Perth County
Cultivating Opportunity

Application for Plan of Subdivision
(Section 51 of the Planning Act)
Application for Plan of Condominium
(Section 50 of the Planning Act)

Office Use:	**Received:**	**Deemed Complete:**	**File No. B /**

Application Checklist	
Applicant to complete the following checklist before submission:	
☐ Completion of Pre-Consultation Meeting with Staff	Meeting Date:
☐ One Copy of the Completed Application Form	
☐ Fifteen Copy of the Draft Plan (including a reduced copy on 11”x17” Tabloid sheet)	
☐ A digital copy of the Draft Plan (AutoCAD .dxf and Acrobat .pdf formats)	
☐ One copy of the Parcel Registry (PIN Printout) of the subject property	
☐ Application fee, payable to the County of Perth – Link to fee here	
☐ Reports/studies	

1.0 Applicant Information			
Owner(s)			
Name:			
Address:		Postal Code:	
Phone:	Email:		
Applicant (complete if applicant is not the owner)			
Name:			
Address:		Postal Code:	
Phone:	Email:		
Agent (if applicable)			
Name:			
Address:		Postal Code:	
Phone:	Email:		
1.1 Which of the above is correspondence to be sent to? (check one)			
Owner ☐	Applicant ☐	Agent ☐	

2.0 Location and Size of the Subject Land			
Local Municipality:		Ward:	
Concession:	Lot:	Reg. Plan:	Lot/Block:
Ref. Plan:	Part:	Street Address:	
Lot Frontage (m):		Lot Area (m^2 or ha):	

2.1 Name and address of mortgages or charges: (if applicable)
2.2 Description of any easements or covenants and their effects: (if applicable)

3.0 Current and Proposed Land Use	
Current Use:	Proposed Use:

4.0 Status
County Official Plan Designation:
Local Official Plan Designation (Listowel/Milverton/Mitchell):
Current Zone:

5.0 Proposal Information

5.1 This is an application for approval of:

A Plan of Subdivision ☐ A Condominium Description ☐

5.2 Complete the following table:

Proposed Land Use	Number of Dwelling Units (DU)	Number of Lots/Blocks	Area (ha)	Density (DU/ha)	Number of Parking Spaces
Single-Detached					
Semi-Detached					
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other Residential					
Commercial					
Industrial					
Park/Open Space					
Institutional (specify)					
Roads					
Other (specify)					
Other (specify)					
Totals					

6.0 Additional Information for Condominium Applications		
Has a site plan been approved for the subject property?	Yes ☐	No ☐
Has a site plan agreement been entered into?	Yes ☐	No ☐
Has a building permit for the proposal been issued?	Yes ☐	No ☐
Has construction started?	Yes ☐	No ☐
If construction is completed, indicate the date of completion?		

Is this a conversion of rental residential units?	Yes ☐ No ☐
If yes, indicate the number of units to be converted:	
Note: 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.	

7.0 Previous Industrial or Commercial Uses

7.1 Has there previously been an industrial or commercial use on the subject land or adjacent land?	Yes ☐ No ☐
If **Yes**, please specify the uses and dates:	
7.2 Is there reason to believe the subject land may have been contaminated by former uses on or near the site?	Yes ☐ No ☐
What information did you use to determine the answers to the above questions?	
If Yes to (7.1) or (7.2), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. This study must be prepared by a qualified consultant.	
Is the previous use inventory attached?	Yes ☐ No ☐

8.0 Status of Other Applications under the Planning Act

Is the subject land also the subject of an application for:		
Consent	Yes ☐ - File #:	No ☐
Plan of Subdivision/Condominium	Yes ☐ - File #:	No ☐
Minor Variance	Yes ☐ - File #:	No ☐
Site Plan	Yes ☐ - File #:	No ☐
Zoning By-law Amendment	Yes ☐ - File #:	No ☐

9.0 Servicing

9.1 Indicate the existing/proposed sewage disposal type. Check all that apply:

	Existing	Proposed		Existing	Proposed
Public piped sewage system			Individual septic system(s)		
Public or private communal system			Other (specify):		

9.2 Indicate the existing/proposed water supply type.

Public piped water system			Individual well(s)		
Public or private communal well(s)			Other (specify):		

9.3 Indicate the existing/proposed storm drainage type.					
Storm sewers			Other (specify):		
Ditches or swales					

9.4 Indicate the existing/proposed road access type.					
	Existing	Proposed		Existing	Proposed
Provincial Highway			Public road, seasonal maintenance		
Public road, full maintenance			Other (specify):		

9.5 Are the water, sewage or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act?		
	Yes ☐	No ☐

9.6 If Yes, should 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 ☐

10.0 Housing Affordability

10.1 For applications that include permanent housing, please complete the following table:

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

If there is any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal, please provide it.

11.0 Other Information

12.0 Application Drawing(s)

Please submit an accurate, scaled drawing of the proposal showing the following information, with all dimensions and scales in metric units.

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

a) the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant 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 the land forms the whole or part;
d) the purpose for which the proposed lots and blocks are to be used;
e) the existing uses of all adjoining lands;
f) the approximate dimensions and layout of the proposed lots;
g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
h) the availability and nature of domestic water supplies;
i) the nature and porosity of the soil;
j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
k) the municipal services available or to be available to the land proposed to be subdivided; and
l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Other requirements:

i. Legend, North marker, Map scale;
ii. Boundary of property to be subdivided;
iii. Current and former municipality, lot and concession/registered plan number/street address;
iv. Date plan prepared and dates of any revisions;
v. Name of person or firm who prepared the plan;
vi. Owner's name, signature and date of signature*;
vii. Ontario Land Surveyor's name, Lic No., signature and date of signature.

* 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.

13.0 Applicant Affidavit or Sworn Declaration

I, _____ of the _____ in the County/Region of _____ 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 County/Region of _____ this _____ day of _____, 20_____.

_____ Commissioner of Oaths

_____ Applicant

_____ Applicant

14.0 Authorization of Owner for Agent to Make the Application

I/We, _____ of the _____ in the County/Region of _____ am/are the owner(s) of the land that is the subject of this application and I/we hereby authorize _____ to act as my/our agent in the application.

_____ _____ _____
Name of Owner Signature Date

Name of Owner Signature Date

15.0 Acknowledgement

If the decision of this application is appealed, I _____ agree to support the application, provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal any pay all of the County's legal costs associated with the Tribunal hearing.

Dated at the _____ in the County/Region of _____ this _____ day of _____20_____.

_____ _____
Applicant Signature Applicant Signature

16.0 Consent to Use and Disclose Personal Information

With the filing of this application, I/we _____, the owner(s)/applicant/authorized agent 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 for the purposes of the Freedom of Information and Privacy Act.

_____ _____ _____ _____
Signature Date Signature Date