

Planning Application Information Sheet

1. Completion of Application

All applicable information, including supporting studies, requested throughout any preconsultation must be provided to conduct an initial review.

The initial review of the application will determine if any other information is required.

Note: Prior to submitting this application, applicants are strongly advised to pre-consult with the Town's Planning Department to discuss application and project requirements. To book an appointment please call 613.354.3351

2. Statutory Declaration

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits.

3. Proposal Justification

The application must be accompanied by a written justification which provides a complete explanation of the requested consent within context of the Town's Official Plan, Zoning By-law and Provincial Planning Statement.

4. Required fee

Application fees, payable to the Town of Greater Napanee by cash, debit or cheque, are required upon submission of the application.

5. External Agencies

External agencies will be circulated on the application as part of the technical review process. Additional costs beyond the application fee will be invoiced to the applicant for services rendered.

The Conservation Authority review fee must be paid by the applicant, directly to the applicable authority. Proof of payment must be included with the application to the Town of Greater Napanee. Should the Conservation Authority incur costs beyond the initial review fee, associated with the application, the costs may be invoiced to the applicant.

6. Submission

Planning applications and supporting documents can be submitted by:

- Email to: **planning@greaternapanee.com**

or

- To: Town of Greater Napanee Planning Department, 99-A Advance Avenue, Napanee, ON K7R 3Y5 by mail or in person.

Application for Approval of Plan of Subdivision

for office use only

Date Received	File No.	Fee(s) Paid
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1.0 APPLICANT INFORMATION

1.1 Complete the information below and indicate which contact is the Prime Contact (to whom all communications will be directed).

Name	Address	Phone/E-mail
Registered Owner(s)*		Business
		Home/Cell
		E-mail
Applicant(s)		Business
		Home/Cell
		E-mail
Agent, if any (eg. Planning Consultant)		Business
		Home/Cell
		E-mail
Solicitor		Business
		Home/Cell
		E-mail

*If a company, please give name and phone number(s) of principal owner (or president).

2.0 PROPERTY INFORMATION

Lot(s)/Block(s)	Concession	Registered Plan No.
Reference Plan No.	Part(s)	Parcel No.
Former Municipality	Municipal Address	
Assessment Roll#		

2.1 Particulars of the Subject Land (use metric units):

Current Official Plan Designation	Current Zoning Designation
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2.2 Are there any easements or restrictive covenants affecting the subject land? YES NO
 If YES, describe each easement of covenant and its effect.

2.3 Does the subject land contain any areas of archaeological potential? YES NO

If YES, provide (1) an archaeological assessment prepared by a person who holds a license 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 (2) a conservation plan for any archaeological resources identified in the assessment.

3.0 EXISTING AND PREVIOUS USES OF THE SUBJECT LANDS

3.1	Existing use(s) and duration	
3.2	Previous use(s) and duration	

3.3 List any existing Buildings or Structures on the Property

Building / Structure	Yard Setbacks				Year Built	Number of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side				

3.4 Are any existing buildings designated as being architecturally and/or historically significant? YES NO

3.5 Is the subject land (or buildings) subject to a demolition control by-law or is it designated or identified for possible designation under the *Ontario Heritage Act*? YES NO

3.6 Identify any buildings or structures to be removed: _____

3.7 Has there ever been an industrial or commercial use on the subject land or adjacent lands? YES NO

If YES, specify the use and the last year of that use: _____

3.8 Has the grading of the subject land been changed by adding earth or other materials?

YES NO DON'T KNOW

3.9 Has a gas station been located on the subject land or land adjacent to the subject land at any time?

YES NO DON'T KNOW

3.10 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

YES NO DON'T KNOW

3.11 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

YES NO DON'T KNOW

3.12 Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?

YES NO DON'T KNOW

3.13 Have you ever been advised either formally or informally by the Ministry of Environment, Conservation & Parks or another source that the property is or may be contaminated?

YES NO

4.0 DRAFT PLAN OF PROPOSED SUBDIVISION

4.1 Attach a draft plan of the proposed subdivision, drawn to scale and showing (in metric units):

- a) The boundaries of the land proposed to be subdivided, certified by Ontario Land surveyor;
- b) The locations, widths and names of the proposed roads within the proposed subdivision and of existing roads on which the proposed subdivision abuts;
- c) On a small key plan, on a scale of not less than one centimeter to 100 metres, all 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 are to be used;
- e) The existing uses of all adjoining lands;
- f) The approximate dimensions and layouts 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 roads 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.

5.0 DETAILS OF PROPOSED SUBDIVISION

5.1 Provide the following information concerning the draft plan of subdivision.

Use	Number of Lots	Number of Units or Dwellings	Land Area (ha)	Density (units/ha)	Parking Spaces
Detached Residential					
Semi-detached Residential					
Multiple Attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile Home					
Other Residential					
Commercial					
Industrial					
Institutional					
Park or Open Space		X		X	X
Roads		X		X	X
Other Use					
Total					

5.2 If any of the proposed uses are the following types, please provide a more specific description of the use:

Other Residential
Institutional
Other Use

6.0 SERVICING

6.1 Check off the servicing types that are proposed for the subject land, and attach the required reports, studies and/or permits as indicated.

<u>Water Supply</u> Public piped water system Private communal well(s) Private individual well(s) Lake or other water body Other means	<u>Sewage Disposal</u> Public piped sewage system Private communal septic system Individual septic system(s) Other means
<u>Storm Drainage</u> Sewers Ditches or swales Other means	<u>Access</u> Provincial highway County/Municipal road Right of way/condo road Water Other means

7.0 SERVICING

7.1 Is the proposed subdivision consistent with the overall goals and objectives of the *Provincial Planning Statement* issued under subsection 3(1) of the *Planning Act*? In particular, indicate whether and how the following goals have been addressed. Refer to the *Provincial Planning Statement (2020)* for more details.

Efficient development and land use patterns	
Facilitation of pedestrian movement and full range of built and natural settings for recreation	
Efficient and cost-effective provision of infrastructure and public services	
Support for energy efficiency and air quality	
Protection of natural features and the ecological functions and biodiversity of natural systems	
Protection, improvement or restoration of the quality and quantity of water	
Protection of prime agricultural areas	
Protection of mineral and petroleum resources	
Protection of mineral aggregate resources	
Conservation of significant built and cultural heritage	
Direction of development outside of areas prone to flooding	
Direction of development away from lands affected by mineral mining, aggregate and petroleum operations	

8.0 SERVICING

8.1 Is the subject land currently or has it ever been the subject of a Minister's zoning order or of an application for a consent, approval of a plan of subdivision, minor variance, approval of a site plan, or amendment to the Official Plan or Zoning By-Law? YES NO

If YES, and if known, list below or attach on a separate page:

Type of Application	File Number/Ontario Regulation Number	Details	Status

9.0 DECLARATION

I, _____, of the _____ in the
(name of applicant) (name of municipality/township)

County of _____ solemnly declare that all the information contained in this application and any supporting documents is true.

Declared before me at the Town of Greater Napanee in the County of Lennox and Addington

this _____ day of _____, _____.

Commissioner of Oaths

Applicant

10.0 OWNER'S AUTHORIZATION (If the applicant is not the owner)

I, _____, of the _____ in the
(name of owner) (name of municipality/township)

County of _____ am the owner of the land that is the subject of this application for approval of a plan of subdivision and I hereby authorize _____ to act as my agent in this application.

Signature of Owner

11.0 ACKNOWLEDGEMENT

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of Greater Napanee to provide public access to all development applications and supporting documentation.

I, _____, agree and acknowledge that this application and any supporting
(name of applicant)
material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

Signature

Date

SCHEDULE "B"

TO

PLANNING FEES BY-LAW

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Greater Napanee ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under *the Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeals Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal (OLT) in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Witness

Applicant

Witness

Applicant



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

Name

Signature

Date