

**Note to Applicants:** This form is to be used if the County of Perth 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 County and local municipality 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 of Perth needs:

- 5 copies of the completed application form, and
- 20 copies of the draft plan, and
- 2 copies of the draft plan on 8½" x 11" 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,
- Digital Mapping Information - Submit **1 computer disk** containing the digital plotting of the draft plan, including the textual description of file format, map standards used, scale, contact person and location information such as lot, concession & municipality (AutoCAD .dxf format);
- The applicable fee as indicated on the County's Fee Schedule; and
- The required plan review fee payable to the applicable Conservation Authority.

**For Help**

To help you complete the application form and prepare a good draft plan, please consult your local municipality. You can also call the County of Perth Planning and Development Office at (519) 271-0531 (ext. 415) and ask for the planner that handles your area.

**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 Local Municipality		Former Municipality	
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?  Yes  No If yes, describe the easement or covenant and its effect.

2.3 Is a copy of the deed for the subject land attached?  Yes  No

**3. Proposed and Current Land Use**

➤ 3.1 Check whether this application is for approval of:  A plan of subdivision or,  A condominium description

➤ 3.2 Complete Table A on Proposed Land Use

**Table A - Proposed Land Use**

Proposed Land Use	Number of Units	Number of Lots and/or Blocks on the Draft Plan	Area (ha)	Density (Units/Dwellings per ha)	Number of Parking Spaces
Residential Single-Detached	dwelling units				(1)
Semi-Detached	dwelling units				(1)
Multiple Attached	dwelling units				
Apartment	dwelling units				
Seasonal	dwelling units				
Mobile Home	dwelling units				
Other (specify)	dwelling units				
Commercial					
Industrial					
Park, Open Space					
Institutional (specify)					
Roads					
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 (Wards of Listowel, Milverton, Mitchell)**

**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.

3.6 Has the grading of the subject land been changed by adding earth or other material?  Yes  No  Unknown  
 3.7 Has a gas station been located on the subject land or adjacent land at any time?  Yes  No  Unknown  
 3.8 Has there been petroleum or other fuel stored on the subject land or adjacent land?  Yes  No  Unknown  
 3.9 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?  Yes  No  Unknown

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

3.11 If Yes, to (3.5), (3.6), (3.7), (3.8) or (3.9), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached  Yes  No

**4. Additional Information for Condominium Applications Only**

➤ 4.1 Has a site plan for the proposed condominium been approved?  Yes  No  
 ➤ 4.2 Has a site plan agreement been entered into?  Yes  No  
 ➤ 4.3 Has a building permit for the proposed condominium been issued?  Yes  No  
 ➤ 4.4 Has construction of the development started?  Yes  No  
 ➤ 4.5 If construction is completed, indicate the date of completion. \_\_\_\_\_  
 ➤ 4.6 Is this a conversion of a building containing rental residential units?  Yes  No

If Yes, 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, not the County, as required by the **Rental Housing Protection Act**.)

**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 that the proposed development meets all the requirements of the applicable official plans?  Yes  No

## 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. (Attach separate sheet)

- 7.2 Table B below lists the features or development circumstances of interest to the Province. 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 settlements
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 uses
Waste Stabilization pond			_____ metres	Assess the need for a feasibility study for residential and other sensitive uses
Active railway line			_____ metres	Evaluate impacts within 100 metres
Controlled access highways including designated future ones			_____ metres	Evaluate impacts within 100 metres

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 (✓)		
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 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 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
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
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 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. If additional space is needed, attach on a separate page.

**Table C - Housing Affordability**

For example: Semi-detached - 10 dwelling units; 93 metres<sup>2</sup>/5.5 metres, \$119,900

Housing Type	# of dwelling units	Unit Size (m <sup>2</sup> ) and/or Lot Frontage	Estimated Selling Price/Rent
Single-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 name 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) Name of servicing information/reports

**Table D - Sewage Disposal and Water Supply**

<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 rezoning
	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 rezoning
	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	A "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing
	e) Individual surface water	Servicing options report
	f) Other	To be described by applicant

**Notes:** 1. Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the proposal

2. Consult with the County 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 Perth District Health Unit or the Ministry of Environment and Energy submitted with this application will facilitate the review (see Appendix A)

**Table E - Storm Drainage, Road Access and Water Access**

<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 amendment. A storm water 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 (see Appendix A). An access permit is required from the Ontario Ministry of Transportation 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

8.2 Indicate in a) and b) 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 the preliminary stormwater management report attached?  Yes  No If not attached as a separate report, in what report can it be found?

**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.

**10. Affidavit or Sworn Declaration**

➤ I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) 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 \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**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

**12. Consent of the Owner**

12.1 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

**13. Acknowledgement**

13.1 Complete the acknowledgement concerning third party appeal costs.

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the County of Perth regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the County of Perth for legal counsel and other associated costs to represent the Corporation of the County of Perth in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_

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

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ Signature of Applicant

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The County will assign a File Number for complete applications and this should be used in all communications with the County.

**Applicant's Checklist:** Have you remembered to attach:

- |  | Yes                      |  | Yes                      |
|--|--------------------------|--|--------------------------|
| • 5 copies of the completed application form?<br>(Ensure you have a copy for yourself)   | <input type="checkbox"/> | • 5 copies of the information/reports as<br>Indicated in the application form?   | <input type="checkbox"/> |
| • 20 copies, at a minimum, of the draft plan?  | <input type="checkbox"/> | • The required fee, either as a certified cheque or money<br>order, payable to the Corporation of the County of Perth? | <input type="checkbox"/> |
| • 2 copies of the draft plan on 8½" by 11" paper?  | <input type="checkbox"/> | • The required plan review fee payable to the applicable<br>Conservation Authority.                                    | <input type="checkbox"/> |
| • <u>Digital Mapping Information</u> - Submit <b>1 computer disk</b> (CD, DVD, USB flash drive, etc.) containing the digital plotting of the draft plan, including the textual description of file format, map standards used, scale, contact person and location information such as lot, concession & municipality Autocad .dxf). <input type="checkbox"/> |                          |  |                          |

County Court House, One Huron Street  
Stratford, Ontario N5A 5S4  
Telephone (519) 271-0531 (ext. 415)

FAX (519) 273-5967

Attach 20 copies of a draft plan of subdivision showing: (all measurements, scales, etc. must be metric)

➤ **Section 51(17) Planning Act, RSO 1990 requirements:**

- the boundaries of the proposed subdivision certified by an Ontario Land Surveyor
- locations, widths and names of the proposed highways within subdivision and of existing highways on which the subdivision abuts
- on a key map on the draft plan of subdivision
  - all adjacent land owned by the applicant or in which applicant has an interest
  - all subdivisions adjacent to the proposed subdivision
  - boundaries of proposed subdivision and boundaries of township lots or original grants that include any part of the proposal
- proposed uses, including maximum number of units by type, for each lot and block
- existing uses of all adjoining lands
- dimensions and layout of the proposed lots and blocks, including walkways, school sites and park blocks, if any
- natural and artificial features within or adjacent to the property:
  - existing buildings and structures to be retained or demolished
  - active or inactive railways, rail rights-of-way
  - highways and other roads - existing/proposed, public/private, open/closed location, width, and generic street labels (i.e. Street A) with a separate list of proposed street names
  - watercourses (lakes, streams, ponds, wetlands, etc)
  - flood plains/flood elevations
  - woodlands
  - significant plant and wildlife habitat (including ESA's & ANSI's)
  - drainage courses, retention ponds (natural or man-made)
  - archaeological or historic features
- the availability and nature of domestic water supplies
- the nature and porosity of the soil
- existing contours or elevations
- municipal services available or to be available to the land proposed to be subdivided 
  - waterlines and sewer
  - main hydro lines
- the nature/extent of any restrictions affecting the subject land (i.e. restrictive covenants/easements)

**OTHER REQUIRED INFORMATION:**

- legend
- map scale
- boundary of property to be subdivided
- north marker
- current and former municipality, lot and concession/registered plan number/street address
- date plan prepared and dates of any revisions
- name of person or firm who prepared the plan
- owner's name, signature and date of signature<sup>1</sup>
- Ontario land surveyor's name, signature and date of signature

**NOTE:** Digital Mapping Information - Submit **1 computer disk** containing the digital plotting of the draft plan, including the textual description of file format, map standards used, scale, contact person and general location information such as lot, concession & municipality (Autocad .dxf).

Sites noted in Sections 7 and 8 of the application should be shown on these plans or a separate map.

<sup>1</sup> All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others. If any other registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.

Please submit 5 copies of a Pre-engineering report satisfactory to the local municipality with the necessary drawings which indicated the proposed or existing overall servicing scheme and which also cover the following issues:

➤ **Sanitary Sewers:**

- indicate the location of existing sewers on/or adjacent to the proposed development.
- if the land to be developed is 2 ha (5 acres) or more, what will be the influence on trunk mains in the area?
- will existing installations have to be adjusted or relocated to serve the proposed development?

➤ **Water Mains:**

- indicate the location of existing water mains on/or adjacent to the proposed development.
- if development presents a major increase in demand, what effect is anticipated on the existing serviced area?
- if lands beyond the proposed development are to be serviced through this development, suitable arrangements are to be indicated.
- will existing installations have to be adjusted or relocated to serve the proposed development?
- identify the pressure zone(s) within which the proposed development lies.
- indicate the existing level of fire protection adjacent to the proposed development and the expected level of fire protection to the proposed development (i.e. static and residual pressures and expected flows).

➤ **Storm Sewers:**

- indicate quantity and direction of drainage;
- for open ditches, indicate culverts, their size and the ditch inverts;
- show all topography within 46 m (150 ft.) radius of the proposed streets intersecting with a County Road or Provincial Highway.
- show all square iron bars and monuments.