



## MUNICIPAL OFFICIAL PLAN AMENDMENT SUBMISSION CHECKLIST

The following items must be submitted to the County of Peterborough Planning Department when forwarding an OP/OPA for final approval. These items are required under Ontario Regulation 543/06 Subsection (7) and the County Tariff of Fee By-Law.

- Processing Fee of **\$775** – made payable to the “County of Peterborough”
- 1 copy of the completed application form
- The original Certificate page, signed and sealed by the Reeve and Clerk with date and signature space for Bryan Weir once approval has been obtained from the County of Peterborough
- A certified copy of the by-law adopting the proposed official plan or plan amendment
- In the case of an official plan, a statement as to whether it replaces an existing official plan
- One (1) certified copy of the proposed official plan or plan amendment and three (3) working copies
- The original or a copy of all written submissions and comments and when they were received
- An affidavit or sworn declaration by an employee of the Municipality certifying that:
  - a) The requirements for the giving of notice and the holding of at least one public meeting or the alternative measures for informing and obtaining the view of the public set out in the official plan have been complied with; and
  - b) The requirements for the giving of notice of adoption have been complied with.
- An affidavit or sworn declaration by an employee of the Municipality certifying that a notice of application for an official plan amendment has been provided to the prescribed persons and public bodies, and that the prescribed information and material has been made available to the public.
- An affidavit or sworn declaration of an employee of the Municipality listing all persons and public bodies that made oral submission at a public meeting.
- A copy of the minutes of the public meeting.
- A statement from an employee of the Municipality or planning board as to whether the decision of the council or planning board is:
  - a) Consistent with the Provincial Policy Statements; and
  - b) Conforms or does not conflict with any applicable provincial plan(s)
- A copy of any planning report considered by council or planning board, if any.
- An original or certified copy of information or material received as a result of consultation with the approval authority and the prescribed public bodies

**If you have any question regarding the submission requirements please contact:**

**Keziah Holden**  
Planner  
743-0380 ext 336  
kholden@county.peterborough.on.ca

**Christina Coulter**  
Planner  
743-0380 ext 340  
ccoulter@county.peterborough.on.ca