



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

(under Section 51(17) of the Planning Act, RSO 1990, c. P. 13 or Section 9 of the
Condominium Act, SO. 1998 C. 19.)

For Town Use Only	
File Number	Date of Receipt

Pre-consultation: It is recommended that the applicant and / or the applicant's designated agent meet with Town planning and engineering staff before submitting a draft plan of subdivision / draft plan of condominium, in order for the applicant to become familiar with the Town's Official Plan policies, development standards and zone regulations and to discuss the applicant's proposed lot and road pattern.

Application Submission: The application form, including all required fees, plans and all other supporting material must be submitted (as a complete package) in order for your application to be considered complete. The application and other materials may be dropped off in person or mailed to the Town of Lakeshore, Planning Department at 419 Notre Dame Street, Belle River, ON N0R 1A0.

General Requirements:

- 2 copies of the completed application form.
- 5 copies of the draft plan completed as required under Section 51(17) of the Planning Act.
 - stamp and initials of a registered / licensed Ontario Land Surveyor;
 - boundaries, dimensions, and relevant statistics for the site and for all individual parcels/lots/blocks/units depicted on the draft plan, prepared in accordance with the prescribed requirements of the applicable legislation (i.e. the Planning Act), the local land registry office, County of Essex Planning Department and the Ministry of Municipal Affairs and Housing.
- 1 copy of the draft plan on a 11" by 17" reduction.
- Application fee in accordance with the Town of Lakeshore Tariff of Fees By-law.
- A CD or an electronic file containing the draft plan (AutoCAD native format (.dwg) and PDF format).
- Required Studies identified at pre-consultation (3 copies of each).

1. Owner / Applicant Information

	Mailing Address	Telephone	Facsimile	E-mail
Owner*				
Applicant or Primary Consultant**				
Agent or Solicitor				
Ontario Land Surveyor				

*If there is more than one owner, please attach a list of each owner. If the owner is a numbered company, please provide the name and address of each principal owner.

**An Owner's authorization (see below) is required if the applicant is not the owner.

Matters relating to this application should be sent to (select one only):

Owner Applicant or Primary Consultant Agent

The applicant is:

Owner Lessee of Land or tenant Prospective Owner

If the applicant is not the owner, the owner must consent to the proposed draft plan of subdivision or condominium description.

Separate Letter of Authorization attached

Owner's Signature: _____

Date: _____

Are there any mortgagees, holders of charges or other encumbrances affecting the subject land?

Yes No Don't know

If yes please indicate their names and addresses:

2. Details of the Subject Lands

Location and Description:

Municipal Address _____

Lot/Part # _____

Plan/Concession # _____

Assessment Roll # & PIN # _____

Site Characteristics:

Frontage (m) _____

Land Area (ha) _____

Buildable Area (m²) _____

Average Depth (m) _____

Average Width (m) _____

3. Interests and Encumbrances

Are there any existing easements, rights-of-way, restrictive covenants or Aboriginal land claims negotiations affecting the subject lands, or is it covered by a Provincial/Aboriginal co-management agreement?

If yes, please describe:

Are there any easements, rights-of-way or other rights over adjacent properties affecting the subject lands? If yes, please describe and illustrate on the submitted plan:

Does the Owner have an interest in nearby or adjoining lands? If yes, please indicate the location and area of adjoining or nearby land in which the Owner has an interest:

4. Current Planning Status

Existing Land Use Designation – County of Essex Official Plan _____

Existing Land Use Designation – Town of Lakeshore Official Plan _____

Existing Zoning _____

5. Current and Previous Use of Subject Lands

Current Use of the Subject Lands

Previous and Historic Use of the Subject Lands, if different than the above

6. Other Planning Applications or Approvals Required

Indicate whether the subject land, or land within 120 metres of the subject land, is or has ever been, the subject of the following planning applications:

Application Type	Not Applicable	Submitted	Not Submitted	File No.	Status
County Official Plan Amendment					
Official Plan Amendment					
Zoning By-law Amendment					
Site Plan					
Land Division (Severance)					
Minor Variance or Other (Specify)					

7. Consistency with Provincial Policies and Plans

Please provide the information outlined below:

Provincial Policies, Plans and Interests	Applies	Does not Apply	Explain
Indicate whether the requested amendment is consistent with the Provincial Policy Statements issued under subsection 3(1) of the Planning Act.			
Is the subject land within an area of land designated under any provincial plan or plans?			
If the answer to the above question is "yes", does it conform to, or does it not conflict with the provincial plan or plans?			

Is a separate document(s) providing the above information attached?

Yes

No

If yes, please indicate the date of the report(s) and the author(s):

8. Site Contamination

A Phase 1 Environmental Site Assessment or a Completed Site Screening Questionnaire (attached) is required for all applications. Please indicate the date of the report and the author in the space provided. A Phase 2 or Phase 3 Environmental Site Assessment may be required depending on site conditions.

Author _____

Date _____

9. Minimum Distance Separation Requirement

Is there a livestock barn or manure storage facility located within 500 metres (1,640 ft.) of the boundary of the subject land? If yes, please complete the attached "Minimum Distance Separation Data Sheet".

Yes

No

10. Above Ground Fuel Tanks

Were there or are there any above ground fuel tanks on the subject property?

Yes No

11. Proposed Land Uses

Proposed Land Use	Proposed No. of Dwelling Units	Proposed No. of Lots and/or Blocks on Draft Plan	Land Area (hectares)	Net Density (Dwelling Units per hectare)	Total Parking Spaces	Description of Proposed Use
Single Detached Residential						n/a
Semi-detached Residential						n/a
Multiple Attached Residential						n/a
Apartment Residential						n/a
Seasonal Residential						n/a
Mobile Home						n/a
Other Residential (Specify)						
Commercial	Nil			Nil		
Industrial	Nil			Nil		
Parks	Nil			Nil	n/a	
Open space/ Environmental Protection/ Hazard	Nil			Nil	n/a	
Institutional (Specify)	Nil					

				Nil		
Roads	Nil			Nil	n/a	n/a
Other (Specify)	Nil			Nil		
Total						

12. Servicing and Infrastructure

Please provide the following information:

Are the water, sewage, storm water and/or road works associated with the subject application subject to the provisions of the Environmental Assessment Act?

Yes No

If yes, please explain, and attach a statement prepared by a qualified engineer explaining the nature of the works and class(es) of Environmental Assessment required.

Is the development proposed to be serviced by a municipal owned and operated piped sewage system? Yes No

Is the development proposed to be serviced by a privately owned and operated individual septic systems?* Yes No

Is the development proposed to be serviced by a privately owned and operated individual or communal septic system?* Yes No

Is the development proposed to be serviced by a municipal piped water system?
 Yes No

Is the development proposed to be serviced by a privately owned and operated individual or communal well, a lake or other water body?* Yes No

Is the development proposed to be serviced by other sources of potable water?*

Yes No

*All developments proposed on individual, on-site servicing systems or tanks will require a Geotechnical Report and a Hydrogeological Report.

13. Servicing Options

A proposed development of more than five (5) lots or units on privately owned and operated individual or communal wells? Yes No

A proposed development of five (5) or more lots or units on privately owned and operated individual or communal septic systems? Yes No

A proposed development of fewer than five (5) 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

Yes No

A proposed development of fewer than five (5) lots or units on privately owned and operated individual or communal septic systems, and 4500 litres or less would be produced per day as a result of the development being completed? Yes No

If the answer to any of the first three questions is yes, please provide:

- A Servicing Options Report
- A Hydrogeological Report

If the answer to the last question is yes, please provide:

- A Hydrogeological Report

14. Storm Drainage

Please indicate the method of storm drainage:

- Storm Sewers Drainage Swales
 Ditches Other Means (specify) _____

15. Archaeological Potential

Please answer the following regarding archaeological potential:

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

If the plan permits development on land that contains known archaeological resources or areas of archaeological potential, please provide:

An archaeological assessment prepared by a person 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

16. Access

Please specify the nature of the access to the subject lands

- Provincial Highway
- County Road
- Municipal Road
- Water
- Other Public Road or Right-of-way (specify) _____

If by water, please specify the parking and docking facilities to be used and the approximate distance from the subject land and the nearest public road:

17. Supporting Documentation

(For Further Information Please Refer to the Town of Lakeshore Official Plan)

	Required	Not Required
Deed and/or Offer of Purchase		
Topographic Plan of Survey		
Site Plan (Conceptual)		
Floor Plan and/or Elevations		
Approved Class Environmental Assessment		
Geotechnical Study		
Tree Study		
Draft Plan of Subdivision		
Condominium Description		
Other materials relevant to the development		
Retail Market Impact Study - Section 4.4.3.1		
Urban Design Study - Section 4.2.1		
Archaeological Assessment - Section 4.2.3.4		

	Required	Not Required
Hydro- geological Study- Section 5.1		
Groundwater Impact Assessment- Section 5.1.1		
Environmental Impact Assessment (EIA) - Section 5.2.6		
Record of Site Condition (RSC) - Section 5.4.2.1.1		
Site Screening Questionnaire- Section 5.4.2.1.1		
Phase 1 Environmental Site Assessment (ESA) - Section 5.4.2.1.1		
Noise and/or Vibration Study- Section 5.4.2.3		
Transportation Impact Study- Section 7.2.2		
Functional Servicing Report- Sections 7.3.1.1 or 7.3.1.2		
Stormwater Management Plan- Sections 7.3.3 and 5.		
Planning Rationale Report - Section 8.2.1 a) and 8.3.1.3 j)		
Master Environmental Servicing Plan (MESP) - Section 8.3.1.3		
Agricultural Impact Assessment		
Built Heritage Impact Study		
Light Study		
Parking Study		

18. Other Information

Although not required by this application submission, if there is additional information or documentation submitted, please list by Title, Author and Date:

Dated at _____ this
_____ day of
_____, 20_____.

(Signature of Owner or Authorized Applicant)

Consent of the Owner/Authorized Applicant to the Use and Disclosure of Information and Supporting Documentation

I, _____, am the Authorized Applicant for the owner of the land (if owner is applying directly strike out reference to the “authorized applicant”) that is the subject of this planning application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application. I acknowledge being advised that should I have any questions about this collection of information or its release I may contact the Clerk of the Town of Lakeshore, 419 Notre Dame Street, Belle River, ON N0R 1A0, (519) 728-2700

Date

Signature of Owner/Authorized Applicant

Owner’s/Authorized Applicant’s Acknowledgements

All vegetation on the lands that are subject of this application must be maintained during the processing of this application.

No re-grading is permitted on site during the processing of the application.

Applicants are advised that there may be additional approvals (i.e. building permit etc.) and additional fees and charges associated with any development approved in conjunction with this application.

Applicants may be required to provide additional information that will assist the Town of Lakeshore in assessing the application.

The applicant and owner agree to cooperate with the Town of Lakeshore and all of its staff in allowing Town staff to inspect the property.

The applicant agrees that the municipality reserves the right to request additional deposits/ monies for expenses (i.e. engineering fees etc.) incurred by the municipality in reviewing your application.

I, _____ of _____ in the County/District/Regional Municipality of _____ solemnly declare that all the statements contained in this application are true, and I 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. I also agree to allow the Town of Lakeshore its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys and tests that maybe necessary to this application. I fully understand and agree to comply with all of the Owner's/Authorized Applicant's Acknowledgements set out above.

Declared before me at

_____ in the _____ of _____ this _____ day of _____, 20_____.

Owner/Authorized Applicant

A Commissioner, etc.

Authorization

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

I, _____ am the owner of the land that is subject of this application for approval and I authorize _____ (the "Authorized Applicant") to make this application on my behalf. I acknowledge and agree that I am bound by all acknowledgements, declarations, agreements and statements made on my behalf in this application by my Authorized Applicant including those made in reference to Municipal Freedom of Information and Protection of Privacy Act authorizing the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application.

Date: _____

Signature of Owner: _____