

The Corporation of Loyalist Township  
P.O. Box 70, 263 Main Street,  
Odessa, Ontario  
K0H 2H0



Tel: (613) 386-7351  
Fax: (613) 386-3833  
[www.loyalist.ca](http://www.loyalist.ca)

Please find attached a copy of Loyalist Township's application to **Amend the Official Plan**. The fee listed below.

- Pre-consultation \$300 + Eng fee \$100
- Minor Official Plan Amendment \$5000 + Eng fee \$300
- Major Official Plan Amendment \$8,700 + Eng fee \$500

Before you submit your application, you are encouraged to contact the Approvals Planners, Avinash Soni at [asoni@loyalist.ca](mailto:asoni@loyalist.ca) (613) 386-7351, ext. 156#, or the Planning Supervisor, James Griffin at [jgriffin@loyalist.ca](mailto:jgriffin@loyalist.ca) (613) 386-7351, ext. 140#, at the Loyalist Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

**Appointments are required.**

***If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).***

# Plan Review Fee Schedule

Applications made under the Planning Act,  
written comments to member municipalities.



## Plan Review Fees – Effective January 1, 2026

Planning Application Type	Fee <sup>3</sup>	Notes
Official Plan Amendment	\$785 (minor <sup>4</sup> ) \$1,305 (major <sup>6</sup> )	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$465	See above.
Consent	\$465 per lot	Fees for the review of applications required to fulfill a conditions of consent approval are waived.
Minor Variance	\$465	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$465 (minor <sup>4</sup> ) \$1,370 (standard <sup>5</sup> ) \$2,540 (major <sup>6</sup> )	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$465 (minor <sup>4</sup> ) \$1,375 (standard <sup>5</sup> ) \$2,540 (major <sup>6</sup> )	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,420 \$1,260 \$865	Application for Draft Plan Approval. Application for Final Plan Approval. Re-submission of lapsed Draft Plan Approval or Amendment.
Brief Realty or Property Development Inquiry – no inspection	\$85	Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 41/24. <sup>7</sup>
Brief Realty or Property Development Inquiry – with inspection	\$250	
Standard Legal, Realty, or Property Development Inquiry – no inspection	\$210	
Standard Legal, Realtor, or Property Development Inquiry – with inspection	\$385	

### Notes:

- Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
- Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
- Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
- Minor refers to applications that are generally minor in nature (e.g. single family residential).
- Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
- Major refers to major development projects (e.g. multiple residential, industrial).
- Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.



## Application for Amending Official Plan

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Application No. \_\_\_\_\_ Date Received \_\_\_\_\_

Payment Received \_\_\_\_\_

**The undersigned hereby applies to the Mayor and members of Council of Loyalist Township, under Section 17 or 22 of the Planning Act, R.S.O. 1990 as amended, as described in this application, to amend the Loyalist Township Official Plan**

**Minor Fee being \$5,000.00,  
plus \$300. Engineering Review Fee.  
and Major fee being \$8,700.00 plus \$500 for Engineering Review Fee.  
Also, Pre-Consultation fee being \$400**

The applicant should be aware that a notice will be circulated to all owners within 120m (400 feet) of the subject lands and a notice will also be posted on site twenty (20) days prior to the hearing, Government agencies and departments will also be notified and some may choose to conduct a visual inspection of the property. Municipal staff will also prepare reports and these are available 4 days before Council meeting, however it is the applicant's responsibility to contact the municipality for copies of the report.

## **1.0 INFORMATION REGARDING APPLICANT/ AGENT**

- 1.1 Name of Owner \_\_\_\_\_  
Address \_\_\_\_\_ Apt \_\_\_\_\_  
City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_  
Postal Code/ Zip Code \_\_\_\_\_ Phone No \_\_\_\_\_  
email \_\_\_\_\_
- 1.2 Name of Solicitor or Authorized Agent \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_ Apt \_\_\_\_\_  
City/ Township \_\_\_\_\_ Province/ State \_\_\_\_\_  
Postal Code/ Zip Code \_\_\_\_\_ Phone No \_\_\_\_\_  
email \_\_\_\_\_
- 1.3 Names and addresses of the holders of any mortgages, charges or other encumbrances:  
\_\_\_\_\_

**NOTE: Unless otherwise requested, all communications will be sent to the Agent, if any.**

## **2.0 INFORMATION REGARDING THE LANDS**

- 2.1 Date the subject land was acquired by the current owner:  
\_\_\_\_\_
- 2.2 Legal description of subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and civic number, and assessment roll number. Please also supply a sketch of the property, as per the instructions in Section 8.  
\_\_\_\_\_  
\_\_\_\_\_

2.3 Dimensions of the subject land (in metric):

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

2.4 Are there any easements or restrictive covenants affecting the subject land please provide a description of each easement or covenant and its effect and provide a sketch or survey showing their location.

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2.5 Access to the subject land is by which of the following:

- ☐ provincial highway      ☐ municipal road that is maintained all year
- ☐ county road      ☐ another public road
- ☐ right of way      ☐ by water

2.6 If access to the subject land is by water only, the location of parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

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2.7 Indicate the proposed sewage disposal system	2.8 Indicate the proposed water supply system	2.9 Indicate the proposed storm drainage system
(a) Public piped sewage system	(a) Public piped water system	(a) Sewers
(b) Public or private communal septic system	(b) Public or private communal well	(b) Ditches or swales
(c) Individual septic system	(c) Individual well	(c) Other (specify)
(d) Other (specify)	(d) Other (specify)	
Note: If (b), (c), or (d) above are indicated, then a servicing options statement and /or hydrogeological report may be required	Note: If (b), (c), or (d) above are indicated, then a servicing options statement and /or hydrogeological report may be required	Note: A preliminary stormwater management report may be required.

2.10 If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development, then a servicing options report and hydrogeological report shall be submitted.

2.11 Current Use(s):

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2.12 All previous known uses:

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2.13 Are there any buildings or structures on the subject land:

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Yes

☐

No

2.14 If the answer to item 2.13 is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

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2.15 The date the existing buildings or structures on the subject land were constructed:

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2.16 Any existing buildings designated as being architecturally and/or historically significant?

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2.17 Existing land use(s) of surrounding lands:

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2.18 Has there been an industrial or commercial use on the subject land or adjacent lands?

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Yes

☐

No

If Yes, specify the use and the last year of that use \_\_\_\_\_

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2.19 Has the grading of the subject land been changed by adding earth or other material?

☐

Yes

☐

No

☐

Unknown

2.20 Has a gas station been located on the subject land or adjacent lands at any time?

☐

Yes

☐

No

☐

Unknown

2.21 Has there been petroleum or other fuel stored on the subject land or adjacent lands at any time?

☐

Yes

☐

No

☐

Unknown

2.22 Is there reason to believe that subject land may have been contaminated by former uses on the site or adjacent sites?

☐

Yes

☐

No

☐

Unknown

2.23 Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?

☐

Yes

☐

No

If Yes, explain \_\_\_\_\_

2.24 Have you ever been advised either formally or informally by the Ministry of Environment and Energy or another source that the property is or may be contaminated?

☐

Yes

☐

No

If Yes, explain \_\_\_\_\_

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2.25 What information did you use to determine the answers to the questions above?

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If yes to 2.18, 2.19, 2.20, 2.21, 2.22, 2.23 or 2.24 a previous use inventory is needed, showing all former uses of the subject land, or if appropriate, the adjacent land.

### **3.0 INFORMATION REGARDING OFFICIAL PLAN AMENDMENT**

3.1 Current Official Plan designation and its uses, which are authorized by the designation:

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3.2 Requested Official Plan designation applying to the land and uses that it will authorize:

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3.3 Describe the change requested:

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3.4 If the amendment requested involves a change in a maximum or minimum provision specified in the Official Plan (i.e. density, floor area, height or setbacks), please indicate the following:

Existing Provision(s):	Proposed Provision(s):
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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3.5 Does the requested amendment change, replace or delete a policy in the Official Plan?

☐ Yes

☐ No

If so, which policy is to be changed, replaced or deleted.

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3.6 Does the proposed amendment add a policy to the Official Plan?

☐ Yes

☐ No

If yes, which one(s)?

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3.7 Does the requested amendment change or replace a schedule in the Official Plan?

☐ Yes ☐ No

If yes, which schedule and the text that accompanies it.

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3.8 If the requested amendment alters all or any part of the boundary of an area of settlement, or establishes a new area of settlement in a municipality, list the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement.

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3.9 If the requested amendment removes the subject land from an area of employment, list the current Official Plan policies, if any, dealing with the removal of land from an area of employment.

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#### **4.0     JUSTIFICATION FOR THE AMENDMENT**

4.1     Complete the following if a change in the land use designation of the Official Plan is requested:

4.1.1   Describe the suitability of the subject land in terms of both physical characteristics and location for the proposed change in land use designation in this area.

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4.1.2   Indicate the compatibility of the change in land use designation with the existing uses in the area.

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4.1.3   Indicate why there is a need for a change in land use designation in this area.

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4.2     Complete the following for any amendment not covered by 4.1 above:

4.2.1   Please describe why the proposed change in policy is more appropriate than the relevant existing policy.

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## 5.0 PROVINCIAL POLICY INFORMATION

**5.1** Is the requested amendment consistent with the provincial planning issued under subsection 3(1) of the Planning Act?  
statements

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### 5.2 Significant Features Checklist

Check through the following list. Indicate under YES, NO or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE: SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry (see definition below)				metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry (see definition below)				metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry within 1000 metres (see definition below)				metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				metres	Assess the need for a feasibility study for residential and other sensitive land uses.

<b>FEATURES OR DEVELOPMENT CIRCUMSTANCES</b>	<b>YES</b>	<b>NO</b>	<b>UNKNOWN</b>	<b>IF FEATURE: SPECIFY DISTANCE IN METRES</b>	<b>POTENTIAL INFORMATION NEEDS</b>
Waste Stabilization Pond				metres	Assess the need for residential and other sensitive land uses.
Active Railway Line				metres	Evaluate impacts within 150 metres
Controlled access highways or freeways, including designated future ones.				metres	Evaluate impacts within 100 metres
Electric Transformer Station				metres	Determine possible impacts within 200 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater.				metres	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted
High Voltage Electric Transmission Line				metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				metres	Will the corridor be protected?
Prime Agricultural Land				metres	Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural Operations				metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral Aggregate Resource Areas					Will development hinder access to the establishment of new resource operations?
Mineral Aggregate Operations				metres	Will development hinder continuation of extraction?
Mineral and Petroleum Resource Areas.					Will development hinder access to the resource or the establishment of new resource operations?
Existing Pits and Quarries				metres	Will development hinder the continued operations or expansion?

<b>FEATURES OR DEVELOPMENT CIRCUMSTANCES</b>	<b>YES</b>	<b>NO</b>	<b>UNKNOWN</b>	<b>IF FEATURE: SPECIFY DISTANCE IN METRES</b>	<b>POTENTIAL INFORMATION NEEDS</b>
Significant Wetlands				metres	Provide Environmental Impact Study.
Significant ravine, valley, river, stream corridors and significant portions of habitat of endangered and threatened species.				metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				metres	Provide Environmental Impact Study.
Sensitive groundwater recharge areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas, ridgelines, built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas, ridgelines, built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Erosion Hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE: SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Floodplains					Where one-zone flood plain management is in effect, development is not permitted within the floodplain. Where two-zone flood plain management is in effect development is not permitted within the floodway.
Contaminated Sites					Assess and inventory of previous uses in areas of possible soil contamination.
Hazardous Sites (see definition below)				metres	

**Definition:**

Class 1 Industrial – small scale, self-contained plant, no outside storage, low probability of fugitive emissions and day time operations only.

Class 2 Industrial – medium scale processing and manufacturing with outdoor storage, periodic output of emissions shift operations and daytime truck traffic.

Class 3 Industrial – indicate if within 1,000 metres – processing and manufacturing with frequent and intense off site impacts and a high probability of fugitive emissions.

Hazardous Sites – property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays (leda), organic soils) or unstable bedrock (Karst topography).

5.3 Is the subject land within an area of land designated under any provincial plan or plans?

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If yes, does the requested amendment conform to, or does not conflict with the provincial plan or plans?

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5.4 Residential Housing Information (if applicable):

5.4.1 Number of Units \_\_\_\_\_ 5.4.2 Height of Building \_\_\_\_\_(m)

5.4.3 No. of Storeys \_\_\_\_\_ 5.4.4 Ground Floor Area \_\_\_\_\_(m<sup>2</sup>)

5.4.5 Total Floor Area \_\_\_\_\_(m<sup>2</sup>) 5.4.6 Proposed Density \_\_\_\_\_(du/ha)

5.4.7 Housing Type \_\_\_\_\_

5.4.8 Type and Number of Units: Bachelor \_\_\_\_\_ 1 Bedroom \_\_\_\_\_

2 Bedroom \_\_\_\_\_ 3 Bedroom \_\_\_\_\_ 4 Bedroom \_\_\_\_\_ Other \_\_\_\_\_

5.4.9 Parking Spaces – Surface \_\_\_\_\_

**6.0 COMMERCIAL AND INDUSTRIAL INFORMATION (if applicable)**

6.1 Building Dimensions: \_\_\_\_\_(m)

6.2 Ground Floor Area \_\_\_\_\_(m<sup>2</sup>)

6.3 Total Floor Area \_\_\_\_\_(m<sup>2</sup>)

6.4 Mezzanine Level \_\_\_\_\_(m<sup>2</sup>)

6.5 Building Height \_\_\_\_\_(m)

6.6 Total Parking Spaces \_\_\_\_\_

6.7 No. of Accessible Spaces \_\_\_\_\_

6.8 Anticipated Construction Start \_\_\_\_\_

6.9 Proposed date of Occupancy \_\_\_\_\_

**7.0 OTHER**

7.1 Is the subject land or land within 120 metres of it subject to an application by the applicant under the Planning Act for, minor variance, consent, amendment to the Official Plan, zoning by-law amendment, subdivision approval, site plan approval, a Minister's zoning order amendment?

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Yes

☐

No



7.2 If the answer to Section 7.1 is yes, please provide the following information about each application: file number, subject land, purpose, application status and its effect on this application.

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**8.0 DRAWING/ SURVEY**

A sketch showing the following must be provided:

- i. The boundaries and dimensions of the subject land.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land and within 500 metres of the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

**8.1** Name of surveyor or draftsperson and date of survey or sketch:

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## **9.0 AGREEMENT**

I authorize Township staff to enter onto my property to conduct a site inspection related strictly to this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

### **NOTICE OF COLLECTION MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to the Township Clerk, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, telephone (613) 386-7351, extension 121.

Signature of Applicant or Authorized Agent: \_\_\_\_\_

Name of Applicant (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

#### **NOTE:**

**If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application is required.**

### **AGREEMENT TO INDEMNIFY**

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OLT by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner

**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**STATUTORY DECLARATION**

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I, \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

in the \_\_\_\_\_ of \_\_\_\_\_ acknowledge  
(County/Region)

statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

\_\_\_\_\_  
Signature of Applicant, Solicitor,  
or Authorized Agent

**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**REMOTE STATUTORY DECLARATION**

Declared remotely by \_\_\_\_\_ stated as being located in the  
Owner/Applicant

City/Town of \_\_\_\_\_ In the County of \_\_\_\_\_

Before me at the Township of Loyalist in the County of Lennox & Addington, on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

In accordance with O.Reg 431/20, Administering Oath or Declaration Remotely.

Statements contained in this application are true and I make this solemn  
declaration conscientiously believing it to be true and knowing that it is of the  
same force and effect as if made under oath and by virtue of the Canada  
Evidence Act.

\_\_\_\_\_  
Signature of Commissioner of Oaths