



**The 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

THE CORPORATION OF THE TOWNSHIP OF TAY

Application for Plan of Subdivision/Condominium

INTRODUCTION:

The submission of an application for approval of a 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 noted herein.

APPLICATION FEES:

A. 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 # 2004-100 for the Township is as follows:

TOWNSHIP PLANNING DIVISION FEES:

<i>Fee Title</i>	<i>Description of Fee</i>	<i>Fee</i>
Plans of Subdivision/ Condominium Application	Application for draft plan approval of subdivision or condominium	\$5000.00 plus \$5,000.00 deposit to cover outside services
Subdivision/ Condominium Agreements	Agreement between the Township and a landowner/developer intended to fulfil a condition of Draft Subdivision or Condominium Approval	\$2000.00 plus \$2,000.00 deposit to cover outside services
Subdivision/ Condominium Draft Approval Extension	Fee charged to consider extension of Draft Subdivision or Condominium Approval	\$2,500.00
Subdivision/ Condominium Red Line Revision	To make alterations to an approved Draft Plan	\$1,200.00
Subdivision/ Condominium Lift Part Lot Control	To make alterations to a Registered Plan	\$1,200.00

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 Township's 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 impacts, 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 refer to the 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 1/2 x 11" size (see attached for mapping information requirements).
- ✓ Ten (10) photo-reduced copies of the Draft Plan and Key Maps to a 21.5 cm x 28 cm (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.

FURTHER INFORMATION:

**The Corporation of the Township of Tay
P.O. Box 110 450 Park Street
Victoria Harbour, Ontario
L0L 2A0
PHONE: 1-605-534-7248 Extension 225
FAX: 705-534-4493**

THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:

**Director of Planning of Development
The Corporation of the Township of Tay
P.O. Box 110 450 Park Street
Victoria Harbour, Ontario
L0 2A0**

DRAFT PLAN INFORMATION REQUIREMENTS

THE PLANNING ACT, SUBSECTION 51(17) REQUIRES:

- ✓ 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.
- ✓ A key map of the draft plan of subdivision indicating:
 - 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, 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.
- ✓ The nature and porosity of the soil.
- ✓ 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
- ✓ owner's 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.

THE CORPORATION OF THE TOWNSHIP OF TAY
SUBDIVISION/CONDOMINIUM APPLICATION FORM

OFFICE USE ONLY	File Name:
File Number:	
Date Received: Date Received (Completed):	Amount Paid: Deposit Paid: Date Fee Received:

1. TYPE OF APPLICATION: __ Subdivision OR __ Condominium

2. APPLICANT INFORMATION:

All communication will be directed to the Prime Contact only. Please indicate who this will is to be.

Prime Contact: _____

a) Registered Owner's Name(s):
Address:
Phone: () _____ Fax: () _____

Are the subsurface rights and the surface rights held by the same owner?

YES _____ NO _____

b)
Applicant's (Agent's) Name(s):
Phone: () _____ Fax: () _____

c) Solicitor's Name(s):

¹¹ 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.

Address:

Phone: () _____ Fax: () _____

d) Planner's Name(s):

Address:

Phone: () _____ Fax: () _____

e) Surveyor's Name(s):

Address:

Phone: () _____ Fax: () _____

f) Engineer's Name(s):

Address:

Phone: () _____ Fax: () _____

3. PROVIDE A DESCRIPTION OF THE SUBJECT PROPERTY:

a) Local Municipality Name:

b) Lot(s)/Block(s) _____ Concession(s) _____ Reg. Plan No.

c) Parcel Assessment Roll Number(s)

#1	_____	#2	_____
#3	_____	#4	_____
#5	_____	#6	_____
#7	_____	#8	_____

d) Civic Address (if appropriate)

e) 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 Table A 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					
Park, 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 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 engineering report is required in accordance with Section 9(4) of the Condominium Act.)

6. CONSULTATION WITH TOWNSHIP AND LOCAL MUNICIPALITY

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 the requirements of the local 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, 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**

8. PROVINCIAL POLICY STATEMENT (PPS)

An outline of the PPS is provided in the Table below. Planning Authorities “shall have regard to” the PPS in making decisions on all applications. 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 report/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 Developing Strong Communities			
1.2 Housing			
1.3 Infrastructure			
2.1 Agricultural Policies			
2.2 Mineral Resources			
2.3 Natural Heritage			
2.4 Water Quality and Quantity			
2.5 Cultural Heritage, Archeological Resources			
3.1 Natural Hazards			

3.2 Human-Made Hazards			
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9. OWNER'S AUTHORIZATION: *(If an agent is employed, the registered owner(s) must complete the following or provide similar authorization on the face of the draft plan).*

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

registered 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 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 _____ of the

Township/Region _____ solemnly declare that all 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
 In the Township/County of _____ this _____ day of _____,

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

Signature of Commissioner

11. APPLICANT'S 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