

The seal of the County of Bruce is a heraldic shield. At the top is a crown with four spires, each topped with a bundle of wheat. The shield is divided into four quadrants by a cross. The top-left quadrant contains a lion passant guardant. The top-right quadrant contains a dragon passant. The bottom-left and bottom-right quadrants each contain a maple leaf. The bottom of the shield features a chevron with three smaller maple leaves. The shield is encircled by a ribbon with the Latin motto: "IN DEO IMPERAT. SED. POPULIS. ADMINIS." The text is arranged as follows: "IN DEO" on the left, "IMPERAT." at the top, "SED." at the bottom, and "POPULIS. ADMINIS." on the right.

County Of Bruce
Subdivision and Condominium
Approval Procedures
An Applicant's Guide

Introduction

The County of Bruce is the 'Approval Authority' for Plans of Subdivision and Condominium Descriptions in accordance with the Planning Act, R.S.O. 1990, as amended. The process of dividing land by registered Plan of Subdivision is governed by Section 51 of the Act and the associated regulations. Therefore, all applications made for Plans of Subdivision and Condominium Descriptions within the County are submitted to the County of Bruce (the 'Approval Authority') c/o the Director of Planning & Development.

This document will provide the Applicant with information on the Plan of Subdivision / Condominium Plan Approval processes in the County of Bruce. It is intended to provide an overview of the steps taken to make application and obtain a decision on a specific proposal.

Note: Applicants are strongly urged to seek their own independent legal advice concerning any legal matters raised by new applications, including the meaning of references made to legislation within this document. Often, independent professional Planning advice is also required.

1.0 Before Applying Pre-Consultation

1.1 Discussions with Local Council and Planning Staff

Application forms may be obtained from the County of Bruce Planning and Development Department. To facilitate the review process, it is strongly recommended that the Applicant consult local municipal staff and County Planning staff before the application is formally submitted. Pre-Consultation is of significant benefit, since the Applicant will become more familiar with the requirements of the County and the affected municipality and will be better able to provide necessary information with the application. A pre-consultation meeting with all affected parties is recommended and can be scheduled by the County prior to the submission of an application.

1.2 Conformity with Official Plan(s) and Zoning By-law(s)

Circulation of an application will not normally take place unless the application conforms to the County Official Plan or the Local Official Plan in effect **or** is the subject of a concurrent application(s) to amend the Official Plan(s). It is the general policy of the County that if the proposal is not permitted in the applicable Official Plan, then the application is considered to be incomplete and therefore cannot be accepted. Where an Official Plan Amendment is required, the necessary application must be filed prior to, or concurrently with, the subdivision/condominium application. If a Zoning Bylaw Amendment is required, this may take place at any time prior to the granting of final Plan approval, provided the application conforms to the Official Plan(s).

1.3 Provincial Policy

The application must be consistent with the Provincial Policy Statements as issued under Section 3 of the Planning Act. If the application has not taken Provincial Policy Statements into account, justification for the variance must be provided.

1.4 Certification of Titles

Certification of property titles under the Certification of Titles Act will be necessary before the final approved Plan of Subdivision can be registered. Since certification of titles can be costly and time-consuming, it is suggested that the Applicant discuss this with a solicitor and surveyor as soon as possible.

2.0 The Application

- 2.1** The application form, proposed Draft Plan, and any required background studies are to be submitted to the Planning and Development Department. Subsection 51(17) of the Planning Act, as amended, describes the information that must be incorporated on the proposed Draft Plan (see Section 4.0 of this Guide).
- 2.2** The application must be completed by the property owner or authorized agent. Where it is being made by the agent, written authorization from the property owner must accompany the application and be shown on the face of the Draft Plan.
- 2.3** It is the responsibility of the Applicant to research and evaluate the site and the proposal to ensure that the development will be consistent with the health, safety, and welfare of present and future residents, either owners or tenants. Sufficient studies for the proper consideration of the application should be carried out prior to making formal application, and these should be included with the application. If further studies are needed to properly review the application, the Applicant will be notified of the need to have this work completed and submitted.
- 2.4** If in the opinion of the Planning & Development Department, the application (including the Form and/or Plans and supporting studies or documentation) is incomplete, they will be returned to the Applicant for completion, correction or clarification prior to processing. The reason for this requirement is to ensure that commenting agencies have adequate information on which to base their comments. This generally helps to avoid undue delay in the Approval process.
- 2.5** Exemptions under Section 9(6) of the Condominium Act

Pursuant to Section 9 of the Condominium Act, an application for Approval of a Condominium Description is to follow the same Planning Approval process as subdivisions. However, the Approval Authority may exempt applications from the full Approval process or any part of the Approval process deemed unnecessary. A request for exemption from the full process may be granted as long as: i) existing Official Plan policies and Zoning By-law provisions permit the development; ii) servicing issues can be properly dealt with through a Site Plan Control Agreement; and iii) the exemption is for a building(s) that has already been constructed.

Please note that a proposal to convert a rental property to condominium tenure may require additional notification to current tenants.

3.0 Application Fee

- 3.1** The application must be accompanied by the application fee set by County Council. The purpose of the fee is to recover part of the administrative costs involved in processing applications. The current fees are attached to the Application Form.
- 3.2** This fee may be paid by cheque or money order payable to the Treasurer - County of Bruce.
- 3.3** An application will be deemed incomplete if the relevant fees have not been paid.

4.0 Draft Plan Requirements

- 4.1** The application shall include:
- 5 copies of the completed Application Form;
 - 5 copies of the Draft Plan with the information outlined in Section 4.2 below;
 - 1 copy of Draft Plan reduced to 8-1/2" x 14";
 - 5 copies of Reports/Studies that accompany the Application including:
 - o A Planning Report which addresses how the development is 'consistent with' the Provincial Policy Statement (Section 10 of the Application) and conforms to the policies and provisions of the Official Plan and Zoning By-Law;
 - o A Hydrogeological Report when required by Section 12 of the Application;
 - o A Servicing Options Study when required by Section 12 of the Application;
 - o A Stormwater Management Report when required by Section 13 of the Application.
 - 1 copy of the registered deed to title for subject lands.
 - 1 electronic copy of the proposed plan, on 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
 - As a condition of Final Approval, you will also be required to provide a digital copy of the Final Approved Plan in a format acceptable (see above) to the Bruce County Planning Department.

If further copies are needed, the Applicant will be notified.

4.2 In accordance with Section 51(17) of the Planning Act, as amended, the Draft Plan must be drawn to scale and show the following:

4.2.1 Title

The following items shall be included in the title block:

- a) The original township name, lot and concession number;
- b) If applicable, the Crown grant where the proposed Plan of Subdivision is located;
- c) If the current proposal is a re-submission, the previously assigned file number shall be given;
- d) The scale of the Plan indicated in metric. The chosen scale shall be appropriate to show all information clearly;
- e) The date the Plan was prepared. If the Plan has been revised and re-submitted, the original date and the dates of any revisions must also be shown;
- f) Certification of the boundaries of the land proposed to be subdivided by an Ontario Land Surveyor;
- g) The signature of the owner and where the application is made by an agent, a signed statement of authorization made by the owner.

4.2.2 Streets

- a) Locations, widths and names of the proposed highways within the proposed Subdivision and of existing highways on which the proposed Subdivision abuts must be shown.

4.2.3 Key Map

- a) On a small Key Map, on a scale of not less than one centimetre to 100 metres, show all of the land adjacent to the proposed Subdivision that is owned by the Applicant or in which the Applicant has an interest, every Subdivision adjacent to the proposed Subdivision, and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part.

4.2.4 Proposed Land Use and Density

- a) Indicate the purpose for which the proposed lots are to be used, the number of lots for each use, and the density of development for the proposal.

4.2.5 Abutting Land Uses

- a) Indicate the existing uses of all adjoining lands.

4.2.6 Lot Size

- a) Show the dimensions and layout of the proposed lots.

4.2.7 Site Features

- a) Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas, significant natural areas, ANSIs, aggregate resource areas, petroleum resource areas, flood plains and swamps, defined top of bank which are within or adjacent to the land proposed to be subdivided must be shown.

4.2.8 Water Supply

- a) Indicate the availability and nature of domestic water supplies, i.e., private or communal wells or municipal water supply. Soils
- a) The nature and porosity of the soil.

4.2.9 Contours

- a) Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided.

4.2.10 Sewage Disposal

Municipal Sewage Collection & Treatment System:

- a) Indicate if municipal sewers are available to the land proposed for development;
- b) If sewers are to be installed, but not connected until a trunk sewer is available, information regarding timing should be provided in the application;

Private On-site or Communal Sewage Systems:

- a) If private on-site sewage systems (septic tank systems) are proposed, a separate Plan showing the location of each leaching bed and 100% contingency area may be required. It is probable that a Hydrological Report and/or Servicing Options Statement, conducted by a qualified individual will be required to be submitted with the Subdivision application. See Section 12 'Sewage Disposal and Water Supply' in the Application Form for further guidance.

4.2.11 Stormwater Management

- a) The way in which surface water is to be directed, collected and managed on-site must be indicated on the Draft Plan. If the storm sewers are to be installed but not connected until a trunk sewer is available, information regarding timing should be provided in the application.

4.2.12 Easements. Rights-of-Way and Restrictive Covenants

- a) The nature, location and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements must be disclosed.

- 4.3** An application for Approval of a Condominium Description is to be accompanied by a Plan that provides the applicable information required by Subsection 51(17) of the Planning Act and also shows details such as the location of buildings, the number of stories, surface parking, common areas and access points.

5.0 Process Of Application Review And Approval

5.1 Application

The Applicant is solely responsible for accuracy of all information provided pursuant to these Guidelines. Moreover, it is the sole responsibility of the Applicant to fill in all of the particulars required and to supply all Plans necessary to submit a complete application. Where additional copies of the Plan are subsequently requested by the Planning & Economic Department, the Applicant will be responsible for supplying them.

An official acknowledgment of receipt of a completed application will be given by the Planning & Development Department.

5.2 Agency/Ministry - Request for Comment

Following official receipt of the completed application, the County will circulate the application and Plans to the local municipality, various agencies, commissions and authorities as may be affected in order to obtain information and recommendations. In most circumstances, County Planning staff will request review agencies to respond within twenty (20) days of receiving the Draft Plan.

An extension may be granted if requested by the commenting agency. The following is a list of agencies that would generally be given an opportunity to comment on the proposed Plan.

- ❖ First Nation Reserves (where land is within 1 km of a reserve)
- ❖ Bruce Grey Health Unit (where applicable)
- ❖ Bruce Grey Separate School Board
- ❖ Bluewater School Board
- ❖ Ministry of Municipal Affairs and Housing
- ❖ Conservation Authority
- ❖ Telecommunications Suppliers
- ❖ Union Gas
- ❖ Cable TV Supplier
- ❖ and other agencies, e.g. Ontario Hydro, Municipal Utilities, Pipeline companies, etc., as required or as appropriate.

5.3 Notice of Public Meeting

Notification of the application and a public meeting to consider the application is required by the Planning Act. Owners of property within 120 metres must be notified of the date and time of the public meeting at least 14 days in advance of the meeting.

The Planning & Development Department will provide notice by personal service or pre-paid first class mail service to every owner of land within 120 metres of the area covered by the proposed Plan and every owner of land within 120 metres of any lands owned by the developer which abut the subject lands.

The Applicant shall be responsible for posting a notice which is clearly visible and legible from a public highway or other place to which the public has access, or at every separately assessed property in the area to which the proposed Plan of Subdivision would apply. The completed sign is to be erected on the site by the Applicant in the manner described above. The Planning Department shall supply the information to be included on the sign/notice.

Any person or public body that has submitted a written request for notice of an application will also be sent a notice from the Planning & Development Department. Neighbouring municipalities and First Nation Reserves are notified if they are within one (1) kilometre of the subject lands.

It is strongly recommended that the Applicant or agent attend this public meeting in the event there are questions that require clarification.

5.4 Planning Department Report

The commenting agencies may identify concerns or may request that the County impose various conditions on the Approval of the Draft Plan. Planning staff will review the comments and requests for conditions that are received and prepare a report recommending Approval or refusal of the application with appropriate conditions.

The Applicant and the local municipal staff will be advised of the comments received during the review process and will have opportunities to discuss them with County staff. Conditions requested by agencies are in most cases recommended by County Planning staff for inclusion. The Applicant and the affected municipality may request that conditions be amended before Final Approval is given. All agencies that request a copy of the decision are notified. If requested conditions are not included, the requesting agency may appeal the Draft Approval decision to the Ontario Municipal Board. Other Ministries may appeal through the Ministry of Municipal Affairs and Housing. It is most likely, however, that requested conditions will be included in the staff recommendation unless they are clearly not relevant to the proposed subdivision.

Conditions will normally include such matters as the completion of the stormwater management and engineering reports by the Applicant's consultants and the signing of a Subdivision Agreement with the host municipality to guarantee completion of work associated with the development, and other items intended to ensure that the development will be carried out in a manner consistent with the public interest.

Note: Following Draft Approval, any conditions to the Draft Approval may be modified. Subsection 51(47) of the Planning Act provides that minor changes, as determined by the Approval authority, may be made without further notice. Changes that are considered to be major are subject to the same procedures respecting review and possible appeal as the original conditions.

5.5 Public Meeting

Under Section 51(21) of the Planning Act, the County of Bruce has requested that the local municipality having jurisdiction over the land that is proposed for the subdivision hold the Public Meeting.

At the Public Meeting, the Planning & Development Department presents a Report to Council/Planning Committee including the proposed Draft conditions. Members of the public present at the Public Meeting may present their concerns/petitions to Council/Planning Committee. The Applicant is also invited to present any concerns or provide clarification to Council/Planning Committee when requested.

Section 3(5) of the Planning Act requires that the local municipality shall *be consistent with* policy statements issued by the Minister of Municipal Affairs and Housing and approved by the Lieutenant-Governor in Council. Section 51(24) of the Planning Act also requires that when a Draft Plan of Subdivision is considered, it must be consistent with the health, safety, convenience and welfare of the present and future inhabitants of the municipality and to,

- a) the effect of development of the proposed Subdivision on matters of provincial interest as referred to in section 2 of the Planning Act;
- b) whether the proposed Subdivision is premature or in the public interest;
- c) whether the Plan conforms to the official Plan and adjacent Plans of subdivision, if any;
- d) the suitability of the land for the purposes for which it is to be subdivided;
- e) the number, width, location, and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed Subdivision with the established highway system in the vicinity and the adequacy of them;
- f) the dimensions and shapes of the proposed lots;
- g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- h) conservation of natural resources and flood control;
- i) the adequacy of utilities and municipal services;
- j) the adequacy of school sites;
- k) the area of land, if any, within the proposed Subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes; and
- l) the physical layout of the Plan having regard to energy conservation.

Based on the comments and information presented, Council / Planning Committee may make a recommendation/resolution to the County of Bruce on the proposed Draft Plan of Subdivision.

No later than 15 days after the Public Meeting is held, the local municipality forwards the prescribed information and material as required by Section 51(21) of the Planning Act to the County of Bruce.

5.6 County of Bruce – Approval

After receipt of the prescribed information and material from the local municipality, the County of Bruce Planning and Development (PDC) Committee will meet to review the information submitted. Please note that this Committee meets only once per month. Draft Plan Approval cannot be granted without the consent of this Committee. A decision on the Draft Plan cannot be made by the ATP Committee any sooner than 14 days after the local Public Meeting.

Any person or public body may make additional written submissions to the County before a decision is made.

The County of Bruce may at its discretion give, or refuse to give, approval to the Draft Plan of Subdivision.

5.7 Notification of Decision

A Notice of Decision of Draft Approval must be issued by the County of Bruce within 15 days of the decision of the ATP Committee to the Applicant, each person or public body that made written submissions or requested notice of the decision, an affected municipality or any other person or public body prescribed. Any person or public body may, not later than 20 days after the Notice of Decision is given, appeal the decision of the County to the Ontario Municipal Board.

Section 51(53) of the Planning Act, however, provides that the Ontario Municipal Board may dismiss an appeal without hearing it, if in the Board's opinion, the appeal is not based on land use planning principles; the appeal is not made in good faith or is frivolous or vexatious; the appeal is only made for the purpose of delay; the proposed Subdivision is premature; the appellant did not make oral or written submissions to the local municipality or the County of Bruce before the decision was given; the appellant has not paid the prescribed fee for an appeal; or the appellant has not responded to the Municipal Board's requests for further information.

5.8 Clearing of Draft Conditions

Depending on the work that must be carried out in clearing the draft conditions, considerable time may lapse between Draft Approval and Final Approval. During this time, there may be requests (from agencies, the local municipality or the Applicant) to modify the conditions of Draft Approval. If the changes are not considered minor by the County of Bruce, notification of all persons and public bodies that previously made written submissions, or requested notification of changes, must be carried out. The same appeal procedures, including the right of the owner to appeal to the OMB, apply as for the original submission.

Draft Approval can also lapse if the conditions are not fulfilled within three years. If the Applicant is unable to clear the conditions in time, a request may be made, not fewer than 60 days before expiry to extend the period of Draft Approval.

6.0 Final Approval

All of the conditions of Draft Plan Approval must be met before Final Approval can be granted. Agencies that originally request conditions must indicate in writing that their conditions have been met prior to Final Approval.

The Applicant is responsible for addressing all of the Conditions of Draft Approval. All conditions must be satisfied prior to applying for Final/Part Approval. The County will not process any application for Final/Part Approval until all of the required clearance letters and other required information has been submitted.

An Application for Final Approval/Part Approval of the Plan of Subdivision is available from the County Planning Department.

Registration of the Final Plan will be carried out by the County of Bruce. The registration fee is included in the application fee for Final Approval. A separate application fee is applied for each partial 'phase' of the Draft Plan of Subdivision that is brought forward for Final Approval. Please note that some of these procedures (such as Certification of Titles) can be time consuming. Legal and survey advice, along with consultation with Land Registry is strongly recommended.

7.0 Assistance

If you have any questions regarding the application or if you need to speak to County staff, please contact the Planning and Development Department at one of the following locations:

A. The Peninsula (Warton) Hub 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 & Lion's Head);
Town of South Bruce Peninsula (former Albemarle, Amabel, Hepworth and Warton)

Bruce County Planning & Development Department
268 Berford Street, Box 129,
Warton, Ontario N0H 2T0

Phone: (519) 534-2092 Fax: (519) 534-1174 E-mail: bcplwi@brucecounty.on.ca

B. The Inland (Walkerton) Hub serves the following local municipalities:

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

- And -

C. The Lakeshore (Port Elgin) Hub 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 Rd
Port Elgin, Ontario, N0H 2C6

Phone: 226-909-1601 Fax: (519) 507-3030 E-Mail: bcplpe@brucecounty.on.ca

Summary

This list sets out the various administrative steps that comprise the basic framework of the Approval process. Note that the administrative steps may be altered or amended by the Planning and Development Department where/when required depending upon the circumstances of each application.

1. Pre-consultation (local municipal staff, County Planning staff, and affected Ministries and Agencies)
2. Receipt of Application.
3. Request for additional information from the Applicant (if required).
4. Acknowledgment letter to Applicant when application is deemed to be complete.
5. Formal circulation to the affected local municipality, various agencies, ministries, etc.
6. Public notification of Draft Plan application and of a Public Meeting to property owners within 120 metres of the subject property is sent out at least 14 days before a meeting is held by local council or planning committee to review the Draft Plan of Subdivision.

It is intended that the Public Notice of Application and Notice of Public Meeting will be contained in a single notice.

7. Preparation of a Planning Report (with recommendations regarding conditions of Draft approval)
8. Copy of Planning Report including conditions of Draft Approval forwarded to Applicant and local municipality, agencies and ministries when required.
9. Public Meeting and consideration by local municipal council.
10. Prescribed information forwarded to the County of Bruce within 15 days of the Public Meeting.
11. Decision regarding the Draft Plan of Subdivision/Condominium application made by the PDC Committee of the County of Bruce.
12. Notice of Draft Plan Decision sent within 15 days of decision.
13. 20 day appeal period begins the day the Notice of Decision is given.
14. Fulfilling conditions including the preparation and signing of Subdivision agreement with the affected municipality.
15. Final Approval of Plan of Subdivision or Condominium. County of Bruce will forward the Plans to be registered within 30 days of Final Approval.



Planning And Development Department Subdivision / Condominium Application Form

File Number: _____

Date Received: _____

Application forms are available from the Planning and Development Department and local Municipal Offices. These forms may also be available on the Internet at the County of Bruce Web Site (www.brucecounty.on.ca). Our '**Planning Services**' section could prove to be beneficial.

Should you have any difficulty filling out portions of this application, please contact your local Planning and Economic Development Department office for assistance. (See the next page for appropriate office location). Errors in filling out this application may result in delays in the processing of the proposal.

You are advised to review the development proposal and completed application with a planner from the Planning and Development Department prior to submitting the application.

Introduction:

The submission of an application for approval of a Plan of Subdivision or Condominium description is respectively, provided for under Section 51 of the Ontario Planning Act and Section 9 of the Condominium Act. The County of Bruce Planning and Development Committee (which also serves as the County's Land Division Committee) is the approval authority for all such applications within the County. The procedure will be initiated once the completed application form, application fees, and necessary supporting material are received by the Planning Department. This form must be completed and accompanied with the required fee prior to consideration by the Committee.

Application Fees:

Each application must be accompanied by the application fee in the form of a cheque payable to the 'Treasurer, County of Bruce' and, where applicable, to the 'Grey Bruce Health Unit'. The fee schedule is listed later in the application form.

Authorization:

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. A sample format for authorization is attached to this form.

Draft Plan:

Draft Plan information requirements are set out in Section 51(17) of the Ontario Planning Act. These requirements as well as other information needed by the County are itemized in the application form.

Information Requirements:

A 'Complete Application' includes both prescribed and required information. Prescribed information is set out by Ontario Regulation 196/96. Required information is also included in the application form. This information is necessary for efficient processing and a proper planning evaluation. An application is not considered complete and will not be received unless all prescribed **and** required information and necessary fees have been submitted. Please bear in mind that additional studies/reports may be required to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

Approval Process:

Upon receipt of an application, the required fee and other information as may be required; the County will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting). A public meeting will be held by the Municipality in which the development is proposed unless otherwise determined by the Planning and Development Committee. The County shall receive any written submissions, confer with any persons or public bodies as deemed necessary and give full consideration to the application. The County then may give draft approval to the application, impose conditions of approval and require agreements to be entered into, or may refuse to give approval.

Please Attach:

- 5 copies of the completed application form
- 5 copies of the Draft Plan with the information outlined in Schedule 'A'
- 1 copy of Draft Plan reduced to 8-1/2" x 14"
- 5 copies of reports/studies that accompany this application including:
 - A Planning Report which addresses how the development is 'consistent with' the Provincial Policy Statement (Section 10 of the application) and conforms to the policies and provisions of the Official Plan and Zoning By-Law;
 - A Hydrogeological Report when required by Section 12 of the application;
 - A Servicing Options Study when required by Section 12 of the application;
 - A Stormwater Management Report when required by Section 13 of the application.
- 1 copy of registered deed to title for subject lands.
- 1 electronic copy of the proposed plan, on 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

As a condition of Final Approval, you will also be required to provide a digital copy of the Final Approved Plan in a format acceptable (see above) to the Bruce County Planning Department.

The completed application form and supporting documentation should be returned to the appropriate Bruce County Planning and Development Department. The Department currently has three offices. Please refer to 'Section 7 Assistance' of this guide.

Please note that the above information is essential information for plans of subdivision / condominium. Failure to provide this information inhibits a complete evaluation of the proposal and may result in a delay.

2016 Fee Schedule - Plans Of Subdivision And Condominium		
ACTIVITY	SUBDIVISION	CONDOMINIUM DESCRIPTION
Application - up to 20 lots/blocks or units - 21 to 50 lots/blocks or units - More than 50 lots/blocks or units (0.3 metre reserve blocks shall not be included in the calculation of the application fee)	\$4,750 (Flat Fee) \$5,930 (Flat Fee) \$7,120 (Flat Fee) plus \$60 per lot or block, with a minimum flat fee of \$550 and a maximum fee of \$6550.	\$4,750 (Flat Fee) \$5,930 (Flat Fee) \$7,120 (Flat Fee) plus the lesser of \$60 per unit or \$1310/ha with a minimum fee of \$550 and a maximum fee of \$6550.
Certificate of Exemption	N/A	\$1,170
Major Revisions (re-circulation)	\$1,180	\$1,180
Emergency Extension	\$1,010.	\$1,010
Minor Revision OR Draft Approval Extension (annual)	\$600	\$600
Final Approval	\$1,180	\$1,180
<p>Note: Separate technical fees for review of studies or other site specific reports/documents may also be required.</p>		

Schedule 'A': Information Requirements To Be Included On A Draft Plan

1. All plans must be prepared at a scale no larger than 1:1,250.
2. All measurements, scales etc., must be in metric.
2. All plans must be folded.
4. Attach 5 full size copies [folded] of the Draft Plans showing:
 - legend
 - map scale
 - north marker
 - lot and concession/registered plan number/municipality/street address
 - name of person or firm who prepared the plan
 - date plan prepared and dates with details of any revisions
 - owner's name, signature and date of signature, authorizing submission of the draft plan ¹
 - Ontario Land Surveyor's name, signature and date of signature.
5. The following site information/data must be shown on the Draft Plan or on a Schedule on the face of the Draft Plan as required by Section 51(17) of the Planning Act, (modified to reflect condominium information needs), as follows:
 - a) the boundaries of the land proposed to be registered as certified by an Ontario Land Surveyor;
 - b) the location, widths and names of the proposed highways within the proposed plan of condominium/subdivision and of existing highways on which the proposed condominium abuts (including public and private, opened, unopened and closed roads);
 - c) on a small key plan, at a scale of not less than one centimetre to 100 metres:
 - all of the land adjacent to the proposed condominium/subdivision that is owned by the Applicant or in which the Applicant has an interest;
 - every subdivision/condominium adjacent to the proposed condominium /subdivision (including registered number);
 - the relationship of the boundaries of the Township lot or other original grant of which the land forms the whole or part;
 - d) the purpose for which the proposed lots (condominium units) are to be used;
 - e) the existing uses of all adjoining lands;
 - f) the approximate dimensions and layouts of the proposed lots (the dimensions and layout of the proposed condominium/subdivision structures, units, exclusive use common areas, including gross floor area and elevations showing multiple storeys and/or "typical units");
 - g) natural and artificial features within or adjacent to the property such as :
 - buildings or other structures or installations (to be retained or demolished);
 - railways; (active or inactive, rail rights-of-way);
 - highways;
 - watercourses (lakes, streams, ponds, wetlands, drainage courses, retention ponds, etc);
 - floodplains, flood elevations;
 - significant plant and wildlife habitat (including ESA's and ANSI'S);
 - archaeological or historic features;
 - h) the availability and nature of domestic water supplies;
 - i) the nature and porosity of the soil (including soil type);
 - j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
 - k) the municipal services available or to be available to the land proposed to be registered as a plan of condominium /subdivision (including water lines, sanitary and storm sewer, main hydro lines etc.);
 - l) the nature and extent of any restrictions affecting the land proposed to be registered as a condominium/subdivision, including restrictive covenants or easements.

6. For Draft Plan of Condominium the following additional information is also required:

- whether the development is proposed to be registered in phases
- number and type (residential, commercial, etc.) of units in each phase
- exclusive use areas are to be clearly delineated
- residential density (# of residential units per gross and net hectare)
- building coverage (% of total lot area covered by all buildings/structures)
- location and size of surface and/or underground parking areas, and the number of parking spaces
- roadways and pedestrian walkways to proposed private units.

7. All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others. *If any registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.*



File Number: _____

Date Received: _____

Planning and Development Department Subdivision / Condominium Application Form

Type of Application _____ **Subdivision** _____ **Condominium**

All Communications Will Be Directed to the **Prime Contact Only**. Please Indicate Who This Is to Be.

1. Prime Contact: _____
Address & Postal Code _____

Telephone: Home (_____) _____ Work (_____) _____

Fax (_____) _____ E-mail address _____

** A Registered Owner's authorization is required if the Prime Contact is not the owner (see Appendix 'A')

2. Registered Owner's Name: _____
Address & Postal Code _____

Telephone: Home (_____) _____ Work (_____) _____ Fax (_____) _____

E-mail address _____

Are the subsurface rights and the surface rights held by the same owner? YES _____ NO _____
IF NO, who owns the subsurface rights? _____

3. Agent/Applicant Name: _____
Address & Postal Code _____

Telephone: Home (_____) _____ Work (_____) _____ Fax (_____) _____

E-mail address _____

4. Location of Property:
Local Municipality _____
Former Municipality _____
Lot(s) _____ Concession _____
Lot(s) _____ Registered Plan _____
Part(s) _____ Reference Plan _____
Street & / or 911 Address _____
Tax Assessment Roll : _____

5. Are there any easements or restrictive covenants affecting the subject land?

Yes _____

No _____

If **yes**, describe the type and identify the location:

6. Proposed Land Use: Please fill out the table below:						
Proposed Uses	No. of Units	No. of Lots/Blocks (as labeled on plan)		Area In Hectares	Density (Specify Units per Hectare)	Number Parking Spaces
		Lots	Blocks			
<i>Residential</i> Single Detached						(1)
Semi-Detached						(1)
Multiple Attached						
Apartment(s) - less than 2 bedrooms - 2 bedrooms or more						
Other (Specify _____)						
<i>Commercial</i>						
<i>Industrial</i>						
<i>Institutional (Specify _____)</i>	<i>Nil</i>				<i>n.a.</i>	
<i>Hazard Lands and/or Stormwater Management</i>	<i>Nil</i>				<i>n.a.</i>	<i>n.a.</i>
<i>Parkland/Open Space/Walkways (to be dedicated)</i>						<i>n.a.</i>
<i>Road Allowances or Reserves</i>	<i>Nil</i>				<i>n.a.</i>	<i>n.a.</i>
<i>Other (Specify _____)</i>						
TOTAL						
(1) Complete if for approval of a Condominium						

7. What is the current use of the subject land?

8. How is the subject land currently 'designated' in the applicable official plan?

9. Additional Information For Condominium Applications Only:

New Building

- a) Has the local municipality approved a site plan? YES ___ NO ___
- b) Has a site plan agreement been entered into? YES ___ NO ___
- c) Has a building permit been issued? YES ___ NO ___
- d) Is the proposed development under construction? YES ___ NO ___
- e) If construction is completed, indicate date of completion _____

Existing Building

Is this a conversion of an existing building containing rental residential units? YES _____
NO _____ If YES, indicate the date of
construction _____
If YES, indicate the number of units to be converted _____ units

10. Provincial Policy Statement (PPS)

An outline of the PPS is provided below. Planning Authorities “should be consistent with” the PPS in making decisions on all applications. Please indicate below if any, *Features or Development Circumstances* apply (BE SPECIFIC). Where the answer is **YES** to a *Feature/Development Circumstance*, information addressing the issue must be provided in an attached Report or Study.

Features or Development Circumstances	(a) If a <i>Feature</i> , is it on the site or within the specified setback OR (b) If a <i>Development Circumstance</i> , does it apply?		If a <i>Feature</i> , specify distance in metres from boundary of subdivisio	Information to be submitted and/or addressed in an attached Report or Study
	YES	NO		
Residential development outside of a designated settlement area				Demonstrate conformity with PPS section 1.1.3.9.
Class 1 Industry ^{Note 1}			_____ metres	If within 70 metres must assess if development for residential and other sensitive uses will be affected.
Class 2 Industry ^{Note 2}			_____ metres	If within 300 metres must assess if development for residential and other sensitive uses will be affected.
Class 3 Industry ^{Note 3}			_____ metres	If within 1000 metres must assess if development for residential and other sensitive uses will be affected.
Land Fill Sites: Open & Closed			_____ metres	If within 500 metres must address possible leachate, odour, vermin and other impacts on development.
Sewage Treatment Plant			_____ metres	If within 500 metres must assess the need for a feasibility study for residential and other sensitive uses.
Waste Stabilization Ponds and Sewage Lagoons			_____ metres	If within 500 metres must assess the need for a feasibility study for residential and other sensitive uses.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 30 or greater				Demonstrate feasibility of development above 30 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer stations			_____ metres	If within 120 metres must consult the appropriate electric power service provider.
High/low voltage electric transmission line (115 kv or more)			_____ metres	If within 120 metres must consult the appropriate electric power service provider.
Provincial or County roadway or corridor				If within 800 metres of a Provincial or 200 metres of a County roadway or corridor, MTO or County must be consulted prior to application.
Development proposed on lands designated ‘Prime Agricultural’				Must demonstrate how PPS policies and Official Plan policies are being addressed.
Livestock or poultry operations or barns			_____ metres	Application must show calculations indicating compliance with the Minimum Distance Separation I (MDS I) Formulae.
Mineral aggregate resource areas (as identified on a Official Plan)				If within 500 metres must demonstrate development will not hinder access to the resource or the establishment of new resource operations.
Existing pits and quarries			_____ metres	If within 213 metres must demonstrate development will not hinder continued operation or expansion.

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Features or Development Circumstances	(a) If a <i>Feature</i> , is it on the site or within the specified setback OR (b) If a <i>Development Circumstance</i> , does it apply?		If a <i>Feature</i> , specify distance in metres from boundary of subdivisio	Information to be submitted and/or addressed in an attached Report or Study
Significant wetlands south and east of the Canadian Shield (as identified on an official Plan)			_____ metres	Development is not permitted
Significant portions of habitat of endangered and threatened species			_____ metres	Development is not permitted.
Significant: fish habitat, woodlands south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat			_____ metres	Must consult with appropriate Conservation Authority prior to application. Must demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers as identified by the County of Bruce.				Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected.
Significant heritage buildings and cultural heritage landscapes				Development should conserve significant built heritage buildings and cultural heritage landscapes.
Significant archaeological resources as determined by Ministry of Culture Screening Criteria				Development proposed in areas of significant archaeological resources will require the submission of an Archaeological Report prepared by a qualified consultant and may require lands to be protected.
Natural Hazards ^{Note 4}				Demonstrate conformity with PPS section 3.1.
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain. Where two-zone flood plain management is 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 ^{Note 5}				Demonstrate that hazards can be addressed.
Contaminated Sites				Must provide an inventory of previous uses on subject lands. In areas of possible soil contamination, site remediation may be required.

Notes:

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 - processing & manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Natural Hazards– means property or lands that could be unsafe for development due to naturally occurring processes including flooding, erosion or dynamic beach changes located along the shorelines of the Great Lakes, the shorelines of inland lakes and along river and stream systems.
5. Hazardous Sites – means property or lands that could be unsafe for development or alteration due to naturally

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Features or Development Circumstances	(a) If a <i>Feature</i> , is it on the site or within the specified setback OR (b) If a <i>Development Circumstance</i> , does it apply?	If a <i>Feature</i> , specify distance in metres from boundary of subdivision	Information to be submitted and/or addressed in an attached Report or Study
occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).			

11. Status Of Other Applications Under The Planning Act

11.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent?

Yes _____ No _____ Unknown _____

If **Yes** and **if known**, indicate the application file number and the decision made on the application.

11.2 Is the subject land also the subject of a proposed Official Plan or Official Plan Amendment that has been submitted for approval?

Yes _____ No _____ Unknown _____

If **Yes** and **if known**, indicate the file number and the status of the application:

11.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment?

Yes _____ No _____ Unknown _____

If **Yes** and **if known**, indicate the type of application, the file number and the status of the application.

11.4 If the subject land is covered by a Minister’s zoning order, what is the Ontario Regulation Number?

11.5 Are the water, sewage or road works associated with the proposed development subject to the provisions of the **Environmental Assessment Act**? Yes _____ No _____

If **Yes**, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the **Planning Act** and the **Environmental Assessment Act**? Yes _____ No _____

12. Sewage Disposal And Water Supply

Indicate in a) and b) the proposed servicing type for the subject land. Select the appropriate servicing type from below. Attach and provide the name of the servicing information/reports as indicated.

a) Indicate the proposed sewage disposal system:

b) Indicate the proposed water supply system:

c) Name of servicing information/reports:

Sewage Disposal	a) Public piped sewage system	Municipality must confirm that capacity will be available to service the development at the time of Draft Approval.
	b) Public or private communal septic	Communal systems for the development of more than 5 lots/units : Servicing Options Statement ¹ , Hydrogeological Report ² , and indication whether a public body is willing to own and operate the system ³ Communal systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent : Hydrogeological Report ²

12. Sewage Disposal And Water Supply		
	c) Individual septic systems	Individual septic systems for the development of more than 5 lots/units : Servicing Options Statement ¹ and Hydrogeological Report ² . Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent : Hydrogeological Report ²
	d) Other	To be described by Applicant
Water Supply	a) Public piped water system	Municipality must confirm that capacity will be available to service development at the time of Draft Approval.
	b) Public or private communal well(s)	Communal well systems for the development of more than 5 lots/units : Servicing Options Statement ¹ , Hydrogeological Report ² and indication whether a public body is willing to own and operate the system ³ Communal well systems for non-residential development where water will be used for human consumption: Hydrogeological Report ²
	c) Individual well(s)	Individual wells for the development of more than 5 lots/units : Servicing Options Statement ¹ and a Hydrogeological Report ² . Individual wells for non-residential development where water will be used for human consumption : Hydrogeological Report ² .
	d) Communal surface water	A 'water taking permit' under Section 34 of the Ontario Water Resources Act is necessary. The Permit is to be submitted with the Application.
	e) Other	To be described by Applicant
Notes:		
1. Confirmation that the municipality concurs with the Servicing Options Statement must be included with the Application.		
2. Consult with the County about the type of Hydrogeological Report that is expected given the nature and location of the proposal.		
3. Where communal services are proposed (water and/or sewage), these services must be owned by the municipality.		
4. A Certificate of Approval from the Grey-Bruce Health Unit or the Ministry of Environment and Energy submitted with this application will facilitate the review.		

13. Stormwater Management/Road Access		
Indicate in a) and b) the proposed type of Stormwater Management and Road Access for the subject land. Select the appropriate type from below. Attach and provide the servicing information as indicated below.		
a) Indicate the proposed Stormwater Management system:		
b) Is the preliminary Stormwater Management Report attached? Yes ___ No ___		
If not attached as a separate report, in what Report can it be found?		
c) Indicate the proposed type of Road Access:		
Stormwater Management	Sewers	A preliminary Stormwater Management Report is required, and shall be prepared concurrent with any hydrogeological reports for submission with the Plan. A final Stormwater Management Plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
	Ditches or swales	
	Other	
Road Access	Provincial Highway	An access permit is required from the Ontario Ministry of Transportation before development can occur. Application should be made prior to submitting this application. MTO approval may also be required for development within 800 metres of a highway.
	Water Access Only	Information from the owner of the proposed docking facility on the capacity to accommodate the proposed required parking and information on proposed/existing fuel pumps.
	Municipal or other public road maintained all year	Detailed road alignment and access will be confirmed when the development application is made. MTO approval may also be required for development within 800 metres of a Provincial Highway.
	Municipal road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads
	Right-of way	Access by rights-of- way on private roads are not usually permitted, except as part of condominium

Question Numbers 14 and 15 Must Be Completed In the Presence Of A 'Commissioner'. Staff in Each Planning Office Are Authorized Commissioners.

Please Print:

14. 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).
15. 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.

16. Deemed to be a complete application on: (FOR OFFICE USE ONLY)

Date: _____ Signature of Planner: _____

In the Matter of Application For

A Plan of Subdivision / Condominium Authorization

I, _____ being the () registered owner(s), () executor/executrix, () signing corporate officer(s) of 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 plan of subdivision / condominium on the lands herein described

Location of Property:

Municipality: _____

Former Municipality: _____

Lot (s) _____ Concession: _____

Lot (s) _____ Registered Plan _____

Part (s) _____ Reference Plan _____

Street &/or 911 Number _____

Tax Assessment Roll _____

Signed, Sealed And Delivered

Date: _____

Signature: _____

Date: _____

Signature: _____

Witness

Date: _____ Signature: _____