



Name of Approval Authority:  
**County of Renfrew**  
 9 International Drive  
 Pembroke, ON K8A 6W5  
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[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

## **APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION**

Under Section 51 of the Planning Act

**Assistance and Pre-consultation:** Please confer with the County Development and Property Department, your local municipality and relevant public bodies before you complete the application form. This pre-consultation will assist you in preparing an application and draft plan of subdivision that take into consideration the Provincial Policy Statement and municipal requirements. There may be additional local fees for processing an application for a plan of subdivision or condominium. Please contact the applicable local municipality directly.

**Complete Application:** The application will be deemed complete when all of the information listed in the Submission Checklist below has been submitted.

The black arrows (➤) in the application form indicate information that is required, as prescribed by the Ontario Planning Act and O. Reg. 544/06. Additional information requested (no arrows) is necessary for efficient processing and proper planning evaluation of the application.

The County will assign a file number for complete applications. The file number should be used in all subsequent communications.

### **Submission Checklist**

- Original copy of the completed application form with original signatures
- 3 print copies of the completed application form
- 5 print copies of the draft plan with key map
- 3 print copies of all supporting information, reports or studies shown as required by this form
- 1 pdf copy of the application form and all supporting information, reports or studies shown as required by this form. The information is required to be Accessibility for Ontarian with Disabilities Act (AODA) compliant.
- 1 pdf copy of the draft plan
- 1 digital copy of the draft plan [preferably in the latest version of Autocad in real world co-ordinates (World File), UTM Zone 18 NAD83]
- Applicable fee

#### **Subdivision Application**

- up to 10 developable lots/blocks .....\$4,400.
- more than 10 developable lots/blocks.\$9,300.

**Note: If a block in a plan of subdivision is to be further subdivided into lots, the application fee will be based on the final number of lots to be created.**

#### **Condominium Application**

- up to 10 units/common elements/blocks\$4,400.
- more than 10 units/common elements/blocks .....\$9,300.
- Condominium exemption .....\$1,650.

- Peer Review fee.....\$15,000.
- Note: Additional peer review funds may be requested if required. Surplus peer review funds will be returned to the applicant.**

*If an application submitted to the County is deemed complete but remains inactive for a period of three years or more by the applicant, the County has the authority under County of Renfrew By-law 26-20 to deem the application abandoned by the applicant and will close the file.*

**1. Application Type**

Subdivision                      Condominium                      Project Name:

**2. Applicant/Owner Information**

> 2.1 An owner's authorization is required in Section 11.1, if applicant is not the owner.			
Name of Owner(s)			
Street Address			
City	Province	Postal Code	Business Telephone No.
Email Address		Home Telephone No.	Fax No.
> 2.2 Agent/Applicant - Name of the agent who is to be contacted about the application, if different from the owner.			
Name of Agent			
Street Address			
City	Province	Postal Code	Business Telephone No.
Email Address		Home Telephone No.	Fax No.

**3. Description of the Subject Land (complete applicable boxes in Section 3.1)**

> 3.1 Local Municipality		Former Municipality (Geographic Township)	
Concession Number(s)	Lot Number(s)	Registered Plan No. RP-	Lot(s) Block(s)
Reference Plan No.	Part Number(s)	Name of Street/Road	Street No.
> 3.2 Are there any easements or restrictive covenants affecting the subject land?			
Yes                      No                      If yes, describe the easement or covenant and the effect.			

**4. Proposed and Current Land Use**

4.1 What is the current use of the subject land?
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➤ 4.2 What is the current designation of the subject land in any applicable official plan?

4.3 Has there been an industrial or commercial use, or an orchard on the subject land or adjacent land?

Yes No If **YES**, specify the uses.

Yes No Unknown

4.4 Has the grading of the subject land been changed by adding earth or other material?

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

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

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

➤4.8 **Complete Table A on Proposed Land Use**

**Table A - Proposed Land Use**

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or blocks on the Draft Plan	Area (ha.) of land	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential Single Detached					(1)
Semi Detached					(1)
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other (Specify)					
Commercial (specify use)					
Industrial (specify use)					
Park, Open Space (specify use)	nil			nil	nil
Institutional (specify use)					
Roads	nil			nil	nil
Other (specify use)					
<b>Totals</b>					

**(1) Complete only if for approval of condominium description**

4.9 What information did you use to determine the answers to the above questions?

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4.10 If **YES**, to (4.5), (4.6), (4.7) or (4.8), a previous use inventory showing all former uses of the subject and or, if appropriate, of the adjacent land, is needed.

Is the previous use inventory attached? Yes No

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## 5. Additional Information for Condominium Applications Only

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Yes No

- 5.1 Has a site plan for the proposed condominium been approved?
  - 5.2 Has a site plan agreement been entered into?
  - 5.3 Has a building permit for the proposed condominium been issued?
  - 5.4 Has construction of the development started?
  - 5.5 If construction is completed, indicate the date of completion.
  - 5.6 Is this a conversion of a building containing rental residential units?  
If **Yes**, indicate the number of units to be converted, units.
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## 6. Consultation with Local Municipality

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- 6.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to the local municipal council?  
Yes No
  - 6.2 Have you confirmed with the municipality that the proposed development meets all the requirements of the applicable official plans?  
Yes No (If an official plan amendment is needed, it should be initiated prior to this application.)
  - 6.3 Local municipal approval (by Council Resolution) is required for all proposed road names. We suggest that you check the proposed road names with the County of Renfrew Registry of Road Names in order to co-ordinate with the 9-1-1 service in the County of Renfrew. Please contact the Geographic Information System Technician, County of Renfrew Development & Property Department.
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## 7. Status of Other Applications under the Planning Act

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- 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 Unknown If **Yes** and **if Known**, 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 Unknown If **Yes** and **if Known**, indicate the application file number and the decision made on 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 by-law amendment?  
Yes No Unknown If **Yes** and **if Known**, indicate the application file number and the decision made on the application.

- 7.4 If the subject land is covered by a Minister’s 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. Servicing**

8.1 Indicate by placing a ✓ in the appropriate box of Table D the proposed servicing type for the subject land. Attach and provide the title of the servicing information/reports as indicated in Table D.

**Table D – Sewage Disposal and Water Supply**

Service Type	✓	Potential Information/Reports ( <u>Required</u> with application)
➤ <b>Sewage Disposal</b>	a) Public piped sewage system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or rezoning.
	b) Private communal septic	Communal systems for the development of 5 or more lots/units: <u>servicing options report</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> . Communal systems for the development of fewer than 5 lots/units and generating more than 4500 litres per day effluent: <u>servicing options report</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> . Communal systems for the development of fewer than 5 lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> <sup>2</sup> .
	c) Individual septic system(s)	Individual septic systems for the development of 5 or more lots/units: <u>servicing options report</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> . Individual systems for the development of fewer than 5 lots/units and generating more than 4500 litres per day effluent: <u>servicing options report</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> . Individual septic systems for the development of fewer than 5 lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> <sup>2</sup> .
	d) Other	To be described by applicant.
➤ <b>Water Supply</b>	a) Public piped water system	Municipality should confirm that capacity will be available to service development at the time of lot creation or re-zoning.
	b) Private communal well(s)	Communal well systems for the development of more than 5 lots/units: <u>servicing options report</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup> . Communal well systems for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> <sup>2</sup> .
	c) Private individual well(s)	Individual wells for the development of more than 5 lots/units: <u>servicing options report</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> . Individual wells for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> <sup>2</sup> .

Service Type	✓	Potential Information/Reports ( <u>Required</u> with application)
d) Communal surface water		Approval of a "water taking permit" under section 34 of the Ontario Water Resources Act is necessary for this type of servicing.
e) Individual surface water		<u>Service options report</u> <sup>1</sup> .
f) Other		To be described by applicant.

**Notes:**

1. Confirmation that the municipality concurs with the servicing options report will facilitate the review of the proposal.
2. Before undertaking a hydrogeological report, consult the County about the type of hydrogeological assessment that is expected given the nature and location of the proposal.
3. A certificate of approval from the local Health Unit or MOEE submitted with this application will facilitate the review.

➤ (a) Title of servicing information/reports:

Attached

Attached

Attached

8.2 Indicate by placing a ✓ in the appropriate box of Table E the proposed type of storm drainage and access for the subject land. Attach and provide the servicing information as indicated in Table E.

**Table E - Storm Drainage, Road Access and Water Access**

Service Type	✓	Potential Information/Reports
➤ <b>Storm Drainage</b>		A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
a) Sewers		
b) Ditches		
c) Swales		
d) Other		
➤ <b>Road Access</b>		
a) Provincial Highway		Application for an access permit should be made prior to submitting this application (See Appendix A). An access permit is required from MTO before any development can occur.
b) Municipal or other public road maintained all year		Detailed road alignment and access will be confirmed when the development application is made. In the case of a County Road, an entrance permit is required before development can occur.
c) Municipal road maintained seasonally		Subdivision or condominium development is not permitted on seasonally maintained roads.
d) Right of way		Access by rights of way on private roads are not usually permitted, except as part of condominium.

Service Type	✓	Potential Information/Reports
➤ <b>Water Access</b>		Information from the owner of the docking facility on the capacity to accommodate the proposal will assist in the review.
8.3	a) If water access is proposed attach a description of the parking and docking facilities to be used and the approximate distance of the facilities from the subject land and the nearest public road.  Attached	
	b) Is the preliminary stormwater management report attached?  Yes      No      If not attached as a separate report, in what report can it be found?	

## 9. Provincial Policy

9.1 Table B below lists the features of development circumstances of Provincial interest. Complete Table B and be advised of the potential information requirements in noted section.

**Table B - Significant Features Checklist**

Features or Development Circumstances?	(a) If a feature, it is on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ✓	NO ✓		
Non-farm development near designated urban areas or rural settlement areas				Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas.
Class 1 industry <sup>1</sup>			metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 industry <sup>2</sup>			metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 industry <sup>3</sup>			metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site			metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond			metres	Assess the need for a feasibility study for residential and other sensitive land uses.

Features or Development Circumstances?	(a) If a feature, it is on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ✓	NO ✓		
Active Railway Line			metres	Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones			metres	Evaluate impacts within 100 metres.
Operating mine site			metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF or noise exposure projection (NEP) is 28 or greater)				Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station			metres	Determine possible impacts within 200 metres.
High voltage electric transmission line			metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate the need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations			metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations.



Features or Development Circumstances?	(a) If a feature, it is on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ✓	NO ✓		
Existing pits and quarries			metres	Will development hinder continued operation or expansion?
Significant wetlands south and east of the Canadian Shield			metres	Development is not permitted.
Significant wetlands in the Canadian Shield				Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species			metres	Development is not permitted.
Significant fish habitat, woodlands south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat			metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archeological resources or areas of archaeological potential				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; <u>and</u>  A conservation plan for any archaeological resources identified in the assessment.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.

Features or Development Circumstances?	(a) If a feature, it is on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ✓	NO ✓		
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain.  Where two-zone flood plain management is in effect, development is not permitted within the floodway.  Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA addressed.
Hazard Sites <sup>4</sup>				Demonstrate that hazards can be addressed.
Rehabilitated mine sites				Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated Sites				Assess an inventory or previous uses in areas of possible soil contamination.

1. Class 1 industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites - property of land that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

9.2 For applications that include permanent housing (i.e. not seasonal) complete Table C - Housing Affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attached on a separate page.

TABLE C - HOUSING AFFORDABILITY			
For example: Semi-detached - 10 units; 1000 sq. ft./5.5 metres, \$119,900			
Housing Type	# of Units	Unit Size (sq. ft.) and/or Lot Frontage	Estimated Selling Price/Rent
Single Detached			
Semi-Detached			
Link-Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

9.3	Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal?
	Yes      No    If <b>YES</b> , explain in Section 9.1 or attached on a separate page.
➤ 9.4	Is there application consistent with policy statements issued under Section 3(1) of the Planning Act?
	Yes      No

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## 10. Other Information

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10.1	Is there any other information that may be useful to the County in reviewing this development proposal (e.g., efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.
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## 11. Draft Plan of Subdivision

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11.1	Information to be shown on the draft plan as follows: (➤) required under Section 51(17) of the Planning Act
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- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts (*NOTE: For 9-1-1 purposes, please consult with local municipal and County authorities to determine suitable road name options*);
- (c) on a small key plan, on a scale of not less than one centimeter to 100 metres, all of 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 layout 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 highways 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;
- (l) the nature and extent of any restriction affecting the land proposed to be subdivided, including restrictive covenants or easements.
- (m) Surveyor's Certificate, Signed, Dated
- (n) Owner's Certificate, Signed, Dated
- (o) Scale
- (p) Drawing Date and/or #
- (q) Draft Approval Signing Block:

**This draft plan of subdivision is approved under ss. 51(31)  
of the Planning Act on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .**

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**Bruce Howarth, MCIP, RPP, Manager of Planning Services  
Development and Property Department  
Corporation of the County of Renfrew**

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**12. Affidavit or Sworn Declaration of Applicant**

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➤ I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_

\_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant (owner or agent)

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**13. Authorizations** (if applicant is not the owner)

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13.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the applicable authorization set out below must be completed.

➤ **Authorization of Owner(s) for Agent to Make the Application**

I/We, \_\_\_\_\_,

am/are the owner(s) of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I/we authorize

to make this application on my/our behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

➤ **Corporate Authorization of Owner(s) for Agent to Make this Application**

I/We,

am/are an Officer/Director of the Corporation that is the owner of the lands that is subject of this application for approval of a plan of subdivision (or condominium description) and I/we authorize

to

make this application and provide instruction/information on behalf of the Corporation.

**Name of Corporation:**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Corporate Representative & Title

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

13.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

➤ **Authorization of Owner(s) for Agent to Provide Personal Information**

I/We,

am/are the owner(s) of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize, \_\_\_\_\_ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner(s)

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**14. Consent of the Owner(s)**

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14.1 Complete the consent of the owner(s) concerning personal information set out below.

➤ **Consent of the Owner to the Use and Disclosure of Personal Information**

I/we, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I/we authorize and consent to the use by or the disclosure of any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

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**NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County/local Municipality to such persons as the County/local Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.**

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COUNTY USE ONLY	
File Name:	File Number:
Date Submitted:	Fee Received:
Complete:	