

**CHECKLIST: Application for Plan of Subdivision/Condominium**

**File No. 47 T - \_\_\_\_\_**

- ❖ 5 copies of the completed application form
- ❖ 25 copies of the draft plan with key map
- ❖ 2 copies of the draft plan on 8 ½” x 11” paper
- ❖ 1 digital copy of the draft plan (preferably the latest version of AutoCAD and if possible, in UTM)
- ❖ 5 copies of the information or reports shown as required on the application form
  
- ❖ Subdivision Fee:
  - up to 5 developable lots/blocks ..... \$1,000
  - 6 to 10 developable lots/blocks ..... \$2,000
  - 11 to 30 developable lots/blocks ..... \$4,000
  - more than 30 developable lots/blocks.... \$6,000
- ❖ Condominium Fee:
  - up to 10 units ..... \$2,000
  - 11 to 30 units ..... \$4,000
  - more than 30 units ..... \$6,000
  
- ❖ Peer Review Fee: ..... \$3,000   
*(Surplus peer review funds will be returned to the applicant; more funds may be requested if required.)*

**Information shown on the draft plan as follows (➤ per Section 51(17); ➔ other):**

- (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.
  - ➔ Surveyor’s Certificate, Signed, Dated
  - ➔ Owner’s Certificate, Signed, Dated
  - ➔ Scale
  - ➔ Drawing Date and/or #
  - ➔ 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, Manager of Planning Services  
 Development and Property Department  
 Corporation of the County of Renfrew**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_