



Town of Parry Sound
APPLICATION FOR A PLAN OF SUBDIVISION OR CONDOMINIUM
Under Section 51 of the *Planning Act*

It is recommended that applicants consult with the planning department prior to submitting an application.

Note to applicants: This application form is to be used together with relevant guidelines that may apply to specific types of proposals. In this form the term “subject lands” means the land to which a proposed plan of subdivision/condominium applies.

APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM APPLICATION CHECKLIST: please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a commissioner’s stamp and signature.
- Application fees attached. Cheque made payable to the Town of Parry Sound.
- One set of PDF plans of all plans, drawings, and reports.
- Draft plan.
- Information/reports if indicated as needed when completing the relevant sections of this form.
- Review of technical documents/reports if done by an outside agency. Fees incurred in the process will be the responsibility of the applicant to pay.
- Sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be drawn to scale, in metric units only.
- Copy of any correspondence, approvals or permits from outside agencies/ departments.
- Copy of your completed Consultation Form from the Planning Department.
- Copy of your Deed.

Completeness of the application:

Fully complete all sections of the application. The application must be provided with the appropriate fee and draft plan. If the application, including the draft plan and fee are not provided, the Town will return the application or refuse to further consider the application.

The application form also sets out other information (e.g. technical information or reports) that will assist the Town of Parry Sound and others in their planning evaluation of the development proposal. To ensure that quickest and most complete review, this information should be submitted at the time of the application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Town Procedures:

A sign will be posed that is clearly visible, approximately 14" x 18" bearing your name, your application number, lot and concession number, and the plan number, on the main access side of your property, preferably where your driveway accesses onto the town road.

Council members and/or town staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Town to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road, or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the deed for the subject land. If access is provided by private road/right of way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Town of Parry Sound Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for you to attend to the identified submission deficiencies. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact the planning department at:

Town of Parry Sound
Plan of Subdivision/Condominium Checklist & Details

Town of Parry Sound.
52 Seguin Street,
Parry Sound, On,
P2A 1B4
(t) 705-746-2101
(f) 705-746-7461



Town of Parry Sound
APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR
CONDOMINIUM

OFFICE USE ONLY		Date Received:
Application Number:	CON-	
File Name:		
Civic Address		
Roll Number		
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	

ROLL NUMBER: 4932- _____ - _____ - _____

Did you pre-consult with the Planning Department? **Yes** **No**

Please submit a copy of your completed "Pre-Consultation Form"

Pre-consultation date: _____

1. **CONTACT INFORMATION:** All communication will be directed to the Primary Contact only. Copies of correspondence will be sent to all parties and filed according to Town procedure.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Mailing Address: _____

Phone: _____

Email: _____

b) Agent: _____

Mailing Address: _____

Phone: _____

Email: _____

c) Planner: _____

Mailing Address: _____

Phone: _____

Email: _____

d) Surveyor: _____

Mailing Address: _____

Phone: _____

Email: _____

e) Solicitor: _____

Mailing Address: _____

Phone: _____

Email: _____

f) Engineer: _____

Mailing Address: _____

Phone: _____

Email: _____

2. DESCRIPTION OF SUBJECT LANDS

a. **Concessions(s):** _____

b. **Lot(s):** _____

c. **Registered Plan No:** _____ **Lot(s)/Block(s):** _____

d. **Reference Plan No:** _____ **Part(s):** _____

e. **Geographic Township (former municipality):** _____

f. **Civic Address:** _____

g. **Dimensions of subject lands:**

Frontage (m) _____

Depth (m) _____

Area (ha) _____

h. Official Plan designation and conformance with OP:

i. Zoning (current zoning of subject lands): _____

j. The subject land has been the subject of a Minister's Zoning Order:

Yes No

If yes, indicate the Ontario Regulation Number: _____

File Number: _____ Status of application: _____

k. Are there any easements or rights-of-way affecting the subject lands?

Yes No

If yes, indicate and describe the purpose of the easement or right of way: _____

l. Is the subject land within an area where zoning with conditions apply:

Yes No

If yes, please attach an explanation of how the application conforms to the Official Plan policies related to the zoning with conditions.

m. The subject land is within an area where the municipality has pre-determined the minimum and maximum density requirement or the minimum and maximum height requirements:

Yes No

If yes, state the requirements: _____

n. The subject land is within an area of land designated under any provincial plan or plans:

- Yes No

If yes, does the application conform to or does not conflict with the applicable provincial plan or plans:

- Yes No

3. EXISTING AND PROPOSED USES

a. Date the subject land was acquired by the current owner: _____

b. Current and existing use of the subject land: _____

c. Length of time that the existing uses have continued: _____

d. Indicate whether this application is for approval of:

- Plan of Subdivision** **Condominium Description**

e. Indicate the type of condominium proposed:

- Standard
 Amalgamations
 Vacant Land
 Phased
 Common Elements
 Leasehold

Requirements and Information specific to each type of condominium apart from the standard condominium:

Amalgamations: (where two or more corporations may amalgamate.) include the following with your application: a plan showing the relationship of the condominiums to be amalgamated; the ministry file numbers; the approval dates; and any other relevant information.

Vacant Land: (condominium in which each owner may decide what type of structure, if any, will be built on his or her lot.) this kind of development may, for example, be suitable for a mobile home development. Include information on the proposed servicing and the status of required permits, etc.

Phased: (condominium development which will allow a single condominium to be built in phases.) include a summary outline of the number of units and common elements to be developed in each specific phase and any common elements that would be available in subsequent phases.

Common Elements: (condominium with the following features: the common elements are defined the land is not divided into units; the homes could be freehold; facilities such as recreational centre or roads and sewers could be common elements.) Include a map showing the freehold properties outside the specific condominium site. Identify common elements and property ownerships.

Leasehold: (condominium where the initial term of the lease of the land must be from 40-99 years and the leasehold unit owner could sell the unit without the consent of the landlord.) On a separate page, provide information on what happens at the end of the lease period. Include Dates.

f. What are the adjacent land uses:

To the north: _____

To the south: _____

To the west: _____

To the east: _____

g. Proposed uses of the subject land:

Proposed Land Use		# of Units or Dwellings	# of Lots and/or Blocks on the draft plan	Area (ha.)	Density (units/dwellings per ha.)	# of Parking Spaces
Residential	Detached					
	Semi-detached					
	Multiple attached					
	Apartment					
	Mobile Home					
	Other (specify)					
Commercial						
Industrial						
Park, open space		N/A			N/A	N/A
Institutional (specify)						
Roads		N/A			N/A	N/A
Other (specify)						
Totals						

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

Yes No Unknown

If yes, specify the uses: _____

i. Has the grading of the subject land been changed by adding earth or other material(s)?

Yes No Unknown

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

Yes No Unknown

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

Yes No Unknown

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

Yes No Unknown

m. What information did you use to determine the answers to the above questions on former uses? _____

n. If yes to any 3.h, 3.i, 3.j, 3.k, or 3.l, an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.

Is the inventory of previous uses attached?

Yes No

If the inventory is not attached, why not? _____

- o. If yes to 3.h, 3.i, 3.j, 3.k, 3.l, or 3.m, was an Environmental Site Assessment (ESA) conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?

Yes No

If no, why not? Explain on a separate page, if necessary: _____

4. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLCATIONS ONLY

- a. Has a site plan for the proposed condominium been approved?

Yes No

- b. Has a site plan agreement been entered into?

Yes No

- c. Has a building permit for the proposed condominium been issued?

Yes No

- d. Has construction of the development started?

Yes No

- e. If construction is completed, indicate the date of completion:

- f. Is the building currently occupied?

Yes No

5. OTHER APPLICATIONS

- a. Indicate if the subject land is the subject to any applications currently under the Planning Act:

Application	File #	Status
Plan of Subdivision/Condominium		
Consent (Section 53)		
Minor Variance (Section 54)		
Zoning By-law (Section 34)		

Official Plan (Section 22)		
Site Plan (Section 41)		

6. PROVINCIAL POLICY

a. Explain how the application is consistent with the Provincial Policy Statement issued under subsection 3 (1) of the Planning Act.

b. Significant Features Checklist

Use of Feature	On Subject Land	Within 500 metres of the subject land: please indicate distance	Potential Information Needs
Non-farm development near designated urban areas or rural settlement area	<input type="checkbox"/>		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 (footnote 1)	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 70 metres
Class 2 Industry (footnote 2)	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 300 metres
Class 3 Industry (footnote 3)	<input type="checkbox"/>		Assess development for residential and other sensitive uses within 1000 metres
Land Fill Site	<input type="checkbox"/>		Address possible leachate, odour, vermin and other impacts
Sewage Treatment Plan	<input type="checkbox"/>		Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization pond	<input type="checkbox"/>		Assess the need for a feasibility study for residential and other sensitive land uses

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Active railway line	<input type="checkbox"/>		Evaluate impacts within 100 metres
Controlled access highways or freeways, including designated future ones	<input type="checkbox"/>		Evaluate impacts within 100 metres
Electric transformer station	<input type="checkbox"/>		Determine possible impacts within 200 metres
High voltage electric transmission line	<input type="checkbox"/>		Consult the appropriate electric power services
Transportation and infrastructure corridors	<input type="checkbox"/>		Will the corridor be protected?
Agricultural operations	<input type="checkbox"/>		Development to comply with the Minimum Distance Separation Formulae
Existing pits and quarries	<input type="checkbox"/>		Will development hinder continued operation or expansion?
Significant wetlands in the Canadian Shield	<input type="checkbox"/>		Demonstrate no negative impacts
Significant portions of habitat of endangered and threatened species	<input type="checkbox"/>		Development in not permitted
Significant: fish habitat, woodland south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>		Demonstrate no negative impacts
Sensitive groundwater recharge areas, headwaters, and aquifers	<input type="checkbox"/>		Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes	<input type="checkbox"/>		Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	<input type="checkbox"/>		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,

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			removed, catalogued, and analyzed, prior to development
Erosion hazards	<input type="checkbox"/>		Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains	<input type="checkbox"/>		Where one-zone flood plain management is in effect, development is not permitted within the floor plain Where two zone floor plain management in 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
Hazardous sites (footnote 4)	<input type="checkbox"/>		Demonstrate that hazards can be addressed
Contaminated Sites	<input type="checkbox"/>		Assess an inventory or previous uses in area of possible soil contamination
Footnotes:			
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 hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).			

- c. **Housing Affordability:** For applications that include permanent housing, complete the Housing Affordability table below. For each housing type 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, attach a separate page.

Housing Type	# of Units	Unit Size (sq. ft.) and/or Lot Frontage	Estimated Selling Price/ Rent

Semi-Detached			
Link/ Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

d. 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 Yes, explain in Section 11 Other Information, or attach on a separate page.

7. SERVICES: Indicate in a. below the proposed type of servicing for the subject land.

a. What type of water and sewage disposal are proposed?

- Municipally owned and operated piped water system
- Municipally owned and operated sanitary sewage system
- Lake
- Communal Well
- Individual Septic System
- Communal Septic System
- Pit Privy
- Other: _____

If the plan would permit five or more lots/units on a privately owned and operated individual or communal septic system, or, if more than 4500 litres of effluent would be produced per day as a result of the completed

development, the following reports must be submitted to the municipality with this application form.

- A servicing options report, and**
- A hydrogeological report**

If the plan would permit development of fewer than five lots/ units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, the following report must be submitted to the municipality with this application:

- A hydrogeological report.**

8. ACCESS: Indicate the proposed access to the subject lands

- Provincial Highway
- Municipal Road (year round)
- Municipal Road (seasonal_
- Private Road/ Right-of-way
- Other Road
- Water

If access is by water only, indicate the parking and docking facilities to be used and the approximate distance of these facilities from the subject land to the nearest public road:

9. STORMWATER MANAGEMENT/ DRAINAGE: a stormwater management plan is recommended and should be prepared concurrently with a hydrogeological report for submission with the application. A stormwater

management plan may be needed prior to approval of a plan of subdivision or prior to site plan approval.

a. Storm drainage is provided to the subject land by:

- Ditches
- Swales
- Natural
- Other

b. Is the preliminary Stormwater Management report attached?

- Yes No

10. GARBAGE DISPOSAL: Identify a garbage disposal plan for the subject land:

11. OTHER INFORMATION:

- a. Is there any other information that may be useful to the Town in reviewing this development (e.g. information relating to housing affordability, requirements and policies in the municipal official plan, or efforts to resolve outstanding objections or concerns by area resident(s), the municipality, other). If so, explain below, or attach a separate page with this information:

- b. The original or certified copy of any other information and materials, as required by the official plan of the municipality, must be provided with this application.**

12. TECHNICAL STUDIES SUBMITTED: What technical justification studies or reports have been prepared in support of this application?

Study Type	Date Submitted	N/A	Reason
Traffic		<input type="checkbox"/>	
Engineering/Servicing		<input type="checkbox"/>	
Hydrogeology		<input type="checkbox"/>	
Environmental		<input type="checkbox"/>	
Noise Impact		<input type="checkbox"/>	
Geotechnical		<input type="checkbox"/>	
Archaeological		<input type="checkbox"/>	
Other		<input type="checkbox"/>	

13. AUTHORIZATION BY OWNER: Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please note: if the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned,
being the Registered Owner(s) of the subject land, hereby authorize
_____ to act as my Agent with respect to the
preparation and submission of this Application.

Signature of Owner

Date

Signature of Owner

Date

14. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 51 of The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

15. DECLARATION OF OWNER/AGENT: must be signed by the owner(s)/Agent in the presence of a Commissioner.

I _____ (owner(s)/agent) of the
_____ of _____ in the County/
District/ Regional Municipality of _____ do
solemnly declare that all of 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
Evidence Act.

Declared before me at the _____ in the
_____ of _____
this _____ day of _____, 20_____.

Signature of Owner

Signature of Owner

Signature of Agent (if applicable)

Signature of Commissioner

Commissioners Stamp

16. AGREEMENT TO INDEMNIFY

The Owner/Applicant agrees to reimburse and indemnify the Corporation of The Town of Parry Sound (hereinafter referred to as the "Municipality") for all fees and expenses incurred by the Municipality to process the application for plan of subdivision or condominium description, as the case may be, including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal if necessary to defend the Municipality's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the Municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application. Attached to this application is a cheque payable to the Corporation of The Town of Parry Sound in the amount of \$ representing payment of the application fee.

The Owner/Applicant further agrees that, upon request by the Municipality from time to time, the Owner/applicant shall make such additional deposits as the Municipality considers necessary, and until such requests have been complied with, the Municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Land Tribunal or any court or other administrative proceeding in connection with the application.

Signature of Owner

Date