



Municipality of Lakeshore 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 the Municipality 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 Municipality'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 Municipality of Lakeshore, Planning Department at 419 Notre Dame Street, Belle River, ON N0R 1A0. Online submissions can be made to planning@lakeshore.ca

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.
- [Planning Application Fees](#) in accordance with the Municipality 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.

<p>Matters relating to this application should be sent to (select one that applies):</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Applicant or primary consultant <input type="checkbox"/> Agent</p>	<p>The applicant is:</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Lessee of land or tenant <input type="checkbox"/> Prospective Owner</p>
<p>If the applicant is not the owner, the owner must consent to the proposed draft plan of subdivision or condominium description.</p> <p><input type="checkbox"/> Separate letter of authorization attached.</p>	<p>Owner's Signature:</p> <hr/> <p>Date:</p>

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

Legal Description				
Municipal Address		Lot/Part #	Plan/Concession #	Assessment Roll # & PIN #
Site Characteristics				
Frontage (m)	Land Area (h)	Building Area (m2)	Average Depth (m)	Average width (m)
Date subject land was acquired by the owner:				

3. Interests and Encumbrances

Are there any existing easements, right-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:

Yes **No**

Are there any easement, 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 – Municipality of Lakeshore Official Plan	
Existing Zoning	
Proposed Zoning	
Reason proposed use cannot comply to current zoning	

5. Current and Previous Use of Subject Lands

Current use of Subject Lands	
Length of time existing uses of the subject land have continued.	
Previous and Historic use of the Subject Lands, if different than the above.	

For each building or structure on the subject lands please provide the following:

Existing Structures	Distance from...			Dimensions	Floor Area
	Front Lot Line	Rear Lot Line	Side Lot Line		
Structure 1				Length: Width: Height: Date of construction:	
Structure 2				Length: Width: Height:	

				Date of construction:	
Structure 3				Length: Width: Height: Date of construction:	

6. Other Planning Applications or Approvals Required

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

Application Type		Submitted?		File No.	Status
		Yes	No		
<input type="checkbox"/>	County Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Zoning By-Law Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Land Division (Severance)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Minor Variance or Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>		

If known, indicate whether the subject land is the subject of an application under the Planning Act for:

- Consent to sever
- Approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

7. Consistency with Provincial Policies and Plans

Please provide the information outlined below.

Provincial Policies, Plans and Interest	Applies?		Explain
	Yes	No	
Indicate whether the requested amendment is consistent with the Provincial Policy Statements issued under subsection 3(1) of the Planning Act.	<input type="checkbox"/>	<input type="checkbox"/>	
Is the subject land within and area of land designated under any provincial plan or plans?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the answer to the above question is "yes", does it conform to, or does it not conflict with the provincial plan or plans?	<input type="checkbox"/>	<input type="checkbox"/>	

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

Yes No

If yes, please indicate the date of the report and the author in the space provided.

Author(s) and Report Title (s) Date(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. Proposed Land Uses

<i>Proposed Land Use</i>	<i>Proposed No. of Dwelling Units</i>	<i>Proposed No. of Lots and/or Blocks on Draft Plan</i>	<i>Land Area (hectares)</i>	<i>Net Density (Dwelling Units per hectare)</i>	<i>Total Parking Spaces</i>	<i>Description of Proposed Use</i>
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						

11. Servicing and Infrastructure

Please provide the following information:

	Yes	No
Are the water, sewage, storm water and/or road works associated with the subject application subject to the provisions of the Environmental Assessment Act? 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.	<input type="checkbox"/>	<input type="checkbox"/>
Is the development proposed to be serviced by a municipal owned and operated piped sewage system?		
Is the development proposed to be serviced by a privately owned and operated individual septic system? *		
Is the development proposed to be serviced by a privately owned and operated individual or communal septic system? *		
Is the development proposed to be serviced by a privately owned and operated individual or communal well, a lake or other water body? *		
Is the development proposed to be serviced by other sources of potable water? *		

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

12. Servicing Options

	Yes	No
A proposed development of more than five (5) lots or units on privately owned and operated individual or communal wells?	<input type="checkbox"/>	<input type="checkbox"/>
A proposed development of more than five (5) lots or units on privately owned and operated individual or communal septic systems?	<input type="checkbox"/>	<input type="checkbox"/>
A proposed development of more than five (5) lots or units on privately owned and operated individual or communal septic systems, and more than 4500 liters of effluent would be produced per day as a result of the development being completed?	<input type="checkbox"/>	<input type="checkbox"/>
A proposed development of fewer than five (5) lots or units on privately owned and operated individual or communal septic systems, and 4500 liters of less would be produced per day as a result of the development being completed?	<input type="checkbox"/>	<input type="checkbox"/>

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

- A Servicing Options Report
- A Hydrogeological Report

13. Storm Drainage

Please indicate the proposed method of storm drainage:

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

14. 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.

15. Access

Please specify the nature of the access to the subject lands

Road		Water	
<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	If by water, please specify the parking and docking facilities to be used and approximate distance from the subject land and the nearest public road.
<input type="checkbox"/>	County Road		
<input type="checkbox"/>	Municipal Road		
<input type="checkbox"/>	Other Public Road or Right-of-way (specify) _____		

16. Supporting Documentation

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

	Required	Not Required
Deed and/or Offer of Purchase	<input type="checkbox"/>	<input type="checkbox"/>
Topographic Plan of Survey	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (Conceptual)	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan and/or Elevations	<input type="checkbox"/>	<input type="checkbox"/>
Approved Class Environmental Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Study	<input type="checkbox"/>	<input type="checkbox"/>
Tree Study	<input type="checkbox"/>	<input type="checkbox"/>

	Required	Not Required
Draft Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Condominium Description	<input type="checkbox"/>	<input type="checkbox"/>
Other materials relevant to the development	<input type="checkbox"/>	<input type="checkbox"/>
Retail Market Impact Study- Section 4.4.3.1	<input type="checkbox"/>	<input type="checkbox"/>
Urban Design Study- Section 4.2.1	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological Assessment- Section 4.2.3.4	<input type="checkbox"/>	<input type="checkbox"/>
Hydro- geological Study- Section 5.1	<input type="checkbox"/>	<input type="checkbox"/>
Groundwater Impact Assessment- Section 5.1.1	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact Assessment (EIA) - Section 5.2.6	<input type="checkbox"/>	<input type="checkbox"/>
Record of Site Condition (RSC) - Section 5.4.2.1.1	<input type="checkbox"/>	<input type="checkbox"/>
Site Screening Questionnaire- Section 5.4.2.1.1	<input type="checkbox"/>	<input type="checkbox"/>
Phase 1 Environmental Site Assessment (ESA) - Section 5.4.2.1.1	<input type="checkbox"/>	<input type="checkbox"/>
Noise and/or Vibration Study- Section 5.4.2.3	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Impact Study- Section 7.2.2	<input type="checkbox"/>	<input type="checkbox"/>
Functional Servicing Report- Sections 7.3.1.1 or 7.3.1.2	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater Management Plan- Sections 7.3.3 and 5.1	<input type="checkbox"/>	<input type="checkbox"/>
Planning Rationale Report - Section 8.2.1 a) and 8.3.1.3 j)	<input type="checkbox"/>	<input type="checkbox"/>
Master Environmental Servicing Plan (MESP) - Section 8.3.1.3	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Built Heritage Impact Study	<input type="checkbox"/>	<input type="checkbox"/>
Light Study	<input type="checkbox"/>	<input type="checkbox"/>
Parking Study	<input type="checkbox"/>	<input type="checkbox"/>

**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 Municipality 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 ACKNOWLEDGMENTS

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 Municipality of Lakeshore in assessing the application.

The applicant and owner agree to cooperate with the Municipality of Lakeshore and all of its staff in allowing Municipality 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 Municipality 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____.

A Commissioner, etc.

Owner/Authorized Applicant

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