO
(Mediation is generally scheduled only when all parties agree to participate)

Do you believe this matter would benefit from a prehearing conference? YES NO

If yes, why? _____

Part 7: Municipal Representative Information (Legal or Planning) *Person attending OMB hearing

First Name: _____ Last Name: _____

Company Name: _____

Professional Title: _____

E-mail Address: _____

By providing an e-mail address you agree to receive communications from the OMB by e-mail.

Daytime Telephone #: _____ Alternate Telephone #: _____

Fax #: _____

Mailing Address: _____
Street Address Apt/Suite/Unit# City/Town

Province Country (if not Canada) Postal Code

Part 8: Required Documentation (Please check boxes to indicate document included in filing)

I confirm that I have attached the following items to this form.

Signature of Clerk/Approval Authority: _____ Date: _____

The following material must be attached to this form where applicable, in the order which it is listed:

- Original or true copy of each notice of appeal received and reasons for appeal **with indication of the date on which each notice was filed**. Attach a typed list of the names, addresses and telephone numbers of all appellants.
- Board fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by each appellant. Ensure that cheque/fee payment is affixed to each appeal.
- If applicable, the original or certified copy of the prescribed information and material received by council or the planning board under subsection 22(4) of the *Planning Act* or the original or certified copy of the record received by the approval authority under section 7 of O.Regulation 543/06 under the *Planning Act*.
- The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board.
- Certified copy of the proposed official plan or plan amendment. (If municipal staff have not drafted a proposed amendment, this draft can be requested from the applicant.)
- If applicable, an affidavit or sworn declaration from an employee of the municipality or approval authority certifying:
 - a) The statutory requirements for the giving of notice and the holding of public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public as set out in the official plan have been complied with; and
 - b) The statutory requirements for the giving of notice of adoption have been complied with. Include date written notice was given.
 - c) If subsection 22(6.4) of the *Act* applies, a certificate that the requirements of clause 22(6.4)(a) of the *Act* have been complied with.
- Where a public meeting has been held, a copy of the minutes of the public meeting (printed format).
- List of suggested names and addresses of all persons and agencies to be notified of OMB hearing.
- A copy of any planning report considered by council.
- Original or a copy of all written submissions and comments and the dates they were received. [Sections 17(36), 17(40), 22(7)]
- An affidavit or sworn declaration of an employee of the municipality and/or approval authority listing all persons and public bodies that provided written submissions or comments, if applicable. Attach a Schedule with a typed list of their full names, addresses and telephone numbers. [Sections 17(24), 17(36) and 22(7)]
- An affidavit or sworn declaration of an employee of the municipality and/or approval authority listing all persons and public bodies that made oral submissions at the public meeting, if applicable. Attach a Schedule with a typed list with their full names, addresses and telephone numbers. [Sections 17(24), 17(36) and 22(7)]
- A certified copy of the by-law adopting the proposed official plan or official plan amendment. [Section 17(24)]
- A copy of the decision of the approval authority, if applicable.
- Original or certified copy of the request for an amendment to the official plan. [Section 22(7)]
- If applicable, a copy of the council or planning board's written explanation for the refusal to adopt the proposed official plan amendment, including the date that the giving of notice of refusal was completed and an indication that notice of the refusal was given in accordance with the provisions of the *Act*. [Section 17(36) and 22(7)]
- In the case of a proposed official plan, a statement as to whether it replaces an existing official plan. [Section 17(36)]
- A statement from an employee of the municipality or planning board as to whether the decision of the council, planning board or approval authority,
 - i. is consistent with the policy statements issued under subsection 3(1) of the *Act*, and
 - ii. conforms to or does not conflict with any applicable provincial plan or plans. [Sections 17(36), 17(40), 22(7)]
- An affidavit or sworn declaration made by an employee of the approval authority certifying that the requirements for giving notice of the decision under subsection 17(35) of the *Act* have been complied with. [Section 17(36)]