

Development Application for Draft Plan of Subdivision / Vacant Plan of Condominium

Complete Application

The application must be completed by the owner or authorized agent. Where the application is being submitted by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will protect and preserve the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

The requested information in this application form must be provided by the applicant and will be used to process the application pursuant to the requirements of Section 51 of the Planning Act, Ontario [Regulation 544/06](#), and the Condominium Act.

A pre-submission meeting may be requested by staff or arranged at the request of the applicant. A pre-submission review is not required prior to submission of this application but can be provided upon request.

Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete submission, the applicant will be contacted and provided further direction for payment options.

Pre-Consultation Meeting:

Pre-consultation is highly recommended for Draft Plan of Subdivision or Vacant Plan of Condominium applications. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed development, discuss opportunities and constraints, and for the County and Agency staff to identify the submission requirements. The requirements, as detailed in the pre-consultation meeting notes, are valid for one year after the meeting date.

If the application for draft plan of subdivision/condominium is being submitted in conjunction with an application for a Zoning By-law Amendment and/or application for an Official Plan Amendment, all applications must be completed and submitted together.



User Fees:

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [User Fees | Norfolk County](#)
Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

An additional agency plan review fee may apply. Please see below for more information and forward fees directly to the applicable agency, as required:

Grand River Conservation Authority

[Plan Review fees | Grand River Conservation Authority](#)

Long Point Region Conservation Authority

[Planning Fees - Long Point Region Conservation Authority](#)

Development Application Process

Additional studies required for a complete application shall be at the applicant's sole expense. Peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

The County will refund the original fee if applicants withdraw their applications before circulation. If your drawings are recirculated, there will be an additional fee. If more than three reviews of engineering drawings are requested due to revisions by the owner or failure to revise engineering drawings as requested, the County will charge an additional fee.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or planning@norfolkcounty.ca.

The information submitted on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA) and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for Norfolk County employees to use for the purpose of preparing and registering a development agreement.

Questions about the collection of personal information through this form may be directed to the Agreement and Development Coordinator or Information and Privacy Coordinator, Corporation of Norfolk County, 50 Colborne Street South, Simcoe ON

**For Office Use Only:**

File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-Consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

Check the type of planning application(s) you are submitting.

- ☐ Draft Plan of Subdivision
☐ Vacant Plan of Condominium
☐ Condominium Exemption

Please describe the proposed development

Property Assessment Roll Number: _____

A. Applicant Information

Note: It is the responsibility of the owner to notify the Planner of any changes in ownership or authorized applicant within 30 days of such a change

Registered Owner(s)

Company Name: _____ Phone number: _____
Contact Name: _____ E-mail: _____
Address: _____ Date property was acquired: _____
Municipality/Postal Code: _____

Authorized Applicant (if different than registered owner)

Company Name: _____ Municipality/Postal Code: _____
Contact Name: _____ Phone number: _____
Address: _____ E-mail: _____

Authorized Agent

Company Name: _____ Address: _____
Contact Name: _____ Municipality/Postal Code: _____



Phone number: _____ E-mail: _____

Name of Surveyor

Company Name: _____ Municipality/Postal Code: _____

Contact Name: _____ Phone number: _____

Address: _____ E-mail: _____

Name of Solicitor

Company Name: _____ Municipality/Postal code: _____

Contact Name: _____ Phone number: _____

Address: _____ E-mail: _____

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

☐ Owner

☐ Applicant

☐ Agent

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

B. Location, Legal Description and Property Description

1. Legal description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Municipal address:

Present Official Designation(s):

Present zoning:

Date of acquisition of the subject property (if known): _____

2. Is the property encumbered by any easements (existing or proposed)? If so, please describe:

3. Please complete the description of proposed uses:

Proposed Land Uses	Number of Residential Units	Number of Lots/ Blocks	Area in Hectares	Density Proposed (Units Per Hectare)	Parking Provided
Single Detached Dwellings					
Semi-Detached Dwellings					
Townhouse Dwellings (street, stacked, group)					
Apartments Residential					
Additional Residential Units					
Other residential (Specify)					
Commercial					
Office					
Industrial					
Institutional					
Open Space (i.e. parks)					
Agricultural					
Roads					
Other (specify)					
TOTAL					

4. Additional information for Vacant Plan of Condominium applications only:

i. Describe the condominium details:

ii. Has the site plan been approved? ☐ Yes ☐ No

Site plan file number: _____

iii. Has a site plan agreement been registered? ☐ Yes ☐ No

- iv. Has a building permit been issued? ☐ Yes ☐ No
- v. Is the proposed development under construction? ☐ Yes ☐ No
- vi. Is this a conversion of an existing building containing rental residential units?
☐ Yes ☐ No

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

- vii. Does the development include affordable housing units? ☐ Yes ☐ No

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

C. Existing Land Uses for the Site and Surrounding Area

1. Describe the existing use and if known the length of time the existing uses have continued on the subject lands:

2. Are any existing buildings on the subject lands designated under the Ontario Heritage Act as being of significant heritage value or interest?

☐ Yes ☐ No

If yes, identify and provide details of the building:

3. Indicate land use of abutting properties

4. Is the proposal part of a phased development? If so, provide the name of the phased development and associated file number of the previous phases:

5. Has the subject property ever been or currently is the subject of a Planning Act application?

- Plan of Subdivision ☐ Yes ☐ No
- Official Plan Amendment ☐ Yes ☐ No
- Zoning Bylaw, or Zoning Order Amendment ☐ Yes ☐ No

- Site Plan ☐ Yes ☐ No
- Consent/Minor Variance ☐ Yes ☐ No

If yes, please indicate the application file number and the status of the application _____

6. Is the subject property covered by a Minister's zoning order?

☐ Yes ☐ No

If yes, indicate the Ontario Regulation Number: _____

7. Is the water, sewage, or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act?

☐ Yes ☐ No

8. Related Planning Applications – List all existing and proposed development applications affecting lands within 120 metres of the subject property:

Type of Planning Act application	File No.	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Previous Use of Lands:

1. Has there been industrial or commercial use on the subject lands or adjacent lands?

☐ Yes ☐ No ☐ Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?

☐ Yes ☐ No ☐ Unknown

Provide the information you used to determine the answers to the above questions:

3. If you answered yes to any of the above questions in Section D, a land uses inventory listing all known former land uses of the subject lands, and/or when applicable, the adjacent lands, is required.

Is the land use inventory of former land uses attached? ☐ Yes ☐ No

E. Provincial Policy

1. Complete the following Environmental Features, Infrastructure and Development Context table as required:

Environmental Features, Infrastructure and Development Context	On-site	Within 500 metres
Class I Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>
Class II Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>
Class 3 Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>
Landfill site	<input type="checkbox"/>	<input type="checkbox"/>
Sewage treatment plant and waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
Significant wetlands	<input type="checkbox"/>	<input type="checkbox"/>
Significant habitat of endangered and threatened species	<input type="checkbox"/>	<input type="checkbox"/>
Significant fish habitat, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive groundwater recharge areas, headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>
Erosion hazards	<input type="checkbox"/>	<input type="checkbox"/>
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>
Active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Existing and/or planned controlled access highways or freeways	<input type="checkbox"/>	<input type="checkbox"/>
High voltage electric transmission line	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural operations	<input type="checkbox"/>	<input type="checkbox"/>
Mineral aggregate resource area	<input type="checkbox"/>	<input type="checkbox"/>
Mineral aggregate operations	<input type="checkbox"/>	<input type="checkbox"/>
Existing pits and quarries	<input type="checkbox"/>	<input type="checkbox"/>
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous sites ²	<input type="checkbox"/>	<input type="checkbox"/>
Source water protection (Wellhead Protection Area (WHPA) A, B or C; Issue Contributing Area; Intake Protection Zone	<input type="checkbox"/>	<input type="checkbox"/>

¹ Class 1, 2,3 Industrial Use – Refer to [D-6-1 Industrial Categorization Criteria](#) of the Ministry of the Environment Conservation and Parks

² Hazardous sites - means property or lands that could be unsafe for development and site alteration due to naturally occurring hazards.

2. For each feature or development circumstance of potential concern identified in Section E.1. explain how regard was had to the Provincial Planning Statement.

3. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the Provincial Planning Statement?

☐ Yes ☐ No

If no, please explain: _____

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

Municipal piped water ☐

Individual wells ☐

Communal wells ☐

Other (describe below): ☐

Storm Drain

Storm sewers ☐

Open ditches ☐

Other (describe below): ☐

Sewage Treatment

Municipal sewers ☐

Communal system ☐

Existing or proposed access to subject lands

Municipal road ☐

Provincial highway ☐



Septic tank and tile bed in good working order ☐

Unopened road ☐

Other (describe below): ☐

Name of road/street: _____

Other (describe below): ☐

2. Is the property located within a designated municipal drain boundary?

G. Other Information

1. Does the application involve a local business? ☐ Yes ☐ No

If yes, how many jobs are provided on the subject lands?

2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

The following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan



- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Heritage Impact Assessment
- ☐ Environmental Impact Study
- ☐ Agricultural Impact Assessment
- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Stormwater Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

All other requirements as per the pre-consultation meeting will apply. All final plans must include the owner's signature as well as the engineer's signature and seal. The statement of acknowledgement must be signed in this regard.

"I confirm that the required drawings have been completed and submitted as specified in the general requirements along with the requirements outlined in the Pre-consultation notes. I understand that the application may not be deemed complete until planning staff are satisfied with the content and format of the required drawings."

Authorized Applicant/Agent Signature

Date



H. Development Agreements

A development agreement will be required as part of the subdivision and condominium applications. You should contact the Agreement Administrator for further details of the requirements, including but not limited to insurance coverage, professional liability for the engineer(s), additional fees and performance securities.

I. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

J. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purpose of making inspections associated with this application, during normal and reasonable working hours.

K. Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.

Owner/ Authorized Applicant Signature

Date



L. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We _____ am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner

Date

Owner

Date

M. Declaration

I, _____ of _____

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith 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:

Owner/Authorized Applicant Signature

In _____

This _____ day of _____

A.D., 20____

A Commissioner, etc.