



August 19, 2024

File No: 21364

Aldo Salis, MCIP, RPP  
Director of Planning and Development  
County of Wellington  
74 Woolwich Street  
Guelph, ON N1H 3T9

**Re: Applications for Official Plan Amendment and Draft Plan of Subdivision  
41 Park Street West  
Clifford, Ontario  
Town of Minto**

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On behalf of Clifford (Park St) Developments Inc., GSP Group Inc. is pleased to submit the enclosed applications for an Official Plan Amendment and Draft Plan of Subdivision for the property known municipally as 41 Park Street West in the village of Clifford in the Town of Minto (the "Site").

The purpose of the applications is to permit the development of a residential subdivision with up to 189 dwelling units, including single detached and street townhouses (the "Proposed Development"). An application for a Zoning By-law Amendment is also being subsequently made to the Town of Minto to permit the Proposed Development.

A pre-application consultation meeting with County and Town of Minto staff was held on August 9, 2023. Additional discussions occurred with staff in July 2024. The pre-application discussions identified required materials to make a complete application submission for the Proposed Development.

The following materials are included in support of these applications and **are available for download** at the following link: [41 Park Street West, OPA/DPS/ZBA Submission \(2024.08.19\)](#).

1. Signed Application Forms, including:
  - Official Plan Amendment Application Form (County of Wellington)
  - Draft Plan of Subdivision Application Form (County of Wellington)
  - Zoning By-law Amendment Application Form (Town of Minto)
2. Planning Justification Report, prepared by GSP Group Inc.
3. Draft Plan of Subdivision, prepared by GSP Group Inc.
4. Functional Servicing Report, prepared by Urbtech Engineering Inc.
5. Transportation Impact Study, prepared by C.F. Crozier & Associates Inc.

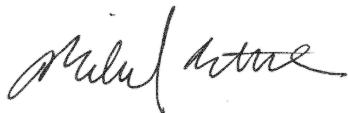
6. Stage 1-2 Archaeological Assessment, prepared by Amick Consultants Limited
7. A letter from the Ministry of Citizenship and Multiculturalism (MCM) confirming the Archaeological Assessment was entered into the Ontario Public Register of Archaeological Reports
8. Source Water Protection Screening Form (County of Wellington)
9. Public Consultation Strategy Form (County of Wellington)
10. Area Landowner 120m Mailing Address List, prepared by the Town of Minto
11. Parcel Registers (x2)
12. Appointment and Authorization Letter

A complete set of hardcopies of the above noted items as well as a cheque payable to the County of Wellington in the amount of \$49,500.00 to cover the application fees is being couriered to your office.

I trust the enclosed is sufficient for the County's review and acceptance. We look forward to receiving confirmation of when the submission will be deemed complete and when a public meeting is scheduled.

Please don't hesitate to contact me directly if you have any questions.

Yours truly,  
GSP Group Inc.



Michael Witmer, MCIP, RPP  
Senior Planner

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cc. Andrew Eldebs, Clifford (Park St) Developments Inc.  
Terry Kuipers, Town of Minto