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 Telephone: (519) 524-8394 ext. 3
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 Email: planning@huroncounty.ca

Instructions for Condominium Applications

This process pertains to the following types of applications:

- i. Standard Condominium Application;
- ii. Amalgamated Condominium Application;
- iii. Common Elements Condominium Application;
- iv. Phased Condominium Application;
- v. Vacant Land Condominium;
- vi. Leasehold Condominium.

The Fee for all types of Condominium Applications are:

Plan of Condominium	2022 fees effective January 2022
Fee	\$9,000
Lots/Blocks/Units over 10	Add \$170 per lot/unit/block

STEPS IN THE PROCESS

- Step 1: All applicants are encouraged to meet with County planning staff prior to submitting an application; particularly those who are not familiar with the County process or who require assistance or information to complete the application.
- Step 2: If necessary, obtain a Restricted Land Use Permit from the Risk Management Official to submit with Application Form
- Step 3: Application Form is submitted to the above address with a cheque for the required fees and an authorization letter if applicable. Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant.
- Step 4: Formal Pre-Consultation meeting with assigned Planner and Municipal Staff. The purpose of the meeting is to:
- i) Review application and information submitted;
 - ii) Identify key issues in processing;
 - iii) Identify any concurrent applications required;
 - iv) Identify any studies that have to be completed prior to acceptance of an application; and any studies that may be required prior to the approval of development;
 - v) Identify staff contacts; and discuss the requirement to contact their lawyer/surveyor to discuss future registration of the plan including procedures for Applications of Absolute Title /Certification of Titles (these procedures can be very time consuming. Legal and survey advice, along with consultation with the Land

Registry staff is strongly recommended).

Step 5: Application Reviewed & Accepted (applicant notified of complete application)

i) Timelines for processing are established

Step 6: Application circulated to Local Municipalities, Departments, Agencies and the Public (as necessary)

Step 7: Public Meeting held at Local Municipality

Step 8: Resolution from Local Council supporting application and proposed draft conditions obtained

Step 9: Meeting and Recommendation brought to Huron County Council on County Council Day 1 Meeting

Step 10: Approval Authority (Huron County Council) draft approval or refusal of application

Step 11: Notice of Approval Authority Decision circulated

Step 12: Appeal period

Step 13: Begin fulfilling conditions

Step 14: Final Approval

NOTE TO APPLICANTS:

A complete submission including all applicable requested information and fees will be required prior to an application being accepted for processing. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning and Development Department will be mailed to the applicant and agent. Application fees will not be refunded once substantial work has been undertaken.

NOTE:

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 items not included in this 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.

Any and all requirements for proper land registration, such as the obtainment of Absolute Title, are the responsibility of the applicant. It is highly encouraged that applicants work with appropriate third parties to begin this process in the early planning stages.

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.

In addition to the application fee, where the County/Municipality requires assistance from its

solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the County/Municipality, at the County/Municipality's actual cost. Depending on the amount of such fees, which the County/Municipality expects to incur on any given application, the County/Municipality may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

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

CONDOMINIUM APPLICATION

For Applying for Approval Under Section 51 of the Planning Act Pursuant to Section 9 of the Condominium Act.

OFFICE USE ONLY:

Related File No: _____

Amount Paid: _____

Application Type:

- Standard Condominium
- Vacant Land Condominium
- Amalgamated Condominium
- Site Plan Approval in Process or Granted
- Common Elements Condominium
- Site Plan Attached for Concurrent Processing
- Phased Condominium
- Leasehold Condominium

Concurrent Applications Filed:

- Official Plan Amendment
- Zoning By-law Amendment
- Other (Specify) _____

A Complete Application includes the information listed below.

If this information (which is needed to review the application) is not submitted with the application form, **it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.**

Please provide:

- **Five (5) copies** of the completed application form and declarations;
- **Five (5) copies** of the draft plan completed as required under Section 51(17) of the Planning Act (see schedule APP-2);
- **One (1) 8.5 x 11** copy of the draft plan;
- Application Fee(s) made payable to the Treasurer, County of Huron;
- Letter of Authorization if the owner is not the applicant and/or the owner has not signed the face of the draft plan;
- Restricted Land Use Permit if necessary;

- A cd or an electronic file containing the plan of condominium in AutoCAD native format (dwg.) stored as a single file, with all of the classes of features separated into different layers or GIS format shape file.

The file must be tied to the County's geographic projection NAD83 UTM (Zone 17N).

Please list the reports or studies that accompany this application (and supply **three (3) copies** of each.)

This application package must be submitted to:

Huron County Planning and Development Department
57 Napier Street, 2nd Floor
Goderich, Ontario
N7A 1W2



57 Napier St., Goderich ON N7A 1W2
Telephone: (519) 524-8394 ext. 3
Fax: (519) 524-5677
Email: planning@huroncounty.ca

CONDOMINIUM APPLICATION: PART 1

Please Refer to Ontario Regulation 196/96 for Section Reference

Applicant Information

a) Complete the information below and indicate one contact as the Prime Contact.

Registered Owner(s):

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant(s)/Agent:

Name: _____

Address: _____

Phone: _____ Email: _____

Ontario Land Surveyor:

Name: _____

Address: _____

Phone: _____ Email: _____

Solicitor (if known):

Name: _____

Address: _____

Phone: _____ Email: _____

b) Which of the above is the Prime Contact?

Description of Land

a) Municipality _____ Ward _____

b) Lot(s) _____ Concession(s) _____ Registered Plan Number _____

c) Street Address/911 Number _____

d) Roll Number (if available) _____

e) Location and area of land adjoining or adjacent to lands to be registered as a condominium in which the owner has an interest:

f) Are any of the subject lands in Wellhead Protection Area C? Yes No Unknown

If **Yes**, please obtain a Restricted Land Use Permit from the Risk Management Official. If **Unknown**, please consult with your Municipal Planner and obtain a Restricted Land use Permit If necessary.

g) Name, Address, Phone Number of all persons having any mortgage, charge, debenture or encumbrance on the property:

Easements

- a) Are there any easements or restrictive Covenants affecting the subject lands? Yes No
- b) If Yes, describe the easement or Covenant and its effect.

Previous Applications

- a) Has the subject land ever been the subject of a previous application for approval of a plan of condominium? Yes No

If **Yes**, please indicate the file number and decision made on the application:

File # _____ Decision _____

- b) Has the subject land ever been the subject of a previous application for approval of a plan of subdivision? Yes No

If **Yes**, please indicate the file number and decision made on the application:

File # _____ Decision _____

- c) Has the subject site ever been the subject of previous application for approval of a consent to sever? Yes No

If **Yes**, please indicate the file number and decision made on the application:

File # _____ Decision _____

PROPOSED LAND USE

Proposed Uses	No. of Units or Dwellings	No. of Lots (as labelled on plan) Condo Units	No. of blocks (as labelled on plan) Condo Units	Net Area In Hectares	Density Proposed (Specify Units Per Hectare)	Number of Parking Spaces
RESIDENTIAL						
Detached Dwellings						
Semi-detached Dwellings						
Row, Townhouse (Multiple Attached) Dwellings						

Proposed Uses	No. of Units or Dwellings	No. of Lots (as labelled on plan) Condo Units	No. of blocks (as labelled on plan) Condo Units	Net Area In Hectares	Density Proposed (Specify Units Per Hectare)	Number of Parking Spaces
Apartments Residential: 2 bedrooms or more						
Apartments Residential: less than 2 bedrooms						
* Other (Residential) -See Section 10						
NON-RESIDENTIAL						
Neighbourhood Commercial					Nil	
Other Commercial					Nil	
Industrial					Nil	
Local and Community Park	Nil				Nil	Nil
Open Space and Hazard Lands	Nil				Nil	Nil
Institutional (Specify)-See Item 10					Nil	
Road Allowances	Nil				Nil	Nil
* Other (Specify)- See Item 10	Nil				Nil	
TOTAL						

Proposed Other Use Descriptions

- a) Provide a description of use _____
- b) Other Residential _____
- c) Institutional _____
- d) Other Uses _____

Provincial Policy

Is the plan consistent with provincial policy statement issued under Section 3 (1) of the Planning Act? Yes No Unknown

Official Plan

a) What is the land use designated of the site in the approved Official Plan? _____

b) Does the proposal conform? Yes No

c) If **No**, has a separate application for an Official Plan Amendment been made?

Yes No File Number _____

Zoning Applications under Planning Act

a) What is the current zoning of the subject lands?

b) Does the proposed plan conform to the existing zoning? Yes No

c) If **No**, have you made a concurrent application for rezoning? Yes No

Other Applications under Planning Act

Have you made any other application for the subject lands? Yes No

If **Yes**, please indicate:

Part Lot Control: File # _____ Status _____

Minor Variance: File # _____ Status _____

Site Plan: File # _____ Status _____

Other (Specify) _____ File # _____ Status _____

Access

Access to subject lands will be by:

Provincial Highway

County Highway

Assumed Municipal Street

Private Street (not usually permitted)

Other (please specify) _____

Water

a) Water will be provided to the subject lands by:

- Municipal Piped Water
- Private Communal Well
- Individual Wells for Each Lot

b) If the plan proposes more than five lots or units on privately owned and operated individual or communal wells, the applicant must submit:

- Servicing Options Report; and
- Hydrogeological Report

c) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, the applicant must submit:

- Servicing Options Report; and
- Hydrogeological Report

Sewage Disposal

a) Sanitary/Sewage disposal will be provided to the subject lands by:

- Municipal Sanitary Sewers
- Private Communal Collection
- Individual Septic System for Each Lot
- Other (please specify) _____

b) If the plan would permit development of five or more lots or units on privately owned and operated individual or communal wells or septic systems, the applicant must submit:

- Servicing Options Report; and
- Hydrogeological Report

c) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal wells of septic systems, and more than 4500 litres of effluent be produced per day as a result of the development being completed, the applicant must submit:

- Servicing Options Report; and
- Hydrogeological Report

Storm Drainage

a) Storm Drainage will be provided by:

- Connection to Municipal Storm Sewer
- Connection to Municipal Drain

Name of Municipal Drain: _____

- Swales, Ditches
- Other (please specify) _____

b) A conceptual storm water management plan has been completed for the subject lands?

- Yes
- No

If Yes:

Name of Study: _____

Completed By: _____

Date of Study: _____

Building History

a) Has the Municipality approved a Site Plan under the Planning Act?

- Yes; File Number _____
- No

b) Has a development agreement been entered into and registered on title?

- Yes; Instrument/LT Number _____
- No

c) Has a Building Permit been issued?

- Yes
- No

d) Is the proposed development under construction?

- Yes
- No

e) Has the proposed development been completed?

- Yes
- No

f) Is the proposed condominium a conversion of a building containing residential rental units?

- Yes
- No

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

Please note: conversions of existing residential units to a condominium are required to comply with the Tenant Protection Act.

Archaeological Assessment

Does the subject land contain any area of archaeological potential?

Yes No

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the applicant must submit:

- an Archaeological Assessment prepared by a person who holds a licence 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
- a Conservation Plan for any archaeological resources identified in the assessment

Pre-Submission Consultation

Applicants are strongly encouraged to contact the County and speak/meet with the Planner to the Municipality before submitting an application for information.

Date of Applicant's consultation meeting with County Planner: _____

Has the Planner advised the Applicant that this application needs to be reviewed by the Huron County Stewardship Coordinator for comments on Natural Heritage matters?

- Yes (submit a fee of \$220.00 made payable to the Treasurer, County of Huron)
- No

CONDOMINIUM APPLICATION: PART 2: DECLARATIONS

Owner's Authorization (If the Owner is NOT FILING THE APPLICATION)

(If Multiple Owner's, an Authorization Letter from each owner is required)

If the **person filing the application** as the Applicant is not the owner, the registered owner(s) must complete the following and **the Applicant must provide authorization on the face of the draft plan if the plan is NOT signed by the owner**:

I, (we) _____,
Print (name(s) of owner, individuals or company)

Registered owner(s) of the subject lands, hereby authorize _____
Print (name of agent and/or company (if applicable))

to prepare and submit a Draft Plan of Subdivision Application for approval.

Signature _____

Date _____

Please note: if the Owner is an incorporated company, the company seal shall be applied (if there is one).

Applicant'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 City, Town Township, etc.*

in the Region/County/District of _____ solemnly declare that all of the
statements contained in this application of Draft Plan of Subdivision _____
description

and all supporting documents and plans are true and complete, and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act."

Note:

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.

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.

In addition to the application fee, where the County/Municipality requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the County/Municipality, at the County/Municipality's actual cost. Depending on the amount of such fees, which the County/Municipality expects to incur on any given application, the County/Municipality may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

I/we _____ hereby agree to pay all fees incurred by the County/Municipality related to the review of this application.

Declared before me at:

Region/County/District of _____ in the Municipality of _____, this _____ day of _____, 20_____.

Signature _____

Name of Applicant (please print) _____

Commissioner of Oaths _____

Applicant's Consent

In accordance with the provisions of the Planning Act, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I,

_____, the owner/ the authorized applicant, hereby acknowledge the above-noted policy and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the County of Huron to post a sign and municipal staff to access the subject site without prior notice for purposes of evaluation of the subject application.

Signature _____

Date _____

CONDOMINIUM APPLICATION: SCHEDULE APP-1

Completion/submission of the following with the application will assist the County in performing a timely and complete review of the subject proposal. If this information is not submitted, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application maybe refused.

SECTION A: Requirements for Specific Condominium Types

Provide information for the type of condominium that is the subject of this application. Check one box **ONLY**.

Standard Condominium

- Is the development to be registered as more than one Condominium Corporation?

Yes No

If yes, provide a summary outline of the number of units to be included in each condominium corporation.

Amalgamated Condominium

- Attach to the application a table including the existing (and, proposed if applicable) door point addresses, current condominium, plan and legal unit numbers, and proposed legal unit numbers.

Table Attached?

Yes No

- Attach to the application a plan showing the geographic relationship between the condominium and corporations proposed to be amalgamated.

Plan Attached?

Yes No

Common Elements Condominium

- Indicate the proposed use of the common element condominium.

- Attach to the application a plan showing the freehold properties (existing or proposed), proposed to become the Parcels of Tied Land and their geographic relationship to the common elements condominium.

Plan Attached?

Yes No

- Are the proposed Parcels of Tied Land owned by parties other than the owner or applicant for this plan of condominium?

Yes No

If yes, provide a signed certificate of each of the owners of the proposed Parcels of Tied Land, consenting to the submission of the application and the registration of the condominium corporation.

Certificates attached?

Yes No

Phased Condominium (resulting in one Condominium Corporation)

- Provide a summary outline of the number of units and common elements to be included in each phase and any common elements to be made available in subsequent phases.

Vacant Land Condominium

- If a Site Plan Application has not been submitted, attach a Site Plan to this application.

Site Plan attached?

Yes No

If no, please explain why Site Plan is not attached.

- Check the classification that best describes this proposal:

infill or redevelopment, or development of a multiple family block in an existing Plan of Subdivision

greenfield development of lands not previously approved for development (go to Section B)

- For greenfield type developments, if public road dedications or conveyances to the Municipality or other agencies are required by the Official Plan, or good planning practices, a subdivision plan may be required as part of this submission. It is strongly recommended that the owner/applicant/agent meet with the Planning Department.

- Is this vacant land condominium proposed to be registered as more than one plan of condominium?

Yes No

If yes, provide on the face of the proposed draft plan the boundaries of each proposed condominium corporation and the order in which they will be registered.

Information provided on the draft plan?

Yes No

SECTION B: Current and Previous Use of the Subject Land and Surrounding Area

(to be completed for all types of Condos)

1. What is the current and previous use of the subject land?

Current Use:

All known previous uses:

2. Has there been an industrial or commercial use, gas station, petroleum or other fuel storage on the subject land or adjacent land at any time?

Yes: Last Year of Use _____ No

If yes, specify the use:

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

Yes No Unknown

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

Yes No

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

6. If yes to 2, 3 or 4, a Soils Investigation Study including previous use inventory is required showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

Report Attached? Yes No

7. Significant Features Checklist (see next page)

Check through the list on the following page. Indicate under Yes, No or Unknown if a listed feature is on-site within 500 metres. Indicate under Yes, No or Unknown if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

SECTION C: Affordable Housing Information

For applications that include permanent housing (i.e. not seasonal), fill in the following information:

For example: Semi-detached, 10 units; 93 square metres; \$95,000 - \$105,000; ownership 100%

1. Housing Type: (i.e. detached dwelling, semi-detached, multiple attached, apartment)

2. Number of Units: _____

3. Unit Size (Square Metres): _____

4. Estimated Price/Rent per Month: _____

5. Tenure: _____

6. Percentage of Affordable Units: _____

Features or Development Circumstances	Yes	No	Unknown	If Feature; Specify Distance in Metres	Potential Information Needs
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 areas or rural settlement areas.
Class 1 Industry ¹				_____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²				_____ metres	Assess development for residential and other sensitive uses within 300 metres.

Features or Development Circumstances	Yes	No	Unknown	If Feature; Specify Distance in Metres	<u>Potential</u> Information Needs
Class 3 Industry ³ within 1000 metres				_____ 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.
Active railway line				_____ metres	Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones				_____ metres	Evaluate impacts within 100 metres.
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				_____ metres	Will the corridor be protected? Noise Study prepared? Traffic Impact Study?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?

Features or Development Circumstances	Yes	No	Unknown	If Feature; Specify Distance in Metres	<u>Potential</u> Information Needs
Mineral aggregate operations				_____ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				_____ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				_____ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				_____ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				_____ metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.

Features or Development Circumstances	Yes	No	Unknown	If Feature; Specify Distance in Metres	<u>Potential</u> Information Needs
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites ⁴				_____ metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate 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 and O. P. policies.

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 or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

CONDOMINIUM APPLICATION: SCHEDULE APP-2

Mapping Information Requirements See Section 51(17) of Planning Act

Attach full size 10 prints (and 1 – 8.5X11 copy) of a Draft Plan of Condominium showing: (all measurements, scales, etc. must be metric)

- the boundaries of the land to be registered as a condominium or portion certified by an Ontario Land Surveyor
- Ontario Land Surveyor's name, signature and date of signature
- map scale
- legend
- North marker
- name of person or firm who prepared the plan
- date plan prepared and dates with details of any revisions
- dimensions and layout of the proposed units and common elements clearly delineated and roads, lots and blocks, including walkways, school sites and park blocks, if any
- on a key map on the Draft Plan of Condominium:
 - all adjacent land owned by the applicant or in which applicant has an interest
 - all subdivisions/condominiums adjacent to the proposed condominium corporation.
 - boundaries of the proposed condominium corporation and boundaries of the Township lots or original grants that include any part of the proposal
- proposed use of the condominium units (e.g. Single detached residential, townhouse, apartment, commercial, etc.)
- existing land use on the site and on adjacent lands
- the approximate dimensions and layout of the proposed units, common elements, building envelopes for vacant land condominium corporation, including gross floor area and elevations showing multiple storeys and/or "typical units."
- natural and artificial features within or adjacent to the property
 - existing buildings and structures to be retained or demolished

- active or inactive railways, rail rights-of-way
- highways and other roads
- watercourses (lakes, streams, ponds, wetlands, etc.)
- flood plains/flood elevations, flood lines, fill lines, top of slope lines
- woodland
- significant plant and wildlife habitat (including ESA's & ANSI's)
- drainage courses, retention ponds (natural or man-made)
- archaeological or historic features

existing services (where information is readily available from the municipality of service agency)

- waterlines and sewer
- main hydro lines

soil type (including porosity)

contours and elevations

domestic water supply (if not municipal water)

restrictive covenants and easements affecting the site

lot and concession/registered plan number/street address

site area, residential density, and building coverage

owner's name(s), signature and date of signature OR authorized individual (see below for acceptable wording)

a cd or electronic file containing the Plan of Condominium in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers or GIS format (shape file)

The file must be tied to the County's geographic projection NAD83 (Zone 17N)

NOTE: All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others if all owners do not sign the plan.

If any registered owner fails to sign or provide authorization, the application will be considered incomplete.

Complete This Form to Determine If Septic Comments Are Required on Your Planning Application.

For certain planning applications, comments are required from the local municipal staff to assist the municipality in its decision on your application. This sheet will allow the Planner to determine if these comments are required. If so, the appropriate fee* must be submitted with your application and paid to your local municipality.

*Based on the local municipality's Fee Schedule – consult with your Planner to determine.

Name of Applicant: _____

Name of Owner (if different from the applicant): _____

Location of Property (Lot, Concession or Registered Plan and Municipality):

Type of Planning Application(s) submitted with this form:

- Consent (severance)
- Zoning By-law Amendment
- Official Plan Amendment
- Minor Variance
- Plan of Subdivision/Condominium

Please answer **Section A OR Section B**, depending on the type of servicing available. In the following question, "property" means the subject property or, in the case of a severance, each of the resulting lots.

Section A – Where Sanitary Sewers are available

Is the property within 183 metres (600 feet) of an abattoir (slaughter house)?

- Yes No

Section B – Where Septic Systems are required

The application is for the creation of a new lot for which the primary use will be a new dwelling (other than a new dwelling on a farm).

- Yes No

Is the property less than .4 hectares (1 acre) in area?

- Yes No

Does the property have less than .2 (1/2 acre) of "useable land" for a septic tank and tile bed?
See definition of "useable land" below.

Yes No

I am uncertain of the location of the existing septic tank and tile bed on the property.

Yes No

There will be more than one dwelling unit on each lot.

Yes No

An industrial or commercial use is proposed which will require a septic system.

Yes No

Is the property within 183 metre (600 feet) of an abattoir (slaughter house)?

Yes No

The application is for a new Plan of Subdivision/Condominium.

Yes No

“Useable Land” means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures, swimming pools, etc. and such land is or will be used solely for septic tank and tile bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet from any property line, at least 15 metre (15 feet) from a top-of-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage (other restrictions may apply according to legislation).

Name of Owner or Designated Agent: _____

Signature: _____

Date: _____

To be completed by Municipal Clerk: Has the Septic Review Fee been collected from the applicant?

Yes No

Amount: _____

Name of Clerk-Treasurer: _____

Signature: _____

Date: _____