



**File No. : D12/ \_\_\_\_\_**  
**Application for Plan of Subdivision or Condominium**  
 (under Section 51 of the Planning Act)

A Natural Attraction

For Office Use Only:

Date Received:	Date Complete:	File #'s: 12T(QW)-	Fee Paid - \$ Chq #: Receipt #:	Fee Paid - \$ Chq #: Receipt #:
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This application for approval under Section 51 of the Planning Act must be **fully completed** to the satisfaction of the City of Quinte West, before the formal processing of the application will begin. The personal information on this form is collected under the Planning Act, R.S.O. 1990, as amended. The information is used for the purpose of processing the application. If you have any questions about the collection of personal information, please contact the City Clerk, City of Quinte West, at 613-392-2841.

\*Identifies required information in accordance with the Planning Act, R.S.O. 1990, as amended.

**1 \*Applicant Information:**

1.1 Name of Owner(s): \_\_\_\_\_  
 Name of Contact: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Mailing Address (including Group Box, Postal Code, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

1.2 Name of Agent: \_\_\_\_\_  
 Name of Contact: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Mailing Address (including Group Box, Postal Code, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

1.3 Holder(s) of any Mortgages, Charges or Encumbrances:  
 Name: \_\_\_\_\_  
 Name of Contact: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Mailing Address (including Group Box, Postal Code, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**Note:** All correspondence, notices, etc. initiated by the City in respect of this Application will, unless otherwise required by law, be directed to the Applicant's Agent where noted above except where no agent is employed, then it will be directed to the Applicant, where the Registered Owner is a numbered company, please indicate a project or development name.

**2. \*Location and Description of Subject Property:**

2.1 Lot(s) or Part Lot(s): \_\_\_\_\_ Concession: \_\_\_\_\_ Ward: \_\_\_\_\_

Part(s): \_\_\_\_\_ Reference Plan: \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_

Registered Plan: \_\_\_\_\_ Roll #: \_\_\_\_\_

Civic (911) Address: \_\_\_\_\_

2.2 Are there any easements or restrictive covenants affecting the subject property?

Yes  No

If Yes, describe the easement or covenant and its effect. \_\_\_\_\_

2.3 Has a Land Registry Office PIN page (Property Identification Number) been provided?

Yes  No

**3. \*Proposed and Current Land Use**

3.1 Check whether this application is for approval of  Plan of Subdivision or  Condominium

Description: \_\_\_\_\_

3.2 Proposed Land Use

Intended Use	Number of Residential Units	Number of Parking Spaces Per Unit	Lot Numbers and/or Block Numbers	Hectares	Units per Hectare
Detached single family residential					
Double or semi-detached residential					
Multiple Units					
Row and townhousing					
Apartments					
Other Residential (specify)					
Commercial					
Industrial					
Park or Open Space					
Institutional (specify):					
Other (specify):					
Roads and Widenings	NIL	N/A			
Reserved blocks	NIL	N/A			
Total for Each Category					

- 3.3 What is the current use of the subject land? \_\_\_\_\_
- 3.4 What is the current Official Plan designation(s) of the subject property? \_\_\_\_\_
- 3.5 Has there been an industrial use or commercial use, or an orchard on the subject land or adjacent land?  Yes  No, If yes, specify the uses: \_\_\_\_\_

- 3.6 Has the grading of the subject land been changed by adding earth or other material?
- 3.7 Has a gas station been located on the subject land or adjacent land at any time?  
Has there been petroleum or other fuel stored on the subject land or adjacent land?
- 3.8 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?
- 3.9 What information did you use to determine the answers to the above questions? \_\_\_\_\_

Yes	No	Unknown

- 3.10 If yes, to 3.5, 3.6, 3.7 or 3.8, a previous use inventory showing all former uses of the subject land or, if appropriate, of the adjacent land, is needed. Is the previous use inventory attached?  Yes  No

**4. \*Additional Information for Condominium Applications Only**

*A. General Information for all types*

- 4.1 Has a site plan for the proposed condominium been approved?
- 4.2 Has a site plan agreement been entered into?
- 4.3 Has a building permit for the proposed condominium been issued?
- 4.4 Has construction of the development started?
- 4.5 If construction is completed, indicate the date of completion
- 4.6 Is this a conversion of a building containing residential units?  
If yes, indicated the number of units to be converted
- 4.7 Have the existing tenants been surveyed for their position on the proposed conversion? If Yes, provide the results of the survey (attach material separately)

Yes	No

The applicant is advised that an Engineering report, indicating the structural integrity of the building(s) proposed to be converted may be required as part of the processing of the application.

*B. Information Specific to each type*

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- |      |                 |  |
|------|-----------------|--|
| 4.8  | Amalgamations   | Where 2 or more corporations may amalgamate. Provide a plan showing the relationship of the previous condominiums to be amalgamated. Provide file #'s, approval dates, etc.  |
| 4.9  | Vacant Lands    | Condominiums in which each owner may decide what type of structure, if any, will be built on his or her lot. This kind of development may be suitable for a mobile home development, for example. Provide information on proposed servicing and status of required permits, etc. |
| 4.10 | Phased          | Condominium developments which would allow a single condominium to be built in phases. Provide a summary outline of the number of units and common elements to be developed in each specific phase and any common elements to be made available in subsequent phases.            |
| 4.11 | Common Elements | Condominiums in which common elements are defined but the land is not divided into units. Provide a map showing the affected freehold properties outside the specific condominium site. Identify common elements and property ownerships.  |
| 4.12 | Leaseholds      | The initial term of the lease must be from 40 years to 99 years and the leasehold unit owner could sell the unit without the consent of the landlord. Provide information regarding what happens at the end of the lease period. Give dates.                                     |

**5. \*Official Plan Status**

5.1 What is the land use designation of the subject lands in the City's Official Plan?

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5.2 Does the subdivision application conform to the Official Plan?  Yes  No

5.3 Has an associated Official Plan Amendment application been submitted?  Yes  No

If Yes, provide: City File Number: \_\_\_\_\_ Status of Application: \_\_\_\_\_

**6. Zoning By-law Status**

6.1 What is the zoning of the subject lands in the applicable City Zoning By-law?

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6.2 Does the subject property need to be rezoned to accommodate the proposal?

Yes  No

6.3 Has an associated Zoning By-law Amendment application been made?  Yes  No

If Yes, provide: City File Number: \_\_\_\_\_ Status of Application: \_\_\_\_\_

**7. Consultation with Local Planning Authority(ies)**

7.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to local Council?  Yes  No

7.2 Have you confirmed with the municipality that the proposed development meets all the requirements of the applicable official plans?  Yes  No (If an official plan amendment is needed, it should be submitted prior to or concurrently with this application)

**8. \*Status of Other Applications under the Planning Act**

8.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or consent?  Yes  No If Yes, indicate the application file number and the decision made on the application: \_\_\_\_\_

8.2 Is the subject land also the subject of an application for consent, approval of a site plan, minor variance?  Yes  No If Yes and if known, indicate the type of application, the file number and the status of the application: \_\_\_\_\_

8.3 Are the water, sewage or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act?  Yes  No  
If Yes, will 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?  
\_\_\_\_\_

**9. Provincial Policy Statement**

9.1 Briefly explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the Planning Act.  
\_\_\_\_\_  
\_\_\_\_\_

9.2 Please complete the table attached hereto as Schedule 1 to determine consistency with the PPS 2020.

9.3 For applications that include permanent housing (ie: not seasonal) complete Table C - Housing Affordability. For each type of housing and unit size completed the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attach on a separate page.

**Table C - Housing Affordability**

For example: semi-detached - 10 units: 1,000 sq. ft/5.5 metres, \$119,900

Housing	# of Units	Unit Size (sq. ft) and/or lot frontage	Estimated Selling Price/Rent
Single detached			
Link/Semi-detached			
Row or Townhouses			
Apartment Block			
Other Types or Multiples			

9.4 Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal?  Yes  No

If Yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

**10. \*Servicing Information:**

Complete the following in full including whether all identified technical information requirements are attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

<b>Sewage Disposal</b>				
Service Type	Development Proposed	Yes / No	Action Required	Attached
Municipal piped sewage system	Any development on municipal services		Confirmation of service capacity will be required during processing	
Municipal / Private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and Hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and Hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

<b>Water Supply</b>				
Service Type	Development Proposed	Yes / No	Action Required	Attached
Municipal piped water system	Any development on municipal service		Confirmation of service capacity will be required during processing	
Municipal / Private communal water system	More than 5 lots/units and non-residential where water used for human consumption		Servicing options statement and Hydrogeological report	
	5 or less lots/units and non-residential where water used for human consumption		Hydrogeological sensitivity certification	
Individual Private wells	More than 5 lots/units and non-residential where water used for human consumption		Servicing options statement and Hydrogeological report	
	5 or less lots/units and non-residential where water used for human consumption		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	
<b>Storm Drainage</b>				
Service Type	Development Proposed	Yes / No	Action Required	Attached
Piped sewers	Any development on piped service		Preliminary stormwater management plan. Stormwater management study may be required during application processing.	
Ditches	Any development on non-piped service			
Swales	Any development on non-piped service			
<b>Access</b>				
	Development Proposed	Yes / No	Action Required	Attached
Is access available to a public road?	All development		A traffic study may be required during application processing.	
Existing Road(s)			Number of points of access:	
Proposed Road(s)			Number of points of access:	
Water access: Parking and Docking facilities			Approximate distance of these facilities between the subject property and the nearest publicly maintained road.	
<b>Utilities</b>				
		Yes / No	Action Required	Attached
Easements and restrictive covenants	Any adjacent or on site		All existing easements and covenants to be shown and effect described on the survey	

## 11. \*Source Water Protection Information

11.1 Is the subject property located within a Vulnerable Area as identified by the Trent Source Protection Plan?  Yes  No If Yes, please complete the remainder of Section 11.

**Note:** Part IV of the Clean Water Act requires the applicant obtain a "Section 59 Notice to Proceed" from a Risk Management Official before an application for an approval under the Planning Act or a building permit can proceed.

11.2 Please identify the Vulnerable Area in which the subject property is located:

- Trenton municipal surface water system Intake Protection Zone
- Frankford municipal surface water system Intake Protection Zone
- Bayside municipal surface water system Intake Protection Zone
- Stirling municipal well system Wellhead Protection Area

11.3 Check all activities that may be associated with the proposal.

- Fuel Handling and Storage (eg. home heating oil, fuel retail outlets, farm fuel storage)
- Chemical Handling and Storage (eg. paints, degreasers, solvents, cleaning agents)
- Agricultural Activities (eg. fertilizer use, pesticide use, storage or application of manure, grazing or pasturing of animals)
- Stormwater Management (eg. drainage ditches, swales, retention ponds, drainage tiles, piped systems, water treatment, vehicle washing)
- Sewage Systems new or enlarged (eg. septic systems, holding tanks, communal sewage systems)
- Application, Handling and Storage of Road Salt
- Snow Storage
- Waste Disposal (eg. industrial or commercial waste, waste from septic or holding tanks)
- Creation of a Transport Pathway (eg. building foundation, basement, a well, a culvert, underground water or sewer systems, geothermal system, tile drains)  
**Note:** Section 27(3), Ontario Regulation 287/07 requires the municipality to notify the Source Protection Authority and Source Protection Committee when a new transport pathway may be created.

11.4 Describe any proposed activities that would be considered a drinking water threat as defined by the Clean Water Act, 2006.

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**12. Other Information**

12.1 Is there any other information that may be useful to the review of this development proposal (e.g. efforts made resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

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**13. Indemnification for Cost Recovery**

The undersigned hereby applies to the Mayor and members of Council of the City of Quinte West, under Section 51 of the Planning Act, R.S.O. 1990, as amended, as described in this application, for a draft plan of subdivision.

The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process the application. The application processing fee is non-refundable. The \$10,000 deposit fee is used to defray municipal costs related to the subdivision. The Owner/Applicant shall replenish its' Developer's Account as requested by the Municipality so that a \$2,000 deposit is constantly maintained. Failure to replenish the deposit account may result in delays in processing the application. Expenses can include administrative, technical and planning staff time, advertising fees and disbursements of consultants, engineers, and other technical advisors and legal fees and disbursements on a solicitor-client basis.

The Owner/Applicant agrees to further reimburse and indemnify the City of Quinte West of all fees and expenses incurred by the City attributable to proceedings before the Ontario Land Tribunal (OLT) or any court of other administrative tribunal if necessary to defend Council's decision to support the application. This includes the deposit with the City of such monies as required by the City of Quinte West's Tariff of Fees By-law as amended to defend appeals brought before the OLT by parties other than the Applicant/Owner or City. Failure to replenish the deposit account may result in delays in processing the application. Expenses can include, but are not limited to, administrative, technical and planning staff time, advertising fees and disbursements of consultants, engineers and other technical advisors and legal fees and disbursements on a solicitor client basis.

**14. Consent of the Owner(s)**

Complete the consent of the Owner(s) concerning entry to subject lands and disclosure of personal information set out below:

**Consent of the Owner(s) to the Use and Disclosure of Personal Information**

I/We, \_\_\_\_\_ am/are the Owner(s) of the land that is the subject of this application for approval of subdivision (or condominium description) and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body of any personal information in this application that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

**Consent of the Owner(s) for Permission to Enter**

I/We, \_\_\_\_\_ am/are the Owner(s) of the land that is subject of this application for approval of subdivision (or condominium description) and give permission for Municipal Staff to enter onto the subject lands for the purpose of inspecting the lands to evaluate the merits of the application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

Declared before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Commissioner, etc.

## 15. Authorizations

If the applicant is not the owner of the land that is subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

### Appointment of Authorized Agent

**Please note that once you appoint an agent to act on your behalf, all correspondence, etc. related to the application will be sent to your agent. Appointing an agent is optional and only necessary if you wish to have someone else act on your behalf for the application.**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in  
the \_\_\_\_\_ of \_\_\_\_\_ am/are the owner(s) of the land that is subject to  
this application for approval of plan of subdivision (or condominium) and I/We hereby authorize  
(full name and address including postal code):

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

**Authorization of Owner(s) for Agent to Provide Personal Information**

I/We, \_\_\_\_\_ am/are the owner(s) of the land that is subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I/We hereby authorize my/our agent \_\_\_\_\_ to provide personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

Sworn (or declared) before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

**16. \*Declaration:**

**Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ make oath and say (or solemnly declare) that  
the information contained in this application is true and that the information contained in the  
documents that accompany this application is true.

\_\_\_\_\_  
Signature of Applicant **OR** Agent

Sworn (or declared) before me at the \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

## Schedule 1

### Site Features and Constraints Concerning Matters of Provincial Interest

The following features are matters of Provincial interest and/or relate to the Provincial Policy Statement. Please indicate if they are located on the subject property and advise if the required technical information to demonstrate consistency with the Provincial Policy is attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

Policy	Features / Constraints	Action Required	Yes On Site	Yes Off Site but within 500 metres	No	Identify where the action required has been addressed
1.1.3	Non-farm development outside of urban areas and designated settlement areas or expansions of same	Development proposed outside of or the expansion of these areas require a Justification Analysis Study				
1.1.3	Class I Industry (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)	A feasibility study is needed for: a) residential and other sensitive uses within 70 metres of a Class I industry or vice-versa				
	Class II Industry (Medium scale, processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)	b) residential and other sensitive uses within 300 metres of a Class II industry or vice-versa				
	Class III Industry within 1000 metres (Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions)	c) residential and other sensitive uses within 1000 metres of a Class III industry or vice-versa				
	Commercial Uses ie: Gas Stations (Storage of petroleum or other fuel)					
	Landfill Site	A landfill study to address leachate, odour, vermin and other impacts is needed.				
	Sewage Treatment plant	A feasibility study is needed for residential and other sensitive uses.				

Policy	Features / Constraints	Action Required	Yes On Site	Yes Off Site but within 500 metres	No	Identify where the action required has been addressed
	Waste stabilization pond					
	Active railway lines	Within 1000 metres, a feasibility study is needed for development				
	Controlled access highways or freeways, including designated future ones					
1.1.3	Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	<p>A feasibility study is needed for:</p> <p>a) Group 1 uses (residential) between the 28 and 35 NEF/NEP contour. At or above the 35 NEF/NEP contour development may not be permitted.</p> <p>b) Group 2 uses (office/commercial) at or above the 30 NEF/NEP contour.</p> <p>c) Group 3 uses (industrial) at or above the 35 NEF/NEP contour.</p>				
	Electric transformer stations	Within 200 metres, a noise study is needed for development.				
1.2.1	Affordable Housing	Encourage housing forms and densities designed to be affordable to moderate and lower income households.				
1.3.3	Transportation & Infrastructure corridors	The continuous linear characteristics of significant transportation and infrastructure corridors and rights-of-way to be protected.				
2.1.3	Prime agricultural land	Only agricultural, secondary and agricultural related uses are permitted within prime agricultural area designations.				



Policy	Features / Constraints	Action Required	Yes On Site	Yes Off Site but within 500 metres	No	Identify where the action required has been addressed
		Removal of lands from prime agricultural areas will require a Justification Study.				
2.1.4	Agricultural operations	A separation distance calculation under the Minimum Distance Separation Formulae for non-agricultural uses to be complied with and submitted concurrently with the application				
2.2.3.2	Existing pits and quarries	It must be demonstrated that proposed development will not preclude the continued use of existing pits and quarries.				
2.2.3.3	Protection of mineral aggregate resources	Within or adjacent to mineral aggregate resources areas, justification is needed for non mineral aggregate development.				
2.3.1	Significant portions of habitat of endangered and threatened species	Within this feature development is not permitted. Within 50 metres an Environmental Impact Study is needed.				
2.3.1	Significant woodlands and valleylands, significant areas of natural and scientific interest (ANSI), significant wildlife habitat, fish habitat	Except for fish habitat and valleylands, within these features or within 50 metres of the feature, an Environmental Impact Study is needed for proposed development. Within 30 metres of a valleyland, an Environmental Impact Study is needed which must include fish habitat.				
2.3.1	Significant wetlands	Within significant wetlands development is not permitted. Within 120 metres, an Environmental Impact Study is needed.				

Policy	Features / Constraints	Action Required	Yes On Site	Yes Off Site but within 500 metres	No	Identify where the action required has been addressed
2.3.3	Diversity of natural features and their natural connections	Within 50 metres of a significant natural corridor an Environmental Impact Study is needed.				
2.4.1	Surface water, groundwater, sensitive groundwater recharge / discharge areas, headwaters and aquifers	It must be demonstrated that the quality and quantity of these features will be protected or enhanced.				
2.5.1	Significant cultural heritage landscapes and built heritage resources	Development to conserve significant cultural heritage landscapes and built heritage resources.				
2.5.2	Significant archaeological resources	In areas containing significant archaeological potential and resources, these resources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.				
3.1.1	Erosion hazards and unstable soils or bedrock	Areas of unstable soils or bedrock and within the 100 year erosion limit of ravines, river valleys and streams, development should be restricted.				
3.1.2	Flooding hazards	Within the regulatory shoreline, a feasibility study is needed, but within defined portions of the dynamic beach and defined portions of the 100 year flood level along connecting channels, development is not permitted.				
3.1.3	Flood plains	Where one zone flood plain management is in effect, development is not permitted within the flood plain. Where two-zone flood management is in effect, development is not permitted within the				

Policy	Features / Constraints	Action Required	Yes On Site	Yes Off Site but within 500 metres	No	Identify where the action required has been addressed
		floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.				
3.2.1	Mine hazards or former mineral resource operations	Development on or adjacent to such features will only be permitted if satisfactory rehabilitation measures have been completed.				
3.2.2	Contaminated sites	In areas of possible soil contamination, an inventory of previous uses is needed and site restoration to ensure no adverse effect.				