



SUBDIVISION/CONDOMINIUM/PART LOT APPLICATION

This application package includes covering material related to applications submitted to the Town of Halton Hills. The total package consists of the following (*represents forms to be filled out):

1. Completed Pre-consultation Form*
2. Agreement to Post Signs and Permit Site Visits*
3. Application*
4. Drawing Requirements
5. Fees for Development Applications
6. Places and Persons to Contact

While there are time frames for Town positions/decision on applications, the time frame starts at the submission of a "Complete Application". In order for an application to be "complete", the Pre-consultation Form, Agreement to Post Sign and Permit Site Visits and the Application forms must be filled out in their entirety and the required drawings and fees must be submitted.

It is recommended that you pre-consult with as many of the review agencies as possible. You are expected to manage your own application as it proceeds through the review process, and regularly consult with Planning staff.

It is the Town's practice and preference to consolidate all relevant, and/or statutory, public meetings into one public meeting process unless determined otherwise by Council. At the public meeting, the proponent must make a full and detailed presentation and express to the public and Members of Council the vision, intention and objectives of the proposal. Copies of the Town's public meeting format are available upon request. A "Public Information Centre" meeting may also be involved in the process, at which the proponent must also be present.

As the proponent of an application, you are expected to familiarize yourself with this application package and the relevant processes. Town staff will assist as required throughout the process.



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Office Use Only	
Date Received: _____ (YY/MM/DD)	Date Complete: _____ (YY/MM/DD)
Town File No.: _____	File Name: _____
Region File No.: _____	Fees: _____

Application For: please check applicable

- | | | |
|------------------------|-----------------------|-------------------------|
| Condominium | Condominium Exemption | Part Lot Control By-law |
| Condominium Conversion | Subdivision | |

1. **A Complete Application includes** both prescribed and required information. Prescribed information, indicated in *italics* (pgs 1-5), by O. Reg. 196/96 as amended, is mandatory, must be provided as well as the declaration. Required information (normal type) is necessary for efficient processing and a proper planning evaluation. Without it, the application could be refused.
 - 1.1 **1 original plus (15-copies [condo]; 20-copies [subd] and 1 digital copy)** of the completed application form
 - 1.2 **30 copies of the draft plan with key maps**, (folded to 8-1/2 x 14" size); (see section 10 of the application form and as required under Section 51(17) of the Planning Act)
 - 1.3 **Application Fee(s)**; (see section 11 - Fees)
 - 1.4 **2 copies** of each plan on an 8-1/2" by 11" cronoflex
 - 1.5 **Pre-consultation Form** completed by the Region and the Town; (See Attachment 3 of the application form)
 - 1.6 **4 copies** of all supporting planning justification, technical and background information reports shown as required by the Pre-consultation Form and this application form; (This varies with the type and circumstances of an application); include 1 PDF copy of each study)
 - 1.7 Sign Requirements

Please list the reports or studies that accompany this application (and supply **3 copies** of each) here:

2. Location of Property

Location of Property (check an area and complete applicable boxes)				
Georgetown	Acton	401 Corridor	Rural Area	Niagara Escarp Plan Area
Assessment Roll Number: 2415- _____		Concession Number(s): _____		
Lot Number(s): _____		Former Township: _____		
Registered Plan Number: _____		Lot(s)/Block(s): _____		
Part(s): _____		Parcel Number: _____		
Street Number & Name of Street/Road: _____				

Are there any easements or restrictive covenants affecting the subject lands? If so, please describe the easement or covenants and its effect below:



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3. Applicant Information

3.1 Complete the information below and indicate one contact as the Primary Contact (PC).
All communications will be directed to the Prime Contact: _____

give name

Registered Owner/Applicant Information

Property Owner Information: check one Person(s) Company

Registered Land Owner Name: _____

Name (if company): _____

Company Officer: _____

Address: _____

Email: _____ Fax: _____ Tel: _____

Agent

Name: _____

Address: _____

Email: _____ Fax: _____ Tel: _____

Solicitor

Firm Name: _____

Name: _____ Title: _____

Address: _____

Email: _____ Fax: _____ Tel: _____

Legal Name for use with Agreement: _____

Planning Consultant

Firm Name: _____

Name: _____ Title: _____

Address: _____

Email: _____ Fax: _____ Tel: _____

Engineer

Firm Name: _____

Name: _____ Title: _____

Address: _____

Email: _____ Fax: _____ Tel: _____

Ontario Land Surveyor

Firm Name: _____

Name: _____ Title: _____

Address: _____

Email: _____ Fax: _____ Tel: _____



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6. Servicing

Water Supply and Sewage

	Yes	No	Studies Required Now	Attached
6.1 – Halton Region Sanitary Sewers			None	N/A
6.2 – Halton Region Piped Water			None	N/A
6.3 – Private wells and/or septic for a residential subdivision only, with five or fewer lots (or units)			A hydrogeological study	
6.4 – Private wells and/or septic for a residential subdivision only, with six or more lots (or units)			A justification study required including information on known water quality problems, depth of overburden, and soil types.	
6.5 – Any development on individual private services not covered in 6.3 and 6.4.			A hydrogeological study	

Storm Drainage

6.6 – Town Sewers			A storm water management study	
6.7 – Town Ditches, Swales				
6.8 – Others (Specify)				

Roads and Access

6.9 – Public Road(s)			Traffic management study may be required later (see Pre-Consultation form)	
6.10 – Private Road(s)			Not usually permitted	N/A



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7. Affordable Housing Information

Instructions

For applications that include permanent housing (i.e. not seasonal), fill in the form below. For each type of housing and unit size, complete the rest of the row.

Housing Type	No. of Units	Unit Size (sq.ft.)/ Lot Frontage	Tenure	No. of Bedrooms	For Town Use Only
Single Detached					
Link/Semi-Detached					
Row or Townhouse					
Apartment Block(s)					
Other types or Multiples					

Note: 'Tenure' means ownership (freehold/condominium/cooperative), market rental and/or assisted rental municipal non-profit other.

Additional Information



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8. Regard to Provincial Policies

Information and supporting documentation should be provided indicating how the approval of the proposed sub-division or condominium “has regard for” matters of Provincial interest as set out in Provincial Policy Statement and section 2 and 3 of the Planning Act.

The following table below lists the features and development circumstances contained in the Provincial Policy Statement. Complete the table and submit the information indicated. If this information exists in a report or is shown on a map, please attach it and indicated the report name and/or page number in the appropriate space in the table. If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.

Note: Commencing April 1, 1996, the Region is the review agency and is responsible for protecting provincial land use policy interests as set out in the municipal plan review memorandum between the Province and Halton Region.

Features or Development Circumstances	a) if a feature, is it on site or within 500m OR b) if development circumstance, does it apply		If a feature, specify distance in meters	Potential Information Needs
	Yes	No		
Non-farm development near designated urban areas or rural settlement areas			Metres	Demonstrate sufficient need for 20 yr projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹			Metres	Assess development for residential and other sensitive uses within 70 meters.
Class 2 Industry ²			Metres	Assess development for residential and other sensitive uses within 300 meters.
Class 3 Industry ³ within 1000 meters			Metres	Assess development for residential and other sensitive uses within 1000 meters.
Land Fill Site			Metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			Metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilisation pond			Metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway line			Metres	Evaluate impacts within 100 meters.



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Features or Development Circumstances	a) if a feature, is it on site or within 500m OR b) if development circumstance, does it apply		If a feature, specify distance in meters	Potential Information Needs
	Yes	No		
Controlled access highways or freeways, including designated future ones			Metres	Evaluate impacts within 100 meters.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater			Metres	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
High voltage electric transmission line			Metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations			Metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource			Metres	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			Metres	Will development hinder continuation of extraction?
Existing pits and quarries			Metres	Will development hinder continued operation or expansion?
Significant wetlands			Metres	Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species			Metres	Demonstrate no negative impacts.
Significant fish habitat, valleylands, areas of natural and scientific interest, wildlife habitat			Metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers			Metres	Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.



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Features or Development Circumstances	a) if a feature, is it on site or within 500m OR b) if development circumstance, does it apply		If a feature, specify distance in meters	Potential Information Needs
	Yes	No		
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
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. (relates to Halton Hills). Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA. (relates to Halton Hills)
Hazardous sites ⁴ and rehabilitated mine sites				For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.
Contaminated sites				Assess an inventory of previous uses in areas of possible soil contamination. Phase 1 required.

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 - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (Karst topography).



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9. Land Use for the Site and Surrounding Area

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

9.2 What is the current use of the subject land?

9.3 What were the previous uses of the Subject land, if known?

9.4 Potentially contaminated sites:

1) Has there been an industrial or commercial use of the site or adjacent land?

Yes No

Last Year of Use: _____

2) Has there been filling on the site?

Yes No

3) Is there reason to believe the site may have been contaminated by former uses either on the site or on adjacent sites? (i.e. gas station, petroleum or other fuel stored on site or adjacent site)

Yes | No

Has a Phase I Environmental Study been undertaken of the property in accordance with MOEE Guidelines including all former uses of the site and, if appropriate, the adjacent site, to the satisfaction of the Region? This study must be prepared by a qualified consultant. Is report attached? Yes

If No, on what basis did you come to the determination that such a study is not necessary?

9.5 Are any of the water, sewage and road works associated with the proposed development subject to the provisions of Schedule C of the MEA Class Environmental Assessment for Municipal Projects?

Yes No

9.6 Subsurface Rights

Are the subsurface rights and the surface rights to the property held by the same owner?

Yes No

If the answer is No, who owns the subsurface rights? _____

(Please have the owner complete the declaration on the following page)

9.7 Are there woodlot(s) and/or other significant trees/vegetation existing on the subject property?

Yes No

If Yes, please advise how significant woodlots, trees and vegetation is to be accommodated/addressed?

9.8 Is the subject property considered a heritage resource?

Yes No

9.9 Are there any significant heritage resources on the property?

Yes No |



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Declaration

This must be completed by the Applicant for the proposed development site.

I/we _____ of the _____ of _____ in the
(name of applicant) (name of city, town, township, etc.)
_____ of _____, solemnly declare that all the statements
contained in this application are 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.

Declare before me at the

_____ of _____ in the _____ this _____ day of _____ .
(name of city, town, township, etc.)

Signature of Applicant

Commissioner of Oaths



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Owner Authorization (Required only if party other than owner is making this application)

File No.: _____

If an agent is employed, the owner(s) must complete the following (or provide similar authorization on the face of the draft plan):

I/we _____
(name(s) of owner, individuals or company)

the owner(s) of the land being the registered owner(s) of the subject lands, hereby authorize and appoint:

_____ as my/our agent to prepare and submit this application, draft plan of subdivision/condominium (and LOPA/RZ – if applicable) for approval, and to conduct all communications on my/our behalf respecting same,.

Signature(s):

X _____

_____ (print name including company, if applicable)

X _____

_____ (print name including company, if applicable)

Date: _____
(YY/MM/DD)

Note:

- It is required that persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).



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Owner's Consent

In accordance with the provisions of the Planning Act, it is the policy of the Town of Halton Hills to provide public access to all development applications and supporting documentation.

_____ agrees and acknowledges that this application and any
(print name of applicant or agent)
supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, _____ hereby consents to the
(the applicant or agent)
Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

Signature of Applicant

Date
(YY/MM/DD)

Subdivision/Condominium File No. _____

Authorization From The Owner Of The Subsurface Rights

I, _____, owner of the subsurface rights for the subject property, am aware of this application and consent to it.

Signature of Applicant

Date
(YY/MM/DD)

Address: _____

Email: _____ Fax: _____ Tel: _____

This Application Package Must Be Submitted To:

Town of Halton Hills
Planning and Development Department
1 Halton Hills Drive
Halton Hills ON L7G 5G2

Tel: 905-873-2601
Fax: 905-877-3524
Website: www.haltonhills.ca



10. Mapping Information Requirements

Attach 35 copies of a draft plan of subdivision showing: (all measurements, scales, etc. must be metric)

Subsection 51(7) Requirements:

- the boundaries of the land proposed to be subdivided certified by an Ontario Land Surveyor
- locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts
- on a key map on the draft plan of subdivision (scale not less than 1cm to 100m)
 - all adjacent land owned by the applicant or in which applicant has an interest
 - all subdivisions adjacent to the proposed subdivision
 - boundaries of proposed subdivision and boundaries of township lots or original grants that include any part of the proposal
- purpose for which the proposed lots are to be used, including maximum number of units by type, for each lot and block
- existing uses of all adjoining lands
- dimensions and layout of the proposed lots and blocks, including walkways, school sites and park blocks, if any
- natural and artificial features within or adjacent to the land proposed to be subdivided such as:
 - existing buildings and structures to be retained or demolished
 - railways, active, inactive
 - highways and other roads
 - existing/proposed, public/private, open/closed locations, width, and names
 - watercourses (lakes, streams, ponds, etc)
 - flood plains/flood elevations
 - wetlands
 - wooded areas
 - significant plant and wildlife habitat (including ESA's & ANSI's)
 - drainage ditches, retention ponds (natural or man-made)
 - archaeological or historic features
- the availability and nature of domestic water supplies
- the nature and porosity of the soil
- existing contours or elevations as may be required to determine grade of highways and drainage of proposed lands to be subdivided
- municipal services available or to be available to the land proposed to be subdivided
 - waterlines and sewer
 - main hydro lines
- the nature and extent of any restrictions affecting the land to be subdivided, including restrictive covenants or easements

Other Required Information:

- Legend
- Map scale
- Boundary of property to be subdivided
- North marker
- Lot and concession/registered plan number/street address
- Date plan prepared and dates of any revisions
- Name of person or firm who prepared the plan
- Owner's name, signature and date of signature¹
- Ontario land surveyor's name, signature and date of signature

Note:

Digital Mapping Information - Submit **2 digital versions** containing the digital plotting of the draft plan, including the textual description of file format, map standards used, scale, contact person and general location information such as lot, concession & municipality. (eg. Autocad 2000). **Information submitted as shapefiles, should be provided in the following datum: NAD 83 UTM Zone 17.**

Sites noted in Section 9 should be shown on these plans or a separate map

¹All 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.



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Subdivision/Condominium Circulation
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Agency	√	No. Copies of Plan and Application Form	Tel
Town Planning & Development Department		To be Determined at Pre-Consultation meeting	905-873-2600
Transportation and Public Works Department			
Town Recreation & Park Department			
Town Clerk's Department			
Town Fire Department			
Region of Halton – Planning Department		6 (condominium exemptions – 3)	905-825-6000
Police – Halton		1	905-825-4777
Halton Roman Catholic District School Board		2	905-632-6300
Transportation, Ministry		2	416-235-3826
Niagara Escarpment Commission		1	905-877-5191
Halton District School Board		1	905-335-3663
Abutting Mun. and/or Region (Specify)		1	
Ontario Hydro		3	905-946-6000 Ext. 6249
Canadian National Railway		1	416-217-6466
Canadian Pacific Railway		1	519-660-2218
Union Gas – Chatham		1	519-352-3100
Trans Canada Pipeline - Calgary		1	1-800-661-3805
Bell Canada – Scarborough		1	905-296-6291
Interprovincial Pipeline		1	519-339-0507
GO Transit		1	416-665-9211
Canada Post		1	1-800-265-1582 Ext. 5191
Conservation Auth. – Halton Region		1	905-336-1158
Conservation Auth. – Credit Valley		1	905-670-1615
Conservation Auth. – Grand River		1	519-621-2761
Cogeco (Cable Services)			
Other (Specify)			



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Subdivision/Condominium Preliminary Engineering Information Required

If Regional services are proposed or existing please submit a pre-engineering report satisfactory to the Regional Commissioner of Public Works (3-copies) with the necessary drawings which indicated the proposed or existing overall servicing scheme and which also covers the following points:

Sanitary Sewers

- a) Indicate location of existing sewers on/or adjacent to proposed development:

- b) If the land to be developed is 2-ha (5-acres) or more, what will be the influence on trunk and semi-trunk mains in the area?

- c) Will existing installation have to be adjacent or relocated to serve the proposed development?

Watermains

- a) Indicate location of existing watermains on/or adjacent to proposed development:

- b) If development presents a major increase in demand, what effect is anticipated on the existing serviced area?

- c) If lands beyond the proposed development are to be serviced through this development, suitable arrangements are to be indicated:

- d) Will existing installations have to be adjusted or relocated to serve the proposed development?

- e) Identify the pressure zone(s) within which the proposed development lies:

Storm Sewers (Regional Roads)

- a) i. Indicate quantity and direction of drainage:

- ii. For open ditches, indicate culverts, their size and the ditch inverts:

- b) Show all topography within 46m (150-feet) radius of the proposed streets intersecting with a Regional Road:

- c) Show all square iron bars and monuments:

Note:

For further information on this requirement, please contact the Director, Engineering Services, Regional Public Works Department at 825-6000 Ext. 6030



Sign Requirements

For all applications for Subdivision and Condominium, the applicant is required to erect signs in accordance with the following:

1. For the purposes of these regulations, the applicant means any person, firm or corporation controlling the property under consideration and shall include any authorized agent.
2. Subdivision and Condominium sign shall read as follows:
A Development Proposal has been made by _____ for a
(Subdivision/Condominium/Local Official Plan Amendment/Rezoning, whichever is applicable) on the
site, to allow (i.e. 50 single family homes) on (i.e. 10 ha)
File No.: _____

For further information contact the Town of Halton Hills Planning and Development Department at 905-873-2600.

3. The sign Must be erected within One week of receiving the acknowledgement letter and Must include the File Number which will be referred to in the letter.
4. The application will not be circulated until proof has been submitted by the applicant to the Town of Halton Hills Planning and Development Department (i.e. a photograph of the sign on the property) that the sign has been properly erected and the confirmation of posting letter (which will be mailed with the acknowledgement letter) has been signed and returned by the applicant.
5. Sign Specifications:
 - Size: 1.2 metres by 1.2 metres, 0.6 metres ground clearance.
 - Materials: 19.05 mm exterior grade plywood panel; vertical structure members to be 101.6 mm fir, or suitable alternative, i.e. metal, installed to a depth of 1.21 metres below grade; 50.8 mm by 50.8 mm horizontal fir stringers to be located behind the top, bottom and centre of the sign panel.
 - Paint: Sign panels and all structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkyd paint over a suitable primer. Lettering to black inscribed on a white background.
 - Lettering: Professionally lettered or silk screened using upper case Helvetica Medium typeface or similar, size 50 mm and 100 mm.
 - Location: One sign shall be erected along each street frontage of the property, and at a minimum distance of 3.0 metres from the lot line and midway between the opposing property lines.
6. The applicant shall remove the sign within 48 hours:
 - a) After withdrawing the application
 - b) After having been notified by the Town that the application has been denied.
7. Upon approval, the sign shall be removed upon commencement of construction.
8. Maintenance:

Upon submission of proof that the sign has been erected, the applicant must agree in writing that the sign is to be maintained both in structure and paintwork.