

MANITOULIN PLANNING BOARD PLAN OF SUBDIVISION/CONDOMINIUM APPLICATION

The fees for a Plan of Subdivision/Condominium Application to the Manitoulin Planning Board

For lands within the Manitoulin Planning Area,

Are as follows:

\$1,420.00

for the application fee

Plus

\$760.00

per lot/unit created

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

The application fee is payable by cheque or money order to:

"The Manitoulin Planning Board"

THE MANITOULIN PLANNING BOARD

APPLICATION FOR A PLAN OF SUBDIVISION/CONDOMINIUM

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

1. The applicable application fee in cheque or money order payable to "the Manitoulin Planning Board"
2. One (1) original application form and three (3) copies. 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 the 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. Three (3) copies of the draft plan reduced to 8.5" x 14".
5. Five (5) 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/municipal roads within the proposed Subdivision/Condominium and of existing highways/municipal roads on which the proposed Subdivision/Condominium 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/Condominium that is owned by the applicant or in which the applicant has an interest, every Subdivision/Condominium adjacent to the proposed Subdivision/Condominium 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 approximate dimensions and layout of the proposed lots;
 - (e) natural and artificial features such as buildings or other structures or installations, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
 - (f) 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;
6. Five (5) copies of the preliminary storm water management and construction mitigation plan.
7. The Manitoulin 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 11 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 11 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, one (1) original application form, three (3) copies of the reduced draft plan, five (5) folded copies of the draft plan, five (5) copies of the preliminary storm water 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 Manitoulin 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 Manitoulin Planning Board prior to the submission of this application.

APPLICATION

The attached form is to be used by anyone wishing to make an application for the approval of a draft plan of subdivision/condominium. 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 Manitoulin 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 Manitoulin 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 Manitoulin Planning Board at your cost; this is often called "**peer review**". Early consultation with the Manitoulin 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
MANITOULIN PLANNING BOARD**

MANITOULIN PLANNING BOARD - PLAN OF SUBDIVISION/CONDOMINIUM APPLICATION FORM

FOR OFFICE USE ONLY:	Date stamped -received
Application No.: _____	
Application Fee: _____	
Received by: _____	
Assessment Roll No.: _____	
Official Plan Designation: _____	
Zoning Classification: _____	

All questions in bold type must be answered and the Planning Services Agreement must be signed.
 Incomplete applications shall be returned to the applicant (please type or print in black ink).

1. **Registered Owners(s):** _____
2. **Address:** _____
3. **Tel No's.** _____ **Email:** _____
4. **Agent: (if applicable)** _____
5. **Address:** _____
6. **Tel No's.:** _____ **Email:** _____
7. **Ontario Land Surveyor:** _____
8. **Address:** _____
9. **Tel No's.:** _____ **Email:** _____
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/pin number, assessment roll number, registered or reference plan, municipal and/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	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deeming By-Law	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site Plan Agreement	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shore Road/Road Closing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Severance/Consent	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____

15. Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act: YES NO
16. If Yes to Question 15, 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
17. Existing uses(s) of the subject lands: _____
18. Has there been an industrial or commercial use on the subject lands or adjoining lands: (If yes, please describe such use(s)) YES NO
19. Has a gas station ever been located on the subject lands or adjacent lands: YES NO
20. Has there ever been petroleum or other fuel stored on the subject lands or adjacent lands: YES NO
21. 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 material: YES NO
22. What information was used to determine the answers to Questions 19, 20 and 21: _____
23. If the answer is Yes to Questions 18, 19, 20 or 21, 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

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

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

25. What is the lot area and the lot frontage of the smallest lot: Area (ha) _____ Frontage (metres) _____
26. What is the average lot area and lot frontage: Area (ha) _____ Frontage (metres) _____

27. Please Indicate the proposed type of access to the subject lands:

	Yes	NO	Name of Road
Provincial Highway			
Municipal Road - Year round maintained (i.e. winter maintenance)			
Municipal Road - Seasonally maintained			
Right-of-way - Existing private road			
Right-of-way - New private road			
Water access only			

28. 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)

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

	<u>Yes</u>	<u>No</u>
Public piped sewage system	<input type="checkbox"/>	<input type="checkbox"/>
Individual septic systems	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal septic systems	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____		
Public piped water system	<input type="checkbox"/>	<input type="checkbox"/>
Individual wells	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal wells	<input type="checkbox"/>	<input type="checkbox"/>
Individual or communal surface water	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____		

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

	<u>Yes</u>	<u>No</u>
Storm Sewers	<input type="checkbox"/>	<input type="checkbox"/>
Ditches or Swales	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____		

31. Have you pre-consulted with the local municipality: YES NO

32. Have you pre-consulted with any other agency YES NO

If Yes, Please indicate the agencies contacted: _____

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

34. Is the plan consistent with Policy Statements issued under Subsection 3(1) of The Planning Act?

35. Is the subject land within an area of land designated under any provincial plan or plans? YES NO

36. If Yes, to Section 35 above, does the plan conform to or not conflict with the provincial plan or plans:

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

<u>Feature or Development Circumstance</u>	<u>Yes</u>	<u>No</u>	<u>If a feature, specify distance in metres</u>	<u>Potential information needs</u>
Non-farm development near designated urban or rural settlement area	<input type="checkbox"/>	<input type="checkbox"/>	_____	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	<input type="checkbox"/>	<input type="checkbox"/>	_____	Assess development for residential & other sensitive uses within 70 metres
Class 2 industry ²	<input type="checkbox"/>	<input type="checkbox"/>	_____	Assess development for residential & other sensitive uses within 300 metres
Class 3 industry ³	<input type="checkbox"/>	<input type="checkbox"/>	_____	Assess development for residential & other sensitive uses within 1000 metres
Landfill site	<input type="checkbox"/>	<input type="checkbox"/>	_____	Address possible leachate, odour, vermin & other impacts.

<u>Feature or Development Circumstance</u>	<u>Yes</u>	<u>No</u>	<u>If a feature, specify distance in metres</u>	<u>Potential information needs</u>
Sewage treatment plant	<input type="checkbox"/>	<input type="checkbox"/>	_____	Assess the need for a feasibility study for residential & other sensitive land uses.
Waste stabilization pond	<input type="checkbox"/>	<input type="checkbox"/>	_____	Assess the need for a feasibility study for residential & other sensitive land uses.
Controlled access highways, including designated future ones	<input type="checkbox"/>	<input type="checkbox"/>	_____	Evaluate impacts within 100 metres.
Operating Mine Sites	<input type="checkbox"/>	<input type="checkbox"/>	_____	Will development hinder continuation or expansion of operation?
Non-operating mine within 1000 metres	<input type="checkbox"/>	<input type="checkbox"/>	_____	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airport where noise exposure forecast or noise exposure projection (NEP) is 28 or greater	<input type="checkbox"/>	<input type="checkbox"/>	_____	Demonstrate feasibility of (NEF) 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	<input type="checkbox"/>	<input type="checkbox"/>	_____	Determine possible impacts within 200 metres.
High Voltage Electric transmission line	<input type="checkbox"/>	<input type="checkbox"/>	_____	Consult the appropriate electric power service.
Transportation & Infrastructure corridors.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Will the corridor be protected?
Prime Agricultural Land	<input type="checkbox"/>	<input type="checkbox"/>	_____	Demonstrate need for use other than agricultural & indicate how impacts are to be mitigated.
Agricultural operations	<input type="checkbox"/>	<input type="checkbox"/>	_____	Development to comply with the minimum distance separation formulae.
Mineral aggregate resource areas	<input type="checkbox"/>	<input type="checkbox"/>	_____	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations	<input type="checkbox"/>	<input type="checkbox"/>	_____	Will development hinder continuation of extraction?
Mineral & petroleum resource areas	<input type="checkbox"/>	<input type="checkbox"/>	_____	Will development hinder access to the resource or the establishment of the new resource operations?
Existing pits & quarries	<input type="checkbox"/>	<input type="checkbox"/>	_____	Will development hinder continued operation or expansion?
Significant wetlands in the Canadian Shield.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Demonstrate no negative impacts.
Significant wetlands South & East of the Canadian Shield	<input type="checkbox"/>	<input type="checkbox"/>	_____	Development is not permitted.
Significant portions of habitat of endangered & threatened species.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Development is not permitted.
Significant: Fish habitat, woodlands of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	_____	Demonstrate no negative impacts
Sensitive groundwater recharge areas Headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>	_____	Demonstrate that groundwater recharge areas, headwaters, and aquifers will be protected.
Significant built heritage resources & cultural heritage landscapes.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Development should conserve significant built heritage resources & cultural heritage landscapes.

<u>Feature or Development Circumstance</u>	<u>Yes</u>	<u>No</u>	<u>If a feature, specify distance in metres</u>	<u>Potential information needs</u>
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>	_____	Assess development Proposed in areas of medium and 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	<input type="checkbox"/>	<input type="checkbox"/>	_____	Development is not permitted
- On lands subject to flooding & Erosion	<input type="checkbox"/>	<input type="checkbox"/>	_____	Development may be permitted; demonstrate that hazards can be safely addressed.
Erosion Hazards	<input type="checkbox"/>	<input type="checkbox"/>	_____	Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	_____	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	<input type="checkbox"/>	<input type="checkbox"/>	_____	Demonstrate that hazards can be addressed.
Contaminated Sites	<input type="checkbox"/>	<input type="checkbox"/>	_____	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 Class3 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).

38. 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 or more than 5 lots/units: servicing option statement ¹ and hydrogeological report ² . Individual septic systems for the development of less than 5 lot/units and generating more 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 lot/units and generating more than 4500 litres/day effluents: services option statement ² and hydrogeological report ² . Communal systems for the development of less than 5 lot/units and generating less than 4500 litres/day effluents: hydrogeological report ² .
Other	To be described by applicant
Public piped water systems	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
Other	To be described by applicant.
Storm sewers, ditches or swales, or other	A preliminary storm water 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 _____ in the _____

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 _____

this _____ day of _____, 20_____.

Signature of Registered Owner(s) or Authorized Agent

A Commissioner of Oaths, etc.

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 Manitoulin Planning Board
40 Water Street, Unit 1
PO Box 240, Gore Bay, Ontario, POP 1H0
Telephone:(705) 282-2237
Fax: (705) 282-3142.
E-mail: mpbcarlisle@bellnet.ca

PERMISSION TO ENTER

I/We hereby authorize the members of the Manitoulin Planning Board and the members of the staff of the Manitoulin 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)

Signature of Registered Owner(s)

Note: 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.

**THE PLANNING SERVICES AGREEMENT MUST BE SIGNED BY
THE REGISTERED OWNER(S) OF THE SUBJECT LANDS.**

PLANNING SERVICES AGREEMENT

Between

The Manitoulin Planning Board (hereinafter called the Planning Board)

-and-

Registered Owner(s) (hereinafter called the Applicant)

THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL CONVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:

1. The applicant agrees to provide the Planning Board with the following:
 - (a) Any information in the Applicant's possession concerning the planning aspects of the application;
 - (b) All surveys, drawings, sketches, or plans as required for the processing of the application; and
 - (c) The applicable application fee(s) as prescribed.
2. The Planning Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Planning Board, payment for which have been made by the Planning Board or invoices for which have been received by the Planning Board, for information or studies commissioned by the Manitoulin Planning Board for peer review and or municipally directed review.
3. The Planning Board agrees to process the application in accordance with the requirements of the Planning Act, R.S.O 1990, Chapter P13
4. Where the Planning Board finds it necessary to make extensive use of professional assistance in preparation for an Ontario Land Tribunal (OLT) Hearing, or where the hearing is more than two (2) days in duration, the Planning Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Planning Board, payment for which have been made by the Planning Board or invoices for which have been received by the Planning Board.

SIGNED AND DELIVERED IN THE PRESENCE OF:)

_____))
Witness)

Per: _____

_____))
Witness)

Per: _____
Signature of Registered Owner(s)

_____))
Date)

_____))
Date)

The Manitoulin Planning Board
Per: _____
Secretary-Treasurer