



APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION

Under Section 51 of the *Planning Act*

Name of Approval Authority: **THE CORPORATION OF THE COUNTY OF RENFREW**
9 International Drive, Pembroke, Ontario K8A 6W5
Toll Free Tel: 1-800-273-0183 Local Tel: (613) 735-3204
Fax: (613) 735-2492

Please print, complete or (✓) appropriate box(es), and attach required reports, copies of draft plan and required fees.

Complete Application: The application will be deemed complete when the following has been submitted:

- ◆ Information Prescribed by the Ontario Planning Act and O. Reg. 544/06 - indicated by black arrows (➤).
- ◆ The required fee.

Additional information requested (no arrows) is necessary for efficient processing and proper planning evaluation of the application.

Submission Checklist The County needs the following materials and the applicable fee. Please use as a checklist.

Item	Attached or Provided
◆ Original copy of the completed application form with original signatures	<input type="checkbox"/>
◆ 30 copies of the completed application form	<input type="checkbox"/>
◆ 30 copies of the draft plan with key map	<input type="checkbox"/>
◆ 2 copies of the draft plan on 8½ × 11 paper	<input type="checkbox"/>
◆ 1 digital copy of the draft plan [preferably in the latest version of Autocad in real world co-ordinates (World File), UTM Zone 18 NAD83	<input type="checkbox"/>
◆ 5 copies and 1 digital copy of the information or reports shown as required by this form	<input type="checkbox"/>

SUBDIVISION APPLICATION FEE

CONDOMINIUM APPLICATION FEE

- up to 5 developable lots/blocks \$2500.
- 6 to 10 developable lots/blocks \$3500.
- 11 to 30 developable lots/blocks..... \$6000.
- more than 30 developable lots/blocks..... \$8000.

- up to 10 units..... \$3500.
- 11 to 30 units..... \$6000.
- more than 30 units \$8000.

PEER REVIEW FEE \$5000.

(Note: Surplus peer review funds will be returned to the applicant; or more funds may be requested if required.)

LOCAL MUNICIPAL FEES: There may be additional local fees for processing an application for a plan of subdivision or condominium. Please contact the applicable local municipality directly.

Assistance and Preconsultation: Please confer with the County Development and Property Department, your local municipality and relevant public bodies before you complete the application form. This preconsultation will assist you in preparing an application and draft plan of subdivision that take into consideration the Provincial Policy Statement and municipal requirements.

File Number: The County will assign a file number for complete applications and this number should be used in all subsequent communications.

Note: In this form, the term "subject land" means the land that is the subject of this application.

1. Application Type

Subdivision

Condominium

2. Applicant/Owner Information

➤ 2.1 An owner's authorization is required in Section 11.1, if applicant is not the owner.

Name of Owner(s)

Address

Postal Code

Business Telephone No.

Email Address

Home Telephone No.

Fax No.

➤ 2.2 Agent/Applicant - Name of the agent who is to be contacted about the application, if different from the owner.

Name of Agent

Address

Postal Code

Business Telephone No.

Email Address

Home Telephone No.

Fax No.

3. Description of the Subject Land (complete applicable boxes in Section 3.1)

➤ 3.1 Local Municipality

Former Municipality (Geographic Township)

Concession Number(s)

Lot Number(s)

Registered Plan No.

Lot(s) Block(s)

Reference Plan No.

Part Number(s)

Name of Street/Road

Street No.

➤ 3.2 Are there any easements or restrictive covenants affecting the subject land?

No Yes

If yes, describe the easement or covenant and the effect.

4. Proposed and Current Land Use

4.1 What is the current use of the subject land?

➤ 4.2 What is the current designation of the subject land in any applicable official plan?

4.3 Has there been an industrial or commercial use, or an orchard on the subject land or adjacent land?

Yes

No

If **YES**, specify the uses.

- 4.4 Has the grading of the subject land been changed by adding earth or other material? Yes No Unknown
- 4.5 Has a gas station been located on the subject land or adjacent land at any time? Yes No Unknown
- 4.6 Has there been petroleum or other fuel stored on the subject land or adjacent land? Yes No Unknown
- 4.7 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? Yes No Unknown

➤ 4.8 **Complete Table A on Proposed Land Use**

Table A - Proposed Land Use

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or blocks on the Draft Plan	Area (ha.) of land	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential Single Detached					(1)
Semi Detached					(1)
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other (Specify)					
Commercial (specify use)					
Industrial (specify use)					
Park, Open Space (specify use)	nil			nil	nil
Institutional (specify use)					
Roads	nil			nil	nil
Other (specify use)					
Totals					

(1) Complete only if for approval of condominium description

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

- 4.10 If **YES**, to (4.5), (4.6), (4.7) or (4.8), a previous use inventory showing all former uses of the subject and or, if appropriate, of the adjacent land, is needed. Is the previous use inventory attached? Yes No

5. Additional Information for Condominium Applications Only

- | | Yes | No |
|---|--------------------------|--------------------------|
| ➤ 5.1 Has a site plan for the proposed condominium been approved? | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 5.2 Has a site plan agreement been entered into? | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 5.3 Has a building permit for the proposed condominium been issued? | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 5.4 Has construction of the development started? | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 5.5 If construction is completed, indicate the date of completion. _____ | | |
| ➤ 5.6 Is this a conversion of a building containing rental residential units?
If Yes , indicate the number of units to be converted, _____ units. | <input type="checkbox"/> | <input type="checkbox"/> |
-

6. Consultation with Local Municipality

- 6.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to the local municipal council?
 Yes No
- 6.2 Have you confirmed with the municipality that the proposed development meets all the requirements of the applicable official plans?
 Yes No (If an official plan amendment is needed, it should be initiated prior to this application.)
- 6.3 Local municipal approval (by Council Resolution) is required for all proposed road names. We suggest that you check the proposed road names with the County of Renfrew Registry of Road Names in order to co-ordinate with the 9-1-1 service in the County of Renfrew. Please contact the Geographic Information System Technician, County of Renfrew Development & Property Department.
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7. Status of Other Applications under the Planning Act

- 7.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent?
 Yes No Unknown If **Yes** and **if Known**, indicate the application file number and the decision made on the application.
-
- 7.2 Is the subject land also the subject of a proposed official plan or plan amendment that has been submitted for approval?
 Yes No Unknown If **Yes** and **if Known**, indicate the file number and the status of the application.
-
- 7.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or by-law amendment?
 Yes No Unknown If **Yes** and **if Known**, indicate the type of application, the file number and the status of the application.
-
- 7.4 If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?
-
- 7.5 Are the water, sewage or road works associated with the proposed development subject to the provisions of the **Environmental Assessment Act**? Yes No
If **Yes**, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the **Planning Act** and the **Environmental Assessment Act**? Yes No
-

8. Servicing

8.1 Indicate by placing a ✓ in the appropriate box of Table D the proposed servicing type for the subject land. Attach and provide the title of the servicing information/reports as indicated in Table D.

Table D – Sewage Disposal and Water Supply

Service Type	✓	Potential Information/Reports (<u>Required</u> with application)
➤ Sewage Disposal	a) Public piped sewage system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or rezoning.
	b) Private communal septic	Communal systems for the development of 5 or more lots/units: <u>servicing options report</u> ¹ , <u>hydrogeological report</u> ² . Communal systems for the development of fewer than 5 lots/units and generating more than 4500 litres per day effluent: <u>servicing options report</u> ¹ , <u>hydrogeological report</u> ² . Communal systems for the development of fewer than 5 lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> ² .
	c) Individual septic system(s)	Individual septic systems for the development of 5 or more lots/units: <u>servicing options report</u> ¹ , <u>hydrogeological report</u> ² . Individual systems for the development of fewer than 5 lots/units and generating more than 4500 litres per day effluent: <u>servicing options report</u> ¹ , <u>hydrogeological report</u> ² . Individual septic systems for the development of fewer than 5 lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> ² .
	d) Other	To be described by applicant.
➤ Water Supply	a) Public piped water system	Municipality should confirm that capacity will be available to service development at the time of lot creation or re-zoning.
	b) Private communal well(s)	Communal well systems for the development of more than 5 lots/units: <u>servicing options report</u> ¹ , <u>hydrogeological report</u> ² , and indication whether a public body is willing to own and operate the system ³ . Communal well systems for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> ² .
	c) Private individual well(s)	Individual wells for the development of more than 5 lots/units: <u>servicing options report</u> ¹ , <u>hydrogeological report</u> ² . Individual wells for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> ² .
	d) Communal surface water	Approval of a "water taking permit" under section 34 of the Ontario Water Resources Act is necessary for this type of servicing.
	e) Individual surface water	<u>Service options report</u> ¹ .
	f) Other	To be described by applicant.

Notes:

1. Confirmation that the municipality concurs with the servicing options report will facilitate the review of the proposal.
2. Before undertaking a hydrogeological report, consult the County about the type of hydrogeological assessment that is expected given the nature and location of the proposal.
3. A certificate of approval from the local Health Unit or MOEE submitted with this application will facilitate the review.

➤ (a) Title of servicing information/reports:

Attached

Attached

Attached

8.2 Indicate by placing a ✓ in the appropriate box of Table E the proposed type of storm drainage and access for the subject land. Attach and provide the servicing information as indicated in Table E.

Table E - Storm Drainage, Road Access and Water Access

Service Type	✓	Potential Information/Reports
➤ Storm Drainage		A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
a) Sewers		
b) Ditches		
c) Swales		
d) Other		
➤ Road Access		a) Provincial Highway Application for an access permit should be made prior to submitting this application (See Appendix A). An access permit is required from MTO before any development can occur.
b) Municipal or other public road maintained all year		Detailed road alignment and access will be confirmed when the development application is made. In the case of a County Road, an entrance permit is required before development can occur.
c) Municipal road maintained seasonally		Subdivision or condominium development is not permitted on seasonally maintained roads.
d) Right of way		Access by rights of way on private roads are not usually permitted, except as part of condominium.
➤ Water Access		Information from the owner of the docking facility on the capacity to accommodate the proposal will assist in the review.
8.3	a) If water access is proposed attach a description of the parking and docking facilities to be used and the approximate distance of the facilities from the subject land and the nearest public road. <input type="checkbox"/> Attached	
8.4	b) Is the preliminary stormwater management report attached? <input type="checkbox"/> Yes <input type="checkbox"/> No If not attached as a separate report, in what report can it be found?	

9. Provincial Policy

9.1 Table B below lists the features of development circumstances of Provincial interest. Complete Table B and be advised of the potential information requirements in noted section.

Table B - Significant Features Checklist

Features or Development Circumstances?	(a) If a feature, it is on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ✓	NO ✓		
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 or rural settlement areas.
Class 1 industry ¹			_____metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 industry ²			_____metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 industry ³			_____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.
Controlled access highways or freeways, including designated future ones			_____metres	Evaluate impacts within 100 metres.
Operating mine site			_____metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			_____metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?

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				Will the corridor be protected?
Prime agricultural land				Demonstrate the need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations			_____metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			_____metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations.
Existing pits and quarries			_____metres	Will development hinder continued operation or expansion?
Significant wetlands south and east of the Canadian Shield			_____metres	Development is not permitted.
Significant wetlands in the Canadian Shield				Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species			_____metres	Development is not permitted.
Significant fish habitat, woodlands south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat			_____metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected.

Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archeological resources or areas of archaeological potential				An archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act; <u>and</u> A conservation plan for any archaeological resources identified in the assessment.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain. Where two-zone flood plain management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA addressed.
Hazard Sites ⁴				Demonstrate that hazards can be addressed.
Rehabilitated mine sites				Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated Sites				Assess an inventory or previous uses in areas of possible soil contamination.

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 of land that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

9.2 For applications that include permanent housing (i.e. not seasonal) complete Table C - Housing Affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attached on a separate page.

TABLE C - HOUSING AFFORDABILITY			
For example: Semi-detached - 10 units; 1000 sq. ft./5.5 metres, \$119,900			
Housing Type	# of Units	Unit Size (sq. ft.) and/or Lot Frontage	Estimated Selling Price/Rent
Single Detached			
Semi-Detached			
Link-Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

9.3 Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal?
 Yes No If **YES**, explain in Section 9.1 or attached on a separate page.

➤ 9.4 Is there application consistent with policy statements issued under Section 3(1) of the Planning Act?
 Yes No

10. Other Information

10.1 Is there any other information that may be useful to the County in reviewing this development proposal (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

11. Draft Plan of Subdivision

11.1 Information to be shown on the draft plan as follows: (>) required under Section 51(17) of the Planning Act

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts (NOTE: For 9-1-1 purposes, please consult with local municipal and County authorities to determine suitable road name options);

- (c) on a small key plan, on a scale of not less than one centimeter to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed lots;
- (g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of the soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided;
- (l) the nature and extent of any restriction affecting the land proposed to be subdivided, including restrictive covenants or easements.
- (m) Surveyor's Certificate, Signed, Dated
- (n) Owner's Certificate, Signed, Dated
- (o) Scale
- (p) Drawing Date and/or #
- (q) Draft Approval Signing Block:

**This draft plan of subdivision is approved under ss. 51(31)
of the Planning Act on this _____ day of _____,
20__.**

**Charles Cheesman, MCIP, RPP, Manager of Planning Services
Development and Property Department
Corporation of the County of Renfrew**

12. Affidavit or Sworn Declaration

➤ I, _____ of the _____ in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____ 20____

Commissioner of Oaths

Applicant (owner or agent)

13. Authorizations (if applicant is not the owner)

13.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

➤ **Authorization of Owner(s) for Agent to Make the Application**

I/We, _____, am/are the owner(s) of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I/we authorize _____ to make this application on my/our behalf.

Date

Signature of Owner(s)

13.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

➤ **Authorization of Owner(s) for Agent to Provide Personal Information**

I/We, _____ am/are the owner(s) of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize _____ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner(s)

14. Consent of the Owner(s)

14.1 Complete the consent of the owner(s) concerning personal information set out below.

➤ **Consent of the Owner to the Use and Disclosure of Personal Information**

I/we, _____, am/are the owner(s) of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I/we authorize and consent to the use by or the disclosure of any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner(s)

NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County/local Municipality to such persons as the County/local Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

COUNTY USE ONLY	
File Name:	File Number:
Date Submitted:	Fee Received:
Date Complete:	