



Subdivision/Condominium Application Form

Office Use Only	
Application No. _____	Application Fees
Date Received: _____	Fee Received: _____
Date Complete: _____	Date Received: _____
Roll No. _____	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit <input type="checkbox"/>

General Information

Applicant(s) Name: _____

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

Owner(s) Name (If Different): _____

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

Agent's Name & Firm: _____

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

Please submit a list as a separate appendix of any additional individuals or firms that will be working on this application (e.g. Planners, Engineers, Surveyors, Solicitors), if applicable.

The **primary contact** for all matters relating to this application (pick one):

- Applicant Owner Agent

Please list below the holders of any mortgage, other charge, or encumbrance on the subject lands:

Mortgagee: _____

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

Holder of any other charge or encumbrance:

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

Date of pre-consultation meeting: _____

Staff Members consulted: _____

Property Details

Subject Property	
Legal Description	
Municipal Address	
Roll Number	

Frontage, Depth and Area	
Frontage	
Depth	
Area	

Easements and Restrictive Covenants:

Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property? Yes No

If you answered **yes** above, please provide a description of each and its purpose:

Date the subject land was acquired by the current Owner: _____

Proposed and Current Land Use

Proposed Use	Number of Units/ Dwellings	Number of Lots and/or Blocks (as labeled on plan)	Total Area (ha)	Density (units/ dwellings per ha)	Number of Parking Spaces
Detached Single Residential					
Semi-detached Residential					
Multiple Attached Residential					
Apartment Residential					
Other Residential*:					
Commercial					
Industrial					
Park, Open Space	n/a			n/a	n/a
Institutional*:					
Road Allowances	n/a			n/a	n/a
Other (please specify):					
Total					

Additional information for Plan of Condominium Applications

What type of condominium is proposed?

- a) Common Elements
- b) Phased
- c) Vacant Land
- d) Leasehold

If the plan of condominium is phased, please indicate the manner of phasing, including the number of units per phase.

Proposed Other Use Description

- a) Provide a description of use: _____
- b) Other Residential: _____
- c) Institutional: _____
- d) Other Uses: _____

Official Plan

- i) Current Official Plan Designation of the subject lands:

- ii) Current County Official Plan Designation of the subject lands:

Does the proposal conform? Yes No

If **no**, has a separate application for an Official Plan Amendment been made? Yes No

Application File # _____ Decision _____

What is the source of the information for answering these questions? _____

Zoning

- i) What is the current zoning of the subject land? _____
- ii) Does the proposed plan conform to the existing zoning? Yes No
- iii) If **no**, have you made a concurrent application for rezoning? Yes No
- iv) What is the source of the information for answering this question?

Current Use

Current use of land: _____

Former Uses

- a) State all previous known uses _____
- b) Has there ever been an industrial or commercial use, including a gas station, on the subject land or adjacent land? Yes No
- c) If **yes**, describe: _____
- d) Is there any reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands? Yes No
- e) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land at any time? Yes Unknown
- f) If **yes**, describe: _____
- g) Has the grading of the subject land been changed by adding ear or other material?
Yes No Unknown
- h) If the answer to g) is **yes**, what is the source of the material used as fill?

- i) What is the source of the information for answering these questions?

j) Has a soils investigation study been undertaken or required? Yes No

k) If **no**, why? _____

l) If **yes** to any of the above, has a Phase 1 Environmental Site Assessment been submitted?

Yes No

Please include a Record of Site Condition and any applicable MOE clearance.

m) If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (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 (O. Reg. 5454/06 – schedule 1 – 24).

Yes No

Buildings

Are there any existing buildings on the subject lands? Yes No

Are they to be: Retained Yes No

Demolished Yes No

Removed Yes No

Other _____

Parkland Dedication

Is there a parkland dedication requirement for this proposal? Yes No

If **yes**, check which applies: Land

Cash-in-lieu

5% for residential

2% for commercial/industrial lands

Other _____

Status of Other Planning Applications

- a) Has the subject land ever been the subject of a previous application for approval of a plan of subdivision? Yes No

If **yes** indicate Application File Number _____ Decision _____

- b) Has the subject land ever been the subject of a previous application for approval of a plan of condominium? Yes No

If **yes** indicate Application File Number _____ Decision _____

- c) Has the subject land ever been the subject of a previous application for approval of a consent to sever? Yes No

If **yes** indicate Application File Number _____ Decision _____

- d) Has the subject land ever been the subject of a previous Official Plan or plan amendment? Yes No

If **yes**, indicate Application File Number _____ Decision _____

Note: Where the subject land is subject to a proposed Official Plan Amendment, the Township will not circulate the plan of subdivision/condominium application until the Official Plan Amendment has been adopted by the Township.

- e) Is the subject land also the subject of an application for a consent, approval of site plan, minor variance, part-lot control, zoning by-law amendment application? Yes No

If **yes**, please explain _____

- f) If the subject land is covered by a minister's zoning order, what is the Ontario Regulation Number? _____

- g) Are the water, sewage or road works associated with the proposed development subject to the provisions of the *Environmental Assessment Act*? Yes No

- h) 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

Servicing

a) Access

Access to the subject lands will be by:

Provincial Highway Yes No

County Road Yes No

Assumed Municipal Street Yes No

Private Road Yes No

Right-of-Way Yes No

Other – Specify _____

b) Water Access

If access is by water, attach a description of the parking or docking facilities to be used and distance of facilities from subject land and the nearest public road.

c) Water

Water supply will be provided to the subject lands by:

Municipal piped water Yes No

Private communal well Yes No

Individual wells for each lot Yes No

Other – specify _____

Is the proposed development within a wellhead protection area? Yes No

If **yes**, what measures are proposed to protect the drinking water source? _____

Has an Environmental Risk Assessment been submitted? _____

If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells a servicing options report and a hydrogeological report are required (O. REg. 544/06 – schedule 1 – 18) Yes No

A conceptual stormwater management plan has been completed for the subject lands

Yes No

If **yes** provide: Name of study _____

Completed by _____

Date of study _____

The subject lands are within the _____ watershed and the _____ sub-watershed. How does the stormwater management concept address the specific needs of the watershed/sub-watershed?

f) Utilities

Check what utilities will be provided:

Electric Yes No Provider: _____

Gas Yes No Provider: _____

Telecommunication Yes No Provider: _____

Additional Information for Condominiums

Has the site plan been approved? Yes No

Has the site plan agreement been entered into? Yes No

If **yes**, when? _____

Has a building permit for the proposed condominium been issued? Yes No

If **yes**, when? _____

Has construction of the development started? Yes No

If **yes**, when? _____

Is construction completed? Yes No

If **yes**, when? _____

Is this a conversion of a building containing rental units? Yes No

If **yes**, indicate the number of units to be converted. _____

Note: If the building is existing, an engineering report is required in accordance with Section 9(4) of the *Condominium Act, 1998*, completed to the satisfaction of the Township that indicates the building is appropriate and sound for conversion and sale.

Provincial Plans & Policy

Is the plan consistent with policy statements issued under subsection 3.1 of the *Planning Act*?
Yes No

Is the subject land designated under any Provincial Plan or Plans?

- Growth Plan for the Greater Golden Horseshoe Yes No

Does the plan conform to, or conflict with the applicable Provincial Plan or Plans?

Plan _____ Yes No

Plan _____ Yes No

Please outline how the plan is consistent in a planning report: _____

Briefly explain how this proposal is consistent with the Provincial Policy Statement issued under the *Planning Act*. _____

PLEASE NOTE:

The Developer is hereby advised that prior to commencing any work within the subject lands, the Developer must confirm that sufficient wire-line **communication/telecommunication infrastructure** is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or the extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency Services)

Agreement of Owner/Agent

The Owner/Agent hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees.

The Owner/Agent hereby authorizes municipal staff, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections and the posting of a public notice sign, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information to any person or public body that is collected under the authority of the **Planning Act** for the purposes of this application.

The Owner/Agent hereby acknowledges that the application will not be deemed to be complete until all of the relevant prescribed information set out in the Schedules to Ontario Regulations to the Planning Act, R.S.O. 1990, c.P.13 do not begin until the Township has acknowledged that all of the prescribed and requested information had been submitted to form a complete application.

The Owner/Agent hereby declare that I have read and understand the information set out in Section 8.0 of this application.

Date: _____

Signature of Owner

Signature of Agent

Declaration

I [the Owner/Agent], _____ of the Township of Springwater (or other) _____ of the County of Simcoe (or other) _____ do solemnly declare that all above statements and contained in all of the exhibits submitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the “**Canada Evidence Act**”.

Signature of Owner or Agent

Declared before me at:
The Township of Springwater
in the County of Simcoe
this _____ day of _____, 20____.

or

Declared before me at:

Commissioner of Oaths

Authorization

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the processing of the application under the **Freedom of Information and Protection of Privacy Act**.

Date: _____

Signature of Owner