

# Planning Process Guide No. 4

## What is an Official Plan Amendment?

An Official Plan is a comprehensive policy document that establishes the long term vision for the Municipality. It contains policies that deal with issues of Provincial, County, and Municipal interests, and sets out the goals, objectives, and policies that are used to manage and direct physical change that are further implemented through Southwest Middlesex's Zoning By-law and other planning approvals. If a proposed land use or development is not in conformity with the Official Plan, an amendment may be needed. Official Plan Amendments are evaluated against principles of good planning, Provincial policy, County policy, and Southwest Middlesex's Official Plan. If Municipal Council supports the proposed amendment, it is then submitted to the County of Middlesex as the Approval Authority for review and a decision.

## What is the Official Plan Amendment Process?

1. Schedule a **pre-consultation** discussion with the Planner.

2. Submit a **complete application**, any required documents, and the applicable fees to the Municipality.

3. A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, landowners within 120 meters, and any relevant agencies at least 20 days before the meeting.

4. Staff collect public and agency comments and prepare a **planning report** that includes a planning recommendation.

5. The application is considered during a **public meeting of Council**. The application will be either endorsed and forwarded to Middlesex County, denied, or deferred during this or a future meeting.

6. If the application is locally adopted, Middlesex County will then undertake a review of the proposal. The application will be considered by **County Council** and either approved, approved with modifications, denied or deferred.

7. A **Notice of Decision** is mailed out to the applicants, agencies, and by request from Middlesex County.

8. A 20-day **appeal period** begins on the date of the Notice of Decision. Any appeals will be heard by the Local Planning Appeal Tribunal for a final decision.

### Need More Information?

Contact a municipal planner at (519) 287-2015

Find the Zoning By-Law at [www.southwestmiddlesex.ca](http://www.southwestmiddlesex.ca)

Visit the Municipal Office at 153 McKellar Street, Glencoe

