



County of Peterborough

Application for Approval of a Plan of Subdivision or Condominium Description

Pre-Consultation

Pre-consultation with the County Planning Department is strongly recommended. This process determines which studies 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 Schedule 1 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.

What to Submit

The County requires all of the following to deem an application complete:

- 1 hard copy of the completed application form with signatures
- 2 full size copies of the draft plan showing all criteria listed in Section 51(17) of the Planning Act. Measurements to be in metric units.
- 2 hard copies of all supporting documentation, studies or reports
- 1 digital copy of the application, draft plan and all supporting studies or reports. CD's are not accepted. Digital files should be of a size appropriate for posting online and must be available in an accessible format.
- The applicable fee as indicated on the County's Fee Schedule.
- A signed Peer Review and Planning Reimbursement Agreement (if applicable) and associated administration fee and deposit.

The applicant may be requested to provide additional hard copies of any of the above information if, through the processing of the application, further copies are needed.

Please Note: Local municipalities and public agencies may charge an additional fee for review of the plan of subdivision/condominium. These fees are not collected by the County. Payment of any applicable fees should be coordinated directly with the municipality/agency.

For Help

Please complete the application by filling in all fields and checking the appropriate boxes. If you require help completing the application form, please call the County of Peterborough Planning Department at (705) 743-0380. Monday to Friday 8:30a.m – 4:30p.m.



County of Peterborough

Application for Approval of a Plan of Subdivision or Condominium Description

Staff Use Only

File Number: _____

Date Received: _____

Deemed Complete: _____

1. Applicant Information

➔ 1.1 Owner Information

Name of Owner: _____

Telephone Number: _____ Email Address: _____

Mailing Address: _____

Do you wish to receive all communications? ☐ Yes ☐ No

➔ 1.2 Agent Information

Name of Agent: _____

Telephone Number: _____ Email Address: _____

Mailing Address: _____

Do you wish to receive all communications? ☐ Yes ☐ No

If you are acting on behalf of the Owner, have you included a signed authorization form? (see Section 14 of this application) ☐ Yes ☐ No

1.3 Have you formally pre-consulted with the County of Peterborough, the local Municipality and other agencies prior to submitting this application and confirmed study requirements?
☐ Yes ☐ No

If Yes, what is the date on the Record of Pre-Consultation? _____

2. Property Information

➔2.1 Location of Subject Property

Local Municipality/Township: _____

Municipal Ward: _____ Roll Number: _____

Lot: _____ Concession: _____

Municipal Address: _____

Plan Number: _____ Part Number: _____

➔2.2 Proposed Access

How will the subject property be accessed?

- | | |
|---|---|
| <input type="checkbox"/> Provincial Highway | <input type="checkbox"/> County Road |
| <input type="checkbox"/> Municipal Road (maintained all year) | <input type="checkbox"/> Municipal Road (maintained seasonally) |
| <input type="checkbox"/> Private road or right-of-way | <input type="checkbox"/> Water access only |

For Water Access Only – describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:

➔2.3 **Restrictive Covenants**

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

➔3.3 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 property or adjacent land?

☐ Yes ☐ No

If **yes**, specify the uses: _____

3.5 Has the grading of the subject land been changed by adding earth or other material?

☐ Yes ☐ No ☐ Unknown

3.6 Has a gas station been located on the subject land or adjacent land?

☐ Yes ☐ No ☐ Unknown

3.7 Has there been petroleum or other fuel stored on the subject land or adjacent land?

☐ Yes ☐ No ☐ Unknown

3.8 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

☐ Yes ☐ No ☐ Unknown

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

If **Yes** to (3.4), (3.6), (3.7) or (3.8), please include a phase 1/2 Environmental Site Assessment (ESA).

If the ESA has determined that the site is contaminated, please include a Record of Site Condition and any MECP clearances.

➔3.10 Check whether this application is for approval of:

☐ **Plan of Subdivision** ☐ **Condominium Description**

➔3.11 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

General information for all condominium types

- ➔ 4.1

Has a site plan for the proposed condominium been approved?

Yes

No

☐

☐
- ➔ 4.2

Has a site plan agreement been entered into?

☐

☐
- ➔ 4.3

Has a building permit for the proposed condominium been issued?

☐

☐
- ➔ 4.4

Has construction of the development started?

☐

☐
- ➔ 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.
- ➔ 4.7

Indicate the type of condominium that is being requested

☐ **Standard** - The standard form of single condominium (freehold units).

☐ **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.

☐ **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.

- ☐ **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.
- ☐ **Amalgamations** - Where 2 or more corporations may amalgamate. Provide a plan showing the relationship of the previous condominiums to be amalgamated. Provide file numbers, approval dates etc.
- ☐ **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.

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 (severance)?
☐ 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 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

Explain in a planning report how this application is consistent with any applicable Policy Statement and/or Provincial Plan.

➔7.1 Is the development proposal consistent with the Provincial Planning Statement (PPS)?
☐ Yes ☐ No

➔7.2 Is the subject property within an area designated under a provincial plan(s) as defined in Section 1 of the *Planning Act*?
☐ Yes ☐ No

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

8. Servicing and Stormwater Management

Indicate the type of servicing and stormwater management proposed for the development. Tables A and B at the end of this application provide more detail on various systems and study requirements.

➔8.1 Indicate the proposed sewage disposal system:

<input type="checkbox"/> Individual septic system(s)	<input type="checkbox"/> Public piped sewage system
<input type="checkbox"/> Public or private communal system	<input type="checkbox"/> Other: _____

➔8.2 Indicate the proposed water supply system:

<input type="checkbox"/> Individual well(s)	<input type="checkbox"/> Public piped water system
<input type="checkbox"/> Public or private communal well	<input type="checkbox"/> Communal surface water
<input type="checkbox"/> Individual surface water	<input type="checkbox"/> Other: _____

➔8.3 Indicate the proposed storm drainage system:

<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches and swales
<input type="checkbox"/> Other: _____	

➔8.4 What reports or documentation are included with the application to support the above system(s)?

☐ Servicing Options Report

☐ Hydrogeological Report

☐ Functional Servicing Report

☐ Stormwater Management Report

☐ Permit to Take Water

☐ Other: _____

➔9. Archaeological Potential

Does the subject property contain any known archaeological resources or areas of archaeological potential?

☐ Yes

☐ No

If **yes**, please include:

- 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
- a conservation plan for any archaeological resources identified in the assessment.

➔10. Public Consultation

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

☐ A Public Consultation strategy is included in the Planning Justification Report or on a separate page.

11. Other Information

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

➔ 12. The Draft Plan

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.

☐ I confirm that the draft plan included in this submission contains all criteria outlined in Section 51(17) of the Planning Act.

➔13. Affidavit or Sworn Declaration

Affidavit or Sworn Declaration for the Prescribed Information

I/We, _____ of the _____,
(Village/Township/Town/City)
of _____ make oath and say (or solemnly declare)
(Municipality Name)
that the prescribed information contained in this application and required by the
Planning Act (denoted with a ➡) 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

Owner or Authorized Agent

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 requested by the approval authority in 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

Owner or Authorized Agent

➔ 14. **Authorizations**

If the applicant is not the owner of the subject land, the owner must provide written authorization that the applicant is authorized to make the application on the owner’s behalf. The authorization set out below must be completed.

Authorization of Owner 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 authorize _____, to make application on my/our behalf.

Date

Signature of the Owner(s)



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

Authorization of Owner 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 Personal Privacy Act**, I authorize _____, as my/our 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(s)

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).*

Information for Applicant

The following pages are for information only and do not need to be submitted with the application.

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.

Should additional hard copies of any information, including studies, be required by the County for internal or external use or circulation, the applicant will be responsible for the provision of such information.

Have you remembered to attach:

- | | |
|---|--------------------------|
| | Yes |
| • 1 hard copy of the completed application form (including all signatures)? | <input type="checkbox"/> |
| • 2 hard copies of the draft plan? | <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).

Table A – Sewage Disposal and Water Supply

Sewage Disposal	Action or Needed Information/Reports
Public piped sewage system	Municipality will need to confirm that capacity is available to service this application. Functional servicing report may be required.
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 MECP 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 MECP 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	Municipality will need to confirm that capacity is available to service this application. Functional servicing report may be required.
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 MECP 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 MECP 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 MECP.

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.