



Official Plan Submission Checklist – LOCAL OP/OPA

Have you remembered to attach the following:	
1)	A certified copy of the by-law adopting the proposed local official plan or plan amendment? []
2)	Three certified copies of the proposed local official plan or plan amendment? []
3)	A minimum of three working copies of the local official plan or plan amendment? []
4)	Three copies of the local municipal application form completed, dated and signed? []
5)	Three copies of all information or reports submitted to the local municipality? []
6)	Any other information and material that is required by the official plan of the municipality? []
7)	A statement as to whether a proposed official plan replaces an existing official plan? []
8)	An affidavit or sworn declaration by an employee of the municipality or planning board that the requirements for giving of notice and holding public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public set out in the official plan have been complied with? []
9)	An affidavit or sworn declaration by an employee of the municipality or planning board that the requirements for giving notice of adoption have been complied with? []
10)	A statement from an employee of the municipality or planning board as to whether the decision of the council or planning board is consistent with the policy statements issued under subsection 3(1) of the <i>Planning Act</i> ? []
11)	A copy of any planning report considered by the local council or the planning committee? []
12)	A list describing the information that was made available to the public prior to the adoption of the official plan or plan amendment? []
13)	A copy of the minutes of the public meeting, if any? []
14)	The originals or copies of all written submissions and comments and the dates they were received? []
15)	A list (in the form of an affidavit or sworn declaration by staff) of all persons and public bodies that made oral submissions at the public meeting? []
16)	A list of any outstanding objectors and their addresses? []
17)	The prescribed information and material under subsection 22(4) of the <i>Planning Act</i> , if applicable? []
18)	If subsection 22(6.4) of the <i>Planning Act</i> applies, a certificate that the requirements have been complied with? []