**Municipal Submission**

**Form (M1)**

This form is only to be filled out by the Municipality or Approval Authority receiving an appeal. For help navigating the Ontario Land Tribunal (OLT) appeals process, practices and procedures, please see information on the [OLT website](https://olt.gov.on.ca/about-olt/). The *Planning Act, Development Charges Act, Education Act, Ontario Land Tribunal Act,* and others, are also available on the [OLT website](https://olt.gov.on.ca/).

If you are a registered user of the OLT’s [e-file portal](https://olt.gov.on.ca/e-file-service/), you may complete this form through the portal. Please log in to your account and follow the prompts.

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| **Instructions for Preparing the Municipal Submission Form** |
| If you wish to save the file, please click the "Print/Save" button on the bottom-right corner and select "Save as PDF" as the Destination. |
| * Submit your completed Municipal/Approval Authority Submission Form (M1) with the appropriate checklist(s) and the required documents, including the appeal form(s) or letter(s) and filing fee(s), to the OLT by the filing deadline. Checklist(s) of required supplementary documentation are included at the end of this form and must be submitted in the order listed in the checklist(s). * Material and information are to be forwarded to the Ontario Land Tribunal (OLT) by the Municipality/Approval Authority within 15 days after the last day for filing a notice of appeal (or as otherwise directed by legislation). Please check the section of the Act under which the appeal(s) has been filed. * Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. * If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist(s). * E-mail is the primary form of communication used by the OLT. Providing an e-mail address ensures prompt delivery/receipt of documents and information. Please include e-mail addresses for all contacts in the space provided on this form. * We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005.*   If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible at: [OLT.COORDINATOR@ontario.ca](mailto:OLT.COORDINATOR@ontario.ca)  Toll free: 1-866-448-2248; or  TTY: 1-800-855-1155 via Bell relay |

**Municipal Submission**

**Form (M1)**

**OLT Case Number** (OLT Office Use Only)

**Date Stamp** – Received by OLT

**Receipt Number** (OLT Office Use Only)

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| **Section 1** – Contact Information (Mandatory) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Municipal/Approval Authority Contact Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name: | | | | | | | | | | | | | | | First Name: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| Professional Title: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Email Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Daytime Telephone Number: | | | | | | | | | | | | | | | | | | Alternative Telephone Number: | | | | | | | | | | |
|  | | | | | | | | ext. | |  | | | | | | | |  | | | | | | | | | | |
| Mailing Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit Number: | | | | Street Number: | | | | | | Street Name: | | | | | | | | | | | | | | | | | | P.O. Box: |
|  | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  |
| City/Town: | | | | | | | | | | | | | Province: | | | | | | | | | | | | Postal Code: | | | |
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| Municipal/Approval Authority Representative Information (Legal or Planning) (Person attending OLT hearing) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name: | | | | | | | | | | | | | | | First Name: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| Company Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Professional Title: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Email Address(es): | | | | | | | | | | | | | | | | | | | | | | | LSO Number (if applicable): | | | | | |
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| Daytime Telephone Number: | | | | | | | | | | | | | | | | | | | | Alternative Telephone Number: | | | | | | | | |
|  | | | | | | | | | ext. | |  | | | | | | | | |  | | | | | | | | |
| Mailing Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit Number: | | | | | Street Number: | | | | | | Street Name: | | | | | | | | | | | | | | | | P.O. Box: | |
|  | | | | |  | | | | | |  | | | | | | | | | | | | | | | |  | |
| City/Town: | | | | | | Province: | | | | | | | | | | | | | | Country: | | | | | | Postal Code: | | |
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| Property Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address and/or Legal Description of property subject to the appeal: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Municipality: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Upper Tier (Example: county, district, region): | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Approval Authority (if different than above): | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Appeal Reasons and Specific Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of new residential units proposed (if applicable): | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Municipal Reference Number(s): | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| For all appeal types, please outline the nature of the appeal and the reasons for the appeal: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Has a public meeting been held by the municipality? | | | | | | | | | | | | | | | | |  | Yes | | |  | No | | | | | | |
| For appeals of Official Plans, Official Plan Amendments, Zoning By-laws and Zoning By-law Amendments, please indicate if you will rely on one or more of the following grounds: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A: A decision of a Council or Approval Authority is: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Inconsistent with the Provincial Policy Statement issued under subsection 3(1) of the *Planning Act* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Fails to conform with or conflicts with a provincial plan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Fails to conform with an applicable Official Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **And** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B: For a non-decision or decision to refuse by council: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Consistency with the provincial policy statement, issued under subsection 3(1) of the *Planning Act* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Conformity with a provincial plan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Conformity with the upper-tier municipality’s Official Plan or an applicable Official Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If it is your intention to argue one or more of the above grounds, please explain your reasons: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Did this matter start with a request/application? | | | | | | | | | | | | | | | | |  | Yes | | |  | No | | | | | | |
| If yes, what was the date the Municipality/Approval Authority deem the application/request complete. Provide in date format (yyyy/mm/dd): | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Date of Decision/Notice of Passing (yyyy/mm/dd): | | | | | | | | | | | | Date Notice of Decision/Passing was issued/provided (yyyy/mm/dd): | | | | | | | | | | | | | | | | |
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| Oral/Written submissions to council | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Did the Appellant(s) make their opinions regarding this matter known to council? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Oral submissions at a public meeting of council | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Written submissions to council | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Not Applicable | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *Planning Act* matters only | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicable only to official plans/amendments, zoning by-laws/amendments and minor variances that came into effect/were passed on or after July 1, 2016. (Bill 73) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the 2-year no application restriction under section 22(2.2) or 34(10.0) or 45(1.4) applicable? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Yes |  | No | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Related Matters | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does the Municipality anticipate further appeals to be filed related to this matter? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Yes |  | No | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there other matters related to this appeal? (For example: A consent application connected to a variance application). | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Yes |  | No | | | | | | | | | | | | | | | | | | | | | | | | | |
| If yes, please provide the Ontario Land Tribunal Case Number(s) and/or Municipal File Number(s) for the related matters: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Language Requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you require matters to be conducted in French? | | | | | | | | | | | | | |  | | Yes | | |  | | No | | | | | | | |
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| **Section 2** – Declaration (Mandatory) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Declaration | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I solemnly declare that all the statements and the information provided, as well as any supporting documents, are true, correct and complete. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of Municipal Staff** | | | | | | | **Signature of Municipal Staff** | | | | | | | | | | | | | | | | | **Date (yyyy/mm/dd)** | | | | |
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| Personal information or documentation requested on this form is collected under the authority of the *Ontario Land Tribunal Act* and the legislation under which the proceeding is commenced. All information collected is included in the Ontario Land Tribunal (OLT) case file and the public record in this proceeding. In accordance with the *Freedom of Information and Protection of Privacy Act* and section 9 of the *Statutory Powers Procedure Act*, all information collected is available to the public subject to limited exceptions. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator at [OLT.Coordinator@ontario.ca](mailto:OLT.Coordinator@ontario.ca) or toll free at 1-866-448-2248 as soon as possible. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 3** - To forward an appeal, select one or more below | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Appeal of *Planning Act* matters for Official Plans and amendments, Zoning By-Laws and amendments and Plans of Subdivision, Interim Control By-laws, Site Plans, Minor Variances, Consents and Severances, proceed to Section 4A. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Appeals of other matters, including *Development Charges, Education Act, Aggregate Resources Act, Municipal Ac*t and Ontario Heritage, proceed to Section 4B. | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Section 4A** – Appeal Type (Please check all applicable boxes) | | | |
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| Please select the applicable type of matter | | | |
| **Subject of Appeals** |  | **Type of Appeal** | **Reference (Section)** |
| ***Planning Act* Matters** | | | |
| **Official Plan or**  **Official Plan Amendment**  (Use R1 checklist) |  | Appeal a decision by local council that adopted an OP or OPA (exempt from approval by Minister or Approval Authority) | 17(24) |
|  | Appeal a decision of an Approval Authority that approved or did not approve all or part of a plan or amendment | 17(36) |
|  | Approval Authority failed to make a decision on the plan within 120 days | 17(40) |
|  | Council failed to adopt the requested amendment within 120 days | 22(7) |
|  | Council refuses to adopt the requested amendment |
| **Zoning By-law or Zoning By-law Amendment**  (Use R2 checklist) |  | Appeal the passing of a Zoning By-law | 34(19) |
|  | Application for an amendment to the Zoning By-law – failed to make a decision on the application within 90 days | 34(11) |
|  | Application for an amendment to the Zoning By-law – failed to make a decision within 120 days where the application is associated with an Official Plan Amendment |
|  | Application for an amendment to the Zoning By-law – refused by the municipality |
| **Interim Control Zoning By-law**  (Use R2 checklist) |  | Appeal the passing of an Interim Control By-law within 60 days (Minister only) | 38(4) |
|  | Appeal the passing of an extension of an Interim Control By-law within 60 days | 38(4.1) |
| **Site Plan**  (Use R3 checklist) |  | Application for a site plan – council failed to make a decision within 30 days | 41(12) |
|  | Appeal requirements imposed by the municipality or upper tier municipality | 41(12.01) |
| **Minor Variance**  (Use R4 checklist) |  | Appeal a decision of the Committee of Adjustment that approved or refused the application | 45(12) |
| **Consent/Severance**  (Use R5 checklist) |  | Appeal a decision that approved or refused the application | 53(19) |
|  | Appeal conditions imposed |
|  | Appeal changed conditions | 53(27) |
|  | Application for consent – Approval Authority failed to make a decision on the application within 90 days | 53(14) |
| **Plan of Subdivision**  (Use R6 checklist) |  | Application for a plan of subdivision – Approval Authority failed to make a decision on the plan within 120 days | 51(34) |
|  | Appeal a decision of an Approval Authority that approved a plan of subdivision | 51(39) |
|  | Appeal a decision of an Approval Authority that did not approve a plan of subdivision |
|  | Appeal a lapsing provision imposed by an Approval Authority |
|  | Appeal conditions imposed by an Approval Authority |
|  | Appeal conditions - after expiry of 20-day appeal period but before final approval (only applicant or public body may appeal) | 51(43) |
|  | Appeal changed conditions | 51(48) |
|  | | | |
| **Section 4B** – Other Appeal Types (Please check all applicable boxes) | | | |
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| Please select the applicable type of matter | | | |
| **Subject of Appeals** |  | **Type of Appeal** | **Reference (Section)** |
| ***Development Charges Act* Matters** | | | |
| **Development**  **Charge By-law**  (Use R7 checklist) |  | Appeal a Development Charge By-law | 14 |
|  | Appeal an amendment to a Development Charge By-law | 19(1) |
| **Development**  **Charge Complaint**  (Use R7 checklist) |  | Appeal municipality’s decision regarding a complaint | 22(1) |
|  | Failed to make a decision on the complaint within 60 days | 22(2) |
| **Front-ending Agreement**  (Use R7 checklist) |  | Objection to a front-ending agreement | 47 |
|  | Objection to an amendment to a front-ending agreement | 50 |
| ***Education Act* Matters** | | | |
| **Education Development Charge By-law**  (Use R7 checklist) |  | Appeal a Development Charge By-law | 257.65 |
|  | Appeal an amendment to a Development Charge By-law | 257.74(1) |
| **Education Development Charge Complaint**  (Use R7 checklist) |  | Appeal approval authority’s decision regarding a complaint | 257.87(1) |
|  | Failed to make a decision on the complaint within 60 days | 257.87(2) |
| ***Aggregate Resources Act* Matters** | | | |
| **Aggregate Removal Licence**  (Use R8 checklist) |  | One or more objections against an application for a ‘Class A’ aggregate removal licence | 11(5) |
|  | One or more objections against an application for a ‘Class B’ aggregate removal licence |
|  | Application for a ‘Class A’ licence – refused by Minister | 11(11) |
|  | Application for a ‘Class B’ licence – refused by Minister |
|  | Changes to conditions to a licence | 13(6) |
|  | Amendment of site plans | 16(8) |
|  | Minister proposes to transfer the licence – applicant does not have licensee’s consent | 18(5) |
|  | Minister proposes to refuse transfer of licence – applicant is licensee or has licensee’s consent to transfer |
|  | Minister proposes to refuse transfer of licence – applicant does not have licensee’s consent to transfer |
|  | Revocation of licence | 20(4) |
| ***Municipal Act* Matters** | | | |
| **Ward Boundary By-law**  (Use R9 checklist) |  | Appeal the passing of a by-law to divide the municipality into wards | 222(4) |
|  | Appeal the passing of a by-law to redivide the municipality into wards |
|  | Appeal the passing of a by-law to dissolve the existing wards |
| ***Ontario Heritage Act* Matters** | | | |
| **Heritage Conservation District**  (Use R10 checklist) |  | Appeal the passing of a by-law designating a heritage conservation study area | 40.1(4) |
|  | Appeal the passing of a by-law designating a heritage conservation district | 41(4) |
| **Designation of Property**  (Use R10 checklist) |  | Appeal a notice of intention to designate property | 29(11) |
|  | Appeal of an amendment to a by-law designating property | 30.1(10) |
|  | Appeal a notice of intention to repeal a designating by-law or part of a designating by-law | 31(9) |
|  | Appeal a council's decision to approve or refuse the repealing of a designating by-law or part of a designating by-law | 32(7)/32(8) |
|  | Appeal council's decision to alter a heritage designated property | 33(9) |
| **Designation of Property**  (Use R11 checklist) |  | Objection to a notice of intention to designate | 29(5) |
| **Designation of Property**  (Use R12 checklist) |  | Objection to a notice of proposal to amend a designating by-law | 30.1(6) |
| **Designation of Property**  (Use R13 checklist) |  | Objection to a notice of intention to repeal a designating by-law or part of a designating by-law | 31(5) |
| **Designation of Property**  (Use R14 checklist) |  | Application for a hearing – refusal of an owner’s application to repeal a designating by-law or part of a designating by-law | 32(4) |
| **Designation of Property**  (Use R15 checklist) |  | Objection to a notice of intention to repeal a designating by-law or part of a designating by-law | 32(14) |
| **Designation of Property**  (Use R16 checklist) |  | Application for a hearing – refusal or conditions of an owner’s application to alter a designated property | 33(6) |
| **Archaeological Licence**  (Use R17 checklist) |  | Archaeological Licence – Minister’s proposal to refuse to issue or renew, or to suspend or revoke, a licence | 49(2) |
|  | | | |
| ***Other Act* Matters** (Use R18 checklist) | | | |

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| **Subject of Appeal** | | **Type of Appeal**  **(Act/Legislation Name)** | **Reference**  **(Section Number)** |
| Example | Minor Variance | *Planning Act* | 45(12) |
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**Checklist (R1)**

**Official Plans and**

**Amendments**

*Planning Act*

|  |  |
| --- | --- |
| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Application** | |
|  | 1. Original or certified copy of the request for an amendment to the official plan. [Section 22(7)] |
|  | 1. If applicable, the original or certified copy of the prescribed information and material received by council or the planning board under subsection 22(4) of the *Planning Act* or the original or certified copy of the record received by the approval authority under section 7 of O. Regulation 543/06 under the *Planning Act.* |
| 1. **Decision/Resolution/Notice of Adoption** | |
|  | 1. A certified copy of the by-law adopting the proposed official plan or plan amendment. [Section 17(24)] |
|  | 1. If applicable, a certified copy of the decision of the approval authority*.* |
|  | 1. If applicable, a copy of the resolution of the council or planning board refusing to adopt the request amendment. |
|  | 1. If applicable, a copy of the council or planning board’s written explanation for the notice of refusal, including the date that the giving of notice of refusal was completed and an indication that notice of the refusal was given in accordance with the provisions of the Act. [Section 17(36) and 22(7)] |
|  | 1. If applicable, a copy of the notice of adoption by council or planning board. |
| 1. **List** | |
|  | 1. List of names, e-mail addresses and mailing addresses of all parties (including the applicant) and persons and agencies to be notified of the Ontario Land Tribunal (OLT) hearing. |
|  | 1. Where notice of a decision was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent*.* |
| 1. **Affidavit/Statement** | |
|  | 1. If applicable, an affidavit or sworn declaration from an employee of the municipality or approval authority certifying:    1. The statutory requirements for the giving of notice and the holding of public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public as set out in the official plan have been complied with; and    2. The statutory requirements for the giving of notice of adoption have been complied with. Include date written notice was given.    3. If subsection 22(6.4) of the Act applies, a certificate that the requirements of clause 22(6.4)(a) of the Act have been complied with.    4. That the information and material provided as required by paragraph 10 of section 7 is accurate. |
|  | 1. An affidavit or sworn declaration made by an employee of the approval authority certifying that the requirements for giving notice of the decision under subsection 17(35) of the Act have been complied with. [Section 17(36)] |
|  | 1. In the case of a proposed official plan, a statement as to whether it replaces an existing official plan. [Section 17(36)] |
|  | 1. A statement from an employee of the municipality or planning board as to whether the decision of the council, planning board or approval authority,    1. is consistent with the policy statements issued under subsection 3(1) of the Act, and    2. conforms to or does not conflict with any applicable provincial plan or plans. [Sections 17(36), 17(40), 22(7)]    3. conforms with the upper-tier municipality’s official plan |
|  | 1. An affidavit or sworn declaration of an employee of the municipality and/or approval authority listing all persons and public bodies that provided written submissions or comments, if applicable. Attach a Schedule with a typed list of their full names, e-mail addresses, mailing addresses and telephone numbers. [Sections 17(24), 17(36) and 22(7)] |
|  | 1. An affidavit or sworn declaration of an employee of the municipality and/or approval authority listing all persons and public bodies that made oral submissions at the public meeting, if applicable. Attach a Schedule with a typed list with their full names, e-mail addresses, mailing addresses and telephone numbers. [Sections 17(24), 17(36) and 22(7)] |
|  | 1. A statement indicating whether or not an extension was provided under section 17(40.1) and, if an extension was provided, an indication of the number of days that were allowed for the extension. Include a copy of the notice of extension. |
|  | 1. A statement addressing whether or not the 2-year no application restriction under section 22(2.2) is applicable. If a restriction is applicable, please provide a copy of any notice that was provided. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format) |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by the council or planning board. |
| 1. **Oral/Written Submissions** | |
|  | Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter. |
|  | Provide, where available, a USB key upon which is stored a video and audio record of each public session at which oral submissions were made to the Municipal Council or Approval Authority regarding the application, together with a list of the names of the persons who made the submission, and the time on the recording where the submission begins. |
| 1. **Official Plan Amendment (or Proposed OPA)** | |
|  | Certified copy of the proposed official plan or plan amendment. (If municipal staff have not drafted a proposed amendment, this draft can be requested from the applicant.) |
| 1. **Other Information** | |
|  | The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board. |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R2)**

**Zoning By-laws and**

**Amendments**

*Planning Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Application** | |
|  | If applicable, the original or a certified copy of the application for amendment to the by-law that includes name, e-mail address, address and telephone number of the applicant and lawyer or agent. |
| 1. **Notice of Passing/Refusal** | |
|  | 1. A copy of the notice of passing of the zoning by-law or interim control by-law. [Sections 34(19) or 38(4)] |
|  | 1. A copy of Council’s refusal, including the date that the giving of notice was completed, or an affidavit or declaration duly sworn certifying that Council refused or neglected to make a decision on the complete application within 90 days and an indication that notice of the refusal was given in accordance with the provisions of the Act. [Section 34(11)] |
| 1. **Explanatory Note** | |
|  | An explanation of the purpose and effect of the by-law/proposed by-law. |
| 1. **List** | |
|  | 1. List of names, e-mail addresses and mailing addresses of all parties (including the applicant) and persons and agencies to be notified of the Ontario Land Tribunal (OLT) hearing. |
|  | 1. Where notice of a decision/refusal was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent. |
| 1. **Zoning By-law** | |
|  | Certified copy of the zoning by-law/proposed amending by-law under appeal. |
| 1. **Map** | |
|  | A map of the land under appeal or a description of the subject land. |
| 1. **Affidavit** | |
|  | 1. An affidavit or sworn declaration from an employee of the municipality or planning board certifying, as applicable:    1. The statutory requirements for the giving of notice and the holding of public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public as set out in the official plan have been complied with;    2. The statutory requirements for the giving of notice of passing or refusal of the by-law have been complied with. Include date written notice was given. Attach a copy of the notice, explanatory note and key map;    3. A **typed list** of all persons and public bodies that made oral submissions at the public meeting, including their full names, e-mail addresses, mailing addresses and telephone numbers; and    4. If subsection 34(10.7) of the Act applies, a certificate that the requirements of clause 34(10.7)(a) of the Act have been complied with. |
|  | 1. A statement from an employee of the municipality or planning board as to whether the decision of the council or planning board,    1. is consistent with the policy statements issued under subsection 3(1) of the Act    2. conforms to or does not conflict with any applicable provincial plan or plans, and    3. conforms with applicable official plans. |
|  | 1. Report on the position taken by Council in response to each appeal, including conformity with official plan. |
|  | 1. A statement addressing whether or not the 2-year no application restriction under section 34(10.0.0.2) is applicable. If a restriction is applicable, please provide a copy of any notice that was provided. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format) |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by the council or planning board. |
| 1. **Oral/Written Submissions** | |
|  | Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter. |
|  | Provide, where available, a USB key upon which is stored a video and audio record of each public session at which oral submissions were made to the Municipal Council or Approval Authority regarding the application, together with a list of the names of the persons who made the submission, and the time on the recording where the submission begins. |
| 1. **Other Information** | |
|  | 1. The original or a certified copy of the prescribed information and material received by the council or planning board under subsection 34(10.1) of the Act. |
|  | 1. The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board. |
|  | 1. Original or true copy, if any, of each written withdrawal of appeal. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R3)**

**Site Plans**

*Planning Act*

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| --- | --- |
| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Application** | |
|  | 1. Original or certified copy of the application for site plan approval. |
|  | 1. Authorization, if application was made by other than the owner. |
|  |  |
| 1. **Decision – if applicable** | |
|  | If applicable, a copy of the decision of the Approval Authority. |
|  |  |
| 1. **Plan/Sketch** | |
|  | A copy of any plans, drawings or agreements which are the subject of this referral. |
| 1. **List** | |
|  | 1. Names, e-mail addresses and mailing addresses of all legal counsel and all persons, officials and agencies who were sent a copy of Council’s decision and of those who requested to receive notice from the Ontario Land Tribunal. |
|  | 1. Where notice of a decision was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent. |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by Council. |
| 1. **Oral/Written Submissions** | |
|  | Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter. |
|  |  |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration, certifying that copies of all material listed above, as well as a copy of this appeal form and checklist, have been sent to the approval authority having jurisdiction to approve the site plan and that the approval authority has been informed of the filing of this referral. |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R4)**

**Minor Variance**

*Planning Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Application** | |
|  | 1. Original or certified copy of the application for Minor Variance. |
|  | 1. Authorization, if application was made by other than the owner. |
|  |  |
| 1. **Decision – if applicable** | |
|  | 1. Copy of the Decision of the Committee of Adjustment (signed copy) with reasons and the date the decision was made. |
|  | 1. Last date for filing notice of appeal to Secretary-Treasurer. |
|  |  |
| 1. **Sketch** | |
|  | All plans and sketches considered by the Committee. |
| 1. **List** | |
|  | 1. Names, e-mail addresses and mailing addresses of all legal counsel and all persons, officials and agencies who were sent a copy of Committee’s decision and of those who requested to receive notice from the Ontario Land Tribunal. |
|  | 1. Where notice of a decision was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent. |
| 1. **Affidavit** | |
|  | 1. Sworn declaration by the Secretary-Treasurer of compliance with the requirements for giving notice of the Committee’s decision under subsection 45(10) of the *Planning Act*. |
|  | 1. A statement addressing whether or not the 2-year no application restriction under section 45(1.3) is applicable. If a restriction is applicable, please provide a copy of any notice that was provided. |
| 1. **Public Hearing Notice** | |
|  | Copy of the Public Notice. |
| 1. **Minutes** | |
|  | Minutes of Committee of Adjustment hearing (in written/printed format). |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by the Committee, if applicable. |

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| 1. **Oral/Written Submissions** | |
|  | Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter. |
|  |  |
| 1. **Official Plan/Zoning By-law Extracts** | |
|  | 1. Copy of relevant extracts from the Official Plan. |
|  | 1. Copy of relevant extracts from the Zoning By-law. |
| 1. **Other Information** | |
|  | All documents filed with the committee relating to the matter. |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R5)**

**Consent and Severance**

*Planning Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Application** | |
|  | 1. Original or certified copy of the application received by the approval authority. This includes the original or a copy of the prescribed information and material received under subsection 53(2) of the *Planning Act*. |
|  | 1. Authorization, if application was made by other than the owner. |
|  |  |
| 1. **Decision** | |
|  | 1. Decision of the approval authority with written reasons. |
|  | 1. Last date for filing notice of appeal to the Clerk or Minister. |
|  |  |
| 1. **Sketch** | |
|  | All plans and sketches considered by the approval authority. |
| 1. **List** | |
|  | 1. Names, e-mail addresses and mailing addresses of all legal counsel and all persons, officials and agencies who were sent a copy of Approval Authority’s decision and of those who requested to receive notice from the Ontario Land Tribunal. |
|  | 1. Where notice of a decision was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent. |
| 1. **Affidavit** | |
|  | 1. Affidavit or sworn declaration of the approval authority listing all persons and public bodies that made oral submissions at the public meeting. |
|  | 1. Where a local municipality gives notice of an application for consent pursuant to a request by an approval authority under subsection 53(7.1) of the Act, an affidavit or sworn declaration by an employee of the municipality certifying that the requirements for the giving of notice under clause 53(5)(a) of the Act have been complied with. |
|  | 1. A statement by an employee of the approval authority as to whether the decision of the approval authority, 2. is consistent with the policy statements issued under subsection 3(1) of the Act, 3. conforms to or does not conflict with any applicable provincial plan or plans, and 4. conforms to the official plan of the municipality or planning board. |
|  | 1. Affidavit or sworn declaration by the approval authority of compliance with the requirements for giving notice under subsection 53(17) and 53(24) of the *Planning Act*. |

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| 1. **Public Hearing Notice** | |
|  | Copy of the Public Notice. |
| 1. **Minutes** | |
|  | Minutes of public meeting (in written/printed format). |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by the approval authority. |
| 1. **Oral/Written Submissions** | |
|  | 1. Original or a copy of all written submissions and comments received. |
|  | 1. Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter. |
|  |  |
| 1. **Official Plan/Zoning By-law Extracts** | |
|  | 1. Copy of relevant extracts from the Official Plan. |
|  | 1. Copy of relevant extracts from the Zoning By-law |
|  | 1. Copy of relevant extracts from the Minister’s Zoning Order, if applicable. |
| 1. **Other Information** | |
|  | 1. Original or certified copy of the prescribed information and material received under subsection 53(2) of the Act. |
|  | 1. The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board |
|  | 1. Original or true copy, if any, of each written withdrawal of appeal |
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| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R6)**

**Subdivisions**

*Planning Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by **each** appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Application** | |
|  | 1. Original or a certified copy of the application received by the approval authority. |
|  | 1. If applicable, a copy of the proposed changes to the conditions of draft plan approval. [Sections 51(39), 51(43) and 51(48)]. |
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| 1. **Plan of Subdivision** | |
|  | A copy of the proposed plan of subdivision, which includes the prescribed information and material received under subsection 51(17) of the Act and the proposed conditions of draft plan approval. |
|  |  |
| 1. **Decision** | |
|  | A copy of the decision of the approval authority, including the conditions and the lapsing provisions, if any. [Sections 51(39), 51(43) and 51(48)]. |
| 1. **Conditions appealed and imposed** | |
|  | A copy of the conditions and lapsing provisions, if any. [Sections 51(39), 51(43) and 51(48)] |
| 1. **List** | |
|  | 1. List of names, e-mail addresses and mailing addresses of all parties (including the applicant) and persons and agencies to be notified of the Ontario Land Tribunal hearing. |
|  | 1. Where notice of a decision was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent. |
| 1. **Affidavit** | |
|  | 1. Where the approval authority gives notice of an application for approval of a plan of subdivision, an affidavit or sworn declaration of an employee of the approval authority certifying that the requirements for the giving of notice under clause 51(20)(a) of the *Planning Act* have been complied with. |
|  | 1. Where the local municipality or planning board gives notice and holds the public meeting, the affidavit or sworn declaration by an employee of the local municipality or the planning board submitted to the approval authority under paragraph 3 of section 6 of O.Reg.544/06 of the Regulations under the *Planning Act*. |
|  | 1. Where the approval authority gives notice and holds the public meeting, the affidavit or sworn declaration by an employee of the approval authority certifying that the requirement for the giving of notice and the holding of a public meeting under clause 51(20)(b) of the *Planning Act* have been complied with. |
|  | 1. Where the local municipality or planning board holds the public meeting, the affidavit or sworn declaration by an employee of the local municipality or planning board submitted to the approval authority under paragraph 3 of section 6 of O.Reg.544/06 of the Regulations under the *Planning Act* |
|  | 1. Where the approval authority holds the public meeting, an affidavit or sworn declaration of an employee of the approval authority including a Schedule with a typed list of the names, e-mail addresses, mailing addresses and telephone numbers of all persons and public bodies that made oral submissions at the public meeting. |
|  | 1. A statement from an employee of the municipality or planning board as to whether the decision of the approval authority   i. is consistent with the policy statements issued under subsection 3(1) of the Act, and  ii. conforms to or does not conflict with any applicable provincial plan or plans, and  iii. conforms to the official plan of the municipality or planning board. |
|  | 1. If applicable, an affidavit or sworn declaration certifying that the requirements for the giving of notice of the decision under subsection 51(37) of the *Planning Act* have been complied with. Include the date notice was given under subsection 51(40). [Sections 51(39), 51(43) and 51(48)] |
|  | 1. If applicable, an affidavit or sworn declaration certifying that the requirements for the giving of notice of change of conditions under subsection 51(45) of the *Planning Act* have been complied with. [Sections 51(43) and 51(48)]. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format) |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by the approval authority. |
| 1. **Oral/Written Submissions** | |
|  | Provide, where available, a USB key upon which is stored a video and audio record of each public session at which oral submissions were made to the Municipal Council or Approval Authority regarding the application, together with a list of the names of the persons who made the submission, and the time on the recording where the submission begins. |
|  |  |
| 1. **Other Information** | |
|  | If applicable, the original or certified copy of any other information and material that the applicant was required to provide to the approval authority. |
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| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R7)**

**Development Charges**

*Development Charges Act/*

*Education Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal/objection received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant/objector made payable to the Minister of Finance. The appeal/objection will not be processed without this fee being paid by each appellant/objector. Ensure that cheque/fee payment is affixed to each appeal/objection. |
| 1. **Notice of Passing/Decision** | |
|  | 1. A copy of the notice of passing of the development charge by-law or amendment to the by-law. |
|  | 1. Copy of council’s decision regarding the complaint. [Section 22(1) of the *Development Charges* *Act* and section 257.87(1) of the *Education Act*]. |
|  |  |
| 1. **Explanatory note** | |
|  | An explanation of the development charges imposed by the by-law/amendment or an explanation of the nature and purpose of the front-ending agreement. |
|  |  |
| 1. **List** | |
|  | List of names, e-mail addresses and mailing addresses of all parties and persons and agencies to be notified of the Ontario Land Tribunal hearing. |
| 1. **By-law** | |
|  | Certified copy of the by-law/amending by-law or front-ending agreement under appeal (if applicable). |
| 1. **Map** | |
|  | A key map or description of the lands to which the by-law/agreement applies. |
| 1. **Affidavit** | |
|  | 1. Affidavit or sworn declaration certifying:   (i) that the public meeting requirements have been complied with. Attach a copy of the form of notice.  (ii) that the notice requirements for the notice of passing have been complied with. Attach a copy of the form of notice, explanatory note and key map.  [Sections 14, 19(1) and 22(1) of the *Development* *Charges* *Act* and sections 257.65, 257.74(1) and 257.87(1) of the *Education* *Act*] |
|  | 1. Affidavit or sworn declaration certifying that notice requirements for the notice of the front-ending agreement/ amendment and notice of the last day for filing an objection to it have been complied with. [Sections 47 and 50 of the *Development* *Charges* *Act*]. |
|  | 1. Report on the position taken by Council in response to each appeal/objection. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format) |
| 1. **Report (Consultant’s report/background study)** | |
|  | Copy of the development charge/education development charge background study. [Sections 14 and 19(1) of the *Development* *Charges* *Act* and sections 257.65 and 257.74(1) of the *Education* *Act*] |
| 1. **Oral/Written Submissions** | |
|  | 1. Original or true copy of all written submissions and materials received in respect of the by-law, prior to and after its passing. Include a copy of any reports made in the process of the development of the by-law. [Sections 14 and 19(1) of the *Development* *Charges* *Act* and section 257.65 of the *Education* *Act*] |
|  | 1. Original or true copy of all written submissions and material which support or oppose each appeal/complaint. Attach a list of the names and addresses of those in support or opposition, if more than one. |
| 1. **Other Information** | |
|  | 1. Copy of the information made available to the public under subsection 257.72(b)(ii) for the amending education charge by-law and all previous by-laws amending the education development charge by-law [Section 257.74(1) of the *Education* *Act*]. |
|  | 1. Original or true copy of the complaint to the municipality/school board. [Sections 22(1) and 22(2) of the *Development* *Charges* *Act* and sections 257.87(1) and 257.87(2) of the *Education* *Act*] |
|  | 1. Copy of the form of notice, description of development proposed, development charge required, and breakdown of how charge was calculated. [Sections 22(1) and 22(2) of the *Development* *Charges* *Act* and sections 257.87(1) and 257.87(2) of the *Education* *Act*] |
|  | 1. Original or true copy, if any, of each written withdrawal of appeal/objection. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R8)**

**Aggregate Removal Licence**

*Aggregate Resources Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Objectors Summary** | |
|  | A description of the issues in the referral. |
| 1. **Letters of objectors** | |
|  | 1. Original or true copy of each notice of request for hearing/objection(s) received and reasons for referral with indication of the date on which each notice/objection was filed. |
|  | 1. Tribunal fee paid by the applicant/licensee made payable to the Minister of Finance. The referral will not be processed without this fee being paid. |
| 1. **Application** | |
|  | 1. Copy of application for licence which contains:    1. A site plan in accordance with the regulations;    2. A report in accordance with the regulations;    3. Information describing the zoning by-laws applicable to the site and adjacent lands.   [Sections 11(5) and 11(11)] |
|  | 1. Copy of application for transfer. [Section 18(5)] |
| 1. **Applicable by-law** | |
|  | Copy of the zoning by-laws applicable to the site and adjacent lands. |
| 1. **Refusal/Proposal/Revocation** | |
|  | Copy of Minister’s notice of refusal/proposal/revocation, including reasons with date of issuance clearly noted. [Sections 11(11), 13(6), 16(8), 18(5) and 20(4)] |
| 1. **Licence** | |
|  | Copy of licence, including site plan and any conditions. [Section 20(4)] |
| 1. **Conditions of licence** | |
|  | Copy of original conditions of licence at its issuance. [Section 13(6)] |
| 1. **Affidavit** | |
|  | Affidavit or sworn declaration certifying that the notice requirements for the Minister’s notice of refusal/proposal/ revocation, with reasons, have been complied with. [Sections 11(11), 13(6), 16(8), 18(5) and 20(4)] |
| 1. **List** | |
|  | Attach a typed list of the names, e-mail addresses, mailing addresses and telephone numbers of all applicants/licensees/ objectors and any representatives (including contact information), if known. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Site Plan** | |
|  | Copy of original site plan of licence at its issuance. [Section 16(8)] |

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| 1. **Report** | |
|  | A copy of any report considered by the Minister. |
| 1. **Other information** | |
|  | Copy of any comments, with indication of date on which the comments were filed. [Sections 13(6), 16(8)] |
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| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R9)**

**Ward Boundary By-law**

*Municipal Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by each appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Application/Petition – if applicable** | |
|  | Original or certified copy of any application/petition received by council. |
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| 1. **Notice of Passing** | |
|  | A copy of the notice of passing of the ward boundary by-law. |
| 1. **Explanatory Note** | |
|  | A description of the ward boundary changes. |
| 1. **List** | |
|  | List of names, e-mail addresses and mailing addresses of all parties and persons and agencies to be notified of Ontario Land Tribunal hearing. |
| 1. **By-law** | |
|  | Certified copy of the ward boundary by-law under appeal. |
| 1. **Map** | |
|  | 1. A map showing the existing ward boundaries involved. |
|  | 1. A map showing the proposed ward boundaries. |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration from an employee of the municipality certifying, as applicable, the statutory requirements for the giving of notice of passing of the ward boundary by-law have been complied with. Include date and how notice was given. Attach a copy of the notice, explanatory note and key map. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format). |
| 1. **Report** | |
|  | A copy of any report(s) considered by council. |
| 1. **Oral/Written Submissions** | |
|  | Original or copy of all written submissions and materials received in respect of the by-law, prior to and after its passing and the dates they were received. |
| 1. **Other information** | |
|  | 1. Copy of any comments, with indication of date on which the comments were filed. [Sections 13(6), 16(8)] |
|  | 1. Original or true copy, if any, of each written withdrawal of appeal. |
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| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R10)**

**Heritage Conservation District**

**Designation of Property**

*Ontario Heritage Act*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |
|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by each appellant. Ensure that cheque/fee payment is affixed to each appeal. |
| 1. **Notice of Passing/Refusal** | |
|  | A copy of the notice of passing of the by-law. |
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| 1. **Explanatory Note** | |
|  | An explanation of the purpose and effect of the by-law. |
| 1. **List** | |
|  | List of names, e-mail addresses and mailing addresses of all parties and persons and agencies to be notified of Ontario Land Tribunal hearing. |
| 1. **By-law** | |
|  | Certified copy of the by-law under appeal. |
| 1. **Map** | |
|  | A map of the land under appeal or a description of the subject land. |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration from an employee of the municipality certifying, as applicable, the statutory requirements for the giving of notice of passing of the by-law have been complied with. Include date and how notice was given. Attach a copy of the notice, explanatory note and key map. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format). |
| 1. **Planning Report** | |
|  | A copy of any planning report considered by the council or planning board. |
| 1. **Oral/Written Submissions** | |
|  | Original or copy of all written submissions and materials received in respect of the by-law, prior to and after its passing and the dates they were received. |
| 1. **Other information** | |
|  | 1. Copy of any other information and material that is applicable to this matter. |
|  | 1. Original or true copy, if any, of each written withdrawal of appeal. |
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| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R11)**

**Objection to a Notice of Intention to Designate**

*Ontario Heritage Act*

*Section 29(5)*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Objection** | |
|  | 1. Original or certified copy of each notice of objection received with indication of the date on which each objection was filed. |
| 1. **Affidavit** | |
|  | Affidavit by the municipality confirming:   1. the legal ownership on title of the property (with the Parcel Register report); 2. the Notice of Intention to Designate was served on the legal owner(s) of the property and on the Ontario Heritage Trust with the date of service and a copy of the document(s) served; 3. the Notice of Intention to Designate was given public notice in accordance with the *Ontario Heritage Act* (with a copy of the newspaper notice displaying the name of the publication and the notice date); and, 4. the Notice(s) of Objection was filed within 30 days after the Notice of Intention to Designate was published in a newspaper. |
| 1. **Report** | |
|  | Any staff reports used to draft the statement of cultural heritage value or interest of the property, as it appears in the Notice of Intention to Designate. |
| 1. **Minutes** | |
|  | Any excerpt of the Council/Committee meeting minutes related to the designation of the subject property. |
| 1. **Legal description** | |
|  | The legal description of the subject property. |
| 1. **List** | |
|  | List of names, e-mail addresses, mailing addresses and telephone numbers of all parties and their legal representatives, and of any persons and agencies that have requested to be notified of this matter. |
| 1. **Other information** | |
|  | Copy of any other information and material that is applicable to this matter. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R12)**

**Objection to a Notice of Proposal to**

**Amend a Designating By-Law**

*Ontario Heritage Act*

*Section 30.1(6)*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Objection** | |
|  | 1. Original or certified copy of each notice of objection received with indication of the date on which each objection was filed. |
| 1. **Affidavit** | |
|  | Affidavit by the municipality confirming:   1. The legal ownership on title of the property (with the Parcel Register report); 2. The notice of a proposed amendment was served on the legal owner(s) of the property and the date & method of service with a copy of the document(s) served; and, 3. The Notice of Objection was filed by the owner(s) within 30 days after receiving the notice of the proposed amendment. |
| 1. **By-law** | |
|  | A copy of the by-law that designated the property under section 29 of the *Ontario Heritage Act*, including the statement of cultural heritage value or interest and a description of the heritage attributes of the property. |
| 1. **Report** | |
|  | Any staff reports used to draft the statement of cultural heritage value or interest of the property. |
|  | Any staff reports prepared in relation to the amendment of the designating by-law. |
| 1. **Minutes** | |
|  | Any excerpt of the Council/Committee meeting minutes related to the amendment of the designating by-law. |
| 1. **Legal description** | |
|  | The legal description of the subject property. |
| 1. **List** | |
|  | List of names, e-mail addresses, mailing addresses and telephone numbers of all parties and their legal representatives, and of any persons and agencies that have requested to be notified of this matter. |
| 1. **Other information** | |
|  | Copy of any other information and material that is applicable to this matter. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R13)**

**Objection to a Notice of intention to Repeal a**

**Designating By-law or Part of a Designating By-law**

*Ontario Heritage Act*

*Section 31(5)*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Objection** | |
|  | 1. Original or certified copy of each notice of objection received with indication of the date on which each objection was filed. |
| 1. **Affidavit** | |
|  | Affidavit by the municipality confirming:   1. The legal ownership on title of the property (with the Parcel Register report); 2. The Notice of Intention to repeal the by-law (or part of the by-law) was served on the legal owner(s) of the property and on the Ontario Heritage Trust, with the date of service and a copy of the document(s) served; 3. The Notice of Intention to repeal the by-law (or part of the by-law) was given public notice in accordance with the *Ontario Heritage Act* (the Act), with a copy of the newspaper notice displaying the name of the publication and the notice date; and, 4. The Notice(s) of Objection was filed within 30 days after the Notice of Intention to repeal the by-law (or part of the by-law) was published in a newspaper. |
| 1. **By-law** | |
|  | A copy of the by-law that designated the property under section 29 of the *Ontario Heritage Act*, including the statement of cultural heritage value or interest and a description of the heritage attributes of the property. |
| 1. **Report** | |
|  | Any staff reports used to draft the statement of cultural heritage value or interest of the property. |
|  | Any staff reports prepared in relation to the intention to repeal the designating by-law (or part of the by-law). |
| 1. **Minutes** | |
|  | An excerpt of the Council/Committee meeting minutes related to the municipality’s intention to repeal the designating by-law (or part of the by-law). |
| 1. **Legal description** | |
|  | The legal description of the subject property. |
| 1. **List** | |
|  | List of names, e-mail addresses, mailing addresses and telephone numbers of all parties and their legal representatives, and of any persons and agencies that have requested to be notified of this matter. |
| 1. **Other information** | |
|  | Copy of any other information and material that is applicable to this matter. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
|  | |

**Checklist (R14)**

**Application for a Hearing – Refusal of an Owner’s**

**Application to Repeal a Designating By-law or Part**

**Of a Designating By-law**

*Ontario Heritage Act*

*Section 32(4)*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Application for Hearing** | |
|  | 1. Original or certified copy of the Application for Hearing received with indication of the date on which it was filed. |
| 1. **Application for repeal** | |
|  | A copy of the owner’s application to council to repeal the designating by-law or part of the by-law. |
| 1. **Affidavit** | |
|  | Affidavit by the municipality confirming:   1. The legal ownership on title of the property (with the Parcel Register report); 2. The Notice of Decision was served on the legal owner(s) of the property and on the Ontario Heritage Trust, the date & method of service, with a copy of the document(s) served; and, 3. The Application for Hearing was filed by the owner within 30 days after receiving the Notice of Decision. |
| 1. **By-law** | |
|  | A copy of the by-law that designated the property under section 29 of the *Ontario Heritage Act*, including the statement of cultural heritage value or interest and a description of the heritage attributes of the property. |
| 1. **Report** | |
|  | Any staff reports used to draft the statement of cultural heritage value or interest of the property. |
|  | Any staff reports prepared in relation to the owner’s application to repeal the designating by-law or part of the by-law. |
| 1. **Minutes** | |
|  | An excerpt of the Council/Committee meeting minutes related to the owner’s application to repeal the designating by-law. |
| 1. **Legal description** | |
|  | The legal description of the subject property. |
| 1. **List** | |
|  | List of names, e-mail addresses, mailing addresses and telephone numbers of all parties and their legal representatives, and of any persons and agencies that have requested to be notified of this matter. |
| 1. **Other information** | |
|  | Copy of any other information and material that is applicable to this matter. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
|  | |

**Checklist (R15)**

**Objection to a Notice of Intention to repeal a**

**Designating By-law or Part of a Designating By-law**

*Ontario Heritage Act*

*Section 32(14)*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
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| 1. **Objection** | |
|  | 1. Original or certified copy of each notice of objection received with indication of the date on which each objection was filed. |
| 1. **Application for repeal** | |
|  | A copy of the owner’s application to council to repeal the designating by-law (or part of the by-law). |
| 1. **Affidavit** | |
|  | Affidavit by the municipality confirming:   1. The legal ownership on title of the property (with the Parcel Register report); 2. The Notice of Intention to repeal the by-law (or part of the by-law) was served on the legal owner(s) of the property and on the Ontario Heritage Trust, with the date of service and a copy of the document(s) served; 3. The Notice of Intention to repeal the by-law (or part of the by-law) was given public notice in accordance with the *Ontario Heritage Act*, with a copy of the newspaper notice displaying the name of the publication and the notice date; and, 4. The Notice(s) of Objection was filed within 30 days after the Notice of Intention to repeal the by-law (or part of the by-law) was published in a newspaper. |
| 1. **By-law** | |
|  | A copy of the by-law that designated the property under section 29 of the Ontario Heritage Act, including the statement of cultural heritage value or interest and a description of the heritage attributes of the property. |
| 1. **Report** | |
|  | Any staff reports used to draft the statement of cultural heritage value or interest of the property. |
|  | Any staff reports prepared in relation to the owner’s application to repeal the designating by-law (or part of the by-law). |
| 1. **Minutes** | |
|  | An excerpt of the Council/Committee meeting minutes related to the owner’s application to repeal the designating by-law (or part of the by-law). |
| 1. **Legal description** | |
|  | The legal description of the subject property. |
| 1. **List** | |
|  | List of names, e-mail addresses, mailing addresses and telephone numbers of all parties and their legal representatives, and of any persons and agencies that have requested to be notified of this matter. |
| 1. **Other information** | |
|  | Copy of any other information and material that is applicable to this matter. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R16)**

**Application for a Hearing – Refusal or Conditions**

**Of an Owner’s Application to Alter a Designated**

**Property**

*Ontario Heritage Act*

*Section 33(6)*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Application for Hearing** | |
|  | 1. Original or certified copy of the application for hearing received with indication of the date on which the application was filed. |
| 1. **Application for alteration** | |
|  | A copy of the application to council to alter the property, including any documents submitted as part of the application (e.g. plans, sketches, etc.) |
| 1. **Affidavit** | |
|  | Affidavit by the municipality confirming:   1. The legal ownership on title of the property (with the Parcel Register report); 2. The Notice of Decision was served on the legal owner(s) of the property and on the Ontario Heritage Trust, the date & method of service, with a copy of the document(s) served; and, 3. The Application for Hearing was filed by the owner(s) within 30 days after receiving the Notice of Decision. |
| 1. **By-law** | |
|  | A copy of the by-law that designated the property under section 29 of the *Ontario Heritage Act*, including the statement of cultural heritage value or interest and a description of the heritage attributes of the property. |
| 1. **Report** | |
|  | Any staff reports used to draft the statement of cultural heritage value or interest of the property. |
|  | Any staff reports prepared in relation to the owner’s application to alter the property. |
| 1. **Minutes** | |
|  | An excerpt of the Council/Committee meeting minutes related to the owner’s application to alter the designated property. |
| 1. **Legal description** | |
|  | The legal description of the subject property. |
| 1. **List** | |
|  | List of names, e-mail addresses and mailing addresses of all parties and persons and agencies to be notified of Ontario Land Tribunal hearing. List of names, e-mail addresses, mailing addresses and telephone numbers of all parties and their legal representatives, and of any persons and agencies that have requested to be notified of this matter. |
| 1. **Other information** | |
|  | Copy of any other information and material that is applicable to this matter. |
|  | |
| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R17)**

**Archaeological Licence – Minister’s Proposal to**

**Refuse to Issue or Renew, or to Suspend or**

**Revoke, a Licence**

*Ontario Heritage Act*

*Section 49(2)*

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Notice Requiring a Hearing** | |
|  | 1. Original or certified copy of the notice from the applicant or licensee requiring a hearing received with indication of the date on which the notice was issued. |
| 1. **Application** | |
|  | A copy of the application for issuance/renewal of a licence (where applicable). |
| 1. **Licence** | |
|  | A copy of the licence (where applicable). |
| 1. **Affidavit** | |
|  | Affidavit by the municipality confirming:   1. The Notice of Proposal for refusal, revocation or suspension (with written reasons) was served on the applicant or licensee, the date & method of service, with a copy of the document(s) served; and, 2. The notice requiring a hearing was filed by the applicant or licensee within 15 days after the Notice of Proposal was served on the applicant or licensee. |
| 1. **Report** | |
|  | Any staff reports/recommendations prepared in relation to the issuance, renewal, suspension or revocation of the licence in this matter. |
| 1. **List** | |
|  | List of names, e-mail addresses, mailing addresses and telephone numbers of all parties and their legal representatives, and of any persons and agencies that have requested to be notified of this matter. |
| 1. **Other information** | |
|  | Copy of any other information and material that is applicable to this matter. |
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| **Please provide any comments, additional information or details regarding the documents listed above** | |
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**Checklist (R18)**

**Other Matters**

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| **Required Documentation** (Please check boxes below to indicate that the document is included) | |
| **Format of Submission:** | |
| Submit the documents listed on this checklist(s) via electronic format on a USB key, or email the documents via the [Secure Email service](https://olt.gov.on.ca/appeals-process/online-document-submission/). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist. | |
| 1. **Appeal** | |
|  | 1. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed. |

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|  | 1. Tribunal fee paid by each appellant made payable to the Minister of Finance where applicable. The appeal will not be processed without this fee being paid by each appellant. Ensure that cheque/fee payment is affixed to each appeal. |

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| 1. **Application** | |
|  | 1. Original or certified copy of the application received by the municipality/approval authority, if applicable. |
|  | 1. Authorization, if application made by other than the owner. |
| 1. **Notice of Decision** | |
|  | 1. Notice of decision and the date the decision was made. |
|  | 1. Last date for filing notice of appeal. |
| 1. **Sketch/Plan** | |
|  | Any plans and sketches considered during the decision-making, if applicable. |
| 1. **List** | |
|  | List of names, e-mail addresses and mailing addresses of all parties and persons and agencies to be notified of Ontario Land Tribunal hearing. |
| 1. **Map** | |
|  | A map of the land under appeal or a description of the subject land, if applicable. |
| 1. **Affidavit** | |
|  | An affidavit or sworn declaration from an employee of the municipality certifying, as applicable, the statutory requirements for the giving of notice of the decision have been complied with, if applicable. Include date and how notice was given.  Attach a copy of the notice. |
| 1. **Notice of Public Meeting** | |
|  | Where a public meeting has been held, a copy of the Notice. |
| 1. **Minutes** | |
|  | Where a public meeting has been held, a copy of the minutes of the public meeting (printed format). |
| 1. **Planning Report** | |
|  | A copy of any staff report considered during the decision-making, if applicable. |
| 1. **Oral/Written Submissions** | |
|  | Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter. |
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| 1. **Other Information** | |
|  | 1. A copy of any other information and material that is applicable to this matter. |
|  | 1. Original or true copy, if any, of each written withdrawal of appeal. |
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| **Please provide any comments, additional information or details regarding the documents listed above** | |
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