

## **SAMPLE LETTER as Written Submission to Renfrew County re Official Plan Amendment #25**

1. If you have joint ownership on your property, be sure to make the request in plural (“our”) and then include all names of the owners as the signing authority for this request
2. The words “**cease-and-desist**” defined as: “A **cease-and-desist** letter provides notice that **legal** action may and will be taken if the conduct in question continues. Such letters are usually written by attorneys and are often sent to stop alleged or actual infringement of intellectual property rights”
3. It states in their Planning Act...“**IF** land in a **municipal planning area** is covered by the Official Plan....” with the key word “**IF**”....that is why the reference in the letter “*removed from the municipal planning area of the Official Plan.*”
4. The request for a response back to the author of the letter is a courtesy with a deadline date of thirty plus days, puts the County on notice that an action to your request is required.

SAMPLE LETTER on reverse side:

(DATE)

(REGISTERED or HAND DELIVERED)

County of Renfrew  
9 International Drive  
Pembroke, ON K8A 6W5

ATTENTION: County of Renfrew – Warden Peter Emon and County Council; Planning Department, Property & Development Committee; plus (name of local municipality)

Subject: Renfrew County Official Plan Amendment #25

To Whom It May Concern:

First of all, if and when this County Official Plan gets approved, (I/we) wish to be notified when the County Council will be meeting to either adopt or reject this Official Plan.

Secondly, this letter is to advise you that (I/we) do not give CONSENT to have (my/our) private land/property included within your municipal planning area of the County Official Plan. (I/We) have never been approached by the County and/or the local municipality whereby there has been any agreement acknowledging (my/our) consent to including (my/our) private land in any Official Plan.... both in the past and present.

If (my/our) property is currently under any designation, (I/we) want the designation to be removed **forthwith**. If (my/our) property has not been designated, you shall **cease-and-desist** from **any** designation on (my/our) private land.

(My/Our) property (s) address and location (is/are):

Civic Address:

Legal Description is: (include the Lot, Con and name of former geographical twp + the current amalgamated name of twp)

(I/We) would like confirmation from you by (30 days from date of this letter) that you have honoured (my/our) request to have our property removed from the municipal planning area of the County Official Plan.

Yours truly,

\_\_\_\_\_ and \_\_\_\_\_  
(Print & Sign Names of ALL owners for this piece of property)

Street # and Name  
Town + Postal Code