

MUNICIPALITY OF \_\_\_\_\_

**OFFICE USE ONLY**

File Number: \_\_\_\_\_ Related File Number(s): \_\_\_\_\_  
Date Preconsultation Initiated: \_\_\_\_\_  
Date Application Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  
Date Application Deemed Complete: \_\_\_\_\_

Concurrent Applications Filed

- Official Plan Amendment (Attach appropriate form)
- Zoning By-law Amendment (Attach appropriate form)
- Other (Specify) \_\_\_\_\_ (Attach appropriate form and fees)

A COMPLETE APPLICATION includes the information listed below.

If this information which is needed to review the application is not submitted with the application form, **it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.** Please provide:

**Attached**

- 20 copies of the completed application form and declarations;
- 20 rolled copies of the draft plan completed as required under Section 51(17) of the Planning Act;
- 1 copy of the draft plan on an 11" by 17" reduction;
- 1 copy of the draft plan on an 11" by 17" reduction with the requested zoning plotted on the face of the
- draft plan;
- Application Fee(s) made payable to the \_\_\_\_\_;
- A CD or an electronic file containing the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.) separated into different layers or GIS format shape file.
- Letter of Authorization if the owner is not the applicant and/or the owner has not signed the face of the draft plan;
- Required studies identified at Pre-consultation.
- Please list the reports or studies that accompany this application (and supply 3 copies of each):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:**

**Department of Development Services**  
**Corporation of the Municipality of \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

| <b>1.0 APPLICANT INFORMATION</b>  |                    |                        |  |
|---|--------------------|------------------------|--|
| 1.1 Name of Owner(s). An owner's authorization is required in Section 8, <i>if the applicant is not the owner. Additional Owner(s) may be put on back of this page.</i>   |                    |                        |  |
| Name of Owner(s)  | Home Telephone No. | Business Telephone No. |  |
| Address   | Postal Code        | Fax No.                |  |
| Email:  |                    | Cell No.               |  |
| Name of Owner(s)  | Home Telephone No. | Business Telephone No. |  |
| Address   | Postal Code        | Fax No.                |  |
| Email:  |                    | Cell No.               |  |
| 1.2 Agent/Applicant: Name of the person who is to be contacted about the application. If different than the owner. <i>(This may be a person or firm acting on behalf of the owner. See Section 8). Please indicate all parties involved i.e. Solicitor, Engineer, Planner, Surveyor, etc.</i> |                    |                        |  |
| Name of Contact Person/Agent  | Home Telephone No. | Business Telephone No. |  |
| Address   | Postal Code        | Fax No.                |  |
| Email:  |                    | Cell No.               |  |
| Name of Contact Person/Agent  | Home Telephone No. | Business Telephone No. |  |
| Address   | Postal Code        | Fax No.                |  |
| Email:  |                    | Cell No.               |  |
| Name of Contact Person/Agent  | Home Telephone No. | Business Telephone No. |  |
| Address   | Postal Code        | Fax No.                |  |
| Email:  |                    | Cell No.               |  |
| 1.3 Indicate to whom correspondence is to be sent (check one please) Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/>   |                    |                        |  |

| <b>2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)</b> |                |                     |                 |
|--|----------------|---------------------|-----------------|
| 2.1 Municipal Address ( <i>mailing address</i> )                           |                |                     | Postal Code     |
| Concession Number(s)   | Lot Number(s)  | Registered Plan No. | Lot(s)/Block(s) |
| Reference Plan No.   | Part Number(s) | Parcel Number(s)    | Former Township |
| Assessment Roll No.  |                |                     |                 |

| <b>3.0 EASEMENTS</b>  |
|---|
| Are there any easements or restrictive covenants affecting the subject lands?   |
| <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, describe the easement or covenant and its effect.</i> |
| _____   |
| _____   |
| _____   |

| <b>4.0 PREVIOUS APPLICATIONS UNDER THE PLANNING ACT</b>  |
|--|
| a. Has the subject land ever been the subject of a previous application for approval of a plan of subdivision? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO   |
| If YES, please indicate the file number and decision made on the application                                   |
| File Number: _____   |
| Decision: _____  |
| b. Has the subject site ever been the subject of a previous application for approval of a consent to sever?    |
| <input type="checkbox"/> YES <input type="checkbox"/> NO   |
| If YES, please indicate the file number and decision made on the application.                                  |
| File Number: _____   |
| Decision: _____  |

| <b>5.0 PROPOSED USES</b>    |                          |                                       |        |                      |                                      |
|-----------------------------|--------------------------|---------------------------------------|--------|----------------------|--------------------------------------|
|                             | No. Of Residential Units | No. Lots/Blocks (as labelled on Plan) |        | Net Area in Hectares | Density Proposed (Units per Hectare) |
|                             |                          | Lots                                  | Blocks |                      |                                      |
| <b>Residential</b>          |                          |                                       |        |                      |                                      |
| Detached Dwellings          |                          |                                       |        |                      |                                      |
| Semi-detached Dwellings     |                          |                                       |        |                      |                                      |
| Row, Townhouse Dwellings    |                          |                                       |        |                      |                                      |
| <b>Apartments</b>           |                          |                                       |        |                      |                                      |
|                             | less than 2 bdrms        |                                       |        |                      |                                      |
|                             | greater than 2 bdrms     |                                       |        |                      |                                      |
| <b>Other Residential</b>    |                          |                                       |        |                      |                                      |
| <b>Non-Residential</b>      |                          |                                       |        |                      |                                      |
| Neighbourhood Commercial    |                          |                                       |        |                      |                                      |
| Downtown Commercial         |                          |                                       |        |                      |                                      |
| Industrial                  |                          |                                       |        |                      |                                      |
| Open Space and Hazard Lands |                          |                                       |        |                      |                                      |
| Institutional (specify)     |                          |                                       |        |                      |                                      |
| Roads                       |                          |                                       |        |                      |                                      |
| Other (specify)             |                          |                                       |        |                      |                                      |
| <b>Total</b>                |                          |                                       |        |                      |                                      |

| 5.1 PROPOSED USE DESCRIPTIONS        |  |  |  |  |  |
|--------------------------------------|--|--|--|--|--|
| Provide a description of uses below: |  |  |  |  |  |
| Other Residential _____              |  |  |  |  |  |
| _____                                |  |  |  |  |  |
| Institutional _____                  |  |  |  |  |  |
| _____                                |  |  |  |  |  |
| Other Non-Residential Uses _____     |  |  |  |  |  |
| _____                                |  |  |  |  |  |

| 6.0 PROVINCIAL POLICY REQUIREMENTS   |  |  |  |  |  |
|--|--|--|--|--|--|
| Current and Previous Use of the Subject Land and Surrounding Area  |  |  |  |  |  |
| a. What is the current and previous use of the subject land?   |  |  |  |  |  |
| Current Use(s): _____  |  |  |  |  |  |
| All Previous Known Uses: _____   |  |  |  |  |  |
| _____  |  |  |  |  |  |
| b. Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |  |  |  |  |
| If YES, please be specific: _____  |  |  |  |  |  |
| _____  |  |  |  |  |  |
| _____  |  |  |  |  |  |
| _____  |  |  |  |  |  |
| c. If YES to (b), a soils investigation study including a historical land use inventory is required, showing all former uses on the subject lands, or if appropriate, the adjacent lands. This study must be prepared by a qualified consultant. Report Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |  |  |  |  |
| d. Subsurface Rights   |  |  |  |  |  |

Are the subsurface rights and the surface rights to the property held by the same owner?  
 YES       NO      If the answer is NO, please have the owner, if they are different than the owner of the surface rights, complete the following declaration:

**AUTHORIZATION FROM THE OWNER  
OF THE SUBSURFACE RIGHTS  
(if different from the Owner of the surface rights of the lands)**

I, \_\_\_\_\_, owner of the subsurface rights of the subject property, am aware of this application and consent to it.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone)

\_\_\_\_\_  
(fax)

**7.0 AFFORDABLE HOUSING INFORMATION**

For applications that include permanent housing (i.e. not seasonal), fill in the following information  
(For example: *Semi detached – 10 units; 93 m<sup>2</sup>; \$95,000 - \$105,000; ownership; 100%*):

- a. Housing Type (i.e. detached dwelling, semi detached, multiple attached, apartment): \_\_\_\_\_
  - b. Number of Units: \_\_\_\_\_
  - c. Unit Size (m<sup>2</sup>): \_\_\_\_\_
  - d. Estimated Final Price/Rent per month: \_\_\_\_\_
  - e. Tenure: \_\_\_\_\_
- % of Affordable Units: \_\_\_\_\_

**8.0 SIGNIFICANT FEATURES CHECKLIST**

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



| FEATURES OR DEVELOPMENT CIRCUMSTANCES   | YES % | NO % | UNKNOWN % | IF FEATURE; SPECIFY DISTANCE IN METRES | POTENTIAL INFORMATION NEEDS   |
|---|-------|------|-----------|--|---|
| Non-farm development near designated urban areas or rural settlement areas  |       |      |           |  | Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.  |
| Class 1 Industry <sup>1</sup>   |       |      |           | ___ metres                             | Assess development for residential and other sensitive uses within 70 metres.   |
| Class 2 Industry  |       |      |           | ___metres                              | Assess development for residential and other sensitive uses within 300 metres.  |
| Class 3 Industry within 1000 metres   |       |      |           | ___metres                              | Assess development for residential and other sensitive uses within 1000 metres.   |
| Land Fill Site  |       |      |           | ___metres                              | Address possible leachate, odour, vermin and other impacts.   |
| Sewage Treatment Plant  |       |      |           | ___metres                              | Assess the need for a feasibility study for residential and other sensitive land uses.  |
| Waste Stabilization Pond  |       |      |           | ___metres                              | Assess the need for a feasibility study for residential and other sensitive land uses.  |
| Active railway line   |       |      |           | ___metres                              | Evaluate impacts within 100 metres. Consult with railway company.   |
| Controlled access highways or freeways, including designated future ones  |       |      |           | ___metres                              | Evaluate impacts within 100 metres.   |
| Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater                                |       |      |           |  | Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.   |
| Electric transformer station  |       |      |           | ___metres                              | Determine possible impacts within 200 metres.   |
| High voltage electric transmission line   |       |      |           | ___metres                              | Consult the appropriate electric power service.   |
| Transportation and infrastructure corridors   |       |      |           | ___metres                              | Will the corridor be protected? Noise Study prepared? Traffic study prepared?   |
| Mineral aggregate resource areas  |       |      |           |  | Will development hinder access to the resource or the establishment of new resource operations?   |
| Mineral aggregate operations  |       |      |           | ___metres                              | Will development hinder continuation of extraction? Noise and Dust Study completed?   |
| Mineral and petroleum resource areas  |       |      |           |  | Will development hinder access to the resource or the establishment of new resource operations?   |
| Existing pits and quarries  |       |      |           | ___metres                              | Will development hinder continued operation or expansion? Noise and Dust Study completed?   |
| Significant wetlands or potentially significant wetlands  |       |      |           | ___metres                              | Provide Environmental Impact Study.   |
| Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species |       |      |           | ___metres                              | Provide Environmental Impact Study.   |
| Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.                  |       |      |           | ___metres                              | Provide Environmental Impact Study.   |
| Sensitive groundwater recharges areas, headwaters and aquifers.   |       |      |           |  | Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.   |
| Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.          |       |      |           |  | Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.  |
| Significant archaeological resources  |       |      |           |  | Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development. |
| Erosion hazards   |       |      |           |  | Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.   |
| Floodplains   |       |      |           |  | Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies and Conservation Authority policies and permits.   |
| Hazardous sites   |       |      |           | ___metres                              | Slope Study, Flood line Study   |
| Contaminated sites  |       |      |           |  | Assess an inventory of previous uses in areas of possible soil contamination.   |
| Prime agricultural land   |       |      |           |  | Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.  |
| Agricultural operations   |       |      |           | ___metres                              | Development to comply with the Minimum Distance Separation Formulae and Official Plan policies.   |

1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).



**15.0 WATER SERVICES**

- a. Water services will be provided by:
- Publicly owned and operated piped water system
  - Privately owned and operated piped water system (communal)
  - Drilled well
  - Lake or other water body
  - Other means (*please state*) \_\_\_\_\_
  - Water service not proposed
- b. If the plan would permit development of five or more lots or units on privately owned and operated individual or communal wells, the applicant must submit:
- Servicing options Report; and
  - Hydrogeological Report

**16.0 SEWAGE DISPOSAL SERVICES**

- a. Sanitary sewage disposal services will be provided by:
- Publicly owned and operated sanitary sewage system
  - Privately owned and operated individual on-site sewage disposal system\*
  - Privately owned and operated communal sewage disposal system \*
  - Privy
  - Holding tank
  - Other (*please state*) \_\_\_\_\_
  - Sewage disposal service not proposed
- b. If the plan would permit development of five or more lots or units on privately owned and operated individual or communal sewage disposal systems, the applicant must submit:
- Servicing options Report; and
  - Hydrogeological Report
- c. If the plan would permit development of five or less lots or units on privately owned and operated individual or communal sewage disposal systems, and generate less than 4,500 L of effluent per day as a result of the development being completed, the applicant must submit:
- Hydrogeological Report
- d. If the plan would permit development of five or less lots or units on privately owned and operated individual or communal sewage disposal systems, and generate more than 4,500 L of effluent per day as a result of the development being completed, the applicant must submit:
- Servicing options Report; and
  - Hydrogeological Report

**17.0 STORMWATER MANAGEMENT**

a. Stormwater Management will be provided by:

- Municipal Storm sewers
- Municipal Drain      Name of Drain: \_\_\_\_\_
- Ditches/Swales
- Other (please state) \_\_\_\_\_

b. The subject lands are within the \_\_\_\_\_ (sub) watershed.

c. A conceptual stormwater management plan has been completed for the subject lands

- YES     NO

If YES:

Name of Study: \_\_\_\_\_

Completed By: \_\_\_\_\_

Date of Study: \_\_\_\_\_

**18.0    ARCHAEOLOGICAL ASSESSMENT**

Do the subject lands contain any area of archaeological potential?  YES     NO

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the applicant must submit:

- An archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part IV (Conservation Resources of Archaeological Value) of the *Ontario Heritage Act*; and
- A conservation plan for any archaeological resources identified in the assessment.

**19.0 DECLARATIONS**

**19.1 OWNER'S AUTHORIZATION (If the Owner is NOT FILING the application)  
(If multiple owners, an authorization letter from each owner is required)**

If the PERSON filing the application as the Applicant is not the owner, the registered owner(s) must complete the following and the Applicant must provide authorization on the face of the draft plan if the plan is NOT signed by the owner:

I, (we) \_\_\_\_\_, being the  
Print (name(s) of owner, individuals or company)

registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_  
Print (name of agent and/or company (if applicable))

To prepare and submit a draft plan of subdivision application for approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Day                      Month                      Year

**NOTE:** If the Owner is an incorporated company, the company seal shall be applied (if there is one).

**19.2 APPLICANT'S DECLARATION  
This must be completed by the Person filing the Application for the proposed site of development.**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(name of applicant) (Name of Town, Township, etc.)

in the Region/County/District of \_\_\_\_\_ solemnly declare that all of the statements

contained in this application of draft plan of subdivision \_\_\_\_\_  
(description)

and all supporting documents and plans are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act."

Declared before me at:

Region/County/District of \_\_\_\_\_

in the Municipality of \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

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

Signature

Please Print name of Applicant

OWNER/APPLICANT'S CONSENT  
DECLARATION

In accordance with the provisions of the Planning Act, it is the policy of the County Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I \_\_\_\_\_, the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize The Municipality of \_\_\_\_\_ to post a Notice of Application sign and Municipal staff to access to the subject site for purposes of evaluation of the subject application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
dd/mm/yyyy

OWNER/APPLICANT'S INFORMATION (Mandatory)

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

SCHEDULE 1

**Mapping Information Requirements See Section 51(17) of Planning Act**

**Attach 2 full sized copies and 1 – 11" x 17" copy of a draft plan of subdivision showing:**

(all measurements, scales, etc. must be metric)

- the boundaries of the proposed subdivision certified by an Ontario Land Surveyor
- Ontario land surveyor's name, signature and date of signature
- map scale
- legend
- north marker
- name of person or firm who prepared the plan
- date plan prepared and dates of any revisions
- dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any
- on a key map on the draft plan of subdivision
  - all adjacent land owned by the applicant or in which applicant has an interest
  - all subdivisions adjacent to the proposed subdivision

- boundaries of the proposed subdivision and boundaries of the township lots or original grants that include any part of the proposal
- proposed use, including maximum number of units by type, for each lot and block
- existing land use on the site and on adjacent lands
- natural and artificial features within or adjacent to the property
  - existing buildings and structures to be retained or demolished
  - active or inactive railways, rail rights-of-way
  - highways and other roads - existing, public/private, open/closed location, width, and proposed generic street labels (i.e. Street A, Street B) with a separate list of proposed street names
  - watercourses (lakes, streams, ponds, wetlands, etc.)
  - flood plains/flood elevations, flood lines, fill lines, top of slope lines
  - woodland
  - significant plant and wildlife habitat (including ESA's & ANSI's)
  - drainage courses, retention ponds (natural or man-made)
  - archaeological or historic features
- existing services (where information is readily available from the municipality or service agency)
  - waterlines and sewer
  - main hydro lines
- soil type (including porosity)
- contours and elevations
- domestic water supply (if not municipal water)
- restrictive covenants and easements affecting the site
- lot and concession/registered plan number/street address
- also attach one copy of the plan reduced to (8½X14")
- owner's name(s), signature and date of signature<sup>1</sup> OR Authorized Individual - (See below for acceptable wording)
- A CD or an electronic file containing the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features (e.g. Lot lines, Lot numbers, curve schedule(s), Street names, etc.) separated into different layers or GIS format shape file.**

If the Owner does not sign the face of the draft plan, the following statement should be included within the title block of the plan

I, (we) \_\_\_\_\_, am authorized to submit this draft plan of subdivision on behalf of  
 (Name or Company Name)  
 the owner, \_\_\_\_\_  
 (Name or Company Name)  
 \_\_\_\_\_  
 (Name of Authorized Agent - Printed)  
 \_\_\_\_\_ (Signature Line)

**All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others if all owners do not sign the plan. If any registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.**