



## County of Bruce Planning & Development Department

### Major Revision / Change of Conditions to a Draft Plan of Subdivision or Condominium

## INFORMATION TO APPLICANTS

---

1. Application forms are available from the County of Bruce Planning and Development Department. The **Major Revision/Change of Conditions** to 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 & Development office for assistance.

**You are advised to discuss the proposed changes and completed Application with a planner from the Planning Department prior to submitting the Application.**

2. The application must be accompanied by:
  - a. A copy of the original 'Draft Conditions of Approval';
  - b. A copy of the 'Draft Approved Plan' which accompanied the 'Draft Conditions of Approval';
  - c. 3 paper copies of the Revised Plan

Please note that the above information is essential information. Failure to provide this information inhibits an evaluation of the proposal and may result in a delay.

3. For some applications, additional information may be required.
4. A cheque, made payable to "Treasurer, County of Bruce" must be submitted to cover the application fee (**please consult your local office for current fees**).
5. Once an application is received by the Planning Department a report is prepared and presented to the Planning and Development Committee for its consideration. Under the Planning Act, the Planning and Development Committee has been given the authority to grant or deny the application for 'change of conditions'. If the Committee grants the 'change of conditions', there is no appeal period.
6. If no other planning approvals (e.g. Zoning By-Law Amendment) are required, an application for Change of Conditions will require approximately two months to process if no objections are received.
7. 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.

8. The completed application form and supporting documentation should be returned to one of the following 3 offices:

**A) The Inland Hub** - Walkerton Planning Office serves the following 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 & Development  
30 Park Street,  
P.O. Box 848, Walkerton ON, N0G 2V0  
Phone: (519) 881-1782 Fax: (519) 507-3030  
E-Mail: [bcplwa@brucecounty.on.ca](mailto:bcplwa@brucecounty.on.ca)

**B) The Lakeshore Hub** - Planning 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  
1243 MacKenzie Road,  
Port Elgin ON N0H 2C6  
Phone: (226) 909-1601 Fax: 519-832-9000  
E-Mail: [bcplpe@brucecounty.on.ca](mailto:bcplpe@brucecounty.on.ca)

**C) The Peninsula Hub** - Wiarton Planning Office serves the following 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  
268 Berford St,  
Box 129, Wiarton ON N0H 2T0  
Phone: (519) 534-2092 Fax: (519) 534-1174  
E-Mail: [bcplwi@brucecounty.on.ca](mailto:bcplwi@brucecounty.on.ca)

*\*The Major Revision / Change of Conditions 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: \_\_\_\_\_

Major Revision / Change of  
Conditions 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 is 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 Major Revision /

Change of Conditions to a Draft Plan of Subdivision or 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: \_\_\_\_\_