



# Application for Approval of a Plan of Subdivision or Condominium Description Under Section 51 of the Planning Act

**Note to Applicants:** This application form is to be used if the County of Essex is the approval authority for the proposed plan of subdivision or condominium description. In this form, the term "subject land" means the land that is the subject of this application.

## Instructions

Become familiar with the Provincial Policy Statement before completing this form and submitting the application.

Table B (Significant Features Checklist) is intended to assist the municipality or planning board to determine whether significant provincial features or circumstances may be affected by a plan amendment which proposes to change the use of a specific site. It describes potential information needs.

## Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by **black arrows** (➤) on the left side of the section numbers.

This information is prescribed in the Schedule to Ontario Regulation 196/96 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.

The application form also sets out other information (eg. technical information or reports) that will assist the County and others in their planning evaluation of the development proposal. 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 County needs:

- 15 copies of the completed application form, and
- 15 copies of the draft plan, and
- 2 copies of the draft plan on 8½" x 17" 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 topographic features, and
- The applicable fee as indicated on the County's Fee Schedule.
- Digital Mapping Information: Submit **1 computer disk** containing the digital plotting of the draft plan, including the textual description of the file format, map standards used, scale, contact person and location information such as lot, concession & municipality (AutoCAD.dxf format)

## Please Note

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

## For Help

To help you complete the application form and prepare a good draft plan, please consult your local municipality.

You can also contact the County of Essex Planning Services at the location listed below:

County of Essex  
Planning Services  
360 Fairview Avenue West  
Essex, Ontario N8M 1Y6

Phone: 519-776-6441 (Ext. 329)  
FAX: 519-776-1253

## Please Print and 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 applicant is not the owner.

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

**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.

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

➤ 2.1 County/Region/District	Local Municipality/Unorganized 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 Plan of Subdivision or,  A Plan of Condominium of type:  Standard  Amalgamations  
 Vacant Land  Phased  
 Common Elements  Leaseholds

➤ 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 (specify)				nil	nil
Roads	nil				
Other (specify)					
<b>Totals</b>					

(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 any applicable official plan?

Local Official Plan  County 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 land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

3.10 If Yes, to (3.5), (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 use inventory attached? 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?	<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"/>

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

##### B. Information Specific to each Type

- 4.7 **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.
- 4.8 **Vacant Lands** Condominiums in which each owner may decide what type of structure, if any, will be built on his or her lot. This kind of development may be suitable for a mobile home development, for example.  
**Provide** information on proposed servicing and status of required permits etc.
- 4.9 **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 made available in subsequent phases.
- 4.10 **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 the specific condominium site.  
Identify common elements and property ownerships.
- 4.11 **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 lease period. Give dates.

#### 5. Consultation with Local Planning Authority(ies)

- 5.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to Council or other local planning authority?  
 Yes  No
- 5.2 Have you confirmed with the municipality/planning board that the proposed development meets all 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 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.

- 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 file number and the status of the application

- **6.3** Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment?  
 Yes  No  Unknown If **Yes** and **if Known**, indicate the type of application, the file number and the 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 has regard to the principles of the Provincial Policy Statement issued under the **Planning Act**.

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

**Table B - Significant Features Checklist**

Features or Development Circumstances	(a) If a features, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
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
Class 1 industry <sup>1</sup>			_____ metres	Assess development for residential and other sensitive uses within 70 metres
Class 2 industry <sup>2</sup>			_____ metres	Assess development for residential and other sensitive uses within 300 metres
Class 3 industry <sup>3</sup>			_____ metres	Assess development for residential and other sensitive uses within 1000 metres
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 100 metres
Controlled access highways or freeways, including designated future ones			_____ metres	Evaluate impacts within 100 metres
Operating mine site			_____ metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			_____ 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 exposure projection (NEP) is 30 or greater				Demonstrate feasibility of development above 30 NEF for redevelopment of existing residential uses and other sensitive land uses or infilling of residential and other sensitive land uses.
Electric transformer station			_____ metres	Determine possible impacts within 200 metres
High voltage electric transmission Line			_____ metres	Consult the appropriate electric power service
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural Land				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				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				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 south and east of the Canadian Shield			_____ metres	Development is not permitted
Significant wetlands in the Canadian Shield				Demonstrate no negative impacts
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, 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
Features or Development Circumstances	(a) If a features, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
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
Great Lakes - St. Lawrence River System and Large Inland Lakes: - within defined portions of dynamic beach and 1:100 year flood level along connecting channels - on lands subject to flooding and erosion				Development is not permitted  Development may be permitted; demonstrate that hazards can be safely addressed
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 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 <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 1000 metres - 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).

**7.3** 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 Multiples			

**7.4** 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 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

c) Title of servicing information/reports  Attached

### Table D - Sewage Disposal and Water Supply

Service Type	Potential Information/Reports
<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>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 systems for the development of <b>5 or less lots/units and generating less than 4500 litres per day effluent</b> : hydrogeological report <sup>2</sup>
c) Individual septic system(s)	Individual septic systems for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup>  Individual septic systems for the development of <b>5 or less lots/units and generating less than 4500 litres per day effluent</b> : 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	Service 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 County of Essex 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 must be owned by the municipality
  - A certificate of approval from the local Health Unit or MOEE submitted with this application will facilitate the review.

**8.2** 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**

	<b>Service Type</b>	<b>Potential Information/Reports</b>
<b>Storm Drainage</b>	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	
<b>Road Access</b>	a) Provincial highway	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
	b) Municipal or other public road maintained all year	Detailed road alignment and access will be confirmed when the development application is made
	c) Municipal road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads
	d) Right of way	Access by right of ways on private roads are not usually permitted, except as part of condominium
<b>Water Access</b>		Information from the owner of the docking facility on the capacity to accommodate the proposal will assist the review

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**9. Other Information**

**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 on a separate page.

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**10. 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

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**11. Authorizations**

**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**

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 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

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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
- 15 copies of the completed application form?  
(Ensure you have a copy for yourself)
  - 15 copies, at a minimum, of the draft plan?
  - 2 copies of the draft plan on 8½" by 17" paper?
  - 5 copies of the information/reports as  
Indicated in the application form?
  - The required fee, payable to the County of Essex?
  - Digital Mapping (computer disk)?

**This Application Package is to be sent to:**      County of Essex  
Attention: William King, Manager, Planning Services  
360 Fairview Avenue West  
Essex, Ontario  
N8M 1Y6