

Date Received: _____
Deemed Complete: _____
File Number: _____



County of Peterborough

Application for Approval of a Plan of Subdivision or Condominium Description

Note to Applicants: Prior to submitting this application to the County, pre-consultation with the County Planning Department is mandatory in accordance with By-Law No. 2015-04. This process determines which supporting studies or documentation will be required to be submitted with the application in order to deem the application 'complete'. If the required studies or documentation are not submitted with the application, the application will be refused and returned.

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

Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by the **black arrows (➔)** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 544/06 made under the Planning Act. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information, including the draft plan and fee, are not provided, the County will return the application or refuse to further consider the application until the prescribed information, draft plan and fee have been provided.

Submission of the Application

The County requires:

- 1 hard copy of the completed application form
- 15 full size copies of the draft plan (measurements to be in metric units)
- 2 hard copies of the draft plan on 8 ½" x 11" paper
- 2 hard copies of supporting documentation, studies or reports
- 1 digital copy of the application, draft plan and all supporting studies or reports (CD's not accepted)
- The applicable fee as indicated on the County's Fee Schedule
- Peer Review and Planning Reimbursement Agreement (if applicable) and associated administration fee and deposit

Please Note: the local municipality, where the development proposal is situated, may charge an additional fee for review of the plan of subdivision/condominium. Please contact the local municipality for more information.

For Help

If you require help completing the application form, please call the County of Peterborough, Planning Department at (705) 743-0380. Monday to Friday 8:30 a.m – 4:30 p.m.

Please Print and Complete or (x) Appropriate Box(es)

1. Applicant Information

➔ 1.1 Name of Applicant	Telephone No.	E-Mail Address
Address		Postal Code

➔ 1.2 Name of Owner(s) (If different from the applicant). An owner's authorization is required in Section 13.1, if the applicant is not the owner.

Name of Owner(s)	Telephone No.	E-Mail Address
Address		Postal Code

1.3 Name of person who is to be contacted about the application, if different than the applicant.

Name of Contact Person	Telephone No.	E-Mail Address
Address		Postal Code

2. Location of the Subject Land (Complete the applicable boxes in section 2.1)

➔ 2.1 Local Municipality		Municipal Ward	
Concession	Lot	Registered Plan No.	Lot(s)/Block(s)
Roll No.	Street/Road Name		Street No.
Reference Plan No.	Part No.		

➔ 2.2 Are there any easements or restrictive covenants affecting the subject land?
 Yes No

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

3. Proposed and Current Land Use

3.1 What is the current use of the subject land?

➔ 3.2 How are the subject lands currently designated in the applicable Official Plan?

Local Official Plan Designation	County Official Plan Designation
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➔ 3.3 Please explain in a planning report how the draft plan conforms with the Official Plan(s).

3.4 Has there been an industrial or commercial use on the subject or adjacent land?

Yes No

If yes, specify the uses.

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unknown |
| 3.5 Has the grading of the subject land been changed by adding earth or other material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.6 Has a gas station been located on the subject land or adjacent land at any times? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.7 Has there been petroleum or other fuel stored on the subject land or adjacent land? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.8 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.9 What information did you use to determine the answers to the above questions? | | | |

- 3.10** If Yes to (3.4), (3.6), (3.7) or (3.8), please include a phase 1/2 Environmental Site Assessment (ESA).
- 3.11** If the ESA has determined that the site is contaminated, please include a Record of Site Condition and any MOECC clearances.
- 3.12** Check whether this application is for approval of:

Plan of Subdivision **Condominium Description**

➔ **3.13 Complete the Following Table on Land Use:**

Proposed Land Use	# of Units or Dwellings	# of Lots and/or Blocks on the Draft Plan	Area (ha.)	Density (units/ dwellings per ha.)	# of Parking Spaces
Residential					
Detached					
Semi Detached					
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other (specify)					
Commercial (specify)					
Industrial (specify)					
Park, Open Space					
Institutional (specify)					
Roads					
Other (specify)					
Totals					

4. Additional Information for Condominium Applications Only

A. General information for all types

- | | | Yes | No |
|-------|--|--------------------------|--------------------------|
| → 4.1 | Has a site plan for the proposed condominium been approved? | <input type="checkbox"/> | <input type="checkbox"/> |
| → 4.2 | Has a site plan agreement been entered into? | <input type="checkbox"/> | <input type="checkbox"/> |
| → 4.3 | Has a building permit for the proposed condominium been issued? | <input type="checkbox"/> | <input type="checkbox"/> |
| → 4.4 | Has construction of the development started? | <input type="checkbox"/> | <input type="checkbox"/> |
| → 4.5 | If construction is completed, indicate the date of completion
_____ | | |
| → 4.6 | Is this a conversion of a building containing rental residential units?
If Yes, indicate the number of units to be converted _____ units. | | |

B. Indicate the type of condominium that is being requested

- 4.7 **Standard** - The standard form of single condominium (freehold units).
- 4.8 **Vacant Lands** - Condominiums in which each owner may decide what type of structure, if any, will be built on their lot. Provide information on proposed servicing and status of required permits.
- 4.9 **Common Elements** - Condominiums in which common elements are defined but the land is not divided into units. Provide a map showing the affected freehold properties outside of the specific condominium site. Identify common elements and property ownership's.
- 4.10 **Phased** - Condominium developments which would allow a single condominium to be built in phases. Provide a summary outline of the number of units and common elements to be developed in each specific phase and any common elements to be available in subsequent phases.
- 4.11 **Amalgamations** - Where 2 or more corporations may amalgamate. Provide a plan showing the relationship of the previous condominiums to be amalgamated. Provide file #'s, approval dates etc.
- 4.12 **Leaseholds** - The initial term of the lease must be from 40 years to 99 years and the leasehold unit owner could sell the unit without the consent of the landlord. Provide information regarding what happens at the end of the lease period. Give dates.

5. Consultation with Local Planning Authorities

- 5.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to the local Council or other local planning authorities?
 Yes No

- 5.2 Have you confirmed with the local municipality and the County that the proposed development meets all the requirements of the Official Plans?
 Yes No

(If an Official Plan Amendment is needed, it should be submitted prior to or concurrently with this application.)

- 5.3 Have you pre-consulted with County and Township staff, and confirmed supporting study requirements?
 Yes No

6. Status of Other Applications

- **6.1** Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or consent?
 Yes No Unknown

If **yes**, and **if known**, indicate the application file number and the decision made on the application.

- **6.2** 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 application file number and the status of the application.

- **6.3** Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment?
 Yes No Unknown

If **yes**, and **if known**, indicate the type of application, the file number and status of the application.

- **6.4** If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

- 6.5** 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

- **6.6** Is the subject land or a portion of the subject land within a designated Vulnerable Area around the source of a municipal residential drinking water supply and subject to policy(s) in the Trent Source Protection Plan, developed under the *Clean Water Act*?
 Yes No Unknown

If **yes**, please indicate if a Section 59 Notice is attached or explanation for not including this Notice.

7. Provincial Policy

- | | | | |
|---|--|--------------------------|--------------------------|
| | | Yes | No |
| ➔ | 7.1 Is this development proposal consistent with the Provincial Policy Statement ? | <input type="checkbox"/> | <input type="checkbox"/> |

Explain in a planning report how this proposal is consistent with the PPS.

- | | | | |
|---|--|-------------------------------------|--------------------------|
| ➔ | 7.2 Is the subject property within an area designated under a provincial plan(s) as defined in Section 1 of the <i>Planning Act</i> ? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|--|-------------------------------------|--------------------------|

Explain in a planning report how this proposal conforms or does not conflict with the provincial plan(s).

NOTE: The entire County of Peterborough is subject to the **Growth Plan**.

The **Oak Ridges Moraine Conservation Plan** applies to certain lands within portions of the Cavan Ward only.

8. Servicing

8.1 Indicate in (a) and (b) the type of servicing proposed for the subject land. Select the appropriate servicing type from Table A on the next page. Attach and provide the name of the servicing information/reports as indicated in the Table.

- ➔ **a)** Indicate the proposed sewage disposal system.

- ➔ **b)** Indicate the proposed water supply system.

- c)** Name of servicing information/reports.

Table A - Sewage Disposal and Water Supply

Sewage Disposal	Action or Needed Information/Reports
Public piped sewage system	No action at this time. Municipality will need to confirm that capacity is available to service this application.
Public or Private communal septic system	For the development of more than 5 lots/units – servicing options report ¹ and hydrogeological report ² in accordance with MOECC Guidelines, and an indication whether a public body is willing to own and operate the system ³ . For the development of 5 or less lots/units and generating less than 4500 litres per day of effluent – hydrogeological report ² .
Individual septic system(s)	For the development of more than 5 lots/units – servicing options report ¹ and hydrogeological report ² in accordance with MOECC Guidelines. For the development of 5 or less lots/units and generating less than 4500 litres per day of effluent – hydrogeological report ² .
Other	To be described by applicant
Water Supply	Action or Needed Information/Reports
Public piped water system	No action at this time. Municipality will need to confirm that capacity is available to service this application
Public or Private communal well(s)	For the development of more than 5 lots/units – servicing options report ¹ and hydrogeological report ² in accordance with MOECC Guideline D-5-5, and an indication whether a public body is willing to own and operate the system ³ . For non-residential development where water will be used for human consumption, hydrogeological report ² .
Individual well(s)	For the development of more than 5 lots/units – servicing options report ¹ and hydrogeological report ² in accordance with MOECC Guideline D-5-5. For non-residential development where water will be used for human consumption – hydrogeological report ² .
Communal surface water	Approval of a “water taking permit” under Section 34 of the <i>Ontario Water Resources Act</i> is necessary for this type of servicing.
Individual surface water	A servicing options report and a technical report describing the proposed treatment system
Other	To be described by the applicant

Notes: 1. All servicing options and hydrogeological reports will be subject to review by the County’s peer review consultant; the applicant is responsible for all peer review costs.

2. Before undertaking a hydrogeological report, the applicant may wish to consult with the County peer review consultant to determine what they would expect to see given the nature and location of the proposal.

3. Where communal services are proposed (water and/or sewage), these services must be municipally owned, unless otherwise permitted by MOECC.

8.2 Indicate in (a), (b) and (c) the proposed type of storm water drainage and access for the subject land. Select the appropriate type from Table B below. Attach and provide the servicing information as indicated in the Table.

➔ **(a)** Indicate the proposed storm drainage system.

➔ **(b)** Indicate the proposed road access.

➔ **(c)** Is water access proposed?

Yes No

If **yes**, attach a description of the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

➔ **(d)** Is the preliminary storm water management report attached?

Yes No

If not attached as a separate report, in what report can it be found.

Table B - Storm Drainage, Road Access and Water Access

		Action or Needed Information/Reports
Storm Drainage	a) Sewers	A preliminary storm water management report is required and should be prepared concurrent with any hydrogeological reports for submission with the application. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
	b) Ditches & Swales	
	c) Other	
Road Access	a) Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur.
	b) Municipal or other public road maintained all year	A traffic study may be required (to be confirmed by staff prior to application being submitted).
	c) Municipal or other public road maintained seasonally	No action required. Subdivision or condominium development is not usually permitted on seasonally maintained roads.
	d) Right of Way	No action required. Access by right of ways on private roads is not usually permitted, except as part of a condominium.
Water Access		Information regarding parking and docking facilities to be used, and distance of these from the subject land and the nearest public road.

9. Archaeological Potential

- | | | Yes | No |
|-------|--|--------------------------|--------------------------|
| ➔ 9.1 | Does the subject property contain any areas of archaeological potential? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2 | Is the subject property within 300 metres of a major watercourse? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes to any of the above, please include:

- a) an archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI of the *Ontario Heritage Act*; and
- b) a conservation plan for any archaeological resources identified in the assessment

10. Public Consultation

- ➔ 10.1 Please provide a proposed strategy for consulting with the public with respect to the proposed development.

11. Other Information

- 11.1 If there is any other information that you think may be useful to the County or other agencies in reviewing this application, explain below or attach on a separate page.

12. The Draft Plan

- ➔ 12.1 Section 51(17) of the Planning Act requires submission of a key map at a scale of not less than 1:100 and a draft plan drawn to scale showing the matters described in the subsection. **Ensure the draft plan contains all of the criteria as outlined in Section 51(17) of the Planning Act** or the application may not be deemed complete.

15 copies of the draft plan drawn to scale, 2 reduced copies of the draft plan on 8 ½ x 11 paper and 1 digital copy of the draft plan are required with the submission of this application.

13. Affidavit or Sworn Declaration

➔ 13.1 Affidavit or Sworn Declaration for the Prescribed Information

I/We, _____ of the _____,
(Village/Township/Town/City)
of _____ make oath and say (or
(Municipality Name)
solemnly declare) that the information contained in Sections 1.1, 1.2, 2, 3.2, 3.3,
3.12, 4, 6.1, 6.2, 6.3, 8.1(a) & (b), 8.2(a), (b) & (c) of this application is true and
that the information contained in the documents that accompany this application
in respect of the above Sections is true.

Sworn (or declared) before me

at the _____
(Village/Township/Town/City)

of _____
(Municipality Name)

this _____ day of _____ 20 ____.

Commissioner of Oaths

Applicant

13.2 Affidavit or Sworn Declaration for Requested Information

I/We, _____ of the _____,
(Village/Township/Town/City)
of _____ make oath and say (or solemnly declare)
(Municipality Name)
that the information contained in Sections 1.3, 3.1, 3.4 to 3.11 inclusive, 5, 6.4,
6.5, 7, 8.1(c), 8.2(d), 9, 10, 11 and 12 of this application is true and that the
information contained in the documents that accompany this application in
respect of the above Sections is true.

Sworn (or declared) before me

at the _____
(Village/Township/Town/City)

of _____
(Municipality Name)

this _____ day of _____ 20 ____.

Commissioner of Oaths

Applicant

14. Authorizations

➔ **14.1** 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 for Agent to Make the Application

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

Date

Signature of the Owner

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

Authorization of Owner for Agent to Provide Personal Information

I, _____ am the owner 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 Personal Privacy Act**, I authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of the Owner

15. Consent of the Owner

Complete the consent of the owner concerning personal information set out below.

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

I, _____, am the owner 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 Personal Privacy Act**, I authorize and consent to the use by or the disclosure to 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 the Owner

Please Note: *Personal information contained on this form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to assist in the correct processing of the application. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3 (705-743-0380).*

Applicant's Checklist

The County of Peterborough will assign a File Number for complete applications and this number should be used in all communications with the County of Peterborough.

Have you remembered to attach:

- | | |
|---|--------------------------|
| | Yes |
| • 1 hard copy of the completed application form (including all signatures)? | <input type="checkbox"/> |
| • 15 hard copies of the draft plan? | <input type="checkbox"/> |
| • 2 hard copies of the draft plan on 8 ½" x 11" paper? | <input type="checkbox"/> |
| • 2 hard copies of supporting studies or reports? | <input type="checkbox"/> |
| • 1 digital copy of the application, draft plan and all supporting studies or reports? (CD's not accepted) | <input type="checkbox"/> |
| • The required fee in a cheque made payable to the County of Peterborough? | <input type="checkbox"/> |
| • Peer Review and Planning Reimbursement Agreement (if applicable) and associated administration fee and deposit? | <input type="checkbox"/> |

Submit to: County of Peterborough
 Planning Department
 County Court House
 470 Water Street
 Peterborough, ON
 K9H 3M3

Application Fees for Plans of Subdivision and Condominium
 (Excerpt of Tariff of Fee By-Law No. 2016-26)

Description	Fee
Processing of an application for subdivision or condominium	
a) Up to 20 developable lots/blocks/units	\$4500.00
b) to 50 developable lots/blocks/units	\$6500.00
c) More than 50 developable lots/blocks/units	\$8500.00
Exemption for plan of condominium (regardless of number of units/blocks)	\$1500.00
Plan Revision - major (re-circulation required)	\$1250.00
Plan Revision - minor (re-circulation <u>not</u> required)	\$500.00
Extension of Draft Approval	\$850.00
Final Plan Approval	
a) Applications received on or after April 1, 2016	\$300.00
b) Applications received prior to April 1, 2016	\$0
Refunds - if application is incomplete or withdrawn prior to circulation	75% of the initial application fee

Additional Information: County documents, including applications, the County Official Plan, and the Peer Review and Planning Reimbursement Agreement can be found online. Please visit the County of Peterborough website (www.ptbocounty.ca).