

Application for Subdivision/Condominium Approval

Section 51 of the Planning Act, R.S.O 1990, As Amended

Township of Wainfleet
 Committee of Adjustment
 31940 Highway #3
 Wainfleet, ON L0S 1V0
 Tel: 905-899-3463
 Fax: 905-899-2340



For Office Use Only

Date Received:	Received By:
Application Deemed Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deemed Complete:
Roll Number:	File No.:

Note: Prior to completing this form, the applicant should read the subdivision/condominium application information package. Please type or write clearly using blue or black ink.

Type of Application: <input type="checkbox"/> Subdivision <input type="checkbox"/> Condominium (Please specify: <input type="checkbox"/> Standard <input type="checkbox"/> Common Element <input type="checkbox"/> Vacant Land)
Name of Development:

SECTION 1 – CONTACT INFORMATION

Owner Information	
Registered Owner(s): (please indicate names exactly as shown on the Transfer Deed of Land)	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Authorized Agent Information	
Owner's Authorized Agent:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Solicitor Information	
Owner's Solicitor:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Planning Consultant Information	
Owner's Planning Consultant:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	

SECTION 3– CONTINUED

What are the current uses of lands within 500m of the subject land?

North

South

West

East

Is the subject land potentially a contaminated site? Yes No

(a) Has there been an industrial or commercial use or an orchard on the subject land or adjacent land?

Yes No Unknown

(b) Has the grading of the subject land been changed by adding earth or other material?

Yes No Unknown

(c) Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes No Unknown

(d) Has a gas station been located on the subject lands or adjacent land at any time?

Yes No Unknown

(e) Is there reason to believe the subject land or adjacent lands may have been contaminated by former uses?

Yes No Unknown

If yes, an environmental investigation including all former uses of the subject land and, if appropriate, the adjacent lands is required.

If no, on what basis did you come to this determination?

Is there a woodlot and/or significant trees existing on the subject land? Yes No

Is the property considered a heritage resource? Yes No

Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a plan of condominium or a consent? Yes No

If yes and if known, indicate the file number and the status of the application:

Has the subject land ever been the subject of a previous application for approval of an official plan amendment, zoning bylaw amendment, site plan agreement or minor variance? Yes No

If yes and if known, indicate the file number and the status of the application(s):

SECTION 4 – PROPOSED LAND USE OF SUBJECT LAND

Proposed Uses	No. of Residential Units	No. of Lots/Blocks		Area (ha)	Density Proposed (specify units per hectare)	Parking Provided	Condominium Applications Only	
		Lots	Blocks				Bedroom Count	Floor Coverage
RESIDENTIAL								
Single Detached Dwellings								
Semi-Detached Dwellings								
Row, Townhouse Dwellings (Multiple Attached)								
Apartments								
Other (specify)								
NON RESIDENTIAL								
Neighbourhood Commercial	Nil				Nil		Nil	
Other Commercial	Nil				Nil		Nil	
Industrial	Nil				Nil		Nil	
Local and Community Park	Nil				Nil		Nil	
Open Space and Hazard Lands	Nil				Nil		Nil	
Institutional (specify)	Nil				Nil		Nil	
Road Allowances	Nil				Nil		Nil	
Other (specify)	Nil				Nil		Nil	
TOTAL								
ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY:								
New Building								
Describe Condominium Details (Cover Letter is Acceptable):								
Is there an approved site plan for the proposed condominium? <input type="checkbox"/> Yes <input type="checkbox"/> No					Has a site plan agreement been entered into? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has a building permit been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No					Is the building under construction? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Existing Buildings								
Is this a residential rental building converted to a condominium dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, indicate the number of units to be converted:								
Are the tenants willing to purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No					What is the rental vacancy rate in the community?			

SECTION 5 – SERVICING

Indicate what services are proposed:

Water Supply

Municipal Water

Individual Wells

Other (describe)

Sewage Treatment

Municipal Sewers

Septic Tank & Tile Beds

Other (describe)

Storm Drainage

Sewers

Open Ditches/Swales

Other (describe)

If septic tanks are proposed, is fill necessary to meet Medical Officer or Health Standards? Yes No

If yes, specify where it is attainable:

If other servicing problems are foreseen, what are they?

What solutions are proposed?

SECTION 6 – ENVIRONMENTAL ASSESSMENT ACT

Are water, sewage or road works associated with the proposed development subject to the provisions of Schedule C of the MEA Class Environmental Assessment for Municipal Projects?

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

SECTION 7 – PLANNING COMPLIANCE

Is the proposal consistent with policy statements issued under subsection 3(1) of the Planning Act?

Yes No

Does the proposal conform to or does not conflict with the applicable provincial plans?

Conforms Does not conform Does not conflict Conflicts

Does the proposal conform with the existing Regional Official Plan? Yes No

If a ROP Amendment is required, it should be submitted prior to or concurrently with this application.

Does the proposal conform with the existing Township Official Plan? Yes No

If a TOP Amendment is required, it should be submitted prior to or concurrently with this application.

Does the proposal conform with the existing Township Zoning Bylaw? Yes No

If a Zoning Amendment is required, it should be submitted prior to or concurrently with this application.

SECTION 8 – SIGNIFICANT FEATURES CHECKLIST

The table below lists the features or development circumstances of interest to the Township. Complete this table and be advised of the potential information requirements in noted sections. Not all of the features listed apply to the Township of Wainfleet. This checklist is intended to assist the Township to determine whether significant provincial features or circumstances may be affected by a plan which proposes to change the specific site. It describes potential information needs.

Features or Development Circumstances	(a)	If a feature, is it on a site or within 500 metres	If a feature, specify distance in metres	Potential Information Needs
	(b)	If a development circumstance, does it apply?		
	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 ¹				Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²				Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³				Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				Assess possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line				Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones				Evaluate impacts within 100 metres.
Operating Mine Site				Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 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 lands uses. Above 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				Determine possible impacts within 200 metres.
High Voltage electric transmission line				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				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				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				Will development hinder continued operation or expansion?
Significant wetlands				Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species				Development is not permitted.
Significant: fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat				Demonstrate no negative impacts.
Sensitive ground water recharge areas, headwaters and aquifers				Demonstrate that ground water recharges areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and persevered, or where appropriate, removed, catalogued and analyzed prior to development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.

SECTION 8 - CONTINUED

Features or Development Circumstances	(a) If a feature, is it on a site or within 500 metres		If a feature, specify distance in metres	Potential Information Needs
	(b) If a development circumstance, does it apply?			
	Yes	No		
Floodplains				Development no permitted within the floodplain.
Hazardous sites ⁴				Demonstrate that hazards can be addressed.
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)			

SECTION 9 – HOUSING AFFORDABILITY

For applications that include permanent housing (e.g. not seasonal) complete the following table. For each type of housing and unit size, provide the appropriate information. 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 the application. If additional space is needed, attach a separate page.

For example: Single Detached – 10 units, 100m², \$110,000

Housing	Number of Units	Unit Size (m ²) and/or Lot Frontage	Estimated Selling Price/Rent
Single Detached			
Semi-Detached			
Row or Townhouse			
Apartment Block			
Other			

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

SECTION 10 – DRAFT PLANS

The Planning Act requires that all applications must be accompanied by copies of the draft plan. An application must be accompanied by five (5) paper copies and one (1) digital copy of the draft plan showing the following information:

- the boundaries of the land to be subdivided, certified by an Ontario Land Surveyor;
- the locations, widths and names of proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than 1 centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which he/she 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 such lands forms the whole or part;
- the purpose for which the lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, swamps and wooded areas within or adjacent to the land proposed to be subdivided;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land;
- the nature and extent of any restrictive covenants or easement affecting the land proposed to be subdivided.

SECTION 11 – SIGN REQUIREMENTS

Prior to a proposed draft plan of subdivision being circulated by the Township of Wainfleet, the applicant is required to erect at least one sign on the property to be subdivided. This sign is intended for the information of interested persons.

The sign must be prominently displayed on the property and legible from abutting roadways. If the property abuts more than one major roadway, and the subdivision is of substantial size, a sign will be required for each frontage on a major roadway. Planning staff will assist in choosing a suitable location or locations if requested.

Prior to the proposed plan being circulated, the Planning Department must be in possession of a coloured photograph which shows the sign or signs on the property.

The sign must have a minimum display area of 50 square feet (larger signs may be used for large developments or where visibility is a problem) and shall have the following components:

- Township of Wainfleet identification;
- the words “Public Notice” in bold lettering;
- the words “Proposed Subdivision” and the name, if any, of the subdivision;
- a subdivision map, coloured and drawn to show the subdivision pattern, proposed land uses, roadways, pedestrian ways, prominent natural features;
- a legend and an arrow indicating the north direction;
- the date shown prominently (the date to be used should be on or about the date of posting);
- at the bottom of the sign, the following must be included:

“This proposed plan of subdivision has been submitted to the Township of Wainfleet for approval. Persons wishing to express and opinion or to make further enquiries should write (preferred) or phone:

Planning Department, Township of Wainfleet
 31940 Highway #3, PO Box 40
 Wainfleet ON L0S 1V0
 905-899-3463 ext. 225
 Office Hours: 8:30 a.m. to 4:30 p.m.

Also for further information please contact:
 Owners and/or Agents name, address and phone number

A copy of the application may be obtained from the Township of Wainfleet Planning Department.”

The following colour scheme should be used on all signs:

Residential		Commercial	Red
Single Family Detached	Yellow	Park-Open Space	Green
Semi-detached	Orange	Stormwater Management	Green Hatched
Row/Townhouses	Dark Orange	Institutional	Pink
Apartments	Brown	Industrial	Blue

SECTION 12 – CONSENT TO THE USE AND DISCLOSURE OR PERSONAL INFORMATION

All submission materials on file, including cover letters, application forms and plans will be made available to the public for viewing at the Township office, as required under Section 1.0.1 of the Planning Act, R.S.O. 1990 C.P.13. Personal information on file with the Planning Department is collected under the authority of the Planning Act and will be used to process the application.

I/We _____ am/are the owner(s) of the land that is the subject of this application for plan of subdivision or condominium and for the purposes of the *Municipal Freedom of Information and Privacy Act*, I/We 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.

 Signature of Owner

 Date

 Signature of Owner

 Date

SECTION 13 – PERMISSION TO ENTER

I/We _____ am/are the owner(s) of the land that is the subject of this application for plan of subdivision or condominium and I/We authorize the Township staff to enter onto the property for the purposes of evaluating the merits of the application(s).

Signature of Owner

Date

Signature of Owner

Date

SECTION 14 – AUTHORIZATION FOR AGENT (If applicable)

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner(s). All registered owners must complete the authorization form for it to be valid.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation’s seal (if any) should be affixed or the words “I have the authority to bind the Corporation” may be printed under the signing officer’s name instead of affixing the Corporate seal.

I/We _____ am/are the owner(s) of the land that is the subject of this application for plan of subdivision or condominium and I/We hereby authorize _____ as my/our agent for the purpose of submitting an application(s) to the Township of Wainfleet in accordance with Section 41 of the Planning Act, R.S.O. 1990, as amended.

Signature of Owner

Date

Signature of Owner

Date

SECTION 15 – AFFIDAVIT OF OWNER(S) OR AUTHORIZED AGENT

The declaration below must be signed in the presence of a Commissioner for Taking Affidavits. This may be done when presenting your application at the Township office. Please make sure to bring your photo I.D. with a signature.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation’s seal (if any) should be affixed or the words “I have the authority to bind the Corporation” may be printed under the signing officer’s name instead of affixing the Corporate seal.

I/We, _____ of the City/Town/Township of _____ in the County/Region of _____ do solemnly declare that all statements contained in this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and virtue of the Canada Evidence Act.

SWORN before me at the City/Town/Township of _____)
 _____ in the _____)
 County/Region of _____)
 this _____ day of _____ 20 ____)

Signature of Owner or Authorized Agent

Signature of Owner or Authorized Agent

A Commissioner etc.