



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

Detach and retain this page for future reference

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.

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.

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
57 Napier St, 2nd Fl
Goderich ON N7A 1W2
(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**

This page left blank intentionally

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



For office use only	File # _____
Received _____,	20 _____
Considered Complete _____,	20 _____

Purpose of Application (please check one box)

- Final approval of a Draft Plan of Subdivision
- Phase (Partial) Approval of a Draft Plan of Subdivision

2018 Fee <i>effective Jan 1/18</i>	2019 Fee <i>effective Jan 1/19</i>	2020 Fee <i>effective Jan 1/20</i>	2021 Fee <i>effective Jan 1/21</i>
\$1040 for each phase over 2	\$1060 for each phase over 2	\$1081 for each phase over 2	\$1102 for each phase over 2

- Final approval of a Condominium Description
- Other – describe: _____

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

- Standard Condominium
- Vacant Land Condominium
- Phased Condominium
- Lease Hold Condominium
- Common Elements Condominium
- Amalgamated Condominium

2. Draft Approval Information (as Noted on the Draft Approval)

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

3. Registered Owner

Name: _____ Telephone: (____) _____
 Address: _____ Fax: (____) _____
 Postal Code: _____ Email: _____

4. Surveyor

Name: _____ Telephone: (____) _____
 Address: _____ Fax: (____) _____
 Postal Code: _____ Email: _____

5. Solicitor/Consultant (if any)

Name: _____ Telephone: (____) _____
 Address: _____ Fax: (____) _____
 Postal Code: _____ Email: _____

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

6. Send Correspondence to:

Registered Owner []

Surveyor []

Solicitor/Consultant []

Are there any Conditions of Draft Approval that have not been cleared by a Clearance Agency?

YES

NO

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

**7. 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: _____

8. 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)

9. Status of Other Applications Under the Planning Act

Are there any other application under the Planning Act, including applications before the Local Planning Appeal Tribunal, 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?

10. APPLICANT'S/OWNER'S DECLARATION

(This must be completed by the Person Filing the Application for the proposed development site.)

I, _____ of the _____
(Name of Applicant) (Name of Town, Township, etc.)

In the Region/County/District _____ solemnly declare that all of the statements contained in this application and supporting documentation are true and complete, 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." I hereby acknowledge and accept the requirements and costs referred to the in Notes listed

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

NOTES:

Please be advised 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 fee(s)) 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.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

DECLARED before me at:

Region/County/District _____

In the Municipality of _____,

Signature

This _____ day of _____, _____
(Day) (Month) (Year)

Please Print name of Applicant

Commissioner of Oaths

11. 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.

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

**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 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