



**APPLICATION FOR APPROVAL OF A PLAN OF
SUBDIVISION OR CONDOMINIUM DESCRIPTION**
Under Section 51 of the *Planning Act*

Name of Approval Authority: **THE COUNTY OF PRINCE EDWARD
PLANNING SERVICES DEPARTMENT
280 Main Street, 2nd Floor**
Mailing Address:
332 Main Street, Picton, Ontario K0K 2T0
Phone: (613) 476-2148 Fax: (613) 471-2051

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.

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

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

Applicant's Checklist:	Attached or Provided
◆ 10 copies of the completed application form	<input type="checkbox"/>
◆ 10 copies of the draft plan with key map	<input type="checkbox"/>
◆ 25 copies of the draft plan on 8½ × 11 paper	<input type="checkbox"/>
◆ 1 digital copy of the draft plan/mapping	<input type="checkbox"/>
◆ The required fee (A certified cheque or money order)	<input type="checkbox"/>
◆ 5 copies of the information or reports shown as required by this form	<input type="checkbox"/>
◆ Cost acknowledgment agreement and security deposit	<input type="checkbox"/>

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

FOR OFFICE USE ONLY					
County File No(s). _____					
	Draft Plan of Subdivision Approval up to 20 lots/units	Draft Plan of Subdivision Approval up to 50 lots/units	Draft Plan of Subdivision Approval over 50 lots/units		Subdivision Agreement
Planning	\$3,000.00	\$4,000.00	\$6,000.00		\$1,300.00
Public Works	\$2,500.00	\$3,500.00	\$1,000.00 plus peer review		\$1,300.00
Total	\$5,500.00	\$7,500.00	\$7,000.00		\$3,600.00
Cost Recovery Agreement Deposit	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00



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

1. Application Type

Subdivision

Condominium

2. Applicant/Owner Information

➤ 2.1 Agent/Applicant

Name of Contact Person	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
E-mail Address		

➤ 2.2 Name of Owner(s) (If different from the applicant). An owner's authorization is required in Section 12.1, if applicant is not the owner.

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
E-mail Address		

➤ 2.3 Name of the person who is to be contacted about the application, if different than the owner on the application. (This may be a person or firm acting on behalf of the applicant.)

Name of Contact Person	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
E-mail Address		

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

➤ 3.1 Ward

Concession Number(s)	Lot Number(s)	Registered Plan No.
Reference Plan No.	Part Number(s)	Name of Street/Road

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

No	Yes	If Yes, describe the easement or covenant and its 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 and zoning of the subject land?

Official Plan Designation

Zoning

➤ 4.3 To the best of your knowledge, has there ever been an industrial or commercial use on the subject land or adjacent land?

No

Yes

If Yes, specify the uses.

➤ 4.4 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.)	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential	Detached					(1)
	Semi Detached					(1)
	Multiple Attached					
	Apartment					
	Other (specify)					
Commercial						
Industrial						
Park, Open Space		nil			nil	nil
Institutional (Specify)						
Roads		nil			nil	nil
Other (Specify)						
Totals						

(1) Complete only if for approval of condominium description.

- | | | | | |
|-------|--|--------------------------|--------------------------|--------------------------|
| | | Yes | No | Unknown |
| ➤ 4.5 | Has the grading of the subject land been changed by adding earth or other material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 4.6 | Has a gas station been located on the subject land or adjacent land at any time? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 4.7 | Has there been petroleum or other fuel stored on the subject land or adjacent land? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 4.8 | 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"/> | |
| ➤ 4.9 | What information did you use to determine the answers to the above questions? | | | |

➤ 4.10 If Yes, to (4.3), (4.5), (4.6), (4.7), or (4.8) a previous use inventory showing all former uses of the subject land, or if appropriate, 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?	<input type="checkbox"/>	<input type="checkbox"/>

If **Yes** to any of the above, please contact Planning Services to discuss prior to submitting.

6. Consultation with Local Planning Authority

- 6.1 Has the draft plan of subdivision or condominium description that is subject of this application been discussed with municipal planning staff?
 Yes No

- 6.2 Have you confirmed with the municipality that the proposed development meets all the requirements of the applicable official plan?
 Yes No (If an official plan amendment is needed, it should be submitted prior to or concurrently with this application)

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 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 zoning order 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. Provincial Policy

- 8.1 Briefly explain how this proposal is consistent with the County Official Plan (including applicable Secondary Plans) and Provincial Policy Statement issued under the Planning Act. (You may wish to include a planning report, prepared by a qualified land use planner to aid in answering this question.)

- 8.2 Table B lists land use features on lands adjacent to the subject lands. Complete Table B. If this information exists in a report or is shown on a map, please attach it and indicate the report name and/or page number on the Table. If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.

TABLE B

Please check the appropriate box	On Subject Lands		Within 500 Metres of Subject Lands	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active Landfill Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closed Landfill Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural (e.g. barn, livestock, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Plain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggregate Extraction Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rail Line Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provincially Significant Wetland on or within 40 metres of the subject lands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escarpments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area of Natural and Scientific Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated Heritage Buildings (Part IV or V of Ontario Heritage Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unopened Road Allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



➤8.3 Affordable Housing: For applications that include housing, complete Table C - Affordable Housing. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, please indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attach a separate page.

Table C – Affordable Housing

For example: Semi-detached - 10 units; 100 sq. m.; 2 bedroom, 75% affordable to 60th percentile, 0% affordable to 30th percentile.

Table with 7 columns: Housing Type, No. of Units, Unit Size (sq. m.), No. of Bedrooms, Lot Frontage (m), % Affordable to the 30th Percentile, % Affordable to the 60th Percentile. Rows include Single Detached, Link-Semi-Detached, Row or Townhouse, Apartment Block, and Other Types or Multiples.

* "Affordable" units mean units, including not-for-profit and market housing, which are affordable to households with incomes in the lowest 60 percent of the income distribution for the housing market area. For assistance, refer to the current Information Bulletin released by the Ministry of Housing from time to time.

➤8.4 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 10.1 or attach on a separate page.

➤8.5 Does the proposed draft plan or condominium description apply to an area affected by aboriginal land claim negotiations or an area covered by a provincial/aboriginal co-management agreement?
[] Yes [] No [] Unknown

9. Servicing

➤9.1 Indicate by placing a (✓) in the appropriate box on 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

Table with 3 columns: Service Type, (✓) box, Potential Information/Reports (Required with application). Rows include Sewage Disposal types: a) Public piped sewage system, b) Public or Private communal septic, c) Individual septic system(s), d) Other.



Water Supply		
a) Public piped water system		No action at this time. Municipality will need to confirm that capacity is available to service this application.
b) Public or Private communal well(s)		For the development of more than 5 lots/units : <u>servicing options report</u> ¹ , <u>hydrogeological report</u> ² , and indicate whether the municipality is intended to own and operate the system. For non-residential development where water will be used for human consumption: hydrogeological report ² .
c) Individual well(s)		For the development of more than 5 lots/units : <u>servicing options report</u> ¹ , and <u>hydrogeological report</u> ² . For non-residential development where water will be used for human consumption: hydrogeological report 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		MNR clearance should accompany the servicing options report submitted to MOEE.
f) Other		To be described by applicant.

Notes:

1. Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the proposal.
2. Before undertaking a hydrogeological report, consult the municipality about the type of hydrogeological assessment that is required given the nature and location of the proposal.

Title of the servicing information/reports.	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached

➤9.2 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) Sewers		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.
b) Ditches or swales		
d) Other		
Road Access		
a) Provincial Highway		Application for an access permit and consultation with the MTO should occur concurrent with or prior to this application. An access permit is required from MTO before any development can occur.
b) Municipal or other public road maintained all year		No action at this time. Acceptance of road alignment and access will be confirmed when the application is circulated for comment.
c) Municipal road maintained seasonally		No action at this time. Subdivision or condominium development is not usually permitted on seasonally maintained roads.
d) Right of way		No action at this time. 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 development will assist in the review. Subdivision or condominium development is not usually permitted with water access only.

➤9.3 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



11. The Draft Plan

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;	<input type="checkbox"/>
◆	b. The locations and widths of the proposed roads within the proposed subdivision and of existing highways on which the proposed subdivision abuts;	<input type="checkbox"/>
◆	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;	<input type="checkbox"/>
◆	d. The purpose for which the proposed lots are to be used;	<input type="checkbox"/>
◆	e. The existing uses of all adjoining lands;	<input type="checkbox"/>
◆	f. The approximate dimensions and layout of the proposed lots;	<input type="checkbox"/>
◆	g. Natural and artificial features such as, but not limited to, 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;	<input type="checkbox"/>
◆	h. The availability and nature of domestic water supplies;	<input type="checkbox"/>
◆	i. The nature and porosity of the soil;	<input type="checkbox"/>
◆	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;	<input type="checkbox"/>
◆	k. The municipal services available or to be available to the land proposed to be subdivided;	<input type="checkbox"/>
◆	l. The nature and extent of any restriction affecting the land proposed to be subdivided, including restrictive covenants or easements;	<input type="checkbox"/>
	m. Digital Mapping Information. Where possible, one computer disk containing the digital plotting of the boundary of the proposed subdivision should be submitted with the application. This will be retained by and for the sole use of the municipality;	<input type="checkbox"/>
	n. Surveyor's Certificate, Signed, Dated	<input type="checkbox"/>
	o. Owner's Certificate, Signed, Dated	<input type="checkbox"/>
	p. Scale	<input type="checkbox"/>
	q. Drawing Date and/or No.	<input type="checkbox"/>



DECLARATION

This must be completed by the Owner.

NOTE: If more than one owner is listed in item #1 of this application, then all owners must sign this application form and the affidavit section.

I, (We), _____ of the _____
of _____ in the County / Region of _____
solemnly declare that all of the statements contained in this application for consent
and/or rezoning for (*property description*) _____ and all
the supporting documents are true, and I, (we), make this solemn declaration
conscientiously believing it to be true and complete, and knowing that it is of the same
force and effect as if made under oath, by virtue of the *CANADA EVIDENCE ACT*. I
agree to allow the Municipality, its employees and agents to enter upon the subject
land for the purpose of conducting a site inspection that may be necessary to process
this application.

DECLARED before me at the

_____ of _____

Owner/Applicant

in the _____

of _____

Owner/Applicant

this _____ day of _____ 20____.

Commissioner of Oaths

Commissioner's Stamp



OWNER'S AUTHORIZATION IF THE OWNER IS USING AN AGENT FOR REPRESENTATION

I, (We), _____ of the _____ of _____ in the County/Region of _____ solemnly declare that _____ is authorized to submit an application for consent and/or rezoning for the lands that I/We own, located in *(property description)* _____ to act as our agent in the completion of the matters related to the processing thereof.

DECLARED before me at the

_____ of _____

Owner/Applicant

in the _____

of _____

Owner/Applicant

this _____ day of _____ 20____.

Commissioner of Oaths

Commissioner's Stamp