



Date Received: _____

Date Complete: _____

File No.: _____

DRAFT PLAN OF SUBDIVISION & CONDOMINIUM APPLICATION FORM

1.0 OWNER & AGENT INFORMATION

Owner(s) Name: _____

Address: _____
PO BOX Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

Agent Name & Firm: _____

Address: _____
PO BOX Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

Please submit a list as a separate appendix of any additional individuals or firms that will be working on this application (e.g., Planners, Engineers, Surveyors, Solicitors) if you wish.

1.1 The primary contact for all matters relating to this application (pick one): ☐ Owner ☐ Agent

1.2 Please list below the holders of any mortgage, other charge, or encumbrance on the subject lands:

Mortgagee: _____

Address: _____
PO BOX Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

Holder of any other charge or encumbrance: _____

Address: _____
PO BOX Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

2.0 APPLICATION TYPE & LOCATION DETAILS

2.1 Application Type:

☐ Draft Plan of Subdivision

☐ Draft Plan of Condominium

2.2 Subject Property

Legal Address:			
Municipal Address:			
Roll Number:		PIN:	

2.3 Easements and Restrictive Covenants:

Are there any easements, restrictive covenants, right-of-ways, or other registered agreements affecting the subject property? ☐ Yes ☐ No

If you answered **yes** above, please provide a description of each and its purpose:

2.4 If the approval is for a **draft plan of condominium**, please complete the following:

Has a site plan approval application for the condominium been approved to date?

☐ Yes, File No. _____ ☐ No

Has a site plan agreement been entered into and registered on title of the lands?

☐ Yes ☐ No

Has a building permit for the proposed condominium been issued?

☐ Yes, Permit No. _____ ☐ No

What is the status of the construction of the condominium?

☐ Construction has not begun ☐ Construction is underway

☐ Construction was completed on _____

Is the proposed condominium a conversion of a building containing residential rental units?

☐ Yes: # of Units: _____ ☐ No

3.0 DETAILS OF THE SUBJECT LANDS

3.1 Current and Proposed Land Uses

Current uses:	
Length of time the current uses have occurred on the subject lands:	

Proposed uses:	
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3.2 Official Plan & Zoning

Current Official Plan Designation on the subject lands: _____

Current Zoning on the subject lands: _____

3.3 Frontage, Depth, and Area of the subject lands in metric units.

Frontage	
Depth	
Area	

3.4 Do the subject lands contain any areas of **archaeological potential**? ☐ Yes ☐ No

If you answered **yes**, please confirm that you have submitted the following along with this application:

- ☐ An archaeological assessment prepared by a licensed person under the Ontario Heritage Act pertaining to the entirety of the subject lands has been submitted
- ☐ A conservation plan for any archaeological resources identified in the assessment has been submitted

3.5 Access to the subject lands will be gained by:

- ☐ Provincial Highway ☐ County Road ☐ Private Road ☐ Other
- ☐ Township Road (maintained year round) ☐ Township Road (maintained seasonally)

3.6 Sewage and Water Services:

Service Type	Sewage Service	Water Service
Municipal	☐	☐
Private – Communal	☐	☐
Private – Single	☐	☐
Other	☐	☐

3.7 If private individual or communal sewage system(s) is being utilized, does it serve five (5) or more dwelling units or produce more than 4500 litres of effluent per day? ☐ Yes ☐ No

If a private water system is being utilized, does it serve five (5) or more dwelling units?

☐ Yes ☐ No

If you answered **yes** to either of the two questions above, please confirm that you have included a copy of a servicing options report and a hydrogeological report with this application:

☐ Attached ☐ Not attached

3.8 Storm drainage will be provided by:

- ☐ Municipal Sewers ☐ Ditches ☐ Swales ☐ Other

3.9 Past and present uses on and around the subject lands:

Has there ever been an industrial or commercial use, including a storage of gasoline or other fuels on the or adjacent to the subject property? ☐ Yes ☐ No

Has there ever been an underground storage tank on the subject lands?

☐ Yes ☐ No

Has the subject land or any lands within 500 metres ever been used for the storage/disposal of hazardous materials or waste?

☐ Yes ☐ No

Has there ever been an orchard on the subject lands?

☐ Yes ☐ No

Has there ever been a weapons or firing range on the subject lands?

☐ Yes ☐ No

Is there any reason to believe that subject lands have been contaminated by former uses on the subject land?

☐ Yes ☐ No

3.10 Minimum Distance Separation:

Does the proposal involve the construction or enlargement of a livestock facility or manure storage facility?

☐ Yes ☐ No

Are there any livestock facilities or manure storage facilities in proximity of the subject lands?

- ☐ Yes, within 1000 metres of the subject lands
☐ Yes, within 2000 metres of the subject lands
☐ No, not within 2000 metres of the subject lands

Has a Nutrient Management Plan been submitted to the Ministry of Agriculture and Food as part of this proposal?

☐ Yes ☐ No

Has a Minimum Distance Separation Study been included as part of this application?

☐ Yes ☐ No

3.11 What types of uses are currently occurring within 500 metres of the subject lands?

North:	
South:	
East:	
West:	

3.12 Details of the existing buildings and structures on the subject lands:

Building type:			
Date of construction:			
Historical uses:			
Date of construction:			
Ground floor area (m²):			
Gross floor area (m²):			

Number of storeys:			
Front yard setback:			
Rear yard setback:			
Side yard setback:			
Side yard setback:			
Building height:			

Note that a plan showing the dimensions of the subject lands and all existing and proposed buildings thereon must be submitted along with this application form.

4.0 DRAFT PLAN DESIGN

- 4.1** Please outline the number of lots or blocks shown on the draft plan, and to what uses each will be dedicated to:

Use	# of blocks	# of lots	Total area	Dwelling units or units	Units / hectare	# of parking stalls
Detached residential						
Semi-detached residential						
Multiple attached (row) residential						
Apartment residential						
Seasonal residential						
Mobile home						
Other residential						
Commercial						
Industrial						
Institutional						
Park, open space, trail						
Roads						
Stormwater management						
Other						

- 4.2** If this application is for approval of a condominium description, please indicate the number of parking stalls shown on the draft plan that are dedicated to:

Detached Residential _____ Semi-detached residential _____

- 4.3** If you identified a use as 'other residential', 'institutional', or 'other' in Sec. 5.1, please provide a description of the use:

5.0 PLANNING POLICY FRAMEWORK & OTHER APPROVALS

5.1 Have the subject lands ever been the subject of an application for approval of any of the following:

☐ Consent ☐ Minor Variance ☐ Plan of Subdivision/Condominium

☐ Zoning By-law Amendment or Minister's Zoning Order ☐ Official Plan Amendment

If you checked any of the above, please complete the fields below for all **past and concurrent** applications.

Application type:	_____	File No.:	_____	Status:	_____
Approval Authority considering the application: _____					
Purpose and effect of the application: _____					

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Approval Authority considering the application: _____					
Purpose and effect of the application: _____					

5.2 Is the proposed plan consistent with the **Provincial Policy Statement**? ☐ Yes ☐ No

5.3 Does the proposed plan conform to the **Growth Plan for the Greater Golden Horseshoe**?

☐ Yes ☐ No

5.4 Is the subject land located within the **Niagara Escarpment Plan Area**? ☐ Yes ☐ No

If you answered **yes**, does the proposed plan conform to the Niagara Escarpment Plan?

☐ Yes ☐ No

If you answered **yes**, have you applied to the Niagara Escarpment Commission for a development permit?

☐ Yes ☐ No

5.5 What is the land use designation of the subject lands under the **County of Simcoe Official Plan**?

Does the requested amendment conform to the County of Simcoe Official Plan?

☐ Yes ☐ No

If you answered **no**, has an application for amendment to the County Official Plan been made?

☐ Yes ☐ No

5.6 Is the subject land located within the regulation limits of the **Nottawasaga Valley Conservation Authority** (NVCA)?

☐ Yes ☐ No

Is a development permit required from the NVCA?

☐ Yes ☐ No

If **yes**, have you applied to the NVCA for a development permit?

☐ Yes ☐ No

6.0 CHECKLIST OF SUBMISSION MATERIALS

Please use the space provided below to list all of the reports and plans that are included with your submission. Alternatively, a complete list of all materials can be attached to this application form.

Title	Date	Author

7.0 AGREEMENT OF THE OWNER AND AGENT

I/we, being the registered owners(s) of the subject lands, as identified herein, hereby agree that, notwithstanding that an applicant may make payments and deposits for the processing of this application on my behalf, I/we shall be **solely and fully responsible for paying all costs** the municipality may incur in the processing of this application. It is further agreed that such processing costs may also include fees for consultants or legal fees, Local Planning Appeal Tribunal costs, court costs or any other costs incurred by the municipality in processing this application. I/we further agree that such costs shall be paid promptly upon being invoiced by the Township, failing which, such costs, and interested and administration fees, may be collected by the Township by any lawful means, which may include recovering costs as taxes. I/we also acknowledge and agree that failure to pay all deposits and costs may result in processing delays or a refusal of this application.

In accordance with the provisions of the Planning Act, it is the policy of the Planning and Development Department to **provide public access** to all development applications and supporting documentation. In making or authorizing submission of this development application and supporting documentation, I/we, the owner hereby acknowledge the above-noted and provide my full consent in accordance with the provisions of applicable Provincial and Federal legislation that the information on this application and any and all supporting documentation provided by myself, the applicant, agents, consultants and solicitors, as well as commenting letters or reports issued by the municipality and other review agencies, will be part of the public record, may be published and distributed by the municipality in any form, and will also be fully available to the general public.

I/we acknowledge and agree that the approval to **make all information public** also constitutes a full release to the municipality of any copyright privileges and hereby undertake full responsibility for ensuring that such release is also obtained from my agents, consultants and solicitors.

I/we accordingly hereby **fully release the municipality**, and fully indemnify the municipality, from any responsibility or consequences arising from publishing or releasing the application and supporting and associated information as described above.

I/we acknowledge that the **posting of this sign** may be required to satisfy requirements of the Planning Act for public notification related to the processing of the application and I/we agree that it is the responsibility of the applicant to ensure the sign is securely posted on the subject lands so that it is visible and legible from a public highway at all times.

I/we further acknowledge that it is the responsibility of the applicant to provide the Township with a **dated photograph of the erected sign** and to remove the sign and return it to the Township upon completion of the notification period or at the written request of the Township. Whereas the Township has provided such signage for the applicant's convenience only, I/we indemnify the Township for any and all damages resulting from the posting of this sign.

I/we hereby authorize municipal staff and the municipality's agents to **enter the property** for the purposes of performing inspections, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

I/we hereby declare that I/we have read and understand the **Development Application Guideline** in its entirety.

I/we _____ and _____
Registered Owner Authorized Agent

hereby declare that I/we have read, understand, and agree with the entirety of the contents contained in Section 7.0 of this application.

Owner Signature

Date

Agent Signature

Date

8.0 AUTHORIZATION

AUTHORIZATION OF OWNER

I/we _____ am/are the owner(s) of the subject lands, and
Registered Owner(s) Name

hereby authorize _____ to act as agent and make this
Agent Name

application on my/our behalf.

I/we _____ hereby authorize and provide consent to
Registered Owner(s) Name

municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that this application is under review by the Township of Clearview.

Owner Signature

Date

Owner Signature

*Owner's corporate seal or statement of
authority to bind*

DECLARATION

I _____ have completed this application submission and do solemnly declare that all the statements contained in this application and all supporting documentation submitted with or subsequent to this application are true, and I make this 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

_____ in the

County/Region of _____, on

this _____ day of _____, 20____.

Owner/Agent Signature

Owner/Agent Signature

A Commissioner, etc.

*Owner's corporate seal or statement of
authority to bind*