

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: 519 372-0219 x 1232

Email: 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. 5090-20, or any successor thereto, the following fees are set for the processing of Plans of Subdivision and Plans of Condominium:

<input checked="" type="checkbox"/>	Subdivision/Condominium*	Application Fee ****	Peer Review Fee ****
	Approval of Plan of Subdivision or Condominium	\$7,400.00 plus \$114.00 per lot/unit/block to a maximum fee of \$12,600.00 or a total maximum fee of \$20,000*	\$5,000.00

<input checked="" type="checkbox"/>	Draft Plan Revisions	Application Fee ****	Peer Review Fee ****
	Major**	\$1,600.00	May be requested
	Minor***	\$990.00	n/a
	Circulation of revised documentation plans prior to draft approval of a plan of subdivision	\$331.00	n/a

Payment Options:

- Visa or Mastercard by calling our Administrative Assistant - ext. 1232
- Cheques payable to County of Grey

Please use specific application forms for Removal of Part Lot Control or Extension of Draft Approval.

- * 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.
- * For the calculation of lots/units/blocks, do not count non develop-able blocks, such as storm-water management, parkland or roads.
- ** 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.

Required for Submission:

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

<input checked="" type="checkbox"/>	Please send a digital copy by dropbox, CD or USB stick Paper copies are not required but may be asked for at a later time, including if the application is appealed
	This form (including the original certified copy), completed and signed
	Plans or sets of plans (if copies are required you will be notified)
	Required reports
	A geo-referenced AutoCAD .dwg file of the plan

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: _____

Applicant(s): _____
Address: _____
Email Address: _____
Telephone Number: _____

Agent: _____
Address: _____
Email Address: _____
Telephone Number: _____

Please indicate the primary contact: [] Owner, [] Applicant, [] Agent

Property Information:

2. Provide a description of the subject property.

Amalgamated Municipality: _____
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. Have 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	# of Residential Units	# 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 (m²)	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	# of Residential Units	# 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 (m²)	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	
Open Space & Hazard Lands	n/a			n/a			n/a	
Road Allowances	n/a			n/a			n/a	
Other (specify)								
Total								

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 septs 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 septs 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 septs 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 County road or 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 respect 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 _____
(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,

(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.

(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:

(Applicant) AND

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