



Corporation of the
Township of Tay

450 PARK ST.
P.O. BOX 100
VICTORIA HARBOUR
ONTARIO L0K 2A0

(705) 534-7248
FAX (705)534-4493

APPLICATION FOR PLAN OF SUBDIVISION/CONDOMINIUM

INTRODUCTION:

The submission of an application for approval of Plan of Subdivision or a Plan of condominium is respectively, provided for under Section 51 of the Ontario Planning Act and Section 9 of the Condominium Act. This form must be completed and accompanied with the required fees prior to consideration by the Township. Should you require clarification on any matter covered by this application form, please contact the Township at the address above.

APPLICATION FEES:

Township Fees and Deposits

FEES:

Each application must be accompanied by the application fee in the form of a cheque payable to The Corporation of the Township of Tay. The **Current Fee Schedule**, in accordance with By-law # 2016-22 for the Township is as follows:

TOWNSHIP PLANNING DIVISION FEES:

<u>FEE TITLE</u>	<u>DESCRIPTION OF FEE</u>	<u>FEE</u>
Subdivision/Condominium Application	Less than 20 lots/units	\$5,000 application fee plus \$5,000 deposit to cover outside services
	20 lots/units or more	\$5,000 plus \$100/lot to a max of \$20,000 plus \$10,000 deposit
	Re-submission after 2 nd submission	\$2,500

	Revision to draft plan approval after approval	\$3,000 plus \$5,000 deposit
	Change to draft plan conditions	\$2,500
Subdivision/Condominium Agreements	Agreement intended to fulfill a condition of draft plan approval.	\$2,000 plus \$2,000 deposit
Model Home Agreement	Agreement to construct a model home on a registered plan of subdivision	\$2,000 + \$1000 deposit
Subdivision/Condominium Red Line Revision	To make alterations to an Approved Draft Plan	\$1,200.
Subdivision/Condominium Lift Part Lot Control	To make alterations to a Registered Plan	\$1,200.

DEPOSIT:

Where applicable an application must also be accompanied by a deposit in the form of a separate cheque which is payable to The Corporation of The Township of Tay. This deposit will be used to cover costs which are related to peer and professional reviews, and meetings with respect to the processing of the application. The Township may require additional deposit monies if such is required to complete the Townships review. Alternatively, if these costs are less than the deposit, the balance of any deposit will be returned once a decision is made on the application.

AUTHORIZATION:

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

DRAFT PLAN:

Draft Plan information requirements are set out in Section 51(17) of the Ontario Planning Act. These requirements as well as other information needed by the Township are outlined below.

INFORMATION REQUIREMENT:

A Complete Application includes both prescribed and required information. **Prescribed information** is set out by Ontario Regulation 196/96; the Township may refuse to accept or further consider an application if this information is not provided. **Required information** is outlined at the time of pre-submission consultation. This information is necessary for efficient processing and a proper planning evaluation. Please bear in mind that additional studies/reports may be required to deal with such matters as environmental impact, traffic, water supply, sewage disposal and storm water management. Required information also includes a digital copy of the plan produced to Township standards.

APPROVAL PROCESS:

Upon receipt of an **application**, the required **fees**, the required **deposit**, and **other information** as may be required, the Township will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting).

The public meeting may be held at the same time as the public meeting for a zoning amendment, if required. The Township shall receive any written submissions, confer with any persons or public bodies as deemed necessary and give full consideration to the application. The Township then may give draft approval to the application, impose conditions of approval and require agreements to be entered into, or may refuse to give approval.

PLEASE ATTACH:

- **Application fees and Deposit** (please see attached fee schedule).
- **Two (2) Originals of the completed Application Form and Declaration** plus Ten (10) copies of the completed and signed application.
- **Thirty-Five (35) copies of the Draft Plan with Key Maps** folded to 8 ½ x 11" size (please see attached for mapping information requirements)
- **Ten (10) photo-reduced copies of the Draft Plan and Key Maps** folded to 11" x 17" format size – suitable for reproduction.
- **One(1) Computer Disk** of draft plan developed based on attached standards.
- **Six (6) Copies of Reports/Studies** that accompany this application.
- **One (1) Copy of Registered Deed of Title** for subject lands.

DRAFT PLAN INFORMATION REQUIREMENTS

PLANNING ACT, SUBSECTION 51(17) REQUIREMENTS:

- The boundaries of the proposed subdivision certified by an Ontario Land Surveyor.
- Locations, widths and names of 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 subdivision adjacent to the proposed subdivision
- boundaries of proposed subdivision, township lots or original grants that include any part of the proposal
- Purpose for which the proposed lots are to be used, 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 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.
- Existing contours or elevations as required to determine grade of highways and drainage of proposed lands to be subdivided.
- Municipal services available or to be available to the land proposed to be subdivided
 - Waterlines and sewer
 - Main hydro lines
- The nature and extent of any restrictions affecting the land to be subdivided, including restrictive covenants or easements.

OTHER REQUIRED INFORMATION

- Legend, map scale and north marker
- Boundary of property to be subdivided
- 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
- Owners name, signature and date of signature
- 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 based on Township standards.

SUBDIVISION/CONDOMINIUM APPLICATION

OFFICE USE ONLY	FILE NAME:
FILE NUMBER:	
DATE RECEIVED:	AMOUNT PAID: DEPOSIT PAID:

1. TYPE OF APPLICATION: _____Subdivision OR _____Condominium

2. APPLICANT INFORMATION

All communication will be directed to the Prime Contact only. Please indicate who this is to be. 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 registered owner fails to sign or provide authorization, the application is incomplete and will be returned.

PRIME CONTACT: _____

a) Registered Owners

Name(s) _____
Address: _____
Phone #: _____ Fax # _____
Email Address: _____

Are the subsurface rights and the surface rights held by the same owner?
Yes _____ No _____
If No, Who owns the subsurface rights? _____

b) Applicant's (Agent's)

Name(s) _____
Address: _____
Phone #: _____ Fax # _____
Email Address: _____

c) Solicitor's

Name(s) _____
Address: _____
Phone #: _____ Fax # _____
Email Address: _____

d) Planner's

Name(s) _____
Address: _____
Phone #: _____ Fax # _____
Email Address: _____

e) Surveyor's Owners

Name(s) _____
Address: _____
Phone #: _____ Fax # _____
Email Address: _____

f) Engineer's

Name(s) _____
Address: _____
Phone #: _____ Fax # _____
Email Address: _____

3. PROVIDE A DESCRIPTION OF THE SUBJECT PROPERTY:

a) Lot(s) Block(s) _____ Concession(s) _____ Reg. Plan No. _____

b) Parcel Assessment Roll Number(s)

c) Civic Address _____

d) Are there any easements or restrictive covenants affecting the subject lands?
YES _____ NO _____

If YES, supply a copy of such documents and provide a brief description of its effect: _____

4. PROPOSED AND CURRENT LAND USE

4.1 Complete this Table describing the proposed land use:

Proposed Land Use	Number of units or dwellings	Number of Lots and/or Blocks on Draft Plan	Area (ha)	Density (units/dwellings per hectare)	Number of Parking Spaces
Detached Residential					
Semi-detached Residential					
Multiple Attached Residential					
Apartment Residential					
Other Residential (specify)					
Commercial					
Industrial					
Parks/Open Space	n/a			n/a	n/a
Institutional (specify)					
Roads	n/a			n/a	n/a
Other (specify)					
Totals					

4.2 Current use of subject land? _____

4.3 Has there ever been an industrial or commercial use, including a gas station, on the subject land or adjacent land? YES _____ NO _____
If YES, describe: _____

4.4 Is there any reason to believe that the subject lands have been contaminated by former uses on the site or adjacent lands?
YES _____ NO _____

4.5 What is the current designation of the subject land?: _____
Local Official Plan _____
Township Official Plan _____
What is the current zoning of the subject land? _____

4.6 Has the grading of the subject land been changed by adding earth or other material? _____

4.7 What information did you use to answer the questions in S.3?

5. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS:

What type of condominium is being proposed?
Common Elements _____ Phased Vacant Land _____ Leasehold _____

If it is Phased, please provide more detail on the proposed phases including number of units and phases _____

5.1 Has the site plan been approved? YES _____ NO _____

5.2 Has the site plan agreement been entered into? YES _____ NO _____

5.3 Has a building permit for the proposed condominium been issued?
YES _____ NO _____

5.4 Has construction of the development started? YES _____ NO _____

5.5 If construction is complete, indicate the date of completion: _____

5.6 Is this a conversion of a building containing rental units? YES _____ NO _____
If YES indicate the number of units to be converted: _____

(If the building is existing, an Engineer report is required in accordance with Section 9(4) of the Condominium Act).

6. CONSULTATION WITH TOWNSHIP

- 6.1** Did the applicant satisfy the requirements explained through pre-consultation?
YES_____ NO_____
- 6.2** Has the plan, as submitted been supported by the local municipal council?
YES_____ NO_____
- 6.3** Does the Plan, as submitted, meet all of the requirements of the Municipal Official Plan and Zoning By-law? YES_____ NO_____

7. STATUS OF OTHER PLANNING APPLICATIONS

- 7.1** Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent? YES_____ NO_____

If YES, indicate the application file number and the decision made on the application_____

- 7.2** Is the subject land also the subject of a proposed Official Plan or plan amendment that has been submitted for approval? YES_____ NO_____

If YES, indicate the file number and the status of the application_____

- 7.3** 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 application?
YES_____ NO_____

If YES, please explain_____

- 7.4** If the subject land is covered by a ministers zoning order, what is the Ontario Regulation Number?_____

- 7.5** Are the water, sewer, 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_____

8. PROVINCIAL POLICY STATEMENT (PPS)

An outline of the PPS is provided in the Table below. Planning Authorities shall be consistent with the PPS in making decisions on all application. Please indicate below which if any features or development circumstances apply (BE SPECIFIC). Where applicable, information addressing PPS conformity must be provided below. Indicate the reports/study title, as well as page numbers, for each PPS issue.

General PPS Policy Section	Determine any potential PPS issues. Indicate below, specifically, which PPS subsection applies and the Feature or Circumstance involved.	Where has the issue been addressed? Report/Study Title	Page
1.1 Managing and Directing Land Use to Achieve Efficient Development and Land Use Patterns			
1.2 Coordination			
1.3 Employment Areas			
1.4 Housing			
1.5 Public spaces, Parks and Open Space			
1.6 Infrastructure and Public Service Facilities			
1.7 Long-term Economic Prosperity			
1.8 Energy and Air Quality			
2.1 Natural Heritage			
2.2 Water			
2.3 Agriculture			
2.4 Minerals and Petroleum			
2.5 Mineral Aggregate Resources			
2.6 Cultural Heritage and			

Archaeology			
3.1 Natural Hazards			
3.2 Human-Made Hazards			

9. OWNERS AUTHORIZATION: (if an agent is employed, the registered owner(s) must complete the following or proved similar authorization on the face of the draft plan.)

I, (we) _____, being the registered
(Name(s) of owner, individuals or company)

owner(s) of the subject lands, hereby authorize _____
(Name of Agent)

to prepare and submit a draft plan of subdivision for approval.

Date: _____

NOTE: If the Owner is an incorporated company, the company seal shall be applied. If there is not a company seal, a statement of authority to bind is required.

10. DECLARATION: (This must be signed in the presence of a Commissioner)

I, (we) _____ of the Township of Tay, in the County of Simcoe, solemnly declare that all of the 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 by virtue of the CANADA EVIDENCE ACT.

Declared before me at the Township of Tay in the County of Simcoe on this ____ Day of (month) _____, (year) _____

Signature of Owner(s) or Authorized Solicitor or Authorized Agent

Signature of Commissioner

11. APPLICANTS CONSENT (FREEDOM OF INFORMATION)

In accordance with the provisions of the Planning Act, it is the policy of the Township Planning Division to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I _____, the 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 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 of Applicant

Date

12. Additional Fees

If Planning, Engineering, Legal or any other fees are incurred by the Township pertaining to this Application, or an appeal to the Ontario Municipal Board in defense of an approval by the Township of this Application, the Applicant by endorsing below, hereby agrees to pay all such reasonable costs specific to the Application as incurred by the Township, upon receipt of an invoice for same.

Signed: _____ **Date:** _____
.....

Personal information contained on this application is collected pursuant to the Planning Act and will be used for the purpose for which it was collected. Questions about this collection or its disclosure should be directed to the Clerk of the Township of Tay.



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Township of Tay

450 PARK ST.
P.O. BOX 100
VICTORIA HARBOUR
ONTARIO L0K 2A0

(705) 534-7248 PHONE
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PERMISSION TO ENTER

Date: _____

Township of Tay
Planning & Development Department
450 Park Street
P. O. Box 100
Victoria Harbour, ON LOK 2A0

Dear Sir/Madam:

Re: Submission of Planning Application

Address of Subject Property: _____

I hereby authorize the members of the Committee and members of the staff of the Township of Tay to enter onto the above-noted property for the limited purposes of evaluating the merits of this application and to permit the placement of a notice sign on the above noted property.

Signature of Owner or Authorized agent

Please print name

Personal information contained on this form/document/application is collected pursuant to the Municipal Freedom of Information and Protection of Privacy legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.