

QUICK FACTS REGARDING OFFICIAL PLAN AMENDMENT

APPLICATIONS

WHAT IS AN OFFICIAL PLAN?

An Official Plan is a comprehensive, long-range planning document designed to guide and direct future growth in a logical and orderly manner to the benefits of all residents. It can be considered a blueprint of how a municipality wants to guide and direct future land use development and growth.

The Official Plan sets our areas of the Municipality intended for residential, industrial, commercial and institutional, as well as identifying major open space and environmental protection areas and parkland. The Plan contains general policies to guide development within the various land use designations. Policies within the Official Plan are then implemented through the more detailed land use regulations contained with the Town's Zoning By-law.

WHAT IS AN OFFICIAL PLAN AMENDMENT?

An Official Plan Amendment is required when a property owner wishes to develop land differently than what is permitted in the Official Plan. Official Plan Amendments can be Town-wide, area-wide or site-specific.

LENGTH OF TIME FOR APPROVAL

The length of time for approval depends on the complexity of the proposal. On average, most proposals take a minimum of three months for the town to process.

SUBMISSION REQUIREMENTS

- Completed Application
- Application Fee
 - Subject to change annually – User Fees By-Law
 - The Town accepts cash, cheques or debit transactions
 - Cheques payable to: “The Corporation of the Township of Matachewan”
- A public consultation strategy
- Site Plan, as described on the first page of application
- Submit application to:

Deputy Clerk Treasurer
Corporation of the Township of Matachewan
283 Moyneur Avenue
Matachewan, ON P0K 1M0
Fax: 705-565-2564
eMail: deputyclerk@matachewan.ca

PUBLIC MEETING

A public meeting is scheduled once the application is submitted. A notice of public meeting is circulated to all neighboring property owners with a 120.0 meter radius of the subject property. Neighbors are given the opportunity to attend the public meeting and/or comment on the proposed amendment.

Council makes a decision based on comments received from the planner, internal departments, external commenting agencies, neighboring residents and Council members. A decision can either be to approve, defer or deny the application. No conditions can be established in the decision.

APPEAL PERIOD

Should the town deny the application, the applicant has the right to appeal the decision within 20 days of receiving notice. Should the Town approve the decision the neighbors have a right to appeal the decision within 20 days of receiving notice. Should there be no appeals with the 20-day appeal period, the decision is considered final and binding as of the date of passing by Council.