



County of Bruce  
Planning & Development Department  
**Form Six**  
Subdivision or Condominium Draft Plan Approval

## INFORMATION TO APPLICANTS

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### General

An application for draft approval of a plan of subdivision or a plan of condominium is the first step of a process that creates new lots or blocks and, in the case of a plan of condominium, a condominium corporation with the individual units defined. It may also involve the laying out of new roads, the extension or construction of services, and other requirements of the municipality. Preparation of a draft plan, and fulfilling conditions of approval, can be a very technical exercise, and you will most likely require the services of a qualified professional.

You are encouraged to discuss your application with the planner for your municipality, and with the appropriate officials of the local municipality. You may also contact your local Planner by way of the County of Bruce website ([www.brucecounty.on.ca](http://www.brucecounty.on.ca)) 'Living Here', 'Housing and Property', 'Land Use Planning', then select your municipality. At this point you will be provided with contact information for the planning hub and staff. Staff can provide you with information about your application. In order to avoid delay, you should gather information about your property, and you are encouraged to examine the provisions of official plans and zoning by-laws in force and effect.

### Complete Application Required

The Planning Act requires that **complete applications** be filed before the applications for draft approval of a plan of subdivision or plan of condominium can be considered. The requirements for a complete application are defined in the Planning Act, its regulations, in the Bruce County Official Plan and in local municipal official plans. An application may be refused because it is incomplete.

In order to ensure that your application is complete, please complete the **Planning and Development Department - Form One - Property and Applicant Information**. Please also **complete the appropriate Subdivision or Condominium Application Form**. If you are submitting applications for several applications on the same property, you need only submit one completed copy of the Development Application Form.

Additional information is required. You should submit this information in the form of an accompanying letter or report. You may need to obtain the assistance of a qualified professional to assist you in completing the application.

## Information Required For Applications for Subdivision or Condominium Draft Plan Approval

Schedule 1 to Ontario Regulation 544/06 as amended lists the information that is to be provided with a complete application for an application for a plan of subdivision. These requirements are summarized below, and together with the completed Development Application Form, will fulfill the requirements for your application. For major or complicated applications, you should consult the Ontario Regulations and the Official Plans that apply directly.

### Additional Requirements of Ontario Regulation 544/06 include:

1. A draft plan is required, which provides all the information required by Section 51 (17) of the Planning Act, and Ontario Regulation 544/06.
2. If the requested plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, if more than five lots are proposed on individual or communal privately owned or operated septic systems, or if more than 4500 litres of effluent would be produced per day, you are required to provide:
  - a. A servicing options report, and
  - b. A hydrogeological report.
3. Whether the lands include any areas of archaeological potential.
4. If the plan would permit development on lands containing known archaeological resources or areas of archaeological potential, you will need to provide an archaeological assessment and conservation plan as described in the Regulation.
5. Whether the requested amendment is consistent with the Provincial Policy Statement,
6. Whether the subject land is within an area of land designated under any provincial plan or plans (such as the Niagara Escarpment Plan), whether the requested plan conforms to or does not conflict with those plan or plans.

The Bruce County Official Plan has application requirements that may also apply. These include:

1. Where development may affect an Area of Natural or Scientific Interest (ANSI), a Provincially, Regionally or Locally Significant Wetland, or areas of habitat of Threatened or Endangered Species, the Preparation of an Environmental Impact Study may be required, in accordance with Section 4.3 of the County Plan.
2. Where major new development or redevelopment is proposed on other than municipal sewer and water services, a Settlement Capacity Study is required (Section 4.7.5.2, 4.7.6)
3. Where a local or the County Plan permits development on private individual or communal services, a lot servicing plan, a hydrogeologic report demonstrating the suitability of and impact of the development on groundwater, and a conceptual stormwater management plan, (Section 4.7.5.3), and a storm water management study may be required. (Section 5.3.5.1 (iii),
4. In the Shoreline Development Area, as designated in the County Plan, you may also be required to prepare a stormwater management plan, a fisheries

management study, and other studies as outlined in Section 5.3.5.1 of the County Plan.

5. Additional information if needed to address the criteria in Section 51 (24) of the Planning Act.

The Local Municipal Official Plan may have other requirements for applications as well. Please consult with the area planner for more information.

You are asked to deal with these questions in the form of a planning rationale report, prepared by a qualified professional.

#### **Submission Requirements:**

You are required to submit:

- ✓ 3 paper copies of the Planning Rationale Report, and other reports
- ✓ 3 paper copies of the draft plan
- ✓ 1 electronic copy of the reports in Word or PDF format, sent via electronic file transfer, or submitted on USB or CD
- ✓ 1 electronic copy of the proposed plan, sent via electronic file transfer, or submitted on USB or CD. Digital Mapping must be submitted in either Esri shapefile or geodatabase format projected to NAD83 UTM Zone 17N. Vector lines must be topologically clean, area features mapped as closed polygons, and attribute data entered to a consistent standard. AutoCAD submission is acceptable in place of Esri, if all other requirements are met.
- ✓ 1 electronic copy of the proposed plan, sent via electronic file transfer, or submitted on USB or CD, in pdf format.

## **The Process**

When a complete application is received, a Request for Comments is sent to several government agencies. The County gives Notice of an application to surrounding property owners and the local municipality holds a public meeting. After the public meeting, the County Approval Authority will decide if the application is to be approved, approved with conditions, or refused. The Approval Authority is the County Planning Department, but in the event of a dispute or a recommendation for refusal, the application is decided by the County Planning and Development Committee. Following the decision, notice of that decision is given, and interested individuals may file an appeal with the Local Planning Appeal Tribunal (LPAT) if they so wish.

Once a plan is draft approved, the applicant must fulfill the conditions set by the Approval Authority, which typically include entering into a subdivision agreement with the local municipality, preparing detailed servicing and grading plans to municipal standards, financial contributions, and other matters. Once all conditions are fulfilled, the draft plan may be formally approved and registered.

Your local planner can provide more specific detail of this process for you.

Information submitted will be made available for examination to any person who requests it.

Once you have been notified of the Application File Number, information about the application will be put on the Department's website.

An application that is incomplete may be refused for that reason.

## Contact Information

The County Planning and Development Department handles the administrative requirements of applications for the local municipalities and the County.

The Department currently has three 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 NOH 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 Carrick, Culross, Mildmay and Teeswater).

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).

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