

**County of Huron  
Planning & Development Department**

**Application Form for Final or Phase Approval of  
A Plan of Subdivision or Condominium Description**

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**Instructions**

When Draft Plan Approval is granted, there are usually a number of conditions to be met by the applicant prior to final approval and registration of the plan of subdivision or condominium description. Among the conditions is usually a requirement that the owner enter into an agreement with the local municipality regarding matters such as the construction of roads, servicing and parkland dedication. Applicants may be required to provide a letter of credit in order for the local municipality to ensure that all of the conditions are fulfilled.

The responsibility for fulfilling the conditions of approval rests primarily with the developer, as does the timing involved.

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**Application Requirements**

When the Conditions of Draft Approval have been met, please forward the following to the County of Huron Planning and Development Department:

- 1 copy of the completed Application Form;
- 1 copy of the development agreement (draft) and/or registered copy;
- Copies of all clearance letters received from the Clearance Agencies;
- Registry Office Approval letter to be forwarded with plans;

**Copies of Plans**

- the original plans of survey signed by the surveyor;
- 5 paper prints of the original plans of survey signed by the surveyor (1 copy to include the A.O.L.S. sticker);
- 6 paper prints of the plans of survey signed by the surveyor (subsection 51(60) or the Planning Act);
- any additional copies of the plans of survey that the registrant wishes returned;
- Final M-plan must be accompanied by a surveyor's certificate setting out the frontages and areas for all of the lots and blocks on the plan;
- Final Plan of Subdivision stamp or Condominium Description stamp must be on the appropriate sheets. Please have your surveyor contact us for the appropriate wording for the stamp;
- 1 computer disk containing a digital copy of the final M-Plan or Plan of Survey in AutoCAD (.dwg or .dxf) format or ESRI shapefile (.shp) format with a projection of NAD83 UTM Zone 17N.

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**General Information**

If the M-plan submitted to the Planning Department for Final Approval does not match the draft plan approval drawing, final approval will not be granted by the County of Huron. An application for a Minor or Major Revision to the Draft Plan of Subdivision or Condominium Description will be required. Please contact the Planning Department at the address noted below.

The draft M-plan or Condominium Plan of Survey must be reviewed by the Land Registry Office (Huron) for technical clearance prior to final submission to the County of Huron Planning Department. Failure to obtain technical clearance may delay the registration of the plan/description.

Registration of the Final Plan is the applicant's responsibility.

**For Help You Can Contact**

Planning & Development Department  
County of Huron  
Court House  
The Square  
Goderich ON N7A 1M2  
(519) 524-8394 ext. 3

*The responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fees) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.*

**APPLICATION FORM FOR FINAL OR PHASE APPROVAL OF  
A PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION**

**1. Purpose of Application (please check one box)**

- Final approval of a Draft Plan of Subdivision
- Phase (Partial) Approval of a Draft Plan of Subdivision
- Final approval of a Condominium Description
- Other – describe \_\_\_\_\_

**2. Condominium Type, if applicable (please check one box)**

- Standard Condominium
- Leasehold Condominium
- Vacant Land Condominium
- Common Elements Condominium
- Phased Condominium
- Amalgamated Condominium

**3. Draft Approval Information (as Noted on the Draft Approval)**

Subdivision/Condominium Approval No.:41 \_\_\_\_\_  
Date Draft Approved: \_\_\_\_\_  
Lapsing Date: \_\_\_\_\_

**4. Registered Owner**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**5. Surveyor**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**6. Solicitor/Consultant (if any)**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**7. Send Correspondence To? (approval documentation will be forwarded to only one selection)**

Registered Owner [ ]      Surveyor [ ]      Solicitor/Consultant [ ]

**8. Are there any Conditions of Draft Approval that have not been cleared by a Clearance Agency”**

If YES, please explain why the condition(s) has not been cleared:

- YES                       NO

If YES, please explain why the condition has not been cleared:

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**Previous Phase [Partial] Approval of a Draft Plan of Subdivision/Condominium:  
Has Final Approval been given for a previous phase(s)**

If NO, proceed to Question #10.

If YES, please provide the following information:

- Final approval of a Draft Plan of Subdivision  
 Phase (Partial) Approval of a Draft Plan of Subdivision  
 Final approval of a Condominium Description  
 Other – describe \_\_\_\_\_

**10. Phase [Partial] Approval of Subdivision/Condominium:**

FOR THIS APPROVAL INDICATE THE:

Number of Lots/Units to be approved in this Phase: \_\_\_\_\_

Number of Blocks to be approved in this Phase: \_\_\_\_\_

Lot/Unit Numbers: \_\_\_\_\_ (from M-Plan/Plan of Survey)

Block Numbers: \_\_\_\_\_ (from M-Plan/Plan of Survey)

**11. Status of Other Applications Under the Planning Act**

Are there any other application under the Planning Act, including applications before the Ontario Municipal Board, for approval of an official plan amendment, a zoning by-law amendment, a minor variance, a consent, or a site plan control agreement that affect this draft plan?

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**12. AFFIDAVIT OR SWORN DECLARATION**

**Declaration**

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

do solemnly declare that all information contained in this application is true and that the information contained in the documents that accompany this application is true.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

In the County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

\_\_\_\_\_  
Applicant

**13. AUTHORIZATIONS**

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 authorization set out below must be completed.

**Authorization of Owner for Agent  
to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a consent and, for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize \_\_\_\_\_, to make this application on my behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

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 for Agent  
To Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a consent and, for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize \_\_\_\_\_, as my agent for this application to provide any of my personal information that will be included in this application or collected during the process of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner