

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

No. S/C /
Date Received _____

Instructions:

Become familiar with the Provincial Policy Statement before completing this form and submitting the application. It is **strongly recommended** that the Applicant/Agent consults with the Planning Department before submission.

Table B (Significant Features Checklist) is intended to assist the **Lakehead Rural Planning Board (LRPB)** to determine whether significant provincial features or circumstances may be affected by a plan amendment which proposes change to the use of a specific site. It describes potential information needs. The *Planning Act* and Provincial Policy Statement are available online.

Completeness of the Application:

Black Arrows (►) on the left side of the section numbers indicate the information in this form that **must** be provided by the applicant. 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 the fee are not provided, the Planner of the **LRPB** will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist **Staff** and **LRPB** and others in their planning evaluation of the consent application. **To ensure the quickest and most complete review**, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Submission of the Application:

The LRPB requires:

- 1 copy of the completed application form, one of which must bear original signatures in ink, and
- 8 copies of the draft plan (prepared by an Ontario Land Surveyor (OLS), and
- 8 copies of the draft plan on 8½" x 11" paper, and
- 5 copies of the information/reports if indicated as needed when completing the relevant sections of this form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographical features (an electronic copy of the reports is preferred)
- The applicable fee as indicated on the Municipal Fee Schedule By-law.
- Measurements are to be in **metric units**.

For Help:

To help you complete the application form and prepare a good draft plan, please consult the Manager of Planning by calling the LRPB Office at 807-935-3300.

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

1. Applicant Information

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

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

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. |

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

▶ **2.1**

| | | | |
|------------------------|----------------|---------------------|--------------------------------|
| County/Region/District | Local Township | Former Municipality | Section or Mining Location No. |
| Concession Number(s) | Lot Number(s) | Registered Plan No. | Lot(s)/Block(s) |
| Reference Plan No. | Part Number(s) | Name of Street/Road | Street No. |

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 Check whether this application is for approval of a subdivision or a condominium description**
3.2 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 | | | | | |
| Seasonal | | | | | |
| Mobile Home | | | | | |
| Other (specify) | | | | | |
| Commercial | | | | | |
| Industrial | | | | | |
| Park, Open Space | nil | | | nil | nil |
| Institutional | | | | nil | nil |
| Roads | nil | | | | |
| Other (specify) | | | | | |
| Totals | | | | | |

(1) Complete only if for approval of condominium description

3.3 What is the current use of the subject land?

3.4 How is the subject land currently designated in the Official Plan?

3.5 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.

| | Yes | No | Unknown |
|--|--------------------------|--------------------------|--------------------------|
| 3.6 Has the grading of the subject land been changed by adding earth or other material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.7 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"/> |
| 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 or adjacent land may have been contaminated by former uses? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.9 What information did you use to determine the answers to the above questions? If an Environmental Assessment has been performed, please provide copies of all reports. | | | |

3.10 If **Yes** to (3.5), (3.6), (3.7) or (3.8), a previous use inventory showing all former uses of the subject land or, if appropriate, of the adjacent land, is needed. Is the previous land use inventory attached? Yes No

4. Additional Information for Condominium Applications only

| | 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? <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If **Yes**, indicate the number of units to be converted, _____ units.

5. Status of Other Applications under the Planning Act

5.1 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.

5.2 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

5.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance or a zoning by-law amendment?
 Yes No Unknown If **Yes and if Known**, indicate the type of application, the file number and the status.

5.4 Are the water, sewage or road works associated with the development subject to the provisions of the **Environmental Protection 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. Provincial Policy

6.1 Briefly explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the Planning Act.

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

Table B – Significant Feature Checklist

| Feature or Development Circumstances | (a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply? | | If a feature, specify distances in metres | Potential Information Needs |
|--------------------------------------|--|--------|---|--|
| | Yes (3) | No (3) | | |
| | Non-farm development near Designated urban areas or Rural settlement area. | | | |
| Class 1 industry ¹ | | | metres | Assess development to residential & other sensitive areas within 70 metres |
| Class 2 industry ¹ | | | metres | Assess development to residential & other sensitive areas within 300 metres |
| Class 3 industry ¹ | | | metres | Assess development to residential & other sensitive areas within 1000 metres |

| Feature or Development Circumstances | (a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply? | | If a feature, specify distances in metres | Potential Information Needs |
|---|--|--------|---|---|
| | Yes (3) | No (3) | | |
| Non-farm development near Designated urban areas or Rural settlement area. | | | | Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas |
| Land Fill Site | | | metres | Address possible leachate, odour, vermin and other impacts |
| Sewage Treatment Plant | | | metres | Assess the need for a feasibility study for residential and other sensitive land uses |
| Waste Stabilization Pond | | | metres | Evaluate impacts within 100 metres |
| Active Railway Line | | | metres | Evaluate impacts within 100 metres |
| Operating mine site | | | metres | Will development hinder continuation or expansion of operations? |
| Non-operating mine site within 1 kilometre | | | metres | Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects? |
| Airports where noise exposure Forecast (NEF) or noise projection (NEP) is 28 or greater | | | | Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land use is not permitted |
| Electric Transformer Station | | | metres | Determine possible impacts within 200 metres |
| High Voltage Transmission Lines | | | metres | Consult the appropriate electric power service |
| Transportation and infrastructure Corridors | | | | Will the corridor be protected? Demonstrate the need for use other than agricultural and indicate how impacts are to be mitigated |
| Prime Agricultural Land | | | | |
| Agricultural Operations | | | metres | Development to comply with the Minimum Distance Separation Formulae Will development hinder access to the resource or the establishment of new resource areas? |
| Mineral Aggregate Resource Areas | | | | |
| Mineral Aggregate Operations | | | metres | Will development hinder continued operation or expansion? |
| Existing Pits and Quarries | | | metres | Will development hinder continued operation of extraction? |
| Mineral and Petroleum Resources | | | | Will development hinder access to the resource or the establishment of new resource operations? |
| Significant Wetlands | | | | Demonstrate no negative impacts |
| Significant portions of habitat of Endangered or Threatened Species | | | metres | Development is not permitted |
| Significant Fish Habitat, Wildlife Habitat and areas of Natural and Scientific Interest | | | metres | Demonstrate no negative impacts |
| Sensitive Groundwater Recharge Areas, Headwaters and Aquifers | | | | Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected |
| Significant Built Heritage Resources And Cultural Heritage Landscapes | | | | Development should conserve significant built heritage resources and cultural heritage landscapes |
| Significant Archaeological Resources | | | | Assess development proposed in areas of medium and high potential for Significant archaeological resources. These sources are to be studied and Preserved, or where appropriate, removed, catalogued and analysed prior to development |
| Erosion Hazards | | | | Determine feasibility within 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 flood plain 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 meet the official plan policies for the SPA |
| Hazardous Sites | | | | 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 contamination |

- Class 1 industry – small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
- Class 2 industry – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
- Class 3 industry – indicate if within 1 kilometre – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emission
- 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).

6.3 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 Or multiples | | | |

6.4 Is there any other information that 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 7.1 or attach on a separate page.

► 7. Servicing

7.1 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

c) Title of servicing information/reports

Attached

Table D – Sewage Disposal and Water Supply

| Service Type | Potential Information/Reports |
|---------------------------------------|--|
| Sewage Disposal | |
| a) Public piped sewage | Municipality to confirm that capacity will be available to service the development at the time of lot creation or rezoning |
| b) Public or private Communal septic | Communal systems for development of more than 5 lots/units: servicing options statement ¹ , hydrogeological report ² , And indication whether a public body is willing to own and operate the system ³ . Communal systems for the development of 5 or less lots/units and generating less than 4,500 litres per day effluent Hydrogeological report ² . |
| c) Individual septic system(s) | Individual septic systems for the development of more than 5 lots/units: servicing options statement ¹ and hydrogeological report ² . Individual septic systems for the development of 5 or less lots/units and generating less than 4,500 litres per day effluent: Hydrogeological report ² . |
| d) other | To be described by applicant |
| Water Supply | |
| a) Public piped water | Municipality to confirm that capacity will be available to service the development at the time of lot creation or rezoning |
| b) Public or private communal well(s) | Communal well systems for development of more than 5 lots/units: servicing options statement ¹ , hydrogeological report ² , And indication whether a public body is willing to own and operate the system ³ . Communal well systems for non-residential development where water will be used for human consumption: Hydrogeological report ² |
| c) Individual wells | Individual well systems for development of more than 5 lots/units: servicing options statement ¹ , hydrogeological report ² Individual well systems 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 | Service options report |
| 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 with the Municipal Engineer about the type of hydrogeological assessment that is expected
 3. Where communal services are proposed (water and/or sewage), these services must be owned by the municipality
 4. A certificate of approval from the Northwestern Health Unit or MOEE submitted with the application will facilitate the review – see attached Appendix A

7.2 Indicate in a), b) and c) the proposed type of storm drainage and access for 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 Types | | 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 | |
| | c) Other | |
| Road Access | a) Provincial Highway | Application for an access permit should be made prior to submitting the application (See Appendix A). An access Permit is required from MTO before any development can occur |
| | b) Municipal or other public road maintained all year | Detailed road alignment and access will be confirmed when development application is made |
| | c) Municipal road seasonal maintenance | Subdivision or condominium development is not usually permitted on seasonally maintained roads |
| | d) Right of way | Access by right of ways or 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 will assist review |

8. Other Information

9.1 Is there any other information that you think may be useful to the LRPB or other agencies in reviewing this application? (e.g. efforts to resolve outstanding objections or Concerns)? If so, explain below or attach on a separate page.

► 9. Affidavit or Sworn Declaration

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 _____ 20____

Commissioner of oaths

Applicant

► **10. Authorizations**

10.1 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 a consent and I authorize _____ to make this application on my behalf.

_____ Date

_____ Signature of Owner

10.2 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 a consent 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

► **11. Consent of the Owner**

11.1 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 consent application and for the purposes of the **Freedom of Information and Protection of 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 Owner

The Planner will assign a File Number for complete applications and this should be used in all communications.

| | | |
|-------------------------------|--|--------------------------|
| Applicant's Checklist: | Have you remembered to attach: | Yes |
| | • 1 copy of the completed application form (keep a copy) | <input type="checkbox"/> |
| | • 1 copy of any reports/letters of support etc. | <input type="checkbox"/> |
| | • 1 copy of the draft plan – an electronic copy is preferable | <input type="checkbox"/> |
| | • 1 copy of information/reports as indicated on application form | <input type="checkbox"/> |
| | • The required fee as per the fee schedule By-law | <input type="checkbox"/> |

Forward to:
Kerri Reid, Manager of Planning
Municipality of Oliver Paipoonge
3250 Highway 130
Rosslyn, ON P7K 0B1