



**TYPE OF APPLICATION**

- Plan of Subdivision OR  
 Condominium Description

<b>OFFICE USE ONLY:</b>			
Date Application Received: _____	File Number: _____		
Date Application Deemed Complete: _____	Application Fee: _____ Receipt: _____		

Print in black or blue ink, complete or (✓)appropriate box(es)

**1. APPLICATION INFORMATION**

➤ **1.1 Name of Owner(s).** An owner's authorization is required in Section 11.1, if the applicant is not the owner.

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email Address		

➤ **1.2 Agent/Applicant** - Name of the person who is to be contacted about the application, if different than the owner.  
 (This may be a person or firm acting on behalf of the owner.)

Name of Contact Person	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email Address		

**1.3 Planner**

Name of Planner	Business Telephone No.
Address	Postal Code
Fax No.	
Email Address	

**1.4 Ontario Land Surveyor**

Name of Surveyor	Business Telephone No.
Address	Postal Code
Fax No.	
Email Address	

**2. LOCATION OF THE SUBJECT LAND** (Complete applicable boxes in Section 2.1)

➤ 2.1 Local Municipality	Geographic Village/Town/Township	Concession No.	Lot(s)
		Registered Plan No	Lot(s) Block(s)
Name of Street/Road	Street No.	Reference Plan No.	Part(s)

Assessment Roll No(s).

➤ 2.2 Are there any easements or restrictive covenants affecting the subject land?  
 No     Yes    If **Yes**, describe the easement or covenant and its effect.

\_\_\_\_\_

\_\_\_\_\_

**3. PROPOSED AND CURRENT LAND USE**

➤ 3.1 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 Draft Plan	Area (ha.)	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential Detached					(1)
Semi-Detached					(1)
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other (specify)					
Commercial					
Industrial					
Institutional (specify)					
Park, Open Space	nil			nil	nil
Roads	nil			nil	nil
Other (specify)					
<b>Totals</b>					

(1) Complete only if for approval of condominium description

3.2 What is the current use of the subject land?

➤ 3.3 How is the subject land currently designated in any applicable official plan?

3.4 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.

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 at any time?

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

3.8 Has the site ever been used for the spreading of septage or sludge?

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

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

3.11 If **Yes**, to (3.4), (3.5), (3.6), (3.7), (3.8) or (3.9), a previous use inventory showing all former uses of the subject land or, if appropriate, of the adjacent land, is needed. Is the previous use inventory attached? If not, when will it be provided?

Yes  No

**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?  Yes  No
- 4.2 Has a site plan agreement been entered into?  Yes  No
- 4.3 Has a building permit for the proposed condominium been issued?  Yes  No
- 4.4 Has construction of the development started?  Yes  No
- 4.5 If construction is completed, indicate the date of completion. \_\_\_\_\_
- 4.6 Is this a conversion of a building containing rental residential units?  Yes  No

If **Yes**, indicate the number of units to be converted, \_\_\_\_\_ units. (If the building to be converted includes one or more rental residential units, this application must be submitted to the local municipality, not the County, as required by the **Rental Housing Protection Act**.)

**B. Indicate the type of condominium that is proposed**

- 4.7  **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 element and property ownerships.
- 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 #'s, 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

**5. CONSULTATION WITH LOCAL MUNICIPALITY**

- 5.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to the local Municipal Council?  
 Yes  No
- 5.2 Have you confirmed with the local municipality that the proposed development meets all of the requirements of the applicable 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 UNDER THE PLANNING ACT**

- 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Act or a consent under Section 53 of the Act, for a minor variance, for approval of a site plan, or for an amendment to an official plan, a zoning by-law or a Minister's zoning order.  
 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 also 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 status of the application.**  
\_\_\_\_\_  
\_\_\_\_\_
- 6.3 Is the subject land also subject of an application for 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 application 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

## 7. PROVINCIAL POLICY

➤ 7.1 Briefly explain how this proposal is consistent with the Provincial Policy Statement issued under Section 3(1) of the **Planning Act**.

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➤ 7.2 Is this application within an area of land designated under any provincial plan or plans?

Yes

No

If Yes, please specify which plan and whether the application conforms or conflicts with the applicable plan or plans.

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7.3 Table B below lists the features or development circumstances of interest to the Province. Complete Table B and be advised of the potential information requirements in noted section.

**TABLE B - Significant Features Checklist**

Feature or Development Circumstances	(1) If a feature, is it on site or within 500m OR (2) if a development circumstance, does it apply?		If a feature, specify distances in metres	Potential Information Needs
	Yes (✓)	No (✓)		
Non-farm development near designated urban areas or rural settlement area			_____ metres	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 <sup>1</sup>			_____ metres	Assess development for residential and other sensitive uses within 70m
Class 2 industry <sup>2</sup>			_____ metres	Assess development for residential and other sensitive uses within 300m
Class 3 industry <sup>3</sup>			_____ metres	Assess development for residential and other sensitive uses within 1000m
Land Fill Site			_____ metres	Address possible leachate, odour, vermin and other impacts
Sewage Treatment Plan			_____ 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 100m
Controlled access highways or freeways including designated future ones			_____ metres	Evaluate impacts within 100m
Operating mine site			_____ metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000m			_____ metres	Have potential impacts been address? Has the 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			_____ metres	Demonstrate feasibility of development above 28 NEF for sensitive land uses.. Above the 35 NEF/NEP, development of sensitive land uses is not permitted
Electric transformer station			_____ metres	

Feature or Development Circumstances	(1) If a feature, is it on site or within 500m OR (2) if a development circumstance, does it apply?		If a feature, specify distances in metres	Potential Information Needs
	Yes (✓)	No (✓)		
High voltage electric transmission line			_____ metres	Consult the appropriate electric power service
Transportation and infrastructure corridors			_____ metres	Will the corridor be protected?
Prime agricultural land			_____ metres	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
Mineral aggregate resource areas			_____ metres	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			_____ metres	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			_____ metres	Development is not permitted
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, headwaters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes
Archaeological resources				Assess development proposed in areas of archaeological potential. Assessment to be prepared by person licensed under Part VI of the <i>Ontario Heritage Act</i> . 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 floodplain  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 conform with official plan policies for the SPA
Hazardous sites <sup>4</sup>				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 1000m - 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 hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

7.4 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, attach 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
Semi-Detached			
Link/Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

7.5 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 attach on a separate page.

**8. SERVICING**

8.1 Indicate in a) and b) the proposed servicing type for the subject land. Select the appropriate servicing type from **Table D**. Attach and provide the title of the servicing information/reports as indicated in Table D.

- a) Indicate the proposed sewage disposal system
- b) Indicate the proposed water supply system

**Table D - Sewage Disposal and Water Supply**

<b>Sewage Disposal</b>	a) Public piped sewage system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or re-zoning
	b) Public or private communal septic	Communal systems for the development of <b>5 or more lots/units</b> : servicing options report <sup>1</sup> , hydrogeological report <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup>  Communal systems for the development of <b>less than 5 lots/units</b> and generating <b>more than 4,500 litres per day effluent</b> : servicing options report <sup>1</sup> , hydrogeological report <sup>2</sup>
	c) Individual septic system(s)	Individual septic systems with daily sewage flow of less than 4,500 l/day and system entirely located on each property: hydrogeological report <sup>2</sup> and site development plan <sup>4</sup>  Individual septic systems with daily sewage flow of more than 4,500 l/day and system entirely located on each property: servicing options report <sup>1</sup> , hydrogeological report <sup>2</sup>
	d) Other	To be described by applicant
<b>Water Supply</b>	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) Public or private communal well(s)	Communal well systems for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> and indication whether a public body is willing to own and operate the system <sup>3</sup>  Communal well systems for <b>non-residential development where water will be used for human consumption</b> : hydrogeological report <sup>2</sup>
	c) Individual well(s)	Individual wells for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup>  Individual wells for <b>non-residential development where water will be used for human consumption</b> : hydrogeological report <sup>2</sup>

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	Servicing options report
f) Other	To be described by applicant

**NOTES:**

- Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the proposal
- Before undertaking a hydrogeological report, consult the Subdivision Approval Authority about the type of hydrogeological assessment that is expected given the nature and location of the proposal
- Where communal services are proposed (water and/or sewage), these services will include a responsibility agreement with the municipality
- Comments from the Health Unit for individual sewage disposal systems (Section C-Sewage disposal), or a certificate of approval from MOE for all other sections, submitted with this application will facilitate the review.

8.2 Indicate in a) and b) the proposed type of storm drainage and access to the subject land. Select the appropriate type from **Table E**. Attach and provide the servicing information as indicated in Table E.

➤ 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  Attached

➤ d) Is the preliminary stormwater management report attached?

Yes  No

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

**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 or Swales	
c) Other	
Road Access	Application for an access permit should be made prior to submitting this application. An access permit is required from MTO before any development can occur
a) Provincial highway	
b) Municipal or other public road maintained all year	
c) Municipal road maintained seasonally	
d) Right of way	Subdivision or condominium development may not be permitted on seasonally maintained roads. Confirm with the local municipality.
Water Access	Information from the owner of the docking facility on the capacity to accommodate the proposal will assist the review

➤ 8.3 Name of servicing information/reports

Hydrogeological Report –

Servicing Options Report –

Preliminary Stormwater Management Report –

**NOTES:**

- If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, (a) a servicing options report and (b) a hydrogeological report are required.
- If the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems, (a) a servicing options report and (b) a hydrogeological report are required.
- If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, (a) a servicing options report and (b) a hydrogeological report.
- If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, a hydrogeological report is required.

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**9. OTHER INFORMATION**

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9.1 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 a separate page.

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**10. AFFIDAVIT OR SWORN DECLARATION**

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➤ 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 \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
Applicant

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**11. AUTHORIZATIONS**

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11.1 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 I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

11.2 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 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 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 Owner

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**12. CONSENT OF THE OWNER**

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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 acknowledge that certain personal information is collected and distributed to public bodies under the authority of the **Planning Act**.

For the purposes of the **Freedom of Information and Protection of Privacy Act**, I further authorize and consent to the use of my name in any Notices required under the authority of the Planning Act for the purpose of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



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### 13. AGREEMENT TO INDEMNIFY

The Owner/Applicant agrees to reimburse and indemnify the Corporation of the County of Haliburton (hereinafter referred to as the "County") for all fees and expenses incurred by the County to process the application for plan of subdivision or condominium, as the case may be, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend the County's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the County may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

Attached to this application is a cheque payable to *The County of Lanark* representing payment of the application fee.

The Owner/Applicant further agrees to provide the municipality, upon request, a deposit against which the County may, from time to time charge against the deposit any fees and expenses incurred by the County in order to process the application. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the County with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

The Owner/Applicant further agrees that, upon request by the County from time to time, the Owner/Applicant shall make such additional deposits as the County considers necessary, and until such requests have been complied with, the County will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

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

#### Applicant's Checklist:

Have you remembered to attach:

Yes

- 20 completed application forms (1 original and 19 copies)?  
(Ensure you have a copy for yourself)
- 25 copies of the draft plan with key maps, folded to 8½" X 14" size?
- 3 copies of the draft plan reduced to 8½" X 14" size?
- 1 computer disk containing a digitized copy of the proposed draft plan in imprint DXF or DWG format?
- 5 copies of the information/reports as indicated in the application form?
- 1 copy of the registered transfer/deed for the subject lands?
- The required fee and deposit, either as a certified cheque or money order, payable to the County of Lanark?

#### FORWARD TO:

County of Lanark  
Planning Approvals Department  
Administration Building  
99 Christie Lake Rd., (Sunset Blvd.)  
P. O. Box 37  
Perth, Ontario K7H 3E2