

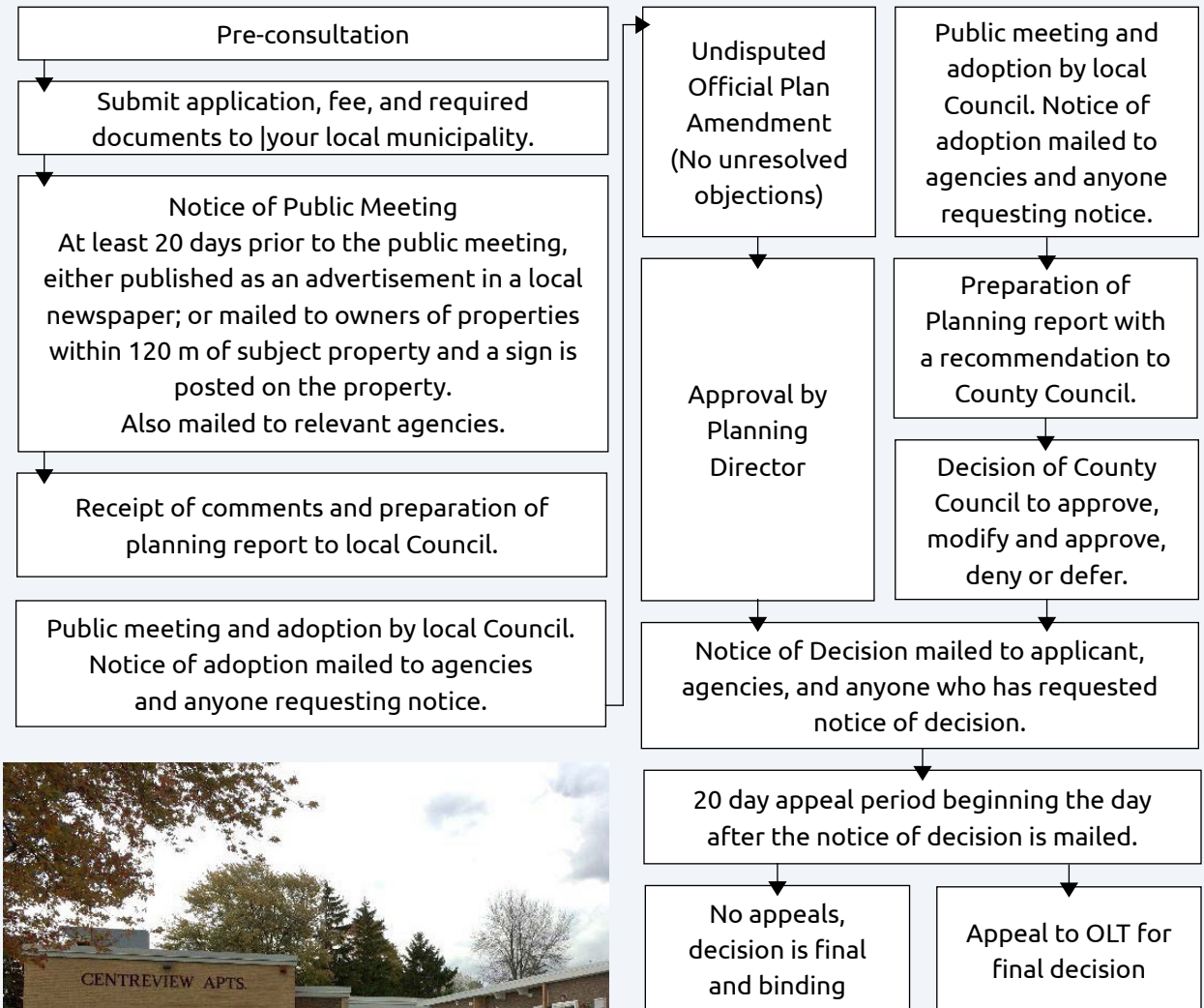
# Guide to the Official Plan Amendment Process

## 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: July 23, 2024

## 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 via Cloudpermit at <https://www.huroncounty.ca/plandev/forms/>.

This guide is intended to provide preliminary information only. Last updated: July 24, 2024

## Submit Application and Required Documents

Submit the application, sketch, fee and any required supporting materials to your local municipality. Application submission is done online through Cloudpermit available here: <https://www.huroncounty.ca/plandev/forms/>.

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 Extension 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 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

Members of the public do not have the right to appeal the decision; only the applicant, the Minister of Municipal Affairs and Housing, a specified person under the Planning Act or public body that has an interest in the matter, may appeal the decision. Please refer to the County of Huron website for detail about appeal rights: <https://www.huroncounty.ca/plandev/guides-and-resources/planning-procedures/additional-appeal-information/>.

Those wishing to appeal must submit a completed Appellant Form to the County Clerk along with the 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

The fees schedule is available online here: <https://www.huroncounty.ca/plandev/guides-and-resources/application-fees/>.

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## Application Forms

Forms are available online through Cloudpermit at <https://www.huroncounty.ca/plandev/forms/>.

Completed applications and fee(s) are submitted to the local municipality.

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

## Huron County Planning & Development Department

57 Napier St., 2nd Fl Goderich, ON, N7A 1W2

519-524-8394 ext. 3

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

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