

**TOWN OF GREATER NAPANEE
SUBDIVISIONS & CONDOMINIUMS APPLICATION GUIDE**

for applying for approval under Section 50
of the Planning Act, 1983
and under Section 50 of the Condominium Act

The application guide and form are both subdivisions and condominiums.
All questions should be filled out for subdivisions except for those reserved for
condominiums, (marked*). All questions are to be answered for condominiums.

**A. APPLYING FOR SUBDIVISION/
CONDOMINIUM APPROVAL**

1. The attached application form is to be used only when applying to the Town for condominiums and subdivision approval.
2. The Minister of Municipal Affairs has delegated subdivision approval authority to the Town. Accordingly the Town has all the authority of the Minister of Municipal Affairs under Section 50 of the Condominium Act.

A. USING THE APPLICATION FORM

1. The attached application form should be completed with four copies to the Director of Planning. In all cases please ensure that you keep a copy for your files. The applicant is advised, however, to approach the Planning Department for official plan, zoning and policy information before making a formal application.

It is also important to note that circulation of new applications will not be undertaken unless the draft plan of subdivision conforms to the official plan or is subject of an official plan amendment. In those cases where a corresponding official plan amendment has been received, the plan of subdivision and the official plan amendment will be circulated simultaneously.

2. The application should be completed by the property owner or his authorized agent. Where it is being made by an agent, the written authorization may be shown on the face of the draft plan.

It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety and welfare of the future residents, either owners or tenants. Sufficient studies for the completion of the application should be carried out prior to a submission for approval, and should be reflected in the application form. This information will assist in a quick and comprehensive assessment of the application. If further studies are required, the applicant will be notified. If the form or the draft plans seem incomplete or inaccurate the application will be returned for completion, correction or clarification prior to processing.

C. DRAFT PLANS

1. The Planning Act, R.S.O. 1990 requires that all applications must be accompanied by copies of the draft plan as required by the Town. The draft plan must be drawn to scale, with boundaries certified by an Ontario Land Surveyor. To carry out the review of condominium applications, a minimum of 40 copies of the draft plan will be required. Subdivision applications also require a minimum of 40 copies. If further copies are needed, the applicant will be notified.
2. The draft plans should indicate all items as required by section 50(2) of the Planning Act, 1983 (listed on the reverse of this guide)
3. Draft plans proposing condominium ownership require additional information (listed on the reverse side of this guide).

D. DEALING WITH THE APPLICATION

1. After accepting the completed application the Town will process the application in accordance with the procedures approved and adopted by the Town.
2. After an evaluation of the plan and of the recommendations from other bodies as noted above, conditions may be imposed in granting approval of the draft plan (draft approval).
3. The conditions of draft approval must be fulfilled prior to the approval of the final plan. The agencies affected by the conditions must indicate that they have been fulfilled.

In some cases, agencies may require that a copy of the completed subdivision agreement be forwarded to them prior to notifying the Town that the conditions have been fulfilled.
4. Sections 50(15) and 50(17) of the Planning Act, 1983 provide that an application for approval by the Town may be Referred to the Ontario Municipal Board for decision.

SUBDIVISION & CONDOMINIUM APPLICATION

for applying for approval under section 50
of the Planning Act, 1983
and under section 50 of The Condominium Act

Local Municipality	Lot Number	Date of Registration
	Concession Number	Registered Plan Number

2. Resubmission of an earlier plan: ___ Yes ___ No ___ Do Not Know
3. Complete the following and check the box next to the person or firm to whom the correspondence should be addressed. (In order to avoid delays, please advise the Director of Planning if there is a change in the mailing address below).

	Name	
Registered Owner		
Agent, Solicitor or Planning Consultant		
Ontario Land Surveyor		

4. **Proposed Land Use**
Indicate the intended uses of land in the proposal. Please use the following definitions for residential buildings:
- single family residential - a single family detached dwelling unit.
double or semi-detached - a residential building containing 2 dwelling units.
row/town - a residential building containing 3 or more units with individual direct access to the street
four-plex - a building containing 4 dwelling units.
apartment - a building except for a row/town house containing more than 4 dwelling units.

Intended Use	Residential Units	# of lots and/or blocks	Hectares	*This Section for Condominium Applications Only			
				Dates of Construction	Floor Coverage	Parking provided	Density proposed (specify units per Hectare)
Single Family Residential							
Double or Semi-detached Residential							
Row and Town Housing							
Apartments							
Seasonal Residential (cottage or chalet)							
Mobile Home							
Neighbourhood Commercial	Nil						Nil
Commercial, other	Nil						Nil
Industrial	Nil						Nil
Park or Open Space	Nil						Nil
Institutional (specify)							
Other (specify)							
Total							

FOR CONDOMINIUMS ONLY

*14. What is the anticipated sale price on each type of condominium unit proposed?

Type	Row/Town House	Apartment
1 bedroom	\$ _____	\$ _____
2 bedrooms	\$ _____	\$ _____
3 bedrooms	\$ _____	\$ _____
4 bedrooms	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____

*15. What government housing assistance or subsidy programs (if any) are involved? (identify program and amounts)

*16. How many parking spaces (excluding visitor parking) are provided?

*17. How many visitor parking spaces are provided?

*18. What, if any, will be the arrangement for snow and garbage removal?

*19. What is the proposed density of the project?

No. units/gross hectare _____

No. of persons/gross hectare _____

20. Affidavit

I, _____ of the _____
in the County/District of _____
solemnly declare that all the above statements contained in the within application are true, and I 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 County/District of _____

this _____ day of _____

A Commissioner of Oaths

21. Owner's Authorization

If an agent is used, the owner must also complete the following or a similar authorization on the face of the draft plan:

I, _____ being the registered owner of the subject lands hereby authorize

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

(Type or print name of Agent)

Signature

Day

Month

Year

3. **DESCRIPTION OF LAND**

frontage _____

depth _____

area _____

4. **ARE THERE ANY EASEMENTS OR RESTRICTIVE CONVENANTS AFFECTING THE SUBJECT LAND?**

Yes _____ No _____ If yes, describe the easement or covenant and its effect.

5. a). **PRESENT LAND USE**

7. **LIST ANY BUILDINGS OR STRUCTURES ON LAND**

Building or Structure	Building Dimensions	Use
1		
2		
3		
4		

6. a). **PROPOSED LAND USE**

4 **SERVICING (Indicate Proposed Servicing Type for Subject Land)**

a) **SEWAGE DISPOSAL**

Municipal Piped Sewage System _____
Public or Private Communal Septic Systems _____
Individual Septic System _____
Other _____

b) **WATER SYSTEM**

Private Piped Water System _____
Public or Private Communal Well(s) _____
Individuals Well(s) _____
Communal Surface Water _____
Individual Surface Water _____
Other _____

c) **STORM DRAINAGE**

Sewers _____
Ditches or Swales _____
Other _____

2. **STATUS OF RELATED PLANNING APPLICATIONS**
(Indicate Other Applications by File Number)

Zoning Amendment _____
Consent _____
Minor Variance _____
Site Plan Control Agreement _____
Plan of Subdivision/Condominium _____

PART B

The site plan, which is to be drawn to scale by a competent draft person, must show a competent draftsman, must show:

- i) the boundaries, dimensions and area of the parcels of land for which the application for amendment is being made.
 - ii) the portions of the foregoing parcels of land not owned by the applicant/owner.
 - iii) any lands, adjacent to the above lands, which are not subject to the application, but in which the applicant/owner has an interest.
 - iv) location, size and use of all existing buildings and structures.
 - v) locations and names of existing highways, streets or roads that abut the applicant's land.
 - vi) any right-of-way or other easements on or over the subject land or, on or over abutting lands or that serve the subject land.
 - vii) a site plan showing the proposed development for the lands (size, height, use and location of all buildings and structures, entrances, parking and loading areas, number of dwelling units, landscaping, tree planting, fencing, pedestrian walkways, children's play areas, site grading and drainage).
- **If a building location survey for the lands particular to the amendment is available, it is an appropriate site plan for showing proposed development.**

We certify that all statements contained in this application are true, accurate and current.

Registered Owner: _____ Date: _____

Agent/Solicitor: _____ Date: _____

If this application is made by an agent or solicitor on behalf of the landowner, the owner's written authorization must be submitted with this application.

APPLICATION FOR ZONING BY-LAW AMENDMENT
UNDER SECTION 35 OF THE PLANNING ACT

NOTE: This application consists of Part A, the text of the application and Part B, the Site Plan. To avoid delays in processing the application to amend the Zoning By-law, the information supplied for both parts of the application must be completed and accurate.

Incomplete applications will be returned.

All applications must be signed.

PART A **Application to Amend Zoning By-law No. 1977-850**

Roll No. _____

1. **REGISTERED OWNER** Name _____
Address _____
Telephone (daytime) _____

AGENT OR SOLICITOR Name _____
Address _____
Telephone _____

2. **LOCATION OF SUBJECT LAND**
Street Address _____
Township _____ Concession _____ Lot _____
Registered Plan _____ Lots(s) Block(s) _____
Reference Plan _____ Part(s) _____
Mining Claim _____
Parcel _____

3. **DESCRIPTION OF LAND**
frontage _____
depth _____
area _____

3. **ROAD ACCESS**

Name of Public Road _____

Private Road _____

Road Over Crown Land Maintained by Minister of Natural Resources _____

Other (Specify) _____

4. a). **PRESENT ZONING OF PROPERTY**

b). **REQUIRED ZONING**

Schedule

Text

c). Has the property, or any portion been the subject of a previous application to amend Zoning By-law.

d). **Official Plan Land use Designation**

PART B

The site plan, which is to be included with the application, must be in an 8 1/2" by 11" sheet of paper and show

- i) the boundaries, dimensions and area of the parcels of land for which the application for amendment is being made.
- ii) the portions of the foregoing parcels of land not owned by the applicant/owner.
- iii) any lands, adjacent to the above lands, which are not subject to the application, but in which the applicant/owner has an interest.