

APPLICATION FOR SUBDIVISION



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
DEPARTMENT OF PLANNING AND DEVELOPMENT
101-225 HOLDITCH STREET, STURGEON FALLS, ON P2B 1T1
Telephone : 705-753-2250 • Fax : 705-753-3950

SUBDIVISION FILE NUMBER: SUBD _____ / _____



Property Location: _____ (Municipal Address)

Name of Applicant: _____ (Agent Owner)

PREAMBLE

It is the responsibility of the applicant or authorized agent to complete this form and to supply all of the documents required by the Condominium Act, Planning Act and the Planning Services Department of the District of West Nipissing, including the following:

- 3 paper prints of draft plan signed by owner and surveyor.
↳ Refer to Schedule 'B' of this form for plan requirements under Section 51(17) of the planning Act.
- 3 copies of completed application form signed by owner agent (if any).
- 3 copies of background information report on proposal.
↳ Refer to Schedule "A" of this form for required content
↳ Note: **All plans must be in metric units.**
- One (1) legible paper print or mylar of draft plan reduced to letter (8 ½ X 11") or legal (8 ½ X 14" size).
- Municipal application fee \$1000.00 plus \$50.00 per lot/block.
- Supporting studies and information (e.g. preliminary storm water management report, noise, traffic, etc) that may be required.

All information is to be forwarded to: Planning & Building Department
District of West Nipissing
101-225, rue Holditch Street
Sturgeon Falls, ON P2B 1T1
Phone No: (705) 753-2250 ext. 6926 • Fax No: (705) 753-3950

➤ **APPLICANTS SHOULD REVIEW THIS APPLICATION WITH THE PLANNING & BUILDING DEPARTMENT BEFORE SUBMITTING.**



SECTION 1 - APPLICATION INFORMATION

1.1 Registered Owner(s) of Property:

Contact if a Numbered Company:

Mailing Address:			Home Telephone No.:
City:	Province:	Postal Code:	Business Telephone No.:
Email Address:			Fax No.:

SECTION 2 - AGENT, SOLICITOR OR PLANNING CONSULTANT

2.1 Authorized Agent/Solicitor/Planning Consultant (if any):

Title:

Mailing Address:			Home Telephone No.:
City:	Province:	Postal Code:	Business Telephone No.:
Email Address:			Fax No.:

SECTION 3 - ONTARIO LAND SURVEYOR

3.1 Name:

Title:

Mailing Address:			Home Telephone No.:
City:	Province:	Postal Code:	Business Telephone No.:
Email Address:			Fax No.:

SECTION 4 - AUTHORIZATION (to be filled out if agent etc. is not Registered Owner)

4.1 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 of the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT ETC. TO MAKE THE APPLICATION

I, We _____, am the owner of the land that is subject of this application and

I/We authorize _____ to make this application on my/our behalf.

_____	_____	_____
<i>Date</i>	<i>Signature of Owner</i>	<i>Witness</i>
_____	_____	_____
<i>Date</i>	<i>Signature of Owner</i>	<i>Witness</i>

4.2 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 FOR AGENT ETC. TO PROVIDE PERSONAL INFORMATION

I, _____, am the owner of the land that is subject of this application and for the purpose 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 processing of the application.

_____ *Date*

_____ *Signature of Owner*

4.3 Consent of Owner:

Complete the consent of the owner concerning personal set out below

AUTHORIZATION OF OWNER TO THE DISCLOSURE OF PERSONAL INFORMATION

I/We, _____, am/are the owner of the land that is subject of this application and for the purpose of the 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 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*

SECTION 5 - PLAN DETAILS – SUBDIVISION BREAKDOWN

LAND USE	No. of Units	No. of Lots/blocks	Area in hectares	No. of units per hectare	No. of parking spaces
Residential: Single-detached					
Semi-detached / Duplex					
Multiple attached (townhouses)					
Apartments					
Commercial					
Industrial					
Park and Open Space					
Institutional (specify)					
Roads					
Other (specify)					
TOTAL					

SECTION 6 - PROPERTY LOCATION AND DESCRIPTION

6.1 Municipal Address.:			
Registered Plan No.:		Lot(s):	
Reference Plan:		Part(s):	
Parcel No.(s):			
PIN No.(s):			
Town/Township:			

6.2 Are there any easement or restrictive covenants affecting the subject land?
 Yes No Unknown

If the above answer is "Yes", please describe the easement or covenant:

If the above answer is "Yes", please indicate the **effect** on the easement or covenant:

6.3 Property Information:

Lot (Street) frontage:	<i>Feet</i>		<i>Metres</i>	
Depth:	<i>Feet</i>		<i>Metres</i>	
Area:	<i>Feet</i>		<i>Metres</i>	
Width of access to subject land:				

6.4 Type of Access to Subject Land:

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Regional Road
<input type="checkbox"/> Municipal Road maintained all year	<input type="checkbox"/> Other Public Road
<input type="checkbox"/> Municipal Road maintained seasonally	<input type="checkbox"/> Right-of-Way
<input type="checkbox"/> Water Access	<input type="checkbox"/> Private Road
<input type="checkbox"/> Municipal Water Available?	<input type="checkbox"/> Connected
<input type="checkbox"/> Municipal Sewer Available?	<input type="checkbox"/> Connected
<input type="checkbox"/> Storm Sewer Available?	<input type="checkbox"/> Connected

SECTION 7 - PLANNING COMPLIANCE

(A) Present West Nipissing Official Plan Designation: _____

Is an amendment required: No Yes

(B) Zoning Area: _____

Zoning By-law No.: _____

Present Zoning: _____

Is an amendment required: No Yes

SECTION 8 - CONCURRENT APPLICATION

8.1 If known (check with city staff), has an application been made by the applicant and/or owner under the Planning Act for the subject land or land within 120 metres of the subject land for :

(A) <input type="checkbox"/> A Minor Variance?	File No.:	Status:
(B) <input type="checkbox"/> An Official Plan Amendment?	File No.:	Status:
(C) <input type="checkbox"/> A Zoning By-law Amendment	File No.:	Status:
(D) <input type="checkbox"/> A Consent for Land Severance?	File No.:	Status:
(E) <input type="checkbox"/> A Site Plan Agreement?	File No.:	Status:
(F) <input type="checkbox"/> Other?	File No.:	Status:

8.2 PREVIOUS APPLICATIONS

If known, has the Subject Land ever been the subject of:

(A) Subdivision	<input type="checkbox"/> No <input type="checkbox"/> Yes	File No.:	Decision :	Date:	MM / DD / YYYY
(B) Land Severance	<input type="checkbox"/> No <input type="checkbox"/> Yes	File No.:	Decision :	Date:	MM / DD / YYYY
(C) Condominium	<input type="checkbox"/> No <input type="checkbox"/> Yes	File No.:	Decision :	Date:	MM / DD / YYYY

SECTION 9 - LAND USE

9.1 Present Use of Land :

Previous Use of Land:

Date Present Use Commenced:
(for buildings date of construction)

Use of Abutting Land:

North

East

South

West

Are there any existing buildings on the Subject Land? No Yes

Type of existing building on Subject Land?

Are there any areas on the Subject Land of archeological potential? No Yes

SECTION 10

How is the plan consistent with policy statement issued under subsection 3(1) of the Planning Act?

SECTION 11

Is the Subject Land within an area of land designated under any provincial plan or plans? No Yes

If yes, which plan(s): _____

SECTION 12

If the answer to Section 11 is “yes”, how does the plan conform to the application provincial plan or plans.

SECTION 13 - DECLARATION

NOTE: ALL APPLICANTS SHALL ENSURE THAT A “COMPLETE APPLICATION” UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING THIS DECLARATION.

I/We _____ of the _____ in the District of _____ in the province of Ontario, MAKE OATH and state that all the statements contained in this application 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 *Evident Act*.

Declared before me at the _____ of)
 _____ in the District of)
 _____ on this _____ day of)
 _____, _____) _____
Signature of Owner or Authorized Agent

Signature of Commissioner of Oaths

SECTION 14 - TO BE COMPLETED BY MUNICIPALITY

- 14.1** Date received by Planning Services :
- 14.2** In addition to the information contained within Sections 1 to 11 of this Application, the following information/studies are requested to satisfy the requirements of a complete application under the Planning Act.
- 14.3** I have reviewed the information contained in this application and have deemed it to satisfy the requirements of a complete application under the Planning Act.

_____ _____
Date *Signature of Planning Services Staff*

SCHEDULE "A"

LEGISLATIVE REQUIREMENTS FOR SUBDIVISION APPROVAL ADAPTED FROM THE PLANNING ACT

Section 51:

- i. Subsection 17; Information required to be shown on the draft plan:
 - a) The boundaries of the land 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;
 - 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 he 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 such land forms the whole part;
 - d) The purpose for which the 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, swamps, 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;
 - k) The municipal services available or to be available to the land proposed to be subdivided; and
 - l) The nature and extent of any restrictive covenants or easements affecting the land proposed to be subdivided.
- ii. Subsection 19; The approved authority may refuse to accept or further consider the application until the prescribed information and material, the required fee and the draft plan are received and the time period referred to in subsection (34) does not begin until the day plan, information, material, and fee are received.
- iii. Subsection 24; In considering a draft plan regard shall be had among other matters to the health, safety, convenience and welfare of the future inhabitants.
- iv. Subsection 25; The Municipality may impose such conditions as deemed reasonable including a condition of that land be dedicated or the requirements met for park and other public recreation purposes under section 51.1 and/or that such highways or road widening be dedicated as deemed necessary by the approved authority.
- v. Subsection 26; Every municipality may enter into subdivision agreements imposed as a condition for draft approval.