



## County of Bruce Planning & Development Department

### Extension to the Approval of a Draft Plan of Subdivision or Condominium

#### INFORMATION TO APPLICANTS

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1. Application forms are available from the County of Bruce Planning and Development Department. The extension to the approval of a draft plan of subdivision or condominium procedure will be initiated once the completed application form and necessary supporting material outlined below are received by the Planning Department.

Should you have any difficulty filling out portions of this Application, please contact your local Planning & Economic Development Department Office for assistance.

**You are advised to discuss the proposed request and completed Application with a Planner from the Planning & Development Department prior to submitting the Application.**

2. The application must be accompanied by:
  - a) Completed Application Form
  - b) Report on the progress made towards achieving final approval of the subdivision since draft approval was granted and/or factors that have impacted the ability to proceed to registration.
  - c) A cheque, made payable to "Treasurer, County of Bruce" must be submitted to cover the application fee as set out in the current Application Fees Schedule for each year of extension being requested. Note that in most circumstances the County will not grant extensions greater than one (1) year.
  - d) If this application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization for this action must accompany this application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed. An authorization form is attached to the end of this Application.
3. Once an application is received by the Planning Department comments are sought from the Municipality where the subdivision is located and a report is prepared for consideration by the Secretary-Treasurer of the Land Division Committee. If the Municipality objects to the request for extension the matter will be referred to the Bruce County Land Division Committee (on a Planning and Development Committee) Under the Planning Act, the Planning and Development Committee has been given the authority to grant or deny the application for 'change of conditions'.
4. If no other planning approvals (e.g. Zoning By-Law Amendment) are required, an application for Extension of Draft Approval will require approximately two months to process if no objections are received.

5. The completed application form, fee, and supporting documentation should be returned to one of the following offices:

The **Peninsula Hub Office** serves the following local municipalities:

**Municipality of Arran-Elderslie** (former Arran, Elderslie, Tara, Paisley and Chesley);  
**Municipality of Northern Bruce Peninsula** (former Eastnor, Lindsay, St. Edmunds and Lion's Head); and  
**Town of South Bruce Peninsula** (former Albemarle, Amabel, Hepworth and Wiarton)

Bruce County Planning & Development Department  
268 Berford Street,  
Box 129,  
WIARTON, Ontario N0H 2T0  
Phone: (519) 534-2092 Fax: (519) 534-1174  
E-Mail: [bcplwi@brucecounty.on.ca](mailto:bcplwi@brucecounty.on.ca)

The **Inland Hub Office** serves the following local municipalities:

**Municipality of Brockton** (former Brant, Greenock and Walkerton)  
**Township of Huron-Kinloss** (former Huron, Kinloss, Lucknow and Ripley); and  
**Municipality of South Bruce** (former Mildmay, Teeswater, Carrick and Culross);

Bruce County Planning and Development Department  
30 Park Street,  
P. O. Box 848,  
WALKERTON, Ontario N0G 2V0  
Phone: (519) 881-1782 Fax: (519) 507-3030  
E-Mail: [bcplwa@brucecounty.on.ca](mailto:bcplwa@brucecounty.on.ca)

The **Lakeshore Hub Office** serves the following municipalities:

**Municipality of Kincardine** (former Kincardine Township, Bruce, Tiverton and Kincardine);  
**Town of Saugeen Shores** (former Saugeen, Port Elgin and Southampton).

Bruce County Planning and Development Department  
1243 MacKenzie Road,  
PORT ELGIN, Ontario N0H 2C6  
Phone: (519) 909-1601 FAX: (519) 832-9000  
E-Mail: [bcplpe@brucecounty.on.ca](mailto:bcplpe@brucecounty.on.ca)

*\*The Minor Revision / Change of Conditions (Extension) to a Draft Plan of Subdivision or Condominium APPLICATION FORM (pages 1 to 4) should be submitted to the appropriate Planning Office*



County of Bruce  
Planning & Development Department

File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Minor Revision / Change of  
Conditions (Extension) to a Draft Plan  
of Subdivision or Condominium

**APPLICATION FORM**

- 
1. Registered Owner's Name: \_\_\_\_\_  
Address and Postal Code \_\_\_\_\_  
\_\_\_\_\_ Unit or Box # \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  2. Applicant's Name: (If different from #1) \_\_\_\_\_  
Address and Postal Code \_\_\_\_\_  
\_\_\_\_\_ Unit or Box # \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  3. Agent's Name: (If different from #1) \_\_\_\_\_  
Address and Postal Code \_\_\_\_\_  
\_\_\_\_\_ Unit or Box # \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**For Office Use Only**

Deemed to be a Complete Application on: \_\_\_\_\_

Signature of Bruce County Planner: \_\_\_\_\_

4. All communication(s) will be sent to the **Prime Contact Only**.

Please indicate who this will be.

Owner       Applicant       Agent

5. Location of Property:

Municipality: \_\_\_\_\_ Former Municipality: \_\_\_\_\_

Subdivision Draft Plan Approval Number 41T \_\_\_\_\_

Condominium Draft Plan Approval Number 41CD \_\_\_\_\_

Lot(s)/Part(s) \_\_\_\_\_ Registered Plan/Concession \_\_\_\_\_

6. Is there a New/Revised Plan Attached    Yes \_\_\_\_\_ No \_\_\_\_\_

If no New/Revised Plan Attached please provide an explanation:

7. Condition(s) to be changed (exactly as worded in the Conditions of Draft Approval):

8. New Condition(s) plus explanation of the reasons for the requested change of Condition(s):

9. Is this application being submitted in conjunction with any other planning approval application(s) (e.g. Zoning By-law amendment or Minor Variance)?

Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please specify type of application (and file number if known)

\_\_\_\_\_

Question numbers 10 and 11 must be completed in the presence of a 'Commissioner'. Staff in each Planning Office are authorized Commissioners.

10. I, \_\_\_\_\_, hereby authorize a site visit(s) be undertaken by, but not limited to staff of the following agencies: County of Bruce Planning Department; Municipality; Conservation Authority; and, Grey-Bruce Health Unit (where applicable).
11. I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_, of \_\_\_\_\_, hereby solemnly declare that the statements made herein are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: \_\_\_\_\_

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

Signature of Agent /Applicant: \_\_\_\_\_

Declared Before Me At The

\_\_\_\_\_ of \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_,

This \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner, Etc.

**APPENDIX 'A'**

**Corporation of the County of Bruce**

In The Matter of Application for a Minor Revision /

Change of Conditions (Extension) to a Draft Plan of Subdivision / Condominium

I, \_\_\_\_\_ being the ( ) Registered Owner(s),  
( ) Executor/Executrix, ( ) Signing Corporate Officer(s) for the lands for which application is to be  
made, hereby authorize and direct \_\_\_\_\_ to act as my  
agent and on my behalf to apply to the Corporation of the County of Bruce for a Minor Change of  
Conditions for a Plan of Subdivision/Condominium on the lands herein described:

**Location of Property:**

Municipality: \_\_\_\_\_ Former Municipality: \_\_\_\_\_

Subdivision Draft Plan Approval Number 41T \_\_\_\_\_

Condominium Draft Plan Approval Number 41CD \_\_\_\_\_

Lot(s)/Part(s) \_\_\_\_\_ Registered Plan/Concession \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Witness:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_