



The CITY OF ORILLIA

PLANNING AND DEVELOPMENT DEPARTMENT

SUBDIVISION / CONDOMINIUM / LIFT PART LOT CONTROL / DEEMING BY-LAWS

COMPLETENESS OF THE APPLICATION: This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

● INDICATES MANDATORY INFORMATION & MATERIAL REQUIRED UNDER THE PLANNING ACT AS AMENDED (NOT APPLICABLE FOR PART LOT CONTROL OR DEEMING BY-LAW APPLICATIONS)

ARE YOU APPLYING FOR A:

- SUBDIVISION APPLICATION (UP TO 10 LOTS) (\$3,500.00)
- SUBDIVISION APPLICATION (11 TO 20 LOTS) (\$5,000.00)
- SUBDIVISION APPLICATION (OVER 20 LOTS) (\$7,800.00)
- CONDOMINIUM APPLICATION (UP TO 10 LOTS/UNITS/POTLS) (\$3,500.00)
- CONDOMINIUM APPLICATION (11 TO 20 LOTS/UNITS/POTLS) (\$5,000.00)
- CONDOMINIUM APPLICATION (OVER 20 LOTS/UNITS/POTLS) (\$7,800.00)

SPECIFY CONDOMINIUM TYPE

- Vacant Land Condominium
- Standard Condominium
- Common Element Condominium
- DEEMING BY-LAW (\$650.00)
- LIFT PART LOT CONTROL (\$1,000.00)

APPLICANT'S CHECKLIST:

- 1 copy of the completed application form Yes
- 18 copies of the draft plan **FOLDED** (to scale) Yes
- 2 copies of a reduced draft plan (11x17) Yes
- All Measurements are to be in metric units only**
- 1 copy of draft plan on computer disk Yes
- **THE REQUIRED FEE(S)** (as indicated by the City's Tariffs & Fees By-law) Yes

A cheque or money order (payable to the City of Orillia)
 Forward to: **City of Orillia, Planning Department, Orillia City Centre**
50 Andrew Street South, Orillia, ON, L3V 7T5

File Numbers will be issued for all applications and should be used in all communications with the City.

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2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No

2.2.1 If Yes, describe the easement or covenant and its effect:

3. DESCRIPTION OF SUBJECT LAND

3.1 Description of land:

- Frontage: _____ m Depth: _____ m Area: _____ sq.m _____ ha
- Existing Use(s):* _____
- Date Land Acquired by the Current Owner: _____ Unknown:
- Date any existing buildings or structures on the subject land were constructed: _____
Unknown:
- Date the existing uses on the subject land commenced: _____
Unknown:
- Proposed Use(s): _____
- Number and use of buildings and structures on and proposed to be placed on the land (required site plan must include type of buildings or structures, setbacks from all lot lines, height and each floor area) :
- Existing: _____
- Proposed: _____

4. PROVINCIAL PLANS AND POLICIES - OFFICIAL PLAN AND ZONING INFORMATION

4.1 Is the plan consistent with the policy statements issued under subsection 3 (1) of the Act? (See Provincial Policy Statement 2005)

YES NO

4.1.2 If so, describe how: _____

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4.2 Is the subject land within an area of land designated under any provincial plan or plans.

YES NO

4.3 If the answer to section 4.2 is yes, please describe how the application conforms to or does not conflict with the applicable provincial plan or plans.*

4.4 What is the existing Official Plan designation(s)? _____

5. SERVICES

5.1 **Access:** (check appropriate space)

- provincial highway
- municipal road, maintained all year
- municipal road, seasonally maintained
- other public road
- right of way
- water access

(If access to the subject land is to be by water only, describe and sketch the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road).

5.2 **Water Supply:** (check appropriate space)

- publicly owned and operated system
- private well
- private communal well
- other (specify) _____

5.2.1 If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, the following is required:

- a servicing options report; and
- a hydrogeological report

5.3 **Sewage Disposal:** (check appropriate space)

- publicly owned and operated system
- private individual septic tank **
- private communal septic system **
- privy **
- other (specify) _____

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- 5.3.1 If the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems, the following is required:
- a servicing options report, and
 - a hydrogeological report
- 5.3.2 If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following is required:
- a servicing options report, and
 - a hydrogeological report
- 5.3.3 If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, a hydrogeological report is required.
- 5.4 **Storm Water Drainage:** *(check appropriate space)*
- publicly owned and operated sewers
 - ditches
 - swales
 - other *(specify)* _____

6. ARCHAEOLOGICAL POTENTIAL

- 6.1 Does the subject land contain any areas of archaeological potential? Yes No

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the following is required:

- an archaeological assessment prepared by a person who holds a license 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
- a conservation plan for any archaeological resources identified in the assessment

7. PLANNING HISTORY OF THE SUBJECT LAND

- 7.1 Has the subject land ever been the subject of an application for a
- | | | | | | | |
|--------------------------|-----|--------------------------|----|--------------------------|---------|--------------------------|
| Plan of Subdivision | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Consent | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Minor Variance | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Site Plan Approval | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Official Plan Amendment | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Minister's Zoning Order? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |

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7.1.1 If **YES**, and known, provide the Ministry's or City's application file number and the decision made on the application.

8. DRAFT PLAN: *(If the draft plan is larger than 11"x17" a reduced copy must be included.)*

8.1 The application must be accompanied by a draft drawings drawn to scale and *IN METRIC* showing the following:

- the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than one centimetre to 100 meters, 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 the land forms the whole of part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- 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 the grade of the highway and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and
- the nature and extent of any restriction affecting the land proposed to be subdivided, including restrictive covenants or easements.

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9.0 SUBDIVISION OR CONDOMINIUM APPLICATIONS

9.1

Proposed Use	Number of Dwelling Units	Number of Lots or Blocks	Area of Land in Hectares	Number of Units per ha	Number of Parking Spaces
Single, detached residential					
Double, semi-detached residential					
Row, multiple-attached residential					
Apartments					
Seasonal residential					
Mobile home residential					
Commercial					
Industrial					
Institutional *					
Parks/Open space					
Roads					
Other Residential *					
Other *					
Totals					

If a Condominium proposal:

Has a Site Plan been approved? Yes No

Has an Agreement been executed? Yes No

Has a Building Permit been issued? Yes No

Is the Building under construction? Yes No

Is the Building complete? If YES, date of completion: _____ Yes No

Is this a Conversion from Rental? Yes No

If yes, number of units to be converted _____

• If Institutional, Other Residential, or Other, describe use: _____

10. OTHER INFORMATION

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10.1 Check supporting information provided with this application:

- | | |
|------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Landscaping Plans | <input type="checkbox"/> Building Elevations |
| <input type="checkbox"/> Site Servicing Report and Plans | <input type="checkbox"/> Environmental Impact Assessment |
| <input type="checkbox"/> Water Consumption Calculations | <input type="checkbox"/> Sewage Production Calculations |
| <input type="checkbox"/> Drainage Report and Grading Plans | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Traffic Analysis | <input type="checkbox"/> Entrance Analysis |
| <input type="checkbox"/> Hydrant Flow Test | <input type="checkbox"/> Planning Report |

Other _____

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11. ENVIRONMENTAL SCAN

• I, the undersigned _____, am the owner/authorized agent of the owner named in the planning application(s) for (address) _____ and I certify the truth of all statements or representations contained herein and therein.

• The property municipally known as (address) _____:

i) **is** / **is not** land or the site of any building or structure upon, into or through which waste (i.e. as defined by Section 25 of the Environmental Protection Act, R.S.O. 1990 Chapter E.19 or EPA) has been deposited, disposed of, handled, stored, transferred, treated or processed. "Waste" is defined by Section 25 of the EPA as including ashes, garbage, refuse, domestic wastes, industrial waste, or municipal waste and other such materials as are designated in the pertinent regulations; and

ii) **is** / **is not** land where above ground and/or underground storage tanks exist or have been placed.

• I have provided to the City of Orillia with the submitted application(s) a copy of any environmental site assessment document, record of site condition and/or certificate of property use as well as any other environmentally related documentation (i.e. including a history of uses on site) prepared for the property.

Dated at _____ Ontario _____, 2007

Signature of Owner/Authorized Agent

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12. Consent of the Owner to the Use and Disclosure of Personal Information

I, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

.....
Date

.....
Signature of Owner

13. AUTHORIZATIONS

13.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

I,....., am the owner of the land that is the subject of this application and I authorizeto make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

.....
Date

.....
Signature of Owner

14. AFFIDAVIT OR SWORN DECLARATION

14.1 Declaration For the Information Provided in this Application:

I,.....of the

in the.....

make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

Sworn (or declared) before me at the.....in the.....

this day of 20.....

.....
Commissioner of Oaths

.....
Applicant(s)