

Does the same owner own the subsurface rights? Yes No

If not, indicate who owns the subsurface rights: _____

Applicant / Agent: _____

Address _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

Specify to whom communications should be sent: Owner Agent

Section Three – Secondary Contacts

Surveyor: _____

Address _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

Engineer: _____

Address _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

Solicitor: _____

Address _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

Section Four – Location and Description of Subject Lands *

Municipal Address _____

Assessment Roll Number _____ Former Municipality _____

Description of the land (such as lot & concession) _____

Description of the land (such as reference or plan numbers) _____

Dimensions of the land: Frontage _____ Depth _____ Area _____

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

If yes, attach a copy of any deeds or documents and describe the nature and effect of the easement or restrictive covenant: _____

Section Five – Policy Context *

Is the plan consistent with the Provincial Policy Statement? Yes No

Does the plan conform to the County Official Plan? Yes No

What is the designation of the subject lands in the local Official Plan? _____

Does the plan conform to the local Official Plan? Yes No

If the plan does not conform to the municipality's Official Plan, has an application for an amendment been submitted? Yes No

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

If NO, the plan may be premature.

What is the current zoning on the subject lands? _____

Does the plan conform to the uses permitted under the local municipal Zoning By-law? Yes No

If the plan does not conform to the local Zoning By-law, has an application for an amendment been submitted? Yes No

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

Do the subject lands contain any areas of archaeological potential? Yes No Unknown

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential an **Archaeological Assessment** and a **Conservation Plan** for any identified archaeological resources must be attached. Attached Not Applicable

Section Six – Proposed Land Uses *

	Number of Units or Dwellings (as shown on the Plan)	Area in Hectares	Density (Units per Hectare)	Number of Parking Spaces	Number of Bedrooms	Tenure
RESIDENTIAL						
Detached Dwellings				N/A		
Semi-detached dwellings				N/A		
Multiple Attached (Row / Townhouses)						
Apartments						
Seasonal						
Mobile Home						
Other Residential (Specify)						

NON-RESIDENTIAL

Commercial						
Industrial						

Institutional (Specify)						
Park or Open Space			N/A	N/A		
Roads			N/A	N/A		

Other (Specify)						
TOTAL						
For Condominium Applications only, specify number of parking spaces for detached and semi-detached use						
Indicate if any of the units or dwellings is for specialized housing, being housing for groups such as senior citizens or the disabled.						

Section Seven - Condominium Applications *

- 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, indicate date of completion _____

- Is this a proposal to convert an existing building containing residential rental units? Yes No

If YES, the number of units to be converted _____

- Does this proposal comply with the Rental Housing Protection Act? Yes No

Indicate the type of condominium proposed (check only one)

- () **Standard (Not Phased)** - The traditional condominium type.
- () **Standard (Phased)** - A single standard condominium built in phases. **Provide** a 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 but 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 will be expiring 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 (unit). **Provide** information on proposed servicing and status of required permits etc. Also provide a plan which includes the proposed building envelopes.

NOTE: Where appropriate, a condominium may be exempt from the draft plan approval process. A letter setting out the reasons in support of a request for exemption shall be provided with this application.

Section Eight – Services * (mark all that apply)

- Municipal sanitary sewage system
- Private individual or communal septic system(s)
 - with greater than 4500 litres of effluent produced per day
 - with less than 4500 litres of effluent produced per day
- Municipal piped water
- Private communal well system
- Individual private well(s)
- Municipal Storm Sewers
- Other, explain _____
- Provincial Highway County Road Municipal Road

Servicing reports attached: _____

A **hydrogeological report and a servicing options report** is required to accompany this application if the plan proposes a multi-lot development on privately owned and operated wells and/or privately owned and operated septic systems or any development on privately owned and operated septic systems where more than 4500 litres of effluent would be produced per day.

Section Nine – Previous and Existing Uses

What is the current use of the subject land? _____

What previous uses have there been on the subject land? _____

What are the current surrounding land uses? _____

Is there reason to believe that the subject land may be contaminated by former uses on the site or adjacent sites?

If YES, an Environmental Site Assessment may be necessary. Has an Environmental Site Assessment under the Environmental Protection Act been completed? Yes No

What information did you use to determine the answers to the Previous and Existing Uses questions?

Section Ten – Status of Other Applications under the Planning Act *

Please indicate whether the subject land or land within 120 metres of it has been or is the subject of any other applications under the Planning Act. Yes (complete below) No Unknown

If YES, indicate the type of application:

- official plan amendment zoning by-law amendment minor variance
- consent plan of subdivision or condominium
- site plan any other matter, please specify _____

Authority considering the application _____ File No. _____

Purpose of the application and the impact (if any) on this proposal _____

Current status of the application _____

Section Eleven – Supporting Information

List the information / material that are available in support of this proposal:

Document Title	Author or Source
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Section Twelve – Owners Delegation of an Agent *

I, being the registered owner(s) _____ of the subject land authorize
(name(s) of owner, individual or company)

_____ to prepare this application on my/our behalf.
(name of agent)

Signature of Owner(s)

Date

Section Thirteen – Affidavit or Sworn Declaration *

I, _____ of the _____ in the
(name) (Municipality)

_____ make oath and say (or solemnly declare) that the information
(County)
contained in this form and the accompanying material is true.

Sworn (or declared) before me at the _____ in the _____, this _____
(Municipality) (County)
day of _____, 20__.

Commissioner of Oaths

Applicant

Section Fourteen – 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

YOUR SUBMISSION CHECKLIST:

Have you read “An Applicant’s Guide to the County of Elgin Subdivision and Condominium Review Procedures” before completing this application form?

Have you discussed your proposal with the local municipality and County Planning Staff?

2 copies of this form, completed and signed

2 copies of any information or reports that accompany the application

6 full size (approx 24" x 36") folded copies of the plan signed by the owner(s) and an Ontario Land Surveyor (*Note: draft plan must indicate all items as required by Section 51(17) of the Planning Act*)

6 reduced copies of the plan (no larger than 11" x 17")

*** Contact the Planning Department to confirm the number of required copies**

Digital copies of submitted material shall be in pdf format

Digital copies of the plan shall be submitted in .dwg AND .pdf formats

\$4,000.00 application fee made payable by cheque to the ‘*Treasurer – County of Elgin*’

\$2,000.00 deposit made payable by cheque to the ‘*Treasurer – County of Elgin*’

Applicant’s declaration in the event of an appeal

If the decision of this application is appealed by a third party, I _____
(owner/applicant – please print)

agree to support the application, provide assistance in the preparation of the application before the Ontario Municipal Board and pay all of the County’s legal costs associated with the OMB hearing. It is also acknowledged that the deposit held by the County of Elgin may not cover all of the costs associated with the OMB hearing.

*NOTE: In the event that the application is not appealed, the deposit will be reimbursed by the County.

Signature of Owner/Applicant/Authorized Agent

Forward to:
County of Elgin
Planning Department
450 Sunset Drive
St. Thomas ON N5R 5V1

For Help You May Contact:
Planning Department
phone 519-631-1460 fax 519-633-7661
e-mail: sevans@elgin.ca