

Draft Plan of Subdivision or Condominium Application Form

General Information

A draft plan of subdivision is required for the following:

- To create more than five (5) lots on a single property; and
- To create lots that require the extension of municipal services and/or the construction of roads.

A draft plan of condominium is required for the following:

- To create a standard condominium;
- To amalgamate condominiums that have similar buildings and/or management corporations;
- To create a common elements condominium;
- To create a phased condominium;
- To create a vacant land condominium;
- To create a leasehold condominium; or
- To convert an existing building(s) to a condominium form of tenure.

Condominiums are a form of property ownership in which title to a unit, such as an individual apartment in a high-rise building, is held by an individual together with a share of the rest of the property, which is common to all of the owners. Condominiums can involve a brand new development, or an existing rental project which is converted to condominium ownership. They can apply to any type of residential building as well as commercial and industrial areas. Creating a plan of condominium is referred to in the Planning Act as a form of subdivision of land.

Note: other related applications may be processed concurrently.

Application Fee(s)

A draft plan of subdivision or condominium application fee is as listed in the Fees By-law attached. This is a deposit, and a portion may be refunded or additional fees may be collected depending on the processing time involved with the application.

Fees for planning applications are prescribed in the Municipality's Fees By-Law. All fees are reviewed from time to time and may be changed by the Municipality. If the proposed development requires multiple planning applications then fees are consolidated. Please refer to the Planning Services website at www.chatham-kent.ca/PlanningServices for a complete list of fees.

Applicant(s) are responsible for **all** costs associated with the processing of Planning Act applications. Additional costs associated with the review of the application that are incurred by the Municipality will be billed to the Owner of the property. Applicants will be notified in writing of such costs and may cease the review process at that point if they wish. If an application is ceased after the Municipality has accepted it as a complete application then the review process has begun and the application fees are non-refundable. A declaration from the applicant recognizing the potential fees and costs associated with application and the review is required and is part of the Application Form, see Section 7.

Draft Plan of Subdivision or Condominium Process	
Step 1	Pre-Consultation – Pre-Consultation meetings are a mandatory part of the development review process for applications for Draft Plan of Subdivision or Condominium. The applicant meets with Planning Services staff to discuss the proposed application and to review zoning, servicing and characteristics of the site that are relevant to the development. For more information refer to the “Preparing for a Land Use Planning Application: A Guide to Pre-Consultation”.
Step 2	Technical Advisory Committee – Planning Services staff review the proposed application with the Municipality’s TAC resulting in a list of the complete application requirements that are specific to the site. A record of this list will be provided to the applicant.
Step 3	Consult other agencies – The application process can involve consultation with a number of outside agencies. In some cases you may be required to consult with one or more of those agencies prior to the submission of the application to determine what, if any additional items will be required. Fees associated with those consultations are not covered by the application fee paid to the Municipality.
Step 4	Prepare the Application – The Applicant has sole responsibility for submitting a complete application and may need to commission drawings or studies depending on feedback from the pre-consultation, TAC and consultation with other agencies. The need for drawings and studies will depend on the nature of the proposed application and the characteristics and circumstances of the subject property. The complete application including supporting material, declarations and the appropriate fees is to be submitted to Planning Services by mail or in person.
Step 5	Application Completeness Review – Every application is reviewed for completeness before it is accepted by the Municipality. During the review of an application, the need for further information or studies may be identified. It is the applicant’s responsibility to submit these items once they have been identified. When your application has been reviewed and it is confirmed that your submission includes all the required information, a Letter of Complete Application will be provided to you. If the application is not complete, a Letter of Incomplete Application will be provided to you outlining the additional supporting information, reports or studies that are required. If you disagree with the Municipality's assessment of the completeness of the application you should contact Planning Services to discuss this. If agreement is not reached, the Planning Act provides 30 days for the applicant to make a motion to the Ontario Municipal Board for a determination on the matter and the Board's decision is final. When all required information has been submitted, a Letter of Complete Application will be issued. The Municipality is required to provide a Notice of Complete Application within 15 days after the Letter of Complete Application has been issued for Official Plan Amendments, Zoning Amendments and Plans of Subdivision. Whenever possible, the Municipality will combine the Public Notice of Complete Application and the Public Meeting Notice, provided that the notice requirements for both can be met. If that is not possible, then the Notice of Complete Application will be given separately in order to meet the legislative requirements, and the Notice of the Public Meeting will be given later. Any timelines mandated by the Planning Act for a decision on your application(s) start once an application has been deemed complete.
Step 6	Planning Services Report – Planning Services reviews the application for conformity to the Official Plan, Zoning By-law, Provincial Policy Statement and the Planning Act. Comments from local agencies, provincial ministries and neighbours are taken into consideration and a report is prepared for Council’s review. During application review and report preparations Planning Services may speak with applicants, neighbours, and staff from other departments and agencies to complete an assessment of the development proposal.

Draft Plan of Subdivision or Condominium Process

Step 7	<p>Notice of Public Meeting – the Planning Act requires that at least one public meeting be held for a Draft Plan of Subdivision or Condominium application. The Act sets out the notice procedures and the people that must be notified.</p> <p>The Municipality provides formal notice of the public meeting to those prescribed by the Planning Act, by both first class mail and the posting of a sign with application details on the subject lands. The applicant is responsible for posting the required sign along the frontage of their property, so that is easily viewable. A notice of the public meeting is circulated to neighbouring municipalities, agencies, provincial ministries, applicable municipal departments and landowners within 120 metres of the subject property. Where applications are being processed concurrently, one consolidated public meeting will be held for all the applications. Notice of the public meeting must be given at least 14 days in advance of the meeting for applications for Draft Plan of Subdivision or Condominium.</p>
Step 8	<p>Public Meeting – Council is the decision making authority with regard to Draft Plan of Subdivision or Condominium applications. Council will hold a public meeting to receive comments about the application. If required, Planning Staff will provide a presentation to Council on the application. This is also an opportunity for the applicant to provide any additional comments on their application. Council will review the application, the report and any comments received prior to issuing a decision on the application. Generally, Council will issue a decision at this same meeting, but could defer a decision on an application to a future meeting should issues arise at the Public Meeting. There is one Council Planning Meeting scheduled per month, which always occur on Monday evenings.</p>
Step 9	<p>Decision – Council may approve, refuse or defer an application and a written notice of an approval or a refusal decision will be sent to the Applicant and those who requested notice within 15 days of the decision.</p>
Step 10	<p>Appeal Period – A 20 day appeal period begins the day the notice of decision is given. Following the decision of Council and subject to the conditions specified in the Planning Act, an appeal may be made to the Ontario Municipal Board (OMB) by filing a notice of appeal with the Clerk of the Municipality.</p>
Step 11	<p>Enactment and Conditions – If no appeals are submitted within the 20 day appeal period then the decision is final and the applicant should be prepared to move forward with the finalization of the draft plan conditions and a development agreement.</p>

The Application Package Must Be Submitted To:

**Planning Services, Municipality of Chatham-Kent,
Civic Center, 315 King Street W., PO Box 640, Chatham, ON, N7M 5K8
519-360-1998**

Concurrent Applications Filed

Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees.

**Office Use Only
Date Stamp – Date Received**

Official Plan Amendment
File No. _____ Status _____

Zoning By-law Amendment
File No. _____ Status _____

Minor Variance
File No. _____ Status _____

Site Plan
File No. _____ Status _____

Other (Specify): _____
File No. _____ Status _____

For Reference Purposes

Municipal address:

File Number: 36_____ - _____

CityView Number:

Meeting Date:

Requirements For A Complete Application Include:

Note: Until the Municipality of Chatham-Kent, Planning Services has received the information and material requested herein (as required under Sections 51 (17) and 51(18) and any fee under Section 69(1) of the Planning Act), the application will be deemed incomplete, the time periods referred to in Section 51(34) will not begin and the application will be returned to the applicant.

The completed application form, including declarations as required under the Planning Act.

If the owner of the subject land is not the person applying for the draft plan of subdivision or condominium, then a Letter of Authorization from the Owner or completion of the Owner's Authorization in Section 6.

The applicable application fee(s) made payable to the Municipality of Chatham-Kent.

A copy of the most recent land survey, and if possible the PIN abstract (Property Identification Number). Both can be acquired at the Land Registry Office.

Any other information identified during the pre-consultation and any additional supporting documentation the applicant wishes to submit. Refer to the Record of Pre-Consultation.

Three (3) rolled copies of the draft plan and a reduction on 8-1/2 x 14 or 11x17 standard paper prepared as required by Section 51 (17) of the Planning Act and listed in Schedule B of this application form.

A copy of the draft plan on 8-1/2 x 14 or 11x17 standard paper with the proposed zoning plotted over the draft plan.

An electronic copy of the draft plan that is tied to the City's geographic NAD83 UTM horizontal control (GIS Mapping). The file must contain the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.).

Please List The Reports or Studies That Accompany This Application

NOTE: Please submit two (2) hard copies and one (1) electronic copy of each report or study that accompanies your application.

Section 1 Applicant Information

Registered Owner(s):	
NOTE: If there are multiple owners please use a separate sheet to list them and their contact information. If owner of the property is a corporation then the articles of incorporation identifying those with signing authority to bind the company must be included with an application.	
Name:	
Principal of Company (if Owner is a Company):	
Address:	
City:	Postal Code:
Phone:	Cell:
Email:	
Authorized Applicant (complete if the Applicant is not the Owner and the Owner has Authorized the Applicant):	
Name:	
Address:	
City:	Postal Code:
Phone:	Cell:
Email:	
Which of the above is the Primary Contact? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both	
All correspondence will be made with the Primary Contact.	

Name, Address, and Phone number of all persons having any mortgage, charge or encumbrance on the property:

Section 2 Property Description

Community of:

Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

Municipal Street/911 Address of property subject of this application (if applicable):

Assessment Roll Number(s):

The date the subject land was acquired by the current owner:

The current use(s) of the land (main and accessory uses):

The length of time that the current use(s) have existed on the land:

Are there any mortgages, easements or restrictive covenants affecting the subject lands? Yes No
 If yes, describe each its effect indicating whether a discharge or partial discharge is required as part of this application:

Reference Plan No.	Instrument No:	Purpose of easement and/or covenant (e.g. hydro, sewer, telecommunications, turbine, solar, pipeline, etc.)

Section 3 Application Details

a) What type of subdivision or condominium is proposed?

- Lot Creation - Number of new lots created _____
- Standard Condominium Leasehold Condominium Phased Condominium
- Amalgamated Condominium Common Elements Condominium Vacant Land Condominium

b) For proposed condominiums only:

Is there an approved site plan for the proposed condominium? Yes No

Is there an executed site plan agreement for the proposed condominium? Yes No

Has a building permit been issued for the proposed condominium? Yes No

Is the proposed condominium under construction? Yes No

Is the building(s) proposed for the condominium already built, and if so, what is the date of completion?

Yes No Date _____

Is the proposed condominium a conversion of a building containing residential rental units, and if so, how many units does it contain? Yes No No. of units _____

c) What is the proposed use of the subdivided land/units?

Residential Commercial Industrial Mixed Use Other

Describe:

d) Has the subject land ever been the subject of:

An application for approval of a Plan of Subdivision under section 51 of the Planning Act? Yes No

If yes, provide the following: File No.: _____ Status: _____

e) Has the subject land ever been the subject of:

An application for Consent under section 53 of the Planning Act? Yes No

If yes, provide the following: File No.: _____ Status: _____

f) What is the current designation(s) of the land in the Chatham-Kent Official Plan? _____

Does the proposal conform to the Official Plan? Yes No

g) What is the current zone(s) of the land in the Chatham-Kent Zoning By-law? _____

Does the proposal conform to the Zoning By-law? Yes No

h) PROPOSED USES	No. of Lots/Blocks (as labelled on plan)		No. Residential Units	Net Area (Hectares)	Density Proposed (Specify Units per Hectare (uph))	No. Parking Spaces
	Lots	Blocks				
Residential						
Detached Dwellings						n/a
Semi-detached Dwellings						n/a
Multiple Attached Dwellings (e.g. Townhouse)						
Apartments – less than 2 bedrooms						
Apartments – more than 2 bedrooms						
Seasonal Residential						
Mobile Home						
Other Residential (describe in Section 3b)						
Non-Residential						
Neighbourhood Commercial						
Other Commercial (describe in Section 3b)						
Industrial						
Institutional (describe in Section 3b)			n/a			
Parks			n/a		n/a	n/a
Open Space			n/a		n/a	n/a
Hazard Lands			n/a		n/a	n/a
Road Allowances			n/a		n/a	n/a
Other (describe in Section 3b)						
Total						

i) Affordable Housing Information

Housing Type	Number of Units	Unit Size (sq m.)	Estimated Price/Rent per month	Tenure/Ownership (e.g. monthly rental, 100% ownership etc.)	Percentage of units that are considered affordable
Detached Dwellings					
Semi-detached Dwellings					
Multiple Attached Dwellings (e.g. Townhouse)					
Apartments – less than 2 bedrooms					
Apartments – more than 2 bedrooms					
Mobile Home					
Other Residential					

Affordable rental housing is housing where monthly rental costs (excluding utilities) do not exceed 30 percent of the tenant gross monthly income and is rented at or below the average market rent for a rental unit in Chatham-Kent.

Affordable ownership housing is housing where monthly housing expenses (including mortgage principle, interest and property tax but excluding insurance or utilities expense) do not exceed 30 percent of gross monthly household income and where the purchase price is at least 10% below the average purchase price of a home in Chatham-Kent.

The estimated average household income in Chatham-Kent for 2014 is \$70,031 (source: Municipal Study, 2015 by BMA Management Consulting Inc.)

Section 4 Servicing

Access to the subject lands is provided by:					
<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	Municipal year-round	<input type="checkbox"/>	Water Access
<input type="checkbox"/>	Municipal – seasonal	<input type="checkbox"/>	Right-of-way	Parking and docking facilities:	
<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Existing Private Road		
<input type="checkbox"/>	New access/public road required			Distance to nearest public road (m):	

Water Supply: Water supply to the subject lands is provided by:			
<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Privately owned and operated individual well
<input type="checkbox"/>	Privately owned and operated communal well	<input type="checkbox"/>	Lake or other water body (water test required)
<input type="checkbox"/>	Easement to well	<input type="checkbox"/>	Other (specify) i.e. dug, sandpoint, etc.
<input type="checkbox"/>	Drilled well	Distance from well to septic system _____m	
<input type="checkbox"/>	New water supply/source required		

Sewage Disposal: Sewage disposal on the subject lands is provided by:			
<input type="checkbox"/>	Municipal sanitary sewers	<input type="checkbox"/>	Privately owned individual septic system
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify)
If there is a septic system on the property, is it in good working order?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the application permit development on a privately owned and operated individual or communal septic systems that would produce more than 4,500 litres of effluent per day? If yes, then the applicant must submit a servicing options report and hydrogeological report.			Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	New sewage disposal system/connection required		

Note that for subdivisions or condominium developments that are proposed to have either privately owned and operated or communal water or septic servicing certain reports are required to assess the appropriateness of the proposed service. The following chart indicates the required reports for each scenario:

Number of Units/lots proposed	Type of well or septic system	Servicing Options Report	Hydrogeological Report
5 or more lots/units	Privately owned and operated or communal well	√	√
5 or more lots/units	Privately owned and operated or communal septic system.	√	√
Less than 5 lots/units	Privately owned and operated or communal septic system where <u>more than 4,500 litres/day</u> of effluent is produced as a result of the development.	√	√
Less than 5 lots/units	Privately owned and operated or communal well where <u>4,500 litres/day or less</u> of effluent is produced as a result of the development.		√

Storm Drainage: Storm drainage on the subject lands is provided by:

<input type="checkbox"/> Municipal Drain	<input type="checkbox"/> Private Drains
<input type="checkbox"/> Municipal Storm Sewers	<input type="checkbox"/> Other (specify)

Is any portion of the property assessed for drainage works? Yes No

Has a conceptual stormwater management plan been completed for the subject lands? Yes No

Has a conceptual lot grading and drainage plan been completed for the subject lands? Yes No

Local Improvements:

Are there any local improvements/charges currently assessed to the subject property such as tile loans, bridges, water or sewer connections etc.? If so, please describe:

Section 5 Special/Specific Policy Areas

Source Water Protection Planning

Is any of the land in a 'Source Water Protection Area? Yes No

Area of Settlement: (includes both rural settlement areas and alterations to the Urban Growth Boundary)

Is the nature of the subdivision or condominium related to a proposed alteration of the boundaries of an existing area of settlement or require a new area of settlement to be implemented? Yes No

If yes, please provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement. *(please use separate sheet)*

Section 6 Owner's Authorization of an Agent:

<p>This must be completed by the Owner if the <u>Owner Is Not Filing The Application</u></p> <p>Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required or each Owner must sign the following authorization.</p>			
<p>I, (we) _____, being the <div style="text-align: center;">Print name(s) of Owner, individual or company</div> registered Owner(s) of the subject lands, hereby authorize _____ <div style="text-align: center;">Print name of agent and/or company (if applicable)</div> to prepare and submit an Application for a draft plan of subdivision or condominium.</p>			
<p>_____</p> <p style="text-align: center;">Signature</p>	<p>_____</p> <p style="text-align: center;">Day</p>	<p>_____</p> <p style="text-align: center;">Month</p>	<p>_____</p> <p style="text-align: center;">Year</p>

Section 7 Applicant's Declaration:

By making this application, permission is hereby granted to the Municipality of Chatham-Kent staff and Council Members to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

DECLARATION OF APPLICANT(S)

I/WE, of the of
..... in the of
solemnly declare that:

1. All the statements contained in this application and provided by me are true and I 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. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Municipality and added to my municipal tax bill and collected in the same manner as taxes.

<p>.....</p> <p>Signature of Applicant</p>	<p>.....</p> <p>Date</p>
<p>.....</p> <p>Witness</p>	<p>.....</p> <p>Date</p>

SCHEDULE "A"

Environmental Site Screening Questions

Introduction:

This schedule is used to determine whether or not further Environment Site Assessment is warranted. In the Province of Ontario it is required that prior to redevelopment of a site, the previous uses are examined for potential contaminants. This could be as simple as listing previous uses or depending on what those uses were it could mean soil investigation and/or remediation. There are various phases of assessing a site. Under certain circumstances a Record of Site Condition must be filed in a Provincial Registry. The following questions will help to identify if the property that is proposed to be developed will require further assessment.

Previous Use of Property:

Some commercial and industrial properties such as gasoline stations, automotive repair garages, have an increased potential for contamination. Contamination potential can be significantly affected by both the number of different uses that have occurred on the property and the length of time that they were present for.

Have any of the following uses occurred on the property in the past, check all that apply:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Agricultural | If Industrial or Commercial, specify use: |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Parkland | |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Vacant | |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Other | |
| | | |

Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes No Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes No Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- Yes No Unknown

Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- Yes No Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- Yes No Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

- Yes No Unknown

Is the boundary of the subject property within 500 metres (1,640 feet) of the property boundary line of an operational/non-operational, public or private landfill or dump?

- Yes No Unknown

Schedule "A" Continued

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

Yes No Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

Yes No Unknown

Former practices/uses that can possibly have caused contamination include but are not limited to:

operation of electrical transformer stations	disposal of waste materials	raw material storage
residues left in containers	maintenance activities and spills	

If previous use of property is industrial or commercial, or if Yes to any of questions above, please attach an inventory of all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

Acknowledgement Clause

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Municipality's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Municipality may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Municipality of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Municipality may require the qualified person signing the Record of Site Condition to submit to the Municipality a Declaration acknowledging that the Municipality may rely on the statements in the RSC. I further acknowledge that the Municipality of Chatham-Kent is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Municipality of Chatham-Kent, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

 Date

 Signature of Applicant(s)(Owner)

Schedule "B"

Information Requirements for Draft Plans

Instructions:

Pursuant to subsection 51(17) of the Planning Act, the following details must be included in the draft plan:

<input type="checkbox"/>	the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor
<input type="checkbox"/>	Ontario land surveyor's name, signature and date of signature
<input type="checkbox"/>	lot and concession/registered plan number/street address
<input type="checkbox"/>	map scale, legend, and north marker
<input type="checkbox"/>	name of person or firm who prepared the plan, the date the plan was prepared and any revision dates
<input type="checkbox"/>	the location, widths and names of the proposed highways within the proposed subdivision/condominium and of existing highways on which the proposed subdivision abuts
<input type="checkbox"/>	dimensions and layout of the proposed lots, blocks and/or units, including walkways, park blocks, hazard lands etc.
<input type="checkbox"/>	the purpose for which the proposed lots, blocks and/or units are to be used
<input type="checkbox"/>	<p>on a small key plan, on a scale not less than 1cm:100m:</p> <ul style="list-style-type: none"> • all of the land adjacent to the subject property that is owned by the applicant or in which the applicant has an interest • every subdivision or condominium that is adjacent to the subject lands • the relationship of the boundaries of the subject land to the boundaries of the township lot or other original grant of which the subject land forms the whole or part
<input type="checkbox"/>	the existing use(s) on the site and on all adjoining lands
<input type="checkbox"/>	<p>natural and artificial features within or adjacent to the subject land, such as:</p> <ul style="list-style-type: none"> • existing buildings and structures identified as being retained or being demolished/removed • active or inactive right-of-ways such as highways (public or private), alleys, railways, trails etc. • surface water and watercourses (lakes, streams, ponds, wetlands, etc.) • flood plains/flood elevations, flood lines, fill lines, top of slope lines • woodlands • significant plant and wildlife habitat (including ESA's & ANSI's) • drainage ditches, retention ponds (natural or man-made) etc., and • archaeological or historic features
<input type="checkbox"/>	<p>the municipal services available or to be available to the land proposed to be developed</p> <ul style="list-style-type: none"> • water • sanitary sewer • storm sewer or drainage systems • utilities
<input type="checkbox"/>	the soil type(s) and the nature and porosity of the soil
<input type="checkbox"/>	existing contours or elevations as may be required to determine the grade of the highways and drainage
<input type="checkbox"/>	the availability and nature of domestic water supplies
<input type="checkbox"/>	the nature and extent of any restrictions affecting the subject lands including restrictive covenants or easements

Schedule "C"

Specific Requirements for Condominium Types

The following details will assist the Municipality in providing a timely and complete review of the proposed condominium. Provide information only for the condominium type that is the subject of this application.

<input type="checkbox"/>	<p><u>Standard Condominium</u></p> <p>Is the development to be registered as more than one condominium corporation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide a summary outline of the number of units to be included in each condominium corporation.</p>
<input type="checkbox"/>	<p><u>Amalgamated Condominium</u></p> <p>Attach to the application a table including the existing (and, proposed if applicable) door point addresses, current condominium plan and legal unit numbers, and proposed legal unit numbers. Table attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Attach to the application a plan showing the geographic relationship between the condominium corporations proposed to be amalgamated. Plan attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<input type="checkbox"/>	<p><u>Common Elements Condominium</u></p> <p>Describe the purpose of the common element condominium.</p> <p>Attach to the application a plan showing the freehold properties (existing or proposed), proposed to become the Parcels of Tied Land and their geographic relationship to the common elements condominium. Plan attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are the proposed Parcels of Tied Land owned by parties other than the owner or applicant for this plan of condominium? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide a signed certificate of each of the owners of the proposed Parcels of Tied Land, consenting to the submission of the application and the registration of the condominium corporation. Certificates attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<input type="checkbox"/>	<p><u>Phased Condominium (resulting in one condominium corporation)</u></p> <p>Provide a summary outline of the number of units and common elements to be included in each phase and any common elements to be made available in subsequent phases. Summary attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<input type="checkbox"/>	<p><u>Vacant Land Condominium</u></p> <p>If a site plan application has not been submitted, attach a site plan to this application. Site Plan attached? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain why a site plan is not attached</p> <p>Check the classification that best describes this proposal:</p> <p><input type="checkbox"/> infill or redevelopment</p> <p><input type="checkbox"/> greenfield development of lands not previously developed and/or approved development</p> <p>For greenfield type developments, if public road dedications or conveyances to the Municipality or other agencies are required by the Official Plan, or good planning practices, a subdivision plan may be required as part of this submission.</p> <p>Is this vacant land condominium proposed to be registered as more than one plan of condominium? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate the boundary and order in which each plan will be registered on the draft plan.</p>