



GEORGINA

OFFICIAL PLAN AMENDMENT APPLICATION GUIDE

NOTE: As per Council policy, all taxes must be paid to date before the processing of an Official Plan Amendment application.

PURPOSE OF APPLICATION

This Official Plan Amendment Application Guide sets forth the procedure for processing all Official Plan Amendment applications. The information required allows the Municipality to properly evaluate your proposal. The information you provide will assist the Municipality and associated public bodies in expediting this process.

Pre-Consultation

The Development Planning Department highly recommends that the owner/agent arrange in advance to meet with staff prior to making the formal submission in order to avoid delays relating to incomplete applications or lacking information requirements. Staff may recommend pre-consultation with applicable commenting public bodies or agencies which may have jurisdictional concerns with the proposal.

Such public bodies or agencies may include the York Regional Departments of Planning & Development Services, Transportation & Works, the Lake Simcoe Region Conservation Authority (lands within their jurisdiction), the Ministry of Transportation (provincial highway jurisdiction), the Ministry of Citizenship, Culture & Recreation (archaeological heritage concerns), or other bodies who may have an interest in the application.

The pre-consultation process is key to ensuring that all issues are identified, and potentially resolved, as early on in the planning process as possible, and preferably before a formal application is submitted to the municipality.

On February 25, 1999, York Region Council passed By-law No. A-0265-1999-017 to authorize the exemption of certain local official plan amendments from Regional approval. The exemption procedures as set out in Regional Official Plan Amendment No.9 are now in effect. The amendment permits the exemption from Regional approval of local official plan amendments considered to be locally significant and not of Regional or Provincial significance.

Amendments which require approval by Regional Council include:

- applications directly and substantially affecting Regional servicing infrastructure, i.e. roads, sewer, water
- applications that substantially change Regional capital forecasts

- urban boundary expansions
- major applications that will adversely affect Regional traffic flows
- non-farm development in the agricultural and/or rural area
- major secondary plans
- large retail applications having a Regional impact
- applications having an adverse impact on the Provincial Policy Statement
- applications within the Regional Greenlands System
- density decreases impacting the entire municipality
- applications with cross boundary impacts
- applications in the Parkway Belt and Oak Ridges Moraine (these are not present within Georgina's boundaries)

All other local official plan amendment applications may be eligible for exemption from Regional approval. Pre-consultation between the applicant, area municipal staff and Regional staff is encouraged to assist in determining if an application will be exempt from Regional approval.

APPLICATION FEES

The applicant must submit the appropriate fee for the processing of the application, in accordance with the Town of Georgina Fee By-law No. 2018-0074 (PL-7), as amended. A copy of the fee schedule can be found on the Town of Georgina website: [2026-planning-fees.pdf](#). The basic application fee, payable to the Town of Georgina, is required to cover normal costs incurred in processing an application.

In accordance with By-law No, 98-165 (BU-I), applications requiring review by the Town of Georgina On-Site Sewage Inspector must be accompanied by a completed On-Site Sewage Inspection form. The applicable fee, payable to the Town of Georgina, and application are then forwarded to the On-Site Sewage Inspector. The Inspector must submit comments to the Committee of Adjustment regarding your application, therefore the fee is payable, to help, in part, cover the cost of preparing such a report. You can find the current fee on the Town of Georgina website: [Building Department Fee Schedule](#) on page 25.

NOTE: You are exempt from the inspection fee, if the new lot:

- Is serviced by municipal sanitary sewers
- Comprises a public highway
- Is designated for the purpose of an easement
- Is Larger than 4 hectares (10 acres)
- Is land on which the owner lives and from which he/she derives their chief source of income by farming, where no person other than the applicant and one or more members of their immediate family* are parties to the transaction for which the application is made.

*Immediate family means child, son-in-law, daughter-in-law, parent, stepchild, grandchild, grandparent or legal guardian.

In accordance with Section 1 (m.1) of the Conservation Authorities Act, the Lake Simcoe Region Conservation Authority (LSRCA) has also established fees for the review of zoning bylaw amendment applications. These fees should be paid directly to the LSRCA.

The LSRCA will be providing plan review and technical clearance services in accordance with the Provincial Policy Statement by reviewing applications in relation to various environmental features such as wetlands, wildlife habitat, fish habitat, habitats of threatened and endangered species, areas of natural and scientific interest, woodlands, valley lands, and flood and erosion control.

In accordance with Schedule A to Bylaw No. 2020-04, The Regional Municipality of York has also established fees for review of zoning bylaw amendment applications. These fees should be paid directly to The Regional Municipality of York in one of the following ways:

(a) Cheques - Send a cheque made payable to “The Regional Municipality of York” indicating the regional file number on both cheque and envelope.

By Mail or Courier:

Attention: Development Services
York Region Administrative Centre
17250 Yonge Street
Newmarket, ON L3Y 6Z1
LOPA.25.K.0075

OR

Drop Box:

Use the Drop Box located at 17250 Yonge Street, Newmarket, ON L3Y 6Z1, near the north facing entrance doors and visitor parking lot. Please email developmentsservices@york.ca to let us know you have used the Drop Box, indicating the Regional file number for the payment.

(b) Electronic Fund Transfers (EFTs) - EFTs must be arranged with York Region Development Services before processing. Please email developmentsservices@york.ca to inquire about and/or initiate this process. Please ensure the regional file number file is identified in the email.

This fee should not be paid until you receive a fee request from The Regional of York.

USING THE APPLICATION

The application must be completed through our [online application portal](#) .

It is important to note that your signature on the application forms must be witnessed by a Commissioner. Commissioners are available at the Civic Centre.

INFORMATION REQUIRED

This information is prescribed in accordance with Subsection 22(4) of the Planning Act, and is identified in the Schedule to Ontario Regulation 198/96. The prescribed information must be provided along with the appropriate fee.

In accordance with Subsection 22(6) of the Planning Act, if the prescribed information and fee are not provided, the Town will suspend processing of the application until the prescribed information and the fee are provided.

In accordance with Subsection 22(5) of the Planning Act, the application form and guide also set out additional information that will assist the Town and other public bodies in their planning evaluation of the proposed official plan amendment. To ensure the quickest and most complete review, this information should be submitted along with the prescribed information. In the absence of this additional information, it may not be possible to do a complete review and proper analysis within the legislated time frame for making a decision. As a result, the proposed official plan amendment may be deferred or refused.

A deposited reference plan of the subject land may be required showing the dimensions of the property and buildings.

If the application is for the approval of housing development, supportive documentation indicating how the proposed amendment conforms to the Housing Policies of the Provincial Policy Statement (PPS), will be required.

In accordance with the Schedule to Ontario Regulation 198/96, the applicant must prepare and submit a “draft” proposed official plan amendment which provides the following:

- a) the text of the proposed amendment if a policy in the official plan is being changed, replaced or deleted or, if a policy is being added to the official plan; and,
- b) the proposed schedule to the official plan if the proposed amendment changes or replaces a schedule in the official plan and the text that accompanies the schedule.

Supporting Technical Studies

In addition to the above, the applicant may be required to submit supporting technical studies, which may include:

- Functional servicing reports and/or master plans
- Stormwater management reports and/or master plans
- Transportation studies and/or master plans
- Environmental and biological/ecological preservation plans
- Urban design reports/plans
- Market analysis and financial impact studies
- Tree preservation plans and landscape analysis plans, and
- Floodplain mapping and analysis

In most cases, these studies will need to look beyond the boundary of the subject site and in the case of servicing and stormwater management master plans, may need to be completed on a watershed or subwatershed basis.

Peer Review of Technical Studies

The Town may deem it desirable to have independent, qualified professionals conduct a Peer Review of technical studies in support of development applications that have been completed by the proponents. Peer reviews may be required for any identified technical studies or reports.

In accordance with the Town's Policy for Peer Reviews, the peer review consultants are to review the technical studies having regard to relevant Town, Regional and Provincial policies and guidelines, and provide recommendations to the Town regarding the acceptability of the methodology or approach used in the study, the completeness, and accuracy of the conclusions and findings of the study.

The cost of the peer review will be the responsibility of the proponent for the subject development application.

DEALING WITH THE APPLICATION

Upon receiving the application, the submission is reviewed by Development Planning staff for completeness. Upon deeming the application complete Planner assigned to the application will circulate the documents for review and comment by departments and agencies deemed necessary.

Upon receipt of the application and accompanying fee, Regional staff will review the application and will advise Town staff, in writing, of whether the amendment is exempt from Regional approval, is exempt provided the amendment is modified satisfactory to Regional staff, or, the amendment requires a decision by Regional Planning Committee and Council.

In accordance with Section 22(1) and Section 17(15) of the Planning Act and Ontario Regulation 198/96, applications to amend the Official Plan must undergo a public consultation process. The Municipality must ensure that the written Notice is sent out no less than 20 days prior to the date of the Public Meeting of Council.

Note: In accordance with Section 22(3) of the Planning Act, the requirement to hold a public meeting under Section 17(15) is waived if the Council refuses to adopt an amendment to its official plan requested by a person or public body.

Notice of a public meeting to inform the public of the proposal will be given by publication on the Town's [website](#) and by mail to every property owner of land within 120 metres of the area to which the proposal applies; and

the posting of a sign or signs on the property providing notice of the proposal and public meeting. The erection of the sign(s) shall be carried out in accordance with the procedures and requirements set out in the form attached hereto.

After an evaluation of the application and of the comments from other agencies or bodies, the Development Planning department will prepare a report(s) for Council's consideration. If the

application is approved by Council, and when conditions of approval are fulfilled, a bylaw will be prepared and placed before Council for their approval.

If an official plan amendment is adopted by Council, the Regional Municipality of York, the applicant, and any person or public body who submitted a written request to be notified of the proposed decision, will be advised of Council's decision by the Clerk in writing within 15 days after the adoption of the amendment.

Water and Sewage Allocation

Pursuant to Section 14.5.1 j) and Section 13.8.3 k) of the Sutton and Keswick Secondary Plans, respectively, the Town of Georgina shall only approve residential and industrial development proposals which can be allocated municipal water and sewer servicing capacity. In this regard, please contact the Development Planning department to inquire whether there is service allocation available prior to applying for development approval.

PROCESSING TIME

In accordance with the Planning Act, the Town must hold a public meeting to consider the proposed amendment within 65 days of receipt of the complete application. Furthermore, the Town must give notice of the public meeting within 45 days of receipt of the complete application. If notice of the meeting is not given within the required time frame, the applicant may appeal all or part of the application to the Ontario Municipal Board.

The Act also allows the applicant to appeal all or part of the amendment to the Ontario Municipal Board if Town Council fails to adopt the amendment within 90 days of receipt of the complete application [Sec. 22(7)(c)], or if Council refuses the application [Sec. 22(7)(e)]. Any notice of appeal to the Ontario Municipal Board must be filed with the Town Clerk for processing.

If the Official Plan Amendment, that requires a decision by Regional Planning Committee or Council, is approved by Town Council and Council passes a bylaw to adopt the amendment, the Town Clerk is to forward the necessary information to the Region of York within 15 days of the adoption of the amendment, wherein the Region will undertake a review of the proposed amendment. The Act requires that official plan amendments must be approved by the Region before they are deemed to be in force and effect.

If the Region of York fails to give Notice of a Decision on all or part of the amendment within 90 days of receipt of the matter, any person or public body may appeal same to the Ontario Municipal Board by filing a notice of appeal with the Region.

Once the Region makes a decision on the amendment, written notice of the decision must be provided to various persons/bodies [Sec. 17(35)]. Any person or public body may, not later than 20 days after written notice is given, appeal all or part of the decision to the Ontario Municipal Board by filing a notice of appeal with the Region of York.

If the Official Plan Amendment is exempt from approval by Regional Planning Committee and Council, the Town Clerk will issue the Notice of Adoption, in accordance with Section 17(23) of the Planning Act, R.S.O. 1990, which will be forwarded to various persons/bodies for comment. Any person or public body may, not later than 20 days after written notice is given, appeal all or part of the decision to the Ontario Municipal Board by filing a notice of appeal with the Town Clerk.