



# County of Bruce Planning & Development Department

## Final or Phase Approval of a Plan of Subdivision or Condominium INFORMATION TO APPLICANTS

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### 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 draft 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 Bruce Planning Department:

- 1 copy of the completed Application Form.
- Application Fee, as set out in the current Application Fees Schedule, per Phase of the development payable to the "Treasurer, County of Bruce".
- 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 electronic copy of the Final M-Plan or Plan of Survey in either Esri shapefile or geodatabase format projected to NAD83 UTM Zone 17N, and one pdf. copy. (Note: Digital copies of the Architectural and Structural Plans are not required);
- Copies of all clearance letters received from the Clearance Agencies.

### For a Plan of Subdivision:

- 1 Original mylar
- 4 White paper copies
- 1 White paper copy **or** mylar copy for return to surveyor
- 1 White paper copy with A.O.L.S. sticker.

### For Condominiums:

- The original plans of survey signed by the surveyor;
- 3 paper prints of the original plans of survey signed by the surveyor (1 copy to include the AOLS sticker);
- 2 paper prints of the plans of survey signed by the surveyor (subsection 51(60) of the Planning Act);
- 1 set of the architectural plans and 1 set of the structural plans, if any
- Any additional copies of the plans of survey that the registrant wishes returned.

### 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 Bruce. 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 (Bruce) for technical clearance prior to final submission to the County of Bruce Planning Department. Failure to obtain technical clearance may delay the registration of the plan/description.

Registration of the Final Plan will be carried out by the solicitor for the County of Bruce. The registration fee is included in the application fee for Final Approval.

**For Help You May Contact 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  
Email: [jvandorp@brucecounty.on.ca](mailto:jvandorp@brucecounty.on.ca)

The **INLAND HUB OFFICE** serves the following local municipalities:

MUNICIPALITY OF BROCKTON (former Township of Brant, Township of 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: [mpaoli@brucecounty.on.ca](mailto:mpaoli@brucecounty.on.ca)

The **LAKESHORE HUB OFFICE** serves the following local 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: (226) 909-1601  
FAX: (519) 832-9000  
E-MAIL: [dkingsbury@brucecounty.on.ca](mailto:dkingsbury@brucecounty.on.ca)



**Final or Phase Approval of a  
Plan of Subdivision or Condominium**

**APPLICATION FORM**

**1. Purpose of Application** (please check one box)

- Final Approval of a Draft Plan of Subdivision
- Phase [Partial] Approval of a Draft Plan of Subdivision
- Final Approval of a Condominium Description
- Phase [Partial] Approval of a Condominium Description
- Other – describe

\_\_\_\_\_

**2. Draft Approval Information** (as Noted on the Condition of Draft Approval)

Subdivision/Condominium Approval No.: 41 \_\_\_\_\_

Date Draft Approved: \_\_\_\_\_

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

**3. Registered Owner**

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**4. Surveyor**

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**5. Solicitor/Consultant (if any)**

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**For Office Use Only**

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

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

6. **Send Correspondence To?** (Approval documentation will be forwarded to only one selection)

Registered Owner [ ] Surveyor [ ] Solicitor/Consultant [ ]

7. **For Condominiums only please identify** Type of Condominium to be registered:

- Standard Condominium
- Vacant Land Condominium
- Phased Condominium
- Leasehold Condominium
- Common Elements Condominium
- Amalgamated Condominium

8. **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(s) has not been cleared:

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9. **Previous Phase [Partial] Approval of a Draft Plan of Subdivision / Condominium:**

Has Final Approval been given for a previous phase(s)?:             YES             NO

If NO, proceed to Question # 10.

If YES, please provide the following information:

	Final Approval Date	Number of Lots or Units Approved	Number of Blocks Approved	Lot Numbers	Block Numbers
Phase #1					
Phase #2					
Phase #3					

10. **Phase [Partial] Approval of a Draft Plan of Subdivision / Condominium:**

For this approval indicate the:

Number of Lot/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)

**11. Status of Other Applications Under the *Planning Act***

Are there any other applications under the *Planning Act*, including applications before the Local Planning Act 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?

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**12. Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_, in the \_\_\_\_\_ 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.

Signature of Registered Owners(s): \_\_\_\_\_  
\_\_\_\_\_

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