



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

**THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

Mail: 25 Central Ave. W., Suite 100, Brockville, ON, K6V 4N6  
 Phone: (613) 342-3840, ext. 2419; Fax: (613) 342-2101  
 E-mail: [planner@uclg.on.ca](mailto:planner@uclg.on.ca)

**Please print, complete or (v) appropriate box(es) and attach required reports, copies of draft plan and fee(s)**

**Complete Application:** The application will be deemed complete when the required fee(s) and the following have been submitted:

- Information prescribed by the *Planning Act* and *O. Reg. 544/06*. Prescribed information is indicated by a black asterisk (\*).
- Required information (no asterisk) is necessary for efficient processing and proper planning evaluation of the application. The application could be refused if this information is missing.

**Submission Checklist:** Please use as a checklist.

- Copies of completed application form, one with an original signature(s)
- ⇒ Copies of folded draft plan with key map, one with an original signature(s)
- ⇒ Copies of draft plan on 11 X 17 inch paper
- ⇒ Copies of information or reports identified in preconsultation
- ⇒ Digital submission of all information on USB
- Application fees and deposits to the United Counties (see fee guideline)  
 Applicable municipal and agency fees (cheque payable to applicable body) or evidence thereto (see fee guideline)

**Number of Copies of Each Document:**

- Athens – 2
- Augusta – 2
- Edwardsburgh Cardinal - 1
- Elizabethtown-Kitley - 1
- Front of Yonge - 1
- Leeds and the Thousand Islands - 1
- Merrickville-Wolford - 3
- North Grenville - 1
- Rideau Lakes - 1
- Westport - 1

**Assistance and Pre-Consultation:** Please confer with the Counties Planner, the local municipality and relevant public bodies before completing the application form. This pre-consultation will assist in preparing an application and draft plan of subdivision/condominium that takes into consideration the Provincial Policy Statement and municipal requirements. Appendix 1 also provides some general requirements.

**Fees:** There is a refund of 80% of the initial application fee if the application is withdrawn prior to circulation.

**Peer Reviews:** Peer reviews of reports may be undertaken at the cost of the applicant. Deposit at time of application.

**File Number:** The Counties will assign a file number for complete applications and this number should be used in all subsequent communications.

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

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

**1. APPLICATION TYPE**       Subdivision       Condominium

**2. APPLICANT/OWNER INFORMATION**

<b>* 2.1</b> 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 and Postal Code	Fax No.	Email
<b>* 2.2</b> Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner.		
Name of Contact Person	Home Telephone No.	Business Telephone No.
Address and Postal Code	Fax No.	Email

**3. DESCRIPTION/LOCATION OF THE SUBJECT LANDS (complete applicable boxes in Section 3.1)**

<b>* 3.1</b> Local Municipality		Former Municipality (Geographic Township)	
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.
<b>* 3.2</b> Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input type="checkbox"/> Yes    If <b>YES</b> , describe the easement or covenant and the 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 of the subject land in any applicable official plan?

United Counties of Leeds and Grenville Official Plan \_\_\_\_\_

Local Official Plan \_\_\_\_\_

**4.3** 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.

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

- |     |  | Yes                      | No                       | Unknown                  |
|-----|--|--------------------------|--------------------------|--------------------------|
| 4.4 | Has the grading of the subject land been changed by adding earth or other material?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 | 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"/> |
| 4.6 | Has there been petroleum or other fuel stored on the subject land or adjacent land?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.7 | 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"/> |

<b>*4.8 Complete Table A on Proposed Land Use</b>					
<b>Table A – Proposed Land Use</b>					
Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (ha.) of land	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential Detached					See Note 1
Semi Detached					See Note 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>					

<sup>(1)</sup> Complete only if for approval of condominium description

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

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

---

- 4.10 If **YES**, to (4.5), (4.6), (4.7) or (4.8), a previous use inventory showing all former uses of the subject and or, if appropriate, of 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?<br>If <b>YES</b> , 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). | <input type="checkbox"/> | <input type="checkbox"/> |
- 

---

**6. CONSULTATION WITH COUNTIES AND LOCAL MUNICIPALITY**

---

- 6.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to the local municipal council?
- Yes     No
- 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 initiated prior to this application.)
- 6.3 Have you confirmed with the Counties that the proposed development meets all the requirements of the Counties Official Plan?
- Yes     No    (If an official plan amendment is needed, it should be initiated prior to 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 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.
- 
- \* 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 by-law amendment?
- Yes     No     Unknown    If **Yes** and **if known**, indicate the type of application, the file number and the status of the application.
-

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

\* 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

**8. SERVICING**

8.1 Indicate by placing a checkmark (✓) in the appropriate box of 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**

	Service Type	(✓)	Potential Information/Reports ( <u>Required</u> with application)
<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 more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <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 5 or less lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> <sup>2</sup>
	c) Individual septic system(s)		Individual septic systems for the development of more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> .
			Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> <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 more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup>
	c) Individual well(s)		Communal well systems for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> <sup>2</sup>
			Individual wells for the development of more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> .
	d) Communal surface water		Individual wells for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> <sup>2</sup> .
	e) Individual surface water		Approval of a “water taking permit” under Section 34 of the <i>Ontario Water Resources Act</i> is necessary for this type of servicing
			<u>Servicing options report</u> <sup>1</sup> .
f) Other		To be described by applicant	

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

**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 Counties about the type of hydrogeological assessment that is expected given the nature and location of the proposal.
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 local Health Unit or MOECC submitted with this application will facilitate the review.

\* (a) Title of servicing information/reports

Attached

8.2 Indicate by placing a checkmark (✓) 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		
	c) Other		
* Road Access	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. In the case of a Counties Road, an entrance permit is required before development can occur.
	c) Municipal road maintained seasonally		Subdivision or condominium development is not permitted on seasonally maintained roads.
	d) Right of way		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 will assist in the review.

\*8.3 a) 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 the facilities from the subject land and the nearest public road.  Attached

8.4 b) Is the preliminary stormwater management report attached?

Yes  No If not attached as a separate report, in what report can it be found?

**9. PROVINCIAL POLICY**

9.1 Briefly explain how this proposal is consistent with the principles in the Provincial Policy Statement issued under the *Planning Act*.

9.2 Table B below lists the features or development circumstances of Provincial interest. 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 feature, it is 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 (v)	NO (v)		
Non-farm development near designated urban areas or rural settlement areas				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 Plant			_____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

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

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 28 or greater)				Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
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 the 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

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

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
*Significant archeological resources or areas of archaeological potential				An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the <i>Ontario Heritage Act</i> ; and a conservation plan for any archaeological resources identified in the assessment.
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
Flood plains				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 flood way  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

**United Counties of Leeds & Grenville Application for Subdivision/Condominium**

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
<ol style="list-style-type: none"> <li>1. Class 1 industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.</li> <li>2. Class 2 industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.</li> <li>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.</li> <li>4. Hazardous sites - property of land 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).</li> </ol>				

9.3 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.

<b>TABLE C – HOUSING AFFORDABILITY</b>			
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
Single Detached			
Semi-Detached			
Link- Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

9.4 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, please explain in Section 9.1 or attach a separate page.

**10. OTHER INFORMATION**

10.1 Is there any other information that may be useful to the Counties in reviewing this development proposal (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attached on a separate page.

---

---

**11. 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

**12. AUTHORIZATIONS**

---

---

12.1 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 \_\_\_\_\_

\_\_\_\_\_  
Date

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

---

12.2 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

---

**13. 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 of 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

UNITED COUNTIES USE ONLY	
File Name:	File Number:
Date Submitted:	Date Complete:

## **Appendix 1 Some General Requirements for Applications of Subdivision/Condominium**

### **Planning Application Fees:**

In addition to the application fees charged by the Counties, there may be individual fees set by other agencies such as the Health Unit and the Conservation Authority. There may also be fees charged by the local municipalities. These fees are usually collected by the Counties at the time of application and are payable to the applicable agency.

### **Early Pre-Consultation:**

Prior to formally submitting an application, the applicant and/or agent are strongly encouraged to contact the Counties and local municipal staff to discuss the development proposal. Where development is proposed on private services requiring Health Unit and/or Ministry of Environment and Climate Change (MOECC) approvals, it is recommended that applicants consult early with these agencies.

### **Assessment/Review of Applications:**

Assessment/review of a plan of subdivision/condominium is based on land use planning legislation, policies and principles of potential social, economic and environmental impacts. All plans must be consistent with the Provincial Policy Statement and in conformity with the Counties and the local official plans. Zoning is also reviewed.

### **Part 8 Permit/Certificate of Approval for Sewage System:**

Plans of subdivision/condominium proposed on small, private sewage servicing systems, generating 10,000 or less litres of effluent per day on one lot, require a Part 8 Permit under the Building Code issued by the local municipality or Health Unit. Prior to issuing a permit, the Health Unit may stake the septic system site and recommend to the Counties that a hydrogeological assessment/terrain analysis and/or servicing options study be completed.

A hydrogeological and terrain analysis report prepared by a qualified professional will be required as part of a complete application for proposals on private well and septic services. The report will be subject to a technical review by a third party peer reviewer, at the applicant's expense. Deposit required at time of application.

Plans of subdivision/condominium proposed on larger sewage systems that generate more than 10,000 litres of effluent per day on one lot would require a Certificate of Approval from the MOECC.

### **Other Permits that that May be Required:**

Plans of subdivision/condominium that are near or potentially impact a provincial highway require a Ministry of Transportation entrance permit or land use permit. Proposals on Counties Roads require an access permit from the Counties Director of Public Works.

Proposals for sensitive land uses (e.g. residential) on sites with potential soil contamination would require the completion an environmental site assessment (ESA) by a qualified person to determine extent of contamination and recommended actions for remediation.

Permits for alteration to shorelines, docks or erecting structures near watercourses could be required from the local conservation authority or the Ministry of Natural Resources and Forestry (MNRF).