



SUDBURY EAST PLANNING BOARD

PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION APPLICATION

The fee for a plan of subdivision or condominium description application to the Sudbury East Planning Board
for lands within the Sudbury East Planning Area,
shall be determined as follows:

\$1500.00

for the application fee

plus

\$750.00

per lot created

or

\$750.00

per unit created

payable at the time a **complete application** is submitted.

If the application fee is being paid by cheque or money order,

such cheque or money order shall be made payable to:

39 Lafontaine Street Unit 4 P.O. Box 250 Warren, Ontario POH 2N0
Telephone: (705) 967-2174 Fax: (705) 967-2177 Watts: 1-877-540-7372
www.sepb.org

"Sudbury East Planning Board"

**APPLICATION FOR A PLAN OF SUBDIVISION OR
CONDOMINIUM DESCRIPTION
TO THE SUDBURY EAST PLANNING BOARD**

Submission of an application must be complete and shall consist of the following:

1. The applicable application fee in cash or cheque/money order payable to the "Sudbury East Planning Board".
2. Two (2) original application forms. **All questions on the application form must be answered and the planning services agreement must be signed. Incomplete applications shall be returned to the applicant.**
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. Two (2) copies of the draft plan reduced to 8 ½ " x 11".
5. Ten (10) **folded** copies of the draft plan (maximum size 36" x 48") drawn to scale. The draft plans must indicate the following:
 - (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 (1) centimetre to one hundred (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.
6. Five (5) copies of the preliminary stormwater management and construction mitigation plan.
7. The Sudbury East Planning Board requires that all properties that are subject to an application be properly identified in accordance with the following:
 - (a) **all buildings shall have the street number, where applicable, clearly displayed and the street number shall be visible from the street** (the street number referred to herein shall be the same as in Section 7 of the Plan of Subdivision/Condominium Application Form); or

- (b) *all rural lots shall have the 911 street number, where applicable, clearly displayed and the 911 street number shall be visible from the street* (the 911 street number referred to herein shall be the same as in Section 7 of the Plan of Subdivision/Condominium Application Form).
8. *Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.*
9. *If a complete application (all questions answered on the application, signatures on the planning services agreement, two (2) original application forms, two (2) copies of the reduced draft plan, ten (10) folded copies of the draft plan, five (5) copies of the preliminary stormwater management and construction mitigation plan, and the applicable application fee) is not provided, the application will be returned until it is complete.*

PRE-APPLICATION

Early consultation with the Sudbury East Planning Board and the local municipality, as well as other affected agencies or parties can assist in the preparation of this application and the early identification of any concerns or requirements which must be addressed. Applicants are advised to contact the Sudbury East Planning Board prior to the submission of this application.

APPLICATION

The attached form is to be used by anyone wishing to make application for the approval of a draft plan of subdivision or condominium description. The sections of the form which are shown in **bold type** indicate information which is prescribed by Ontario Regulation 544/06 and must be completed. The application form also identifies other information that will assist the Sudbury East Planning Board and other interested agencies or parties in their planning evaluation of the development proposal. To ensure that the application can be properly reviewed in a timely fashion, as much information as is feasible should be submitted with the application.

TECHNICAL REPORTS

Additional information may be required to support this application. Some information or studies can be commissioned by the Sudbury East Planning Board on your behalf and at your cost; this is called a '**municipally directed review**'. Alternatively, where you prefer to commission your own study, it may require confirmation by another consultant retained by the Sudbury East Planning Board at your cost; this is often called '**peer review**'. Early consultation with the Sudbury East Planning Board can assist you in determining what technical information may be required and which review option would best suit your situation.

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE
SUDBURY EAST PLANNING BOARD**



**PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION
APPLICATION FORM**

FOR OFFICE USE ONLY:

DATE STAMP - RECEIVED

Application No. _____
 Application Fee: _____
 Received by: _____
 Assigned to: _____
 Assessment Roll No. _____
 Official Plan Designation: _____
 Zoning Classification: _____

*All questions in bold type must be answered.
 Incomplete applications shall be returned to the applicant (please type or print in ink).*

Application for approval of a Plan of Subdivision _____

Application for approval of a Condominium Description _____

1. Registered Owner(s): _____

2. Address: _____

3. Tel Nos. _____ **E-mail:** _____

4. Agent: (if applicable) _____

5. Address: _____

6. Tel Nos. _____ **E-mail:** _____

7. Ontario Land Surveyor: _____

8. Address: _____

9. Tel Nos. _____ **E-mail:** _____

10. Indicate the contact for this application: (one only please) Owner _____ Agent _____ Surveyor _____

11. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)

12. Are there any easements or restrictive covenants affecting the subject lands and a description of each easement or covenant and its effect:

13. Does the owner have an interest in adjoining or nearby lands: Yes _____ No _____

14. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance	_____	_____	_____
Zoning Amendment	_____	_____	_____
Official Plan Amendment	_____	_____	_____
Deeming By-law	_____	_____	_____
Site Plan Agreement	_____	_____	_____
Shore Road/Road Closing	_____	_____	_____
Plan of Subdivision/Condominium	_____	_____	_____
Severance/Consent	_____	_____	_____
Building Permit	_____	_____	_____

15. What is the current designation of the subject lands in the applicable official plan, and an explanation of how the draft conforms with the official plans.

16. Are the water, sewage, or road works associated with the proposal subject to the provisions of the Environmental Assessment Act:

Yes _____ No _____

17. If Yes to Question 16, do you want the notice of public meeting for this application to be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act:

Yes _____ No _____

18. Existing use(s) of the subject lands: _____

19. Has there been an industrial or commercial use on the subject lands or adjoining lands: (if yes, please describe such use(s))

Yes _____ No _____

20. Has a gas station ever been located on the subject lands or adjacent lands:

Yes _____ No _____

21. Has there ever been petroleum or other fuel stored on the subject lands or adjacent lands:

Yes _____ No _____

22. Is there reason to believe that the subject lands may have been contaminated by former uses on the site or adjacent lands, or by the addition of earth or material:

Yes _____ No _____

23. What information was used to determine the answers to Questions 20, 21, and 22:

24. If the answer is Yes to Questions 19, 20, 21, or 22, a previous use inventory showing all former uses of the subject lands or, if appropriate, of the adjacent lands, is needed. Is the previous site inventory attached:

Yes _____ No _____

25. Please indicate the proposed land use of the subject lands:

<i>Proposed Land Use</i>	<i>Number of Units or Dwellings</i>	<i>Number of Lots and/or Blocks on the Draft Plan</i>	<i>Area (ha)</i>	<i>Density (Units or Dwellings/ha)</i>	<i>Number of Parking Spaces</i>
Residential					
Detached	_____	_____	_____	_____	_____
Semi-detached	_____	_____	_____	_____	_____
Multiple attached	_____	_____	_____	_____	_____
Apartment	_____	_____	_____	_____	_____
Seasonal	_____	_____	_____	_____	_____
Mobile Home	_____	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____	_____
Commercial	_____	_____	_____	_____	_____
Industrial	_____	_____	_____	_____	_____
Institutional (specify)	_____	_____	_____	_____	_____
Open Space/Park	n/a	_____	_____	n/a	n/a
Roads	n/a	_____	_____	n/a	n/a
Other Use (specify)	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____

26. What is the lot area and the lot frontage of the smallest lot:

Area (ha) _____ Frontage (metres) _____

27. What is the average lot area and lot frontage:

Area (ha) _____ Frontage (metres) _____

28. Please indicate the proposed type of access to the subject lands:

	Yes	No	Name of Road
Provincial highway	_____	_____	_____

Municipal road (year-round maintained)	_____	_____	_____
Municipal road (seasonally maintained)	_____	_____	_____
Right-of-way over existing private road	_____	_____	_____
Right-of-way over new private road	_____	_____	_____
Water access only	_____	_____	

29. If access is by water only: (please indicate the parking and docking facilities to be used and the distance of these facilities from the subject lands and the nearest public road)

30. If the plan would permit development of more than five lots or units on privately owned and operated individual or commercial will, (a) servicing options report; and (b) a hydrogeological report.

31. Please indicate the proposed sewage disposal system and the proposed water supply system to be used on the subject lands:

	Yes	No
Public piped sewage system	_____	_____
Individual septic systems	_____	_____
Public or private communal septic system	_____	_____
Other (please specify) _____	_____	_____
Public piped water system	_____	_____
Individual wells	_____	_____
Public or private communal wells	_____	_____
Individual or communal surface water	_____	_____
Other (please specify) _____	_____	_____

32. Please indicate the method of storm water management and construction mitigation to be used on the subject lands:

	Yes	No
Storm sewers	_____	_____
Ditches or swales	_____	_____
Other	_____	_____

Please describe any other system proposed: _____

33. Has a site plan for the proposed condominium been approved and a site plan agreement entered into:

Yes _____ No _____ n/a _____

34. Has a building permit for the proposed condominium been issued:

Yes _____ No _____ n/a _____

35. Is the proposed condominium under construction or completed:

Yes _____ No _____ n/a _____

If completed, please specify the completion date: _____

36. Is the proposed condominium a conversion of a building containing residential rental units:

Yes _____ No _____ n/a _____

If Yes, please indicate the number of units to be converted: _____

37. Have you pre-consulted with the local municipality: Yes _____ No _____

38. Have you pre-consulted with any other agency: Yes _____ No _____

If Yes, please indicate the agencies contacted: _____

39. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

40. An explanation of how the plan consistent with policy statements issued under subsection 3(1) of The Planning Act:

41. Is the subject land within an area of land designated under any provincial plan or plans:

42. If YES to Section 41 above, an explanation of how it conforms to or does not conflict with the provincial plan or plans:

43. Please indicate whether the following feature or development circumstance is on the subject lands or is within 500 metres of the subject lands:

<i>Feature or Development Circumstance</i>	<i>Yes</i>	<i>No</i>	<i>If a feature, specify distance in metres</i>	<i>Potential Information Needs</i>
Non-farm development near designated urban areas or rural settlement area	_____	_____	_____	Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas.
Class 1 industry ¹	_____	_____	_____	Assess development for residential & other sensitive uses within 70 metres.
Class 2 industry ²	_____	_____	_____	Assess development for residential & other sensitive uses within 300 metres.
Class 3 industry ³	_____	_____	_____	Assess development for residential & other sensitive uses within 1000 metres.

Landfill site	_____	_____	_____	Address possible leachate, odour, vermin, & other impacts.
Sewage treatment plant	_____	_____	_____	Assess the need for a feasibility study for residential & other sensitive land uses.
Waste stabilization pond	_____	_____	_____	Assess the need for a feasibility study for residential & other sensitive land uses.
Active railway line	_____	_____	_____	Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones	_____	_____	_____	Evaluate impacts within 100 metres.
Operating mine site	_____	_____	_____	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres	_____	_____	_____	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	_____	_____	_____	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station	_____	_____	_____	Determine possible impacts within 200 metres.
High voltage electric transmission line	_____	_____	_____	Consult the appropriate electric power service.
Transportation & infrastructure corridors	_____	_____	_____	Will the corridor be protected?
Prime agricultural land	_____	_____	_____	Demonstrate need for use other than agricultural & indicate how impacts are to be mitigated.
Agricultural operations	_____	_____	_____	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas	_____	_____	_____	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations	_____	_____	_____	Will development hinder continuation of extraction?
Mineral & petroleum resource areas	_____	_____	_____	Will development hinder access to the resource or the establishment of new resource operations?
Existing pits & quarries	_____	_____	_____	Will development hinder continued operation or expansion?
Significant wetlands in the Canadian Shield	_____	_____	_____	Demonstrate no negative impacts.

Significant wetlands south & east of the Canadian Shield	_____	_____	_____	Development is not permitted.
Significant portions of habitat of endangered & threatened species	_____	_____	_____	Development is not permitted.
Significant: fish habitat, woodlands, south & east of the Canadian Shield, valley lands, areas of natural & scientific interest, wildlife habitat	_____	_____	_____	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters, and aquifers	_____	_____	_____	Demonstrate that groundwater recharge areas, headwaters, and aquifers will be protected.
Significant built heritage resources & cultural heritage landscapes	_____	_____	_____	Development should conserve significant built heritage resources & cultural heritage landscapes.
Significant archaeological resources	_____	_____	_____	Assess development proposed in areas of medium & high potential for significant archaeological resources. These sources are to be studied & preserved, or where appropriate, removed, catalogued, and analyzed prior to development.
Great Lakes-St. Lawrence River System & large inland lakes:				
- within defined portions of dynamic beach & 1:100 year flood level along connecting channels	_____	_____	_____	Development is not permitted.
- on lands subject to flooding & erosion	_____	_____	_____	Development may be permitted; demonstrate that hazards can be safely addressed.
Erosion hazards	_____	_____	_____	Determine feasibility within the 1:100 year erosion limits of ravines, river valleys, and streams.
Floodplains	_____	_____	_____	Where one-zone floodplain management is in effect, development is not permitted within the floodplain. Where two-zone floodplain management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.
Hazardous sites ⁴	_____	_____	_____	Demonstrate that hazards can be addressed.
Rehabilitated mine sites	_____	_____	_____	Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated sites	_____	_____	_____	Assess an inventory or previous uses in areas of possible soil contamination.

¹ Class 1 industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

- ² Class 2 industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations, and daytime truck traffic.
- ³ Class 3 industry - indicate if within 1000 metres – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
- ⁴ Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

44. Additional information or reports may be required for the proposal depending on the proposed sewage disposal system, the proposed water supply system, and the proposed storm drainage system. Please see the information below to determine such needs:

Public piped sewage system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or rezoning.
Individual septic systems	Individual septic systems for the development of more than 5 lots/units: servicing options statement ¹ and hydrogeological report ² . Individual septic systems for the development of less than 5 lots/units and generating more than 4500 litres/day effluent: servicing options statement ¹ and hydrogeological report ² . Individual septic systems for the development of less than 5 lots/units and generating less than 4500 litres/day effluent: hydrogeological report ² .
Public or private communal septic system	Communal systems for the development of more than 5 lots/units; servicing options statement ¹ , hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ . Communal systems for the development of less than 5 lots/units and generating more than 4500 litres/day effluent: servicing options statement ¹ and hydrogeological report ² . Communal systems for the development of less than 5 lots/units and generating less than 4500 litres/day effluent: hydrogeological report ² .
Other	To be described by applicant.
Public piped water system	Municipality should confirm that capacity will be available to service development at the time of lot creation or rezoning.
Individual wells	Individual wells for the development of more than 5 lots/units: servicing options statement ¹ and hydrogeological report ² . Individual wells for non-residential development where water will be used for human consumption: hydrogeological report ² .
Public or private communal wells	Communal well systems for the development of more than 5 lots/units: servicing options statement ¹ , hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ . Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report ² .
Individual or communal surface water	Individual- service options report. Communal - approval of a "water taking permit" under the Ontario Water Resources Act is necessary for this type of servicing.
Other	To be described by applicant.
Storm sewers, ditches or swales, or other	A preliminary stormwater management report is recommended and should be prepared concurrent with any hydrogeological reports for submission with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.

¹ Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the proposal.

² Before undertaking a hydrogeological report, consult the Planning Board about the type of hydrogeological assessment that is expected given the nature and location of the proposal.

³ Where communal services are proposed (water and/or sewage), these services must be owned by the municipality.

⁴ A certificate of approval from the local Health Unit or MOEE submitted with this application will facilitate the review.

AUTHORIZED AGENT

I/We _____ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date

Signature of Registered Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We _____ of the _____
of _____ in the _____
of _____

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We 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.

Declared before me at the _____ in the _____
of _____ this _____ day of _____ 200_____

A Commissioner of Oaths, etc.

Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 51 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used solely for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, P0H 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13 and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

PERMISSION TO ENTER

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board, or the members of the Council for the Municipality and members of the staff for the Municipality (Council and staff members for the Municipality in which the subject lands are situated), whichever is applicable, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

