



**Information Guide and Application Form**

	Application	Fee
<input type="checkbox"/>	Extension of Draft Plan Approval	\$250.00
<input type="checkbox"/>	Amendment to Draft Plan of Subdivision	\$1500.00
<input type="checkbox"/>	Development Agreement Amendment	\$1000.00

Att: Heather (Ross) Jablonski, Planner  
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*Personal information on this form is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P. 13, Sections 34, 50 and 53 and will be used for contacting the applicant(s) and for processing of the Application. Please note that personal information contained in this application may be included in Council minutes and become part of the public record and posted on our municipal website. Questions about this collection should be directed to the Manager of Legislative Services/Clerk for The Corporation of the Municipality of Leamington.*

Office Use Only	
File Number: _____	
Date Pre-consultation Initiated: _____	
Date Application Received: _____	Amount Paid: _____
Date Application Deemed Complete: _____	
<u>Concurrent Applications Filed</u>	
ZBA/H Removal File No. _____	
Other (Specify) _____	

**General Information Sheet**  
**Plan of Subdivision: Draft Extension, Draft Amendment, Agreement Amendment**

**A complete application** includes the information listed below. If this information, which is needed to review the application is not submitted with the application form, *it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.*

**Drawings:** All applications for must include an accurate to scale drawing, preferably by a qualified professional, showing the items listed below:

- a. Draft/Registered M-Plan (One paper copy 11" x 17' and electronic copy .pdf or .dwg)
- b. Draft Redline M-Plan (One paper copy 11" x 17' and electronic copy .pdf or .dwg)

**Fees:** Application Fee(s) made payable to the Municipality of Leamington.

**Supporting Information:** Additional information may be required by the Municipality in order to evaluate the application. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

**Note:**

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**1.0 Applicant Information**

1.1 Name of Owner(s). An owner's authorization is required *if the applicant is not the owner.*

Name of Registered Owner(s)	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:	Cell No.	

1.2 Agent/Applicant: Name of the person who is to be contacted about the application. *If different than the owner.*

Name of Contact Person/ Authorized Agent	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:	Cell No.	

1.3 Please specify to whom all communications should be sent:  
 Registered Owner                       Authorized Agent                       Solicitor

**2.0 Subdivision File**

2.1 Plan of Subdivision: 37-T- \_\_\_\_\_ Common Name: \_\_\_\_\_

2.2 Number of Lots: \_\_\_\_\_ Number of Blocks: \_\_\_\_\_

2.3 Phases of Development: \_\_\_\_\_

2.4 Phases of Development with Final Approval: (continue on additional sheet titled 'Approved Phases' if required)

Phase: \_\_\_\_\_ Registered Plan Number: \_\_\_\_\_

Phase: \_\_\_\_\_ Registered Plan Number: \_\_\_\_\_

Phase: \_\_\_\_\_ Registered Plan Number: \_\_\_\_\_

Phase: \_\_\_\_\_ Registered Plan Number: \_\_\_\_\_

Additional Sheet Titled 'Approved Phases' Attached

2.5 Is the property subject to an approved Development Agreement:

No                       Yes

If yes, Approval Date: \_\_\_\_\_

Registration Instrument Number: \_\_\_\_\_

**3.0 Extension of Draft Approval:**

3.1 Date of Draft Approval: \_\_\_\_\_

3.2 Date of Previous Extensions: \_\_\_\_\_

Date of Previous Extensions: \_\_\_\_\_

Date of Previous Extensions: \_\_\_\_\_

3.3 Date of Draft Plan Approval Expiry: \_\_\_\_\_

3.4 List reason(s) why the conditions of draft approval have not been completed to date: \_\_\_\_\_

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

3.5 List additional reasons for Council's consideration of the extending the Draft Plan Approval: \_\_\_\_\_

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

**4.0 Amendment To Draft Plan Of Subdivision**

4.1 Type of Amendment to Draft Plan of Subdivision requested:

Revision to Draft Approved Plan/Mapping

Copy of Redline Mapping Attached

Revision to Condition(s)

4.2 Please provide Condition # (as listed in Notice of Decision) and a brief summary of requirement and the requested amendment (continue on additional sheet titled 'Conditions' if required):

Condition #: \_\_\_\_\_ Condition: \_\_\_\_\_

\_\_\_\_\_

Requested Amendment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Condition #: \_\_\_\_\_ Condition: \_\_\_\_\_

\_\_\_\_\_

Requested Amendment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.2 Cont'd

Condition #: \_\_\_\_\_ Condition: \_\_\_\_\_

Requested Amendment: \_\_\_\_\_

Additional Sheet Titled 'Conditions' Attached

4.2 Does the requested Amendment to the Draft Plan Approval require revisions to the approved Development Control Agreement:

- No
- Yes, Please proceed to Section 5.0

4.3 Does the requested Amendment to the Draft Plan Approval require revisions to the approved Servicing/Engineering Drawings:

- No
- Yes, Please proceed to Section 5.0

**5.0 Development Control Agreement Amendment**

5.1 Type of amendment required:

- Amendment to Approved Lot Layout
  - Mapping       Agreement Terms & Provisions

Amendment to Schedules, please list Schedules to be amended:

Schedule: \_\_\_\_\_ Title: \_\_\_\_\_

Schedule: \_\_\_\_\_ Title: \_\_\_\_\_

Amendment to Terms and Provisions of Agreement (continue on additional Sheet Title 'Amendments' if required):

Section #: \_\_\_\_\_ Section Title: \_\_\_\_\_

Requested Amendment: \_\_\_\_\_

Section #: \_\_\_\_\_ Section Title: \_\_\_\_\_

Requested Amendment: \_\_\_\_\_

5.1 Cont'd

Section #: \_\_\_\_\_ Section Title: \_\_\_\_\_

Requested Amendment: \_\_\_\_\_

Section #: \_\_\_\_\_ Section Title: \_\_\_\_\_

Requested Amendment: \_\_\_\_\_

**Additional Sheet Titled 'Amendments' Attached**

5.2 Does the requested Amendment to the Draft Plan Approval require revisions to the approved Servicing/Engineering Drawings:

- No
- Yes, paper copies of plans have been attached
- Yes, electronic copies of plans have been provided:

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

VIA:  Email  
 USB, CD

**7.0 Declaration Of Owner/Authorized Agent**

**7.1**

I / We \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the County / District / Regional Municipality of \_\_\_\_\_ solemnly declare that all the statements contained in this application and any supporting documentation 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 and by virtue of the Canada Evidence Act.

**Declared** before me at the Municipality of Leamington, in the County of Essex, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Registered Owner, or Authorized Solicitor or Agent

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Registered Owner, or Authorized Solicitor or Agent

**7.2 Consent of the Owner**

Complete the consent of the owner concerning personal information below.

**Consent of the Owner to the Use and Disclosure of Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**8.0 Authorization**

8.1 If the applicant is not the owner of the land that is the 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.

**Authorization or Owner for Agent to Make The Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner