



## APPLICATION FOR PLAN OF SUBDIVISION/CONDOMINIUM

Please review the following application guidelines

**PRE-CONSULTATION:** The County of Wellington strongly encourages applicants to pre-consult with County planning staff prior to submitting an application for Plan of Subdivision or Condominium. Please contact the Planning and Development Department to discuss your proposal and, if necessary, set up a pre-consultation meeting. Staff can review your proposal and discuss initial planning and technical studies that may be required.

**APPLICATION FEE:** The fee for processing an application is payable to the Treasurer of the County of Wellington in cash or by cheque. NSF payments will result in the application being considered as incomplete and there will be an additional charge for the issuance of the NSF payment. For information on the current Application Fee, please contact the County of Wellington Planning and Development Department.

**CONSERVATION REVIEW FEE:** A conservation review fee is payment for obtaining a report/review from the appropriate Conservation Authority on an application which is in the Conservation Authority's area of review. This fee must be sent in with your application and is payable to the appropriate Conservation Authority. For details regarding the conservation review fee, please contact the appropriate Conservation Authority for the subject property.

**PEER REVIEW (if required):** The applicant is responsible for the full costs of undertaking peer review for any studies or drawings submitted in support of the application. These costs shall include a 10% administration fee.

**AUTHORIZATION:** If the applicant (planner, solicitor, or other) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section 14).

**REQUIRED INFORMATION:** A "Complete Application" includes both prescribed and required information. "Prescribed information" is set out by the Planning Act and under Ontario Regulation 544/06, as amended. "Required information" is information or studies listed within this application form or determined through a pre-consultation process, that the County requires for efficient processing or is necessary to provide the proper evaluation of the application. The County may refuse to accept or further consider an application if this information is not provided.

Please note that in some cases, additional studies/reports may be required after an application is submitted and deemed complete) to address unforeseen or new matters that require attention.

**SOURCE WATER PROTECTION REVIEW:** As required by the Clean Water Act, sources of municipal water supply are to be protected from potential contamination. Source protection plans have been prepared and approved by the Province to address this matter. If it is determined that if your property is subject to a Source Protection Plan in effect, you will need to complete a [Source Water Protection Screening Form](#) and submit it with your planning application. Your application cannot be deemed complete until a written statement is issued by Risk Management Official under the Clean Water Act.

**Source Water Protection Contact:**

Kyle Davis, Risk Management Official, 7444 Wellington Road 21, Elora, Ontario N0B 1S0  
Phone: 519.846.9691 x362, email: [kdavis@centrewellington.ca](mailto:kdavis@centrewellington.ca)

**DRAFT PLAN:** The information requirements for a draft plan of subdivision are set out in Section 51(17) of the Planning Act, R.S.O. 1990, as amended. The prescribed information as well as other material required by the County are itemized on the following page.

## **MATERIAL TO BE SUBMITTED:**

- 1) Application fee and conservation review fee;
- 2) Completed public consultation strategy form;
- 3) 1 original of the completed application and signed form (including declarations), plus 20 copies of the completed and signed application;
- 4) A complete list of the landowners and mailing addresses (including postal codes) of all properties within 120m of the subject lands. List to be prepared, dated, and signed by staff of the local municipality as the most current information;
- 5) 20 copies of the draft plan with key maps, folded to 8-1/2 x 14" size; (see below for draft plan information requirements). One plan must have original signatures and seals of surveyor and owner (if applicable);
- 6) A computer disk (Autocad compatible) of the draft plan – see requirements below;
- 7) Electronic (PDF) version, 3 hard copies & 8 computer disks of reports/studies that accompany this application;
- 8) 1 copy of registered deed of title of current owner for the subject land.

**APPROVAL PROCESS:** Upon receipt of an application, the required fees (application and conservation review fee), and other information as may be required, the County will determine whether the application is complete for processing (i.e. the circulation of notice and the holding of at least one public meeting). The public meeting will normally be held by the local municipality and may be held at the same time as the public meeting for a related zoning amendment (if applicable). The County shall receive any written submissions, confer with any persons or public bodies as necessary, including peer review, and give consideration to the application. The County then may give draft approval to the application, impose conditions of approval, and require agreements to be entered into, or the County may refuse to give approval to the plan of subdivision or condominium.

## **INFORMATION REQUIRED ON DRAFT PLAN**

### **SUBSECTION 51(17) REQUIREMENTS:**

The applicant shall provide the County with a draft plan drawn to scale and showing:

- the boundaries of the proposed subdivision certified by an Ontario Land Surveyor;
- locations, widths and names of proposed highways within the proposed subdivision and of existing highways on which the subdivision abuts;
- on a small key map on the draft plan of subdivision:
  - all adjacent land owned by the applicant or in which applicant has an interest;
  - all subdivisions adjacent to the proposed subdivision;
  - boundaries, or proposed subdivisions, township lots or original grants, that include any part of the proposal;
- purpose for which the proposed lots are to be used, including maximum number of units by type, for each lot and block;
- existing uses of all adjoining lands;
- dimensions and layout of the proposed lots and blocks, including any walkways, school sites and park blocks;
- natural and artificial features within or adjacent to the property:
  - existing buildings and structures to be retained or demolished;
  - active or inactive railways, rail rights-of-way;
  - highways and other roads – existing/proposed, public/private, open/closed location, width and names;
  - watercourses (lakes, streams, ponds, wetlands, etc);
  - flood plains/flood elevations
  - woodlands;
  - significant plant and wildlife habitat (including ESA's & ANSI's);
  - drainage courses, retention ponds (natural or man-made);
  - archaeological or historic features;
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as required to determine grade of highways and drainage of the land proposed to be subdivided;
- municipal services available or to be available to the land proposed to be subdivided;

- waterlines and sewer;
- main hydro lines;
- the nature and extent of any restrictions affecting the land to proposed to be subdivided, including restrictive covenants or easements.

**OTHER REQUIRED INFORMATION:**

- legend
- map scale
- boundary of property to be subdivided
- north marker
- lot and concession/registered plan number/street address
- date plan prepared and dates of any revisions
- name or person or firm who prepared the plan
- owner's name, signature and date of signature\*
- Ontario land surveyor's name, signature, and date of signature

**Digital Mapping Information** – Submit a computer disk compatible with County's digital mapping (i.e. minimum of Autocad 2014) containing the digital plotting of the draft plan, including the textual description of file format, map standards used, scale, and general location information such as lot, concession and municipality.

\* 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. If any registered owner fails to sign or provide authorization, the application is incomplete and will be returned.

**NOTIFICATION SIGNS:**

It is the procedure of the County of Wellington to require a Notice of Proposed Draft Subdivision/Condominium sign. You will be provided with the required wording at the time of the Acknowledgement letter being sent. Once the sign has been posted, you will be required to provide a photo which confirms the placement of the sign on the property.

**FOR FURTHER INFORMATION CONTACT:**

This application form must be completed and accompanied with the required fee, supporting studies and other material, prior to consideration by the County. Should you require clarification on any matter covered by this application form, please contact:

County of Wellington  
Planning and Development Department  
74 Woolwich Street  
Guelph, Ontario, N1H 3T9  
Telephone: 519-837-2600, ext. 2160  
Fax: 519-823-1694  
[www.wellington.ca](http://www.wellington.ca)

**COUNTY OF WELLINGTON**

**SUBDIVISION/CONDOMINIUM APPLICATION FORM**

<b>OFFICE USE ONLY</b>	File Name:
File Number:	Local File Number:
Date Received:	Amount Paid:
Date Deemed Complete:	Date Fee Received:
Processed by:	Signature:

**1. TYPE OF APPLICATION:**

[ ] Plan of Subdivision

[ ] Plan of Condominium

**Condominium Type:** Standard [ ] Vacant Land [ ] Common Elements [ ]

Other [ ] \_\_\_\_\_

**2. APPLICANT INFORMATION:**

All communications will be directed to the Prime Contact only. Please indicate who this is to be:

**Prime Contact:** \_\_\_\_\_

a) Registered Owner's Name (s): \_\_\_\_\_

Address \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Are the subsurface rights and the surface rights held by the same owner? YES [ ] NO [ ]

If NO, who owns the subsurface rights \_\_\_\_\_

b) Applicant (Agent) Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

c) Solicitor Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

d) Planner Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

e) Surveyor Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

f) Engineer Name (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

**3. PROVIDE A DESCRIPTION OF THE SUBJECT PROPERTY:**

a) Local Municipality \_\_\_\_\_

b) Lot(s)/Block(s) \_\_\_\_\_ Concession(s) \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_

c) Civic Address: \_\_\_\_\_

d) Are there any easements or restrictive covenants affecting the subject lands? YES [ ] NO [ ]

If YES, submit copies of such documents and provide a brief description below of its effect:

\_\_\_\_\_  
\_\_\_\_\_

**4. PROPOSED LAND USE: Please fill out the table below:**

PROPOSED USES	No. of Units	Number of Lots/Blocks (As labeled on plan)		Area in Hectares	No. of Parking Spaces
		Lots	Blocks		
<b>4.1 RESIDENTIAL</b>					
Detached Dwellings					
Semi-detached Dwellings					
Row/Townhouse (Multiple Attached)					
Apartments Residential - less than 2 bedrooms - 2 bedrooms or more					
Seasonal Residential					
Mobile Home					
Other (Specify under 4.4)					

PROPOSED USES	No. of Units	Number of Lots/Blocks (As labeled on plan)		Area in Hectares	No. of Parking Spaces
		Lots	Blocks		
<b>4.2 NON-RESIDENTIAL</b>					
Neighbourhood Commercial					
Other Commercial					
Industrial					
Local and Community Park					
Open Space and Hazard Lands					
Institutional (Specify under 4.4)					
Road Allowances					
Other (Specify under 4.4)					
<b>4.3 TOTAL</b>					

4.4 Describe proposed use if listed as "other" above (Residential, Institutional, or Non-Residential):

4.5 If land is within a GREENFIELD area as determined by Official Plan, provide density calculation as required by Section 4.4.4 of the Wellington County Official Plan pursuant to Provincial Growth Plan.

\_\_\_\_\_units per hectare (\_\_\_\_units/acre)

## 5. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY:

### 5.1 NEW BUILDING:

- a) Has the local municipality approved a site plan? YES [ ] NO [ ]
- b) Has a site plan agreement been entered into? YES [ ] NO [ ]
- c) Has a building permit been issued? YES [ ] NO [ ]
- d) Is the proposed development under construction? YES [ ] NO [ ]
- e) If construction is completed, indicate date of completion \_\_\_\_\_

### 5.2 EXISTING BUILDING:

- a) Is this a conversion of an existing building containing rental residential units? YES [ ] NO [ ]

If YES, indicate the date of construction \_\_\_\_\_

If YES, indicate the number of units to be converted \_\_\_\_\_ units

- b) Provide written explanation how the proposed condominium conversion addresses the requirements of the Residential Tenancies Act, 2006?

**6. SERVICING INFORMATION:**

	YES	NO	Indicate Studies/Reports	Attached
<b>6.1 WATER SUPPLY AND SEWAGE</b>				
a) municipal sanitary sewers				
b) municipal piped water				
c) wells and/or septic(s) for a residential subdivision only, with five or fewer lots/units				
d) wells and/or septic(s) for a residential subdivision only, with six or more lots/units				
e) communal wells and/or communal sanitary services for a residential subdivision only				
f) other means				
g) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells or septic systems, and more than 4500 litres of effluent be produced per day as a result of the development being completed a <b>servicing options report</b> and a <b>hydrogeological report</b> are to be provided.				
h) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4,500 litres of effluent or less would be produced per day as a result of the development being completed a <b>hydrogeological report</b> is to be provided				
<b>6.2 STORM DRAINAGE</b>				
a) sewers				
b) ditches, swales				
c) other (specify)				

	YES	NO	Indicate Studies/Reports	Attached
<b>6.3 ROADS AND ACCESS</b>				
a) Provincial [ ] County [ ] Local [ ]				
b) Private Road				
c) Other				

If local access, is municipal road maintained all year or seasonally? \_\_\_\_\_

**6.4 SUBJECT TO PROVISIONS OF ENVIRONMENTAL ASSESSMENT ACT?**

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

YES [ ] NO [ ]

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 [ ]

**7. ARCHAEOLOGICAL RESOURCES OR AREAS OF ARCHAEOLOGICAL POTENTIAL:**

Would the plan permit development on land that contains known archaeological resources or areas of archaeological potential?

YES [ ] NO [ ]

If YES, has an archaeological assessment been provided as prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*?

YES [ ] NO [ ]

AND

Has a **conservation plan** for any archaeological resources identified in the assessment been provided?

YES [ ] NO [ ]

**8. HOUSING INFORMATION:**

**8.1 FOR EACH TYPE OF HOUSING, COMPLETE THE REST OF THE ROW.**

Housing Type	No. of Units	Unit Size (sq.m.) or Lot Width	Number of Bedrooms	Tenure *	Specialized Housing **
Detached Dwellings					
Semi-Detached Dwellings					
Multiple Attached					
Apartment Block(s)					
Other Types (Specify)					

**NOTES:** \* "Tenure" means ownership (freehold/condominium/cooperative), market rental, assisted rental, municipal Non-profit, other.

\*\* "Specialized Housing" means such groups as senior citizen housing, housing for the disabled, student housing, etc.

**9. LAND USES FOR THE SITE AND SURROUNDING AREA:**

9.1 Provide the location and area of land adjoining or adjacent to lands to be subdivided in which the owner has an interest?

\_\_\_\_\_

9.2 What is the current use of the Subject land?

\_\_\_\_\_



9.3 What were the previous uses of the Subject land, if known?

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9.4 Has there been an industrial or commercial use of the site or adjacent lands?  
YES [ ] NO [ ] UNKNOWN [ ]

If YES, indicate the last year \_\_\_\_\_ and type of use \_\_\_\_\_

9.5 Has fill been placed on the site? YES [ ] NO [ ] UNKNOWN [ ]

9.6 Is there reason to believe the site may have been contaminated by former uses, either on the site or on adjacent sites (i.e. gas station, petroleum, other fuel, landfill or other materials stored on site or on an adjacent site)?

YES [ ] NO [ ] UNKNOWN [ ]

If YES, then an environmental investigation including all former uses of the site and, if appropriate, the adjacent site, to the satisfaction of the County, is required. This study must be prepared by a qualified consultant and submitted with this application.

If NO, on what basis did you come to this determination?

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## 10. OTHER PLANNING RELATED APPLICATIONS:

10.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent (severance) application?

YES [ ] NO [ ]

If YES, indicate the application file number and the status of the application.

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10.2 a) Indicate the existing **County Official Plan** designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan.

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b) Indicate the existing **Local Official Plan** designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan.

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c) If the application doesn't conform, has application for a County/Local Official Plan Amendment been made?

YES [ ] NO [ ]

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

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10.3 a) What is the existing zoning of the subject lands? \_\_\_\_\_

b) Does the proposal conform to zoning? YES [ ] NO [ ]

c) If NO, has application for a Zoning By-law Amendment been made?

YES [ ] NO [ ]

If YES, indicate the application file number and its status below

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10.4 Is the subject land also the subject of an application for consent, site plan control or minor variance?

YES [ ] NO [ ] If YES, indicate the application(s) file number and status as applicable:

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## 11. PROVINCIAL POLICY

### 11.1 PROVINCIAL POLICY STATEMENT (PPS)

Describe how this proposal is consistent with policy statement issued under subsection 3(1) of the Planning Act, and provide information addressing PPS conformity. Indicate the report/study title, as well as page numbers for each PPS issue applicable to this application.

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As required by the Provincial Policy Statement (PPS), planning Authorities “shall be consistent with” the PPS in making decisions on all applications.

### 11.2 PROVINCIAL PLANS

In addition to Places to Grow (Provincial Growth Plan) is the subject land within an area of land designated under the Greenbelt plan? Provide explanation of how the application conforms or does not conflict with the provincial plan or plans.

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## 12. SOURCE WATER PROTECTION PLAN

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of an approved Source Protection Plan in effect?

YES [ ] NO [ ]

If yes, please complete the [Source Water Protection form](#) and submit with your application.

**13: OWNER'S AUTHORIZATION IF THE OWNER IS NOT THE APPLICANT:**

The Owner must complete the following to authorize applicant, agent or solicitor to act on their behalf.

**NOTE:** If more than one owner is listed in item #2 of this application, then all owners must sign this authorization section of the application form or by a letter of authorization duly signed.

If the Owner is a corporation, the authorization must be by an officer of the corporation who has authority to bind the corporation.

I, (we), \_\_\_\_\_ the Registered Owners of  
\_\_\_\_\_ Of the \_\_\_\_\_ in the  
County/Region of \_\_\_\_\_ severally and jointly, solemnly declare that

\_\_\_\_\_ Is authorized to prepare and submit an application for subdivision/condominium on my (our) behalf.

\_\_\_\_\_  
**Signature(s) of Registered Owner(s) or Corporation's Officer**

**14. DECLARATION:** *(This must be signed in the presence of a Commissioner)*  
**This must be completed by the Applicant for the proposed application**

I, (we) \_\_\_\_\_ of the  
\_\_\_\_\_ In the County/Region of  
\_\_\_\_\_ **Solemnly declare that all**

**the statements contained in this application for subdivision/condominium for** (property description)  
\_\_\_\_\_

**And all the supporting documents are true, and I, (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, and virtue of the CANADA EVIDENCE ACT.**

**DECLARED before me at the** \_\_\_\_\_

\_\_\_\_\_ Of \_\_\_\_\_ (Owner or Applicant)

\_\_\_\_\_ In the

County/Region of \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ (Owner or Applicant)

\_\_\_\_\_

Commissioner of Oaths

Printed Commissioner's, etc. Name

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION):**

In accordance with the provisions of the Planning Act Section 1.0.1, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I, \_\_\_\_\_, the applicant, hereby acknowledge the above and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, solicitors, and consultants will be part of the public record and will also be available to the general public.

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

\_\_\_\_\_  
Date

**THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:**

**Director of Planning and Development  
Planning and Development Department  
County of Wellington  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9**

Phone (519) 837-2600 Ext. 2160