



## Planning & Development

### Subdivision/Condominium Application Form

For applying for approval under Section 51 of the *Planning Act* and Section 9 of the *Condominium Act*

**Application is hereby made to:**

The Corporation of the County of Grey  
 Planning & Development Department  
 595 9th Avenue East  
 Owen Sound, ON N4K 3E3  
 Phone: 519 376 2205  
 Fax: 519 376 7970  
 Email: [planning@grey.ca](mailto:planning@grey.ca)

FOR OFFICE USE ONLY	
Date Accepted:	_____
Accepted by:	_____
Roll Number (s):	_____
Fee:	_____ Paid [ ]
Other Information:	_____
	_____

**\*\*PRE-SUBMISSION CONSULTATION IS REQUIRED FOR ALL SUBDIVISION OR CONDOMINIUM APPLICATIONS.**

*Type of Application:*

In accordance with the County of Grey Fees and Services By-law No. 4735-11, or any successor thereto, the following fees are set for the processing of Plans of Subdivision, Plans of Condominium and the approval of Part Lot Control By-laws:

<input checked="" type="checkbox"/>	Subdivision/Condominium*	Application Fee	Peer Review Fee****
	Up to 20 development lots/units or blocks	\$3,350.00	\$5,000.00
	21 to 75 development lots/units or blocks	\$3,350.00 plus \$111.00 per lot/unit or block	\$5,000.00
	76 to 150 development lots/units or blocks	\$8,450.00 plus \$56.50 per lot/unit or block	\$5,000.00
	151 to 300 development lots/units or blocks	\$12,500.00 plus \$28.10 per lot/unit or block	\$5,000.00
	301 or more development lots/units or blocks	\$16,750.00 plus \$11.40 per lot/unit or block	\$5,000.00

<input checked="" type="checkbox"/>	Draft Plan Revisions	Peer Review Fee****	Peer Review Fee****
	Major**	\$1,350.00	n/a
	Minor***	\$835.00	n/a
	Extension of Draft Approval	\$835.00	n/a
	Circulation of revised documentation plans prior to draft approval of a plan of subdivision	\$279.00	n/a
	Removal of Part Lot Control	\$279.00 plus \$111.00 per parcel created after the first parcel	n/a

\*Where a plan of subdivision or condominium application is being processed concurrently with a County Official Plan Amendment, the combined fees shall be reduced by \$500.00.

\*For plans of subdivision or condominium applications, all 0.3 metre reserve blocks shall not be included in the calculation of the application fee.

\*\*A major plan revision is where the conditions of draft approved plan of subdivision or condominium are to be revised and the revisions are deemed to be major, require a re-circulation of the draft plan or where the intent of the original conditions of draft approval are not maintained, or where new lots/units/blocks are being created.

\*\*\*A minor plan revision is where the conditions of draft approval plan of subdivision are generally maintained and no new lots/units/blocks are being created. A partial re-circulation may be required for a minor plan revision.

\*\*\*\*\$500 non-refundable fee if application is withdrawn during approval process prior to draft approval. Legislative Authority – Section 69 of the *Planning Act*, R.S.O. 1990, as amended.

*Requirements for Submission:*

In addition to the application fee the following is required to be considered a complete application:

<input checked="" type="checkbox"/>	
	10 copies of this form (including the original certified copy), completed and signed
	15 copies of plans or sets of plans (if further copies are required you will be notified)
	2 reduced size copies of the plans (8.5" x 11" or 11" x 17")
	5 copies of any required report
	A disk containing a geo-referenced autoCAD .dwg file of the plan, any study or report required and the commissioned application

*Applicant Information:*

1. Complete the information below and indicate one contact as the primary contact. All communications will be directed to the primary contact.

Registered Owner(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicant(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent: \_\_\_\_\_  
 Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please indicate the primary contact:  Owner,  Applicant,  Agent

*Property Information:*

2. Provide a description of the subject property.

Amalgamated Township: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Geographic Township: \_\_\_\_\_

Registered Plan: \_\_\_\_\_

Part(s): \_\_\_\_\_ of Lot(s): \_\_\_\_\_

3. Are there any easements or restrictive covenants affecting the subject land?

Yes

No

If yes, please provide a description of each easement or covenant and its effect:

\_\_\_\_\_  
\_\_\_\_\_

4. What is the current County and Municipal official plan designations on the subject lands:

County Official Plan Designation: \_\_\_\_\_

Municipal Official Plan Designation: \_\_\_\_\_

5. What is the current zoning on the subject lands: \_\_\_\_\_

\_\_\_\_\_

6. Is the subject land within an area of land designated under and provincial plan or plans?

Yes

No

If yes, does the plan conform to or does not conflict with the applicable provincial plan or plans?

Yes

No

7. Have you consulted with Aboriginal Peoples on the request for a Plan Amendment?

Yes

No

If yes, provide any information you have on the consultation process and the outcome of the consultation. Please explain (and attach) on a separate page.

8. Has the subject lands ever been subject of an application for approval for any of the following:

a. A plan of subdivision under Section 51 of the *Planning Act*. [ ] Yes [ ] No

If yes, please provide the file number and the status of the application:

File Number: \_\_\_\_\_ Status: \_\_\_\_\_

b. A consent under Section 53 of the *Planning Act* [ ] Yes [ ] No

If yes, please provide the file number and the status of the application:

File Number: \_\_\_\_\_ Status: \_\_\_\_\_

c. A minor variance [ ] Yes [ ] No

If yes, please provide the file number and the status of the application:

File Number: \_\_\_\_\_ Status: \_\_\_\_\_

d. Approval of a site plan [ ] Yes [ ] No

If yes, please provide the file number and the status of the application:

File Number: \_\_\_\_\_ Status: \_\_\_\_\_

e. An official plan amendment [ ] Yes [ ] No

If yes, please provide the file number and the status of the application:

File Number: \_\_\_\_\_ Status: \_\_\_\_\_

f. A zoning by-law amendment [ ] Yes [ ] No

If yes, please provide the file number and the status of the application:

File Number: \_\_\_\_\_ Status: \_\_\_\_\_

g. A Minister's zoning order [ ] Yes [ ] No

If yes, please provide the file number and the status of the application:

File Number: \_\_\_\_\_ Status: \_\_\_\_\_

9. What is the current use of the subject lands?

\_\_\_\_\_  
\_\_\_\_\_

10. If known, what were the previous uses on the subject lands?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Are the water, sewage and road work 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 for both the Planning Act and the Environmental Assessment Act?

Yes

No

*The Proposal:*

12. Please fill out the table below as it relates to the proposal.

Residential proposed uses	No. of Residential Units	No. of lots/blocks (as shown on plan)	Area (in hectares)	Density Proposed (specify units per hectare)	Bedroom Count (specify by number of residential units)	Floor Coverage (m <sup>2</sup> )	Parking Provided	Estimated Selling/ Retail Price of Units (if known)
Detached								
Semi-detached								
Multiple attached								
Apartments								
Seasonable								
Mobile home								
Other (specify)								

Non Residential Proposed uses	No. of Residential Units	No. of lots/blocks (as shown on plan)	Area (in hectares)	Density Proposed (specify units per hectare)	Bedroom Count (specify by number of residential units)	Floor Coverage (m <sup>2</sup> )	Parking Provided	Estimated Selling/ Retail Price of Units (if known)
Neighbourhood Commercial								
Other Commercial								
Industrial								
Institutional (Specify)								
Parkland Dedication	n/a			n/a			n/a	

Non Residential Proposed uses	No. of Residential Units	No. of lots/blocks (as shown on plan)	Area (in hectares)	Density Proposed (specify units per hectare)	Bedroom Count (specify by number of residential units)	Floor Coverage (m <sup>2</sup> )	Parking Provided	Estimated Selling/ Retail Price of Units (if known)
Open Space and Hazard Lands	n/a			n/a			n/a	
Road Allowances	n/a			n/a			n/a	
Other (specify)								
<b>Total</b>								

Please specify the proposed servicing:

Public Services	Yes	No	Studies Required*
Municipal Sanitary Sewers			If yes, none
Municipal Piped Water			If yes, none

Private Services	Yes	No	Studies Required*
Wells and/or septic for a residential subdivision only, with four or fewer lots (or units), and more than 4500 litres of effluent produced per day			Servicing Options Report & Hydrogeological Study
Wells and/or septic for a residential subdivision only, with four or fewer lots (or units), and 4500 litres of effluent or less produced per day			Servicing Options Report & Hydrogeological Study
Wells and/or septic for a residential subdivision only, with five or more lots (or units)			Servicing Options Report & Hydrogeological Study
Any development on individual private services not covered in the above			Servicing Options Report & Hydrogeological Study

Storm Drainage	Yes	No	Studies Required*
Sewers			None
Ditches, Swales			Storm Water Management Study
Other (specify)			

Roads and Access	Yes	No	Studies Required*
Public Access			Traffic Impact Study (if required)
Private Road			Traffic Impact Study (if required)

\*The studies required and the scope of the studies will be determined at the time of pre-submission consultation.

13. Will access to the subject land be by:
- A Provincial Highway
  - A Municipal road
  - Another public road or right of way; or
  - By water

14. Does the subject land contain any areas of archaeological potential?
- Yes
  - No

If Yes, an archaeological assessment prepared by a person who holds a licence that is effective with repose to the subject land, issued under Part IV (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*, and a conservation plan for any archaeological resources identified in the assessment will be required.

15. Additional information for condominium applications only:

New Building:

Has a site plan for the proposed condominium been approved?

- Yes
- No

Has a site plan agreement been entered into?

- Yes
- No

Has a building permit for the proposed condominium been issued:

- Yes
- No

Is the proposed condominium under construction or been completed?

- Yes
- No

If the construction has been completed, what was the date of completion? \_\_\_\_\_

Existing Building:

Is the proposed condominium a conversion of a building containing residential units?

Yes

No

Date of Construction: \_\_\_\_\_

If yes, how many units are to be converted? \_\_\_\_\_

16. Is the proposed plan consistent with policy statements issued under subsection 3 (1) of the Act?

Yes

No



*Authorization:*

17. Owner's Authorization (if the owner is not the applicant):

If an agent is employed, the registered owner(s) must complete the following (or provide similar authorization on the face of the draft plan).

PLEASE PRINT

I (we) \_\_\_\_\_  
(name(s) of owner, individuals or company)

\_\_\_\_\_  
(name(s) of owner, individuals or company)

\_\_\_\_\_  
(name(s) of owner, individuals or company)

Being the registered owner(s) of the subject lands, hereby authorize

\_\_\_\_\_  
(Name of Agent)

To prepare and submit a draft plan of subdivision/condominium for approval.

\_\_\_\_\_  
(signature of owner) (date)

\_\_\_\_\_  
(signature of owner) (date)

\_\_\_\_\_  
(signature of owner) (date)

NOTE: If the owner is an incorporated company, the company seal shall be applied (if there is one).

*Declaration*

19. Declaration (this must be signed in the presence of a Commissioner):

I (we) \_\_\_\_\_  
(name(s) of applicant/agent)

of the \_\_\_\_\_ in the County/Region/District of \_\_\_\_\_  
(name of City/Town/Township)

Solemnly declare that all of the statement contained in this application and all of the supporting documents are true and complete, and I 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 by virtue of the "Canada Evidence Act".

Declared before me at: \_\_\_\_\_

in the County/Region/District of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature of applicant/agent)

Commissioner of Oaths:

*Applicant's Consent*

20. Applicant's consent:

In accordance with the provisions of the Planning Act, it is the policy of the County of Grey to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I,

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(applicant)

hereby acknowledge the above noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

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(signature)

(date)

## *Reimbursement Agreement*

### 21. Peer Review Reimbursement Agreement

THIS AGREEMENT made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

BETWEEN:

\_\_\_\_\_  
Hereinafter called the 'APPLICANT'

OF THE FIRST PART

AND

**THE CORPORATION OF THE COUNTY OF GREY**

Hereinafter called the 'CORPORATION'

OF THE SECOND PART

WHEREAS the Applicant has submitted development applications(s) (i.e. plan of subdivision/condominium, County Official Plan Amendment) and supporting studies to the Corporation for approval, and;

WHEREAS the Corporation by virtue thereof will require the assistance of peer review consultants, solicitor and other professional advisors to provide input and advice to the Corporation with respect to the development proposal and related studies;

NOW THEREFORE BE IT RESOLVED that in consideration of mutual covenants hereinafter set out, the parties hereto agree as follows:

1. The Applicant represents and warrants that they are requesting development approvals on the lands hereinafter described on Schedule 'A' attached hereto. The Applicant represents and warrants that it is intended that the proposal shall closely approximate the application as attached in Schedule 'B' attached hereto.
2. The parties hereto acknowledge that the proposal indicated on Schedule 'B' hereto may not be the final version herein and amendments or modifications may be required thereto as the process proceeds.
3. The Applicant covenants and agrees to pay the Corporation all related costs for professional help incurred by the Corporation. Without limited in the generality of the foregoing, the Applicant covenants and agrees to an immediate security deposit of Five Thousand Dollars (\$5,000.00) against the anticipated costs (hereinafter referred to as the 'Deposit'). At any time that the balance of the Deposit falls below \$500.00, and upon request of the Treasurer, sufficient funds to increase the balance of the Corporation shall produce to the Applicant invoices that have been paid with respect that the amount of these invoices be matched by the Applicant forthwith. Should the deposit at any time fall below \$0.00, the file(s) shall be held in abeyance by the

County and no further action will occur until sufficient funds are deposited by the Applicant to return the deposit to the \$5,000.00 level.

*Agreement Between:*

\_\_\_\_\_ AND  
(Applicant)

**THE CORPORATION OF THE COUNTY OF GREY**

4. The Applicant covenants and agrees to submit to the Corporation's professional advisers where applicable, all necessary plans, documents, and specifications requested by them on behalf of the Corporation for the services and requirements of the Corporation. All such submissions must meet the approval of the Corporation's professional advisors. It is understood and agreed that the design/study criteria related to services shall be as specified by the Corporation and/or their representative and to industry standards.
5. Any monies remaining in the Deposit will be released to the Applicant after a formal decision on the application(s) have been made by the Corporation.
6. This Agreement and everything herein contained shall inure to the benefit of and be binding upon the Application and the Corporation, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Applicant has hereunto set his hand and seal or, in the alternative, has caused it corporate seal to be affixed hereto attested by signatures of its proper signing officers in this behalf.

IN WITNESS WHEREOF on behalf of the Corporation of the County of Grey by this signature of the Clerk or Director of Planning or Senior Planner.

SIGNED, SEALED AND DELIVERED

APPLICANT

Per:

\_\_\_\_\_

\_\_\_\_\_ I have the authority to bind the Corporation (where applicable)

THE CORPORATION OF THE COUNTY OF GREY

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

**PEER REVIEW REIMBURSEMENT AGREEMENT**

**SCHEDULE 'A'**

**DESCRIPTION OF THE SUBJECT PROPERTY**

**PEER REVIEW REIMBURSEMENT AGREEMENT**

**SCHEDULE 'B'**

**PLANNING ACT APPLICATION(S)  
(ATTACH COPIES)**