

**Instructions:**

Prior to making an application a proponent is required to pre-consult with the County Planning and Development Department to determine the appropriateness of the request and review submission requirements. Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the County of Perth.

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application, must accompany the application (See Section 15.0).

In accordance with Section 51(18) of the Planning Act RSO 1990, additional information and studies may be required by the County to evaluate the proposed Plan. The requirements for additional information are identified in the Official Plan. The type and scope of studies that are required will be determined through the required pre-consultation process with the County Planning and Development Department. If the required additional information is not provided the application cannot be deemed to be complete and will not be processed.

In accordance with the Clean Water Act, 2006, a number of Source Protection Plans have been developed that apply within the various watersheds within Perth County. The policies of these Source Protection Plans may affect this Planning Act application. More information about the applicable Source Protection Plans is available at:

1. Maitland Valley Source Protection Plan [sourcewaterinfo.on.ca](http://sourcewaterinfo.on.ca)
2. Ausable Bayfield Source Protection Plan [sourcewaterinfo.on.ca](http://sourcewaterinfo.on.ca)
3. Thames-Sydenham and Region Source Protection Plan [sourceprotection.on.ca](http://sourceprotection.on.ca)
4. Grand River Source Protection Area [sourcewater.ca](http://sourcewater.ca)

**Application Checklist:**

- 1 copy of the completed application form;
- 15 copies of the draft plan (including one on 8½" x 11" reduction);
- Additional information/reports as identified during pre-consultation;
- A digital copy of the draft plan (AutoCAD .dxf and Acrobat .pdf formats);
- One copy of the Parcel Register (available through the Land Registry Office) for the subject property;
- Application fee payable to the County of Perth; and
- The required plan review fee payable to the applicable Conservation Authority.

**For Help:**

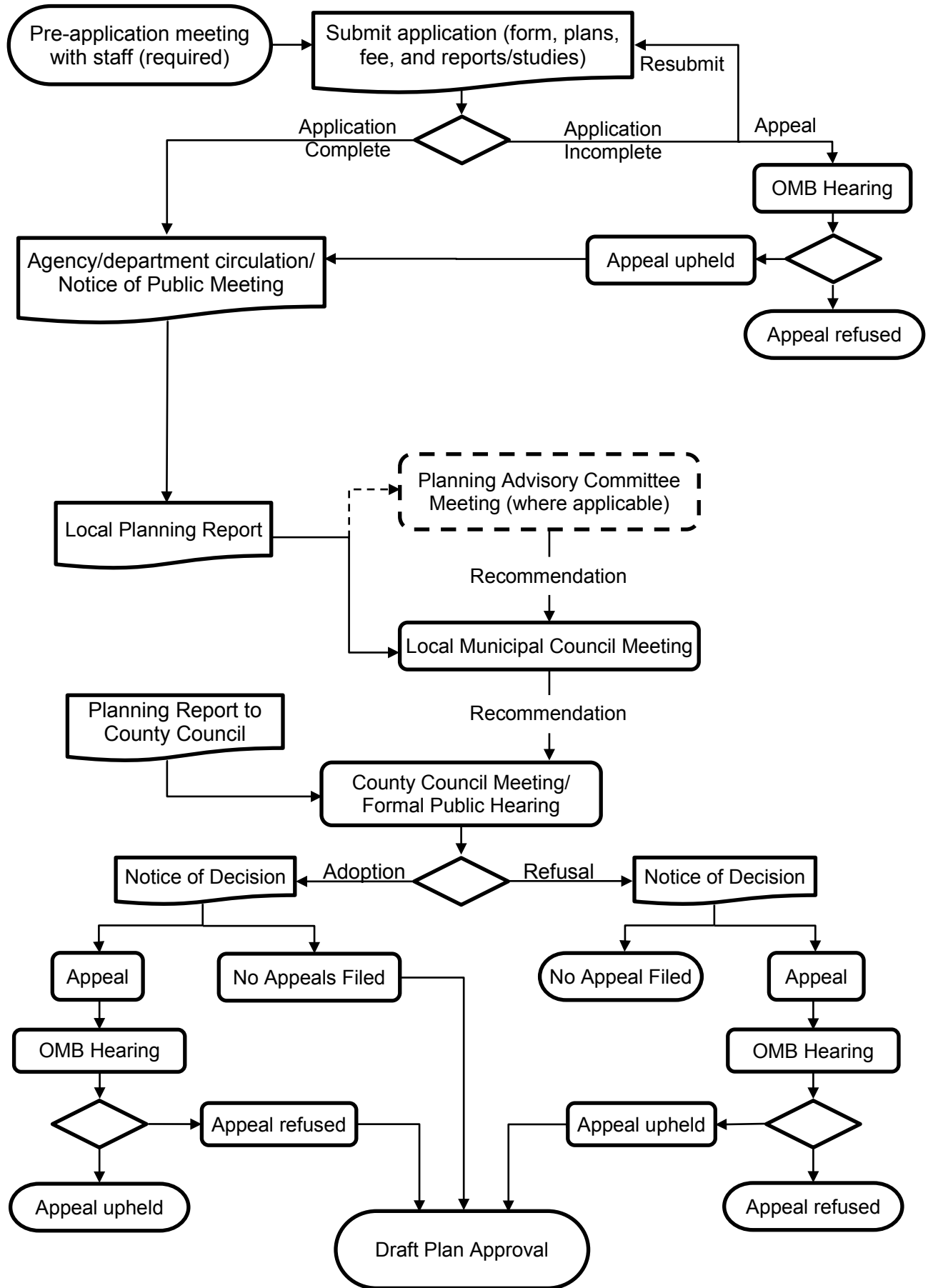
For help completing the application form, please contact the County of Perth Planning and Development Department at (519) 271-0531 (ext. 415) and ask for the Planner that handles your municipality.

Mapping information for your property is available at [maps.perthcounty.ca/Public](http://maps.perthcounty.ca/Public)

The County Official Plan can be found at [www.perthcounty.ca](http://www.perthcounty.ca)

Local Official Plans (Listowel, Milverton, Mitchell) are posted on local municipal websites

# County of Perth Subdivision/Condominium Process Flowchart



<b>1.0 Applicant Information</b>			
<b>Owner(s)</b>			
Name:			
Address:		Postal Code:	
Phone:		Email:	
<b>Applicant</b> (complete if applicant is not the owner)			
Name:			
Address:		Postal Code:	
Phone:		Email:	
<b>Agent</b> (if applicable)			
Name:			
Address:		Postal Code:	
Phone:		Email:	
<b>1.1 Which of the above is correspondence to be sent to?</b> (check one)			
Owner <input type="checkbox"/>		Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>
<b>2.0 Location and Size of the Subject Land</b>			
Local Municipality:		Ward:	
Concession:	Lot:	Reg. Plan:	Lot/Block:
Ref. Plan:	Part:	Street Address:	
Lot Frontage (m):		Lot Area (m <sup>2</sup> or ha):	
<b>2.1 Name and address of mortgages or charges:</b> (if applicable)			
<b>2.2 Description of any easements or covenants and their effects:</b> (if applicable)			
<b>2.3 Date the subject lands were acquired by the current owner:</b>			
<b>3.0 Current and Proposed Land Use</b>			
Current Use:		Proposed Use:	
<b>4.0 Status</b>			
County Official Plan Designation:			
Local Official Plan Designation (Listowel/Milverton/Mitchell):			
Current Zone:			

<b>5.0 Proposal Information</b>					
<b>5.1 This is an application for approval of:</b>					
A Plan of Subdivision <input type="checkbox"/>			A Condominium Description <input type="checkbox"/>		
<b>5.2 Complete the following table:</b>					
Proposed Land Use	Number of Dwelling Units (DU)	Number of Lots/Blocks	Area (ha)	Density (DU/ha)	Number of Parking Spaces
Single-Detached					
Semi-Detached					
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other Residential					
Commercial					
Industrial					
Park/Open Space					
Institutional (specify)					
Roads					
Other (specify)					
Other (specify)					
Totals					
<b>6.0 Additional Information for Condominium Applications</b>					
Has a site plan been approved for the subject property?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a site plan agreement been entered into?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a building permit for the proposal been issued?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has construction started?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If construction is completed, indicate the date of completion?					
Is this a conversion of rental residential units?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, indicate the number of units to be converted:					
<b>Note: If the building to be converted includes one or more rental residential units, this application must be submitted to the local municipality, not the County, as required by the Rental Housing Protection Act.</b>					
<b>7.0 Previous Industrial or Commercial Uses</b>					
7.1 Has there previously been an industrial or commercial use on the subject land or adjacent land?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>Yes</b> , please specify the uses and dates:					
7.2 Is there reason to believe the subject land may have been contaminated by former uses on or near the site?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
What information did you use to determine the answers to the above questions?					

If Yes to (7.1) or (7.2), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. This study must be prepared by a qualified consultant.

Is the previous use inventory attached? Yes  No

**8.0 Status of Other Applications under the Planning Act**

Is the subject land also the subject of an application for:

Consent	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Plan of Subdivision/Condominium	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Minor Variance	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Site Plan	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>
Zoning By-law Amendment	Yes <input type="checkbox"/> - File #:	No <input type="checkbox"/>

**9.0 Wellhead Protection Area (WHPA)**

Is any part of the subject lands within a WHPA? Yes  No

**10.0 Servicing**

10.1 Indicate the existing/proposed sewage disposal type.

	Existing	Proposed		Existing	Proposed
Public piped sewage system	<input type="checkbox"/>	<input type="checkbox"/>	Individual septic system(s)	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal system	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

10.2 Indicate the existing/proposed water supply type.

Public piped water system	<input type="checkbox"/>	<input type="checkbox"/>	Individual well(s)	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal well(s)	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

10.3 Indicate the existing/proposed storm drainage type.

Storm sewers	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Ditches or swales	<input type="checkbox"/>	<input type="checkbox"/>			

10.4 Indicate the existing/proposed road access type.

Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	Public road, seasonal maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Public road, full maintenance	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

10.5 Are the water, sewage or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act?

Yes  No

10.6 If Yes, should 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

**10.0 Justification**

Explain how the application is consistent with the Provincial Policy Statement (2014).

**11.0 Housing Affordability**

**11.1 For applications that include permanent housing, please complete the following table:**

Housing Type	Number of Dwelling Units (DU)	Unit Size (m <sup>2</sup> ) and/or Lot Frontage (m)	Estimated Selling Price/Rent
Single-Detached			
Link/Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Multi-Residential			

If there is any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal, please provide it.

**12.0 Other Information**

**13.0 Application Drawing(s)**

Please submit an accurate, scaled drawing of the proposal showing the following information, with all dimensions and scales in metric units.

Section 51(17) Planning Act, RSO 1990 requirements:

- a) the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- d) the purpose for which the proposed lots are to be used;
- e) the existing uses of all adjoining lands;

- f) the approximate dimensions and layout of the proposed lots;
- g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- h) the availability and nature of domestic water supplies;
- i) the nature and porosity of the soil;
- j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- k) the municipal services available or to be available to the land proposed to be subdivided; and
- l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Other requirements:

- i. Legend, North marker, Map scale;
- ii. Boundary of property to be subdivided;
- iii. Current and former municipality, lot and concession/registered plan number/street address;
- iv. Date plan prepared and dates of any revisions;
- v. Name of person or firm who prepared the plan;
- vi. Owner's name, signature and date of signature\*;
- vii. Ontario Land Surveyor's name, signature and date of signature.

\* All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others.

**14.0 Applicant Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true. Sworn (or declared) before me at the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**15.0 Authorization of Owner for Agent to Make the Application**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and I/we hereby authorize \_\_\_\_\_ to act as my/our agent in the application.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**16.0 Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the County of Perth regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the County of Perth for legal counsel and other associated costs to represent the County in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_ in the County/Region of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**17.0 Consent to Use and Disclose Personal Information**

With the filing of this application, I/we \_\_\_\_\_,  
the owner(s)/applicant/authorized agent authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application for the purposes of the Freedom of Information and Privacy Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date