



**CORPORATION
de la Cité de / of the City of
CLARENCE-ROCKLAND**

**APPLICATION FOR: APPROVAL OF A PLAN OF SUBDIVISION
OR CONDOMINIUM DESCRIPTION**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

Please refer to the *Subdivision and Condominium Process Guide* for more information regarding application requirements, fees, and the review process. A pre-consultation meeting is required prior to submitting an application. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Phone: (613) 446-6022
Fax: (613) 446-1497
www.clarence-rockland.com

For office use only

Date received:	Date deemed complete:	File number:

GENERAL INFORMATION

1. Pre-consultation with the City's Development Review Team is required for all subdivision applications. Additional consultations with various provincial ministries may be recommended (for example, the Ministry of Natural Resources and Forestry or the Ministry of the Environment and Climate Change). You should familiarize yourself with the Provincial Policy Statement, the applicable Official Plans and the City of Clarence-Rockland Zoning By-law.
2. The original application is to be completed and submitted to the Infrastructure & Planning Department of the City of Clarence-Rockland in paper and digital (PDF) format and must be signed by both the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:
 - i) Fees for the amount indicated on the attached Schedule B. The fees for the application represent a portion of the anticipated costs for the processing of the application;
 - ii) A **Planning Rationale** describing the application and outlining reasons for its support and justification;
 - iii) A recent **survey plan** and/or reference plan;
 - iv) Three (3) folded copies of the plans on full size (24" x 36"), three (3) copies on either 8 1/2" x 11" or 11" x 17" paper and a digital copy of the site plan (*in PDF format*) via email with a link to download or on a USB drive;
 - v) Two copies of any additional supporting information (*see Section 11*);
 - vi) A recent copy of the **Deed of Land or Parcel Register** indicating the name of the current property owner as well as a complete legal description of the property;
3. If, in the opinion of the Manager of Development, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
4. For more information regarding the review process and the timeline for approval once a complete application has been submitted, please refer to the City's process guide (*Subdivision and Condominium Process Guide*).
5. Applications must be submitted well in advance (approximately 60 days) of any anticipated meeting. The advanced submission period will permit the Municipality to comply with the legislated notification period within the *Planning Act*.

Section 1 – Contact Information

Registered Owner (name): _____
Contact person (if owner is a corporation): _____
Mailing Address: _____
Telephone Home: _____ Work: _____ Cell: _____
Email: _____

Applicant (name): _____
Mailing Address: _____
Telephone Home: _____ Work: _____ Cell: _____
Email: _____

Agent (name): _____
Mailing Address: _____
Telephone Home: _____ Work: _____ Cell: _____
Email: _____

All persons having a mortgage charge or encumbrance on the property:
Name: _____
Mailing Address: _____
Telephone: _____ Email: _____
If more than one, include on a separate page.

Correspondence:

I/we prefer to receive correspondence in: French English

I/we prefer to receive correspondence via: Letter mail Email

Send correspondence to: Owner Applicant Agent

Did you have a pre-consultation meeting with the Development Review Team or with a municipal planner? Development Review Team Planner None

Name of planner: _____ Date: _____

Section 2 – Description of the Subject Property

Please include all applicable information.

Civic Address: _____

Lot: _____ Concession: _____ Geographic Township: *Clarence*

Reference Plan Number: _____ Part(s): _____

Subdivision Plan Number: _____ Lot/Block: _____

Roll Number: _____ PIN(s): _____

Lot area: m² ft² Lot depth: _____ m ft Width/frontage: _____ m ft

Is the property subject to any easements or restrictive covenants? Yes No

Instrument Number: _____

Description/Effect: _____

Section 3 – Application Type

Is this application for approval of: A Plan of Subdivision
 A Condominium Description

Section 4 – Proposed and Current Land Uses

What is the current use of the subject land and any buildings?

Complete the following table on Proposed Land Uses:

Proposed Land Uses	Number of Units	Number of Lots or Blocks	Area (ha)	Density (units/net ha)	Number of Parking Spaces
Residential Single Detached					
Semi-detached					
Duplex					
Multiple attached*					
Apartment					
Seasonal					
Mobile home					
Other					
Commercial					
Industrial					
Park or open space					
Institutional					
Road					
Other					

If Institutional or Other uses are included, please describe the use:

Adjacent land uses: North: _____
South: _____
East: _____
West: _____

Anticipated start date of construction:

* Multiple attached includes townhouses, stacked townhouses, and back-to-back townhouses.

Section 5 – Access and Services

Type of access

	Existing	/	Proposed
County Road	<input type="checkbox"/>		<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>		<input type="checkbox"/>
Private Road	<input type="checkbox"/>		<input type="checkbox"/>
Right-of-way	<input type="checkbox"/>		<input type="checkbox"/>
Easement	<input type="checkbox"/>		<input type="checkbox"/>
Water Access	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

For water or other access, please describe:

Is there an existing entrance or culvert on the property? If yes, how many?

Type of water supply

	Existing	/	Proposed
Municipal water	<input type="checkbox"/>		<input type="checkbox"/>
Private individual well	<input type="checkbox"/>		<input type="checkbox"/>
Private communal well	<input type="checkbox"/>		<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

For other water source, please describe:

Type of sanitary sewage disposal

	Existing	/	Proposed
Municipal sanitary sewers	<input type="checkbox"/>		<input type="checkbox"/>
Private individual septic	<input type="checkbox"/>		<input type="checkbox"/>
Private communal septic	<input type="checkbox"/>		<input type="checkbox"/>
Pit privy	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

For other sanitary sewage disposal, please describe:

Type of storm water management

	Existing	/	Proposed
Municipal storm sewers	<input type="checkbox"/>		<input type="checkbox"/>
Roadside ditch or swale	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

Date of installation for proposed services:

Section 6 – Related Applications

Past Applications

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent, a minor variance, site plan, or an amendment to the Official Plan or Zoning By-law? Yes No Unknown

If yes: File Number:	Status:	Year:
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Concurrent Applications

Is this parcel of land currently the subject of any other planning applications? Yes No

If yes: Application type: Official Plan Amendment Site Plan Control
 Zoning By-law Amendment Building Permit
 Minor Variance Other
 Consent (Severance)

File Number:	Status:
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Approval Authority:

Description of Subject Property:

Purpose of Application:

Effect on the Current Application:

Section 7 – Planning Designation

Land Use

What is the current land use designation in the:
 - *Official Plan of the United Counties of Prescott and Russell?*
 - *Official Plan of the Urban Area of the City of Clarence-Rockland or Bourget Official Plan?*

What is the zoning category of the subject property?

Environmental Constraints

Is there a Provincially significant wetland located on the subject property? Yes No

Is any portion of the subject property within a floodplain? Yes No

Is any portion of the subject property within 120 metres of a designated natural heritage feature as identified in the *Official Plan of the United Counties of Prescott and Russell?* Yes No

Section 8 – Provincial Policy Statement

Briefly explain how this proposal shall be consistent with the principles of the Provincial Policy Statement issued under the *Planning Act*? (If not discussed in your cover letter or planning rationale.)

Housing Affordability

Complete the following table on housing affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attach on a separate page.

Housing Type	# of units	Unit size (m ²) and/or lot frontage (m)	Estimated selling price/rent
Detached			
Semi-detached			
Duplex			
Row or street row-house			
Apartment block			
Other			

Is there any other information which may relate to the affordability of the proposed housing needs served by the proposal? Yes No
If yes, please explain below or attach a separate document with the relevant information (and include the document in the list in section 11).

Section 9 – Additional Information

Application Details

Answers to the following questions will facilitate the review of this application.

History of the Subject Property

Has there ever been an industrial use on the site? Yes No
If yes: Nature/type of industrial use:

Has there ever been a commercial use on the site? Yes No
If yes: Nature/type of commercial use:

Has there ever been petroleum or other fuel storage on the site, or has the site been used for a gas station at any time? Yes No
If yes: Use and type of fuel:

Is there any reason to believe that the site may have been contaminated by former use(s) on the site or adjacent site(s)? Yes No

If the answers are yes to the previous questions in this section, a previous use inventory showing all former uses of the subject land or, if appropriate, of the adjacent land, is required. Is the previous use inventory attached? Yes No

Does the site contain any areas of archaeological potential? Yes No

Are the water, sewer and road works associated with the proposed development subject to 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

Sources of Information

What did you do and/or what information did you use to answer all of the questions in Sections 6, 7, 8 and 9?

Consultation with: Municipality Previous Owner Registry Office Other or Neighbours

Please explain:

Section 10 – For a Condominium Application Only

Has a Site Plan for the proposed condominium been approved? Yes No

Has a Site Plan Agreement been entered into between the owner and the municipality? Yes No

Has a building permit for the proposed condominium been issued? Yes No

Has construction on the development started? Yes No

If construction is completed, indicate the date of completion:

Is this a conversion of a building containing rental residential units? Yes No

If yes: Indicate the number of units to be converted:

Section 11 - List of attached documents

Please list the titles of any supporting documents (*e.g. Environmental Impact Study, Hydrogeological Report, Traffic Study, Stormwater Management Report, etc.*):

Please list the titles of all plans submitted with the application (*e.g. Plan of Subdivision, Servicing Plan, Grading and Drainage Plan, etc.*):

Section 12 – Owner’s Authorization

To be completed if the owner is not the applicant or has assigned an Agent to help manage the application process.

I (we) _____
Name of Owner(s)

of _____
Village/Town

in the _____
County/Region

do hereby authorize _____
Name of Applicant or Agent

to act as my agent in this Application for Subdivision/Condominium.

Signature of Owner

Signature of Owner

Date:

Section 13 - Affidavit

This must be signed in the presence of a Commissioner.

I (we) _____
Name of Owner(s) / Applicant(s)

of _____
Village/Town

in the _____
County/Region

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.

DECLARED before me at _____
Village/Town

in the _____
County/Region

This _____ day of _____, _____
Day Month Year

Signature of Owner

Signature of Owner

Signature of a Commissioner

SCHEDULE A**Applicant's Checklist**

Please note that your application may not be deemed complete if any of the following items are not included with the completed application form. The Infrastructure and Planning Department cannot begin processing your application until it has been deemed complete.

- A Planning Rationale
- Three (3) folded copies of the draft plans on full size (24" x 36") paper, three (3) copies of the plans on 8 ½" x 11" or 11" x 17" paper, and a PDF copy of the plans
- The required fees, by cash, cheque, interact or money order, payable to the City of Clarence-Rockland
- 2 copies of all supporting documentation described in the application form
- One copy of the registered mortgage (if applicable)
- Survey plan and/or reference plan
- A recent copy of the Deed of Land or Parcel Register

Please note that at the preparation of the Subdivision Agreement, the Planning Department will require the following:

- *Fees for the revision of plans and fees associated with the signature of the agreement*
- *Fees for the road maintenance*
- *4 paper copies and a pdf copy of all approved final plans*
- *A letter of credit or a certified cheque*
- *Certificate of insurance*

SCHEDULE B

Subdivision Application Fees

- 1. Draft Plan of Subdivision
\$152.00 / dwelling unit or block (*Minimum of \$2,705.00*)
- 2. Submission of the Draft Plan of Subdivision following the lapse of approval
\$75.00 / dwelling unit or block (*Minimum of \$1,082.00*)
- 3. Revision of a Draft Plan of Subdivision
\$87.00 / dwelling unit or block (*Minimum of \$2,705.00*)
- 4. Engineering Fee
\$4,328.00 (*for two reviews and \$349.00 for each review after*)
- 5. Amendment to Subdivision Agreement
\$1,082.00

All consultant fees collected for the review of the plans and studies will be the responsibility of the applicant.

Plan of Condominium Application Fees

- 1. Plan of Condominium
\$146.00 / dwelling unit (*Minimum of \$1,082.00*)
- 2. Exemption of a Plan of Condominium
\$1,082.00
- 3. Condominium conversion
\$595.00

United Counties of Prescott and Russell

\$700.00

Additional Fee for South Nation Conservation (if applicable)

- \$1,265.00 - Less than 2 ha and/or 10 lots on full municipal services
- \$2,510.00 - Under 10 lots and 2 ha on private services
- \$3,840.00 - Over 10 lots and/or 2 ha on private or full municipal services
- \$1,930.00 - Clearance of conditions for subdivision registration (*per phase*)
- \$5,875.00 - Priority review (*per phase*)
- \$1,850.00 - Draft plan revision
- 100% of current fee - Draft plan approval extension
- 50% of current fee - File re-activation fee (*dormant files over 2 years*)