



Planning & Development Services Department
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

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Toll-free: 1-866-324-6912
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SUBDIVISION / CONDOMINIUM APPLICATION FORM

FOR OFFICE USE ONLY	
File Number:	
File Name:	
Date Application Received:	Application Fee:
Date Application Complete:	Date Fee Received:

All sections in this form marked with * must be completed before the application will be accepted. Failure to complete the entire application however may result in delays in processing and in obtaining a decision.

TYPE OF APPLICATION: () Subdivision () Condominium () Condominium Conversion

APPLICANT INFORMATION

All communications will be directed to the Prime Contact only. Please indicate who this will be.

***Prime Contact:** _____

Address: _____

E-mail Address: _____

Telephone Number: _____ Fax Number: _____

***Registered Owner(s):** _____

Address: _____

E-mail Address: _____

Telephone Number: _____ Fax Number: _____

Are the subsurface rights owned by the same owner? Yes () No ()

If NO, indicate who owns the subsurface rights: _____

***Applicant (Agent):** _____

Address: _____

E-mail Address: _____

Telephone Number: _____ Fax Number: _____

Solicitor(s): _____

Address: _____

E-mail Address: _____

Telephone Number: _____ Fax Number: _____

Planning Consultant(s): _____

Address: _____

E-mail Address: _____

Telephone Number: _____ Fax Number: _____

Surveyor(s): _____

Address: _____

E-mail Address: _____

Telephone Number: _____ Fax Number: _____

Engineer(s): _____

Address: _____

E-mail Address: _____

Telephone Number: _____ Fax Number: _____

*** Description of the Subject Land:**

Municipality: _____

Lot(s) _____ Concession(s) _____

Lot(s)/ Block(s) _____ Reg. Plan No. _____

Part(s) _____ Ref. Plan No. _____

Street No. and Name _____

Are there any easements or restrictive covenants affecting the subject lands? Yes () No ()

If yes, please attach a copy of any deeds or documents and describe the nature and effect of the easement below:

***PROPOSED LAND USES**

Number of Residential Units	Number of Lots or Blocks (as shown on the Plan)	Area in Hectares	Density (Specify Units per Hectare)	Number of Parking Spaces
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RESIDENTIAL

Detached Dwellings				
Semi-detached dwellings				
Row/Townhouses (Multiple Attached)				
Residential Apartments -less than two bedrooms -2 bedrooms or more				
Seasonal Residential				
Mobile Home				
Other Residential (Specify				

NON-RESIDENTIAL

Neighbourhood Commercial				
Other Commercial				
Industrial				
Local and Community Park				
Open Space and Hazard Lands				
Institutional (Specify)				
Road Allowances				
Other (Specify)				
TOTAL				

Describe use if Other Residential, Institutional or Other Non-Residential:

***ADDITIONAL INFORMATION REQUIRED FOR CONDOMINIUM APPLICATIONS**

NEW BUILDINGS

- * Has the local municipality approved a site plan? YES () NO ()
- * Has a site plan agreement been entered into? YES () NO ()
- * Has a building permit been issued? YES () NO ()
- * Is the proposed development under construction? YES () NO ()
- * If construction has been completed, please indicate date of completion _____

EXISTING BUILDINGS

- * Is this a proposal to convert an existing building containing residential rental units? YES () NO ()
- * If yes, indicate date of construction _____ and number of units to be converted _____

Does this proposal comply with the Tenant Protection Act? YES () NO ()

***INFORMATION SPECIFIC TO EACH TYPE OF CONDOMINIUM APPLICATION** (Check only one)

- Standard (Not Phased)** – The traditional condominium type.
- Standard (Phased)** – A single standard condominium built in phases. **Provide** summary of the number of units and common elements to be developed in each specific phase. Also provide a plan showing the units and common elements in each phase.
- Amalgamation** – Where two (2) or more existing standard condominium corporations amalgamate. **Provide** a plan showing the relationship of the previous condominiums to be amalgamated. Also provide file numbers, approval dates, etc.
- Common Elements** – Where common elements are defined by the land is not divided into units. **Provide** a summary of the property ownerships and a plan showing the affected freehold properties outside the specific condominium site. Also provide a plan and a description of the common elements.
- Leasehold** – The initial term of the lease must be from 40 years to 99 years and a leasehold unit owner can sell a unit without the consent of the landowner. **Provide** information regarding the date the leases expire and the intent of what happens at the end of the lease period.
- Vacant Land** – Each owner may decide what type of structure, if any, will be built on the lot. **Provide** information on proposed servicing and status of required permits etc. Also provide a plan which includes the proposed building envelope.

SERVICING INFORMATION

***WATER SUPPLY AND SEWAGE**

	Yes	No	Indicate Studies or Reports	Attached
Municipal Sanitary Sewers?				
Municipal piped water?				
Wells and/or septic for a residential subdivision with five or fewer lots / units?			A Servicing Report A Hydrogeological Report	
Wells and/or septic for a residential subdivision with six or more lots / units?			A Servicing Report A Hydrogeological Report	
Septics for a residential subdivision with fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent per day			A Servicing Report A Hydrogeological Report	
Septics for a residential subdivision with fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less			A Servicing Report A Hydrogeological Report	
Communal wells and/or communal sanitary sewage system for a residential subdivision?				

***STORM DRAINAGE**

Storm sewers				
Ditches or swales				
Other (Specify)				

***ROADS AND ACCESS**

Yes No

Provincial () County () Local ()				
Private Road			Not Usually Permitted	
Right-of-Way				
Water i) Parking and Docking facilities to be used ii) Approximate Distance of these facilities from the subject land and the nearest public road				

THE ENVIRONMENTAL PROTECTION ACT

Are the water, sewage and road works associated with the proposed development subject to the provisions of the Environmental Protection Act? YES () NO ()

If YES, should the notice of public meeting for this application state that the public meeting will address the requirements of both the Planning Act and the Environmental Protection Act? YES () NO ()

HOUSING INFORMATION

Housing Type	Number of Units	Lot or Unit Size	Number of Bedrooms	Tenure (a)	Specialised Housing (b)
Detached Dwellings					
Semi-Detached Dwellings					
Multiple Attached					
Apartment Block(s)					
Other Types (Specify)					
Notes: (a) Tenure refers to the type of ownership (freehold / condominium / co-operation), market rental assisted rental, non-profit or other; (b) Specialised Housing refers to housing for groups such as senior citizens or the disabled.					

LAND USES ON THE SITE AND SURROUNDING AREA

Provide the location and area of land adjoining or adjacent to lands to be subdivided in which the owner has an interest:

What is the current use of the subject lands? _____

What were the previous uses of the subject lands if known? _____

Has there been a past industrial or commercial or an orchard use of the site or adjacent land?
 YES () NO () Unknown ()

If YES, indicate the last year of use _____ Indicate type of use: _____

Has fill been placed on the site? YES () NO () Unknown ()

Is there reason to believe that the site may have been contaminated by any former uses either on or adjacent to the site? (Such uses might have included gas stations, landfill sites or storage of hazardous materials.) YES () NO () Unknown ()

If YES, an environmental investigation of the site, all former uses of the site and if appropriate, the adjacent site must be undertaken to the satisfaction of the County.

If NO, what is the basis of this determination? _____

STATUS OF OTHER APPLICATIONS UNDER THE PLANNING ACT

*Has the land ever been the subject of a previous application for approval of a plan of subdivision or consent? YES () NO () Unknown ()

*If YES, please indicate the file number of the previous application and its status: _____

*What is the land use designation of the site in the local Official Plan? _____

Does the proposal conform with the existing: County Official Plan? YES () NO ()
 Local Official Plan? YES () NO ()

*If the proposal does not conform to the municipality's Official Plan, has an application for an amendment been made? YES () NO ()

*If YES, indicate the application file number and its status: _____

If NO, the application for subdivision / condominium approval may be premature.

What is the current zoning on the subject lands? _____

Does the proposal conform to the uses permitted under the local municipal Zoning By-law?
 YES () NO ()

*If the proposal does not conform to the local Zoning By-law, has an application for an amendment been made? YES () NO ()

*If YES, indicate the application file number and its status: _____

*Is the land the subject any other applications for consent, minor variance or site plan control?
 YES () NO ()

*If YES, indicate the application file number and its status: _____

*Is the subject land within an area of land designated under any provincial plan? YES () NO ()

*If YES, does the plan conform or not conform with the applicable provincial plan. YES () NO ()

PROVINCIAL POLICY STATEMENT (PPS)

An outline of the PPS is provided in the table below. Decision making authorities “shall be consistent with” the PPS in making decisions on all applications. Please indicate below which, if any, features or development circumstances apply (**Please be specific**). Where applicable, information addressing PPS conformity must be provided below. Please indicate the report/study title as well as page numbers for each issue.

General PPS Policy Section	Determine any potential PPS issues & indicate which PPS sub-section applies & feature or circumstance involved.	Where has the issue been addressed? Report / Study Title	Page
Building Strong Communities			
Employment Areas			
Housing			
Public Spaces, Parks & Open Space			
Infrastructure			
Agriculture Policies			
Mineral Resources			
Long-Term Economic Prosperity			
Energy & Air Quality			
Natural Heritage			
Water Quality & Quantity			
Natural Hazards			
Human-made Hazards			

Does the subject land contain any areas of archaeological potential? YES () NO ()

If the plan permits development on land that contains known archaeological resources or areas of archaeological potential the following is needed:
 a) an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and
 b) a conservation plan for any archaeological resources identified in the assessment.

***OWNER(S) DELEGATION OF AN AGENT**

The registered owner(s) or if a corporation, person(s) with signing authority, must complete the following:

I, We _____, being the
(name(s) of owner(s), individual or company)

registered owner(s) of the subject lands authorise _____
(name of agent)

to prepare this application on my (our) behalf.

Signature of Owner

Date

Signature of Owner

Date

NOTE: If the owner is an incorporated company, the company seal must be applied. If there is no company seal, a statement of authority to bind is required.

***DECLARATION**

This must be signed in the presence of a Commissioner.

I / We _____ of the _____ of _____

County / Region of _____, solemnly declare that all the information contained in this application is true and I / We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____ of _____ in the County / Region
of _____ this _____ day of _____, 20__.

Signature of Owner(s) or Authorized Agent

Signature of Owner(s)

Signature of Commissioner

***APPLICANT'S CONSENT FOR RELEASE OF INFORMATION**

In accordance with provisions of the *Planning Act*, it is required that the application and all supporting documentation be available for public viewing.

Therefore, in accordance with the above, I / We _____ the applicant(s), hereby acknowledge that the information contained in this application and any supporting documentation provided by myself, my agents, consultants and solicitors will be part of the public record and will be available to the general public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Signature of Applicant

Date

Signature of Applicant

Date

THIS APPLICATION PACKAGE IS TO BE SENT TO:

Planning and Development Services Department
County of Lambton
789 Broadway Street, Box 3000
Wyoming, Ontario N0N 1T0

APPLICANT'S CHECKLIST

Have you read THE COUNTY OF LAMBTON SUBDIVISION AND CONDOMINIUM APPROVALS PROCEDURES - AN APPLICANT'S GUIDE before completing this application form?

Have you discussed your proposal with the local municipality?

Have you have attached the following:

- 5 copies of the completed application form with all prescribed information provided?
- 5 copies of any information or reports as required in the application?
- 5 copies of the draft plan?
- 5 photo-reduced copies of the draft plan?
- A CD containing the draft plan in a format compatible with AutoCad?
- The required application fee (\$3000 for 0-20 Lots, \$4000 for 21-50 Lots and \$6000 for 50 plus Lots)?

A File Number will be issued for complete applications and should be referred to in all future communications with the County.