



**Information Guide and Application Form**

	Application	Fee
<input type="checkbox"/>	<b>Plan of Subdivision / Condominium</b>	\$5,300 (\$5,000 + \$300 ERCA fee)

Att: Heather (Ross) Jablonski, Planner  
[hjablonski@leamington.ca](mailto:hjablonski@leamington.ca)  
 111 Erie Street North  
 Leamington, Ontario N8H 2Z9  
 Phone: (519) 326-5761 ext. 1415  
 Fax: (519) 326-2481

*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: _____	
<b>Concurrent Applications Filed</b>	
<input type="checkbox"/> Official Plan Amendment	File No. _____
<input type="checkbox"/> Zoning By-law Amendment	File No. _____
<input type="checkbox"/> Other (Specify) _____	

**General Information Sheet**  
**Plan of Subdivision & Condominium**

**Steps in the Process**

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- 1 Formal pre-application consultation meeting with the Municipality of Leamington and the County of Essex. The purpose of the meeting is to:
  - i. Review application and information submitted;
  - ii. Identify key issues in processing;
  - iii. Identify any concurrent applications required;
  - iv. Identify any studies that have to be completed prior to acceptance of an application; and any studies that may be required prior to the approval of development; and,
  - v. Identify staff contacts.
- 2 Applicants require completing an application form, submitting any additional information as identified in pre-application consultation and paying fees to the County of Essex (**refer to County website**) and to the Municipality of Leamington (**see fee schedule**).
- 3 Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant.
- 4 Application reviewed and accepted (applicant notified of complete application)
  - Timelines for processing are established
- 5 Application, notice of complete application and public meeting circulated Agencies and the Public (as necessary)
- 6 Public Meeting held in Municipality of Leamington.
- 7 Resolution from Council supporting application and proposed draft conditions
- 8 Approval Authority (Essex County Council) draft approval or refusal of application
- 9 Notice of Approval Authority Decision circulated
- 10 Appeal period
- 11 Begin fulfilling conditions
- 12 Final Approval

**Note to Applicant:**

A complete submission including all applicable requested information and fees will be required prior to an application being accepted for processing. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning Department will be mailed to the applicant and agent. Application fees will not be refunded once substantial work has been undertaken.

**Application for Plan of Subdivision/Condominium**

**This Application Package**  
**Must Be Submitted To:**

Department of Community and  
Development Services,  
Corporation of the Municipality of  
Leamington,  
111 Erie Street North  
Leamington, Ontario  
N8H 2Z9

**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.*

- 3 copies of the completed application form and declarations;
- 10 rolled copies of the draft plan completed as required under Section 51(17) of the Planning Act;
- 1 copy of the draft plan on an 11" by 17" reduction;
- 1 copy of the draft plan on an 11" by 17" reduction with the requested zoning plotted on the face of the draft plan;
- Application Fee(s) made payable to the Municipality of Leamington;
- Electronic file containing the plan of subdivision in AutoCAD 2000 native format (.dwg) stored as a single file, with all of the classes of features (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.) separated into different layers or GIS format shape file.
- Letter of Authorization if the owner is not the applicant and/or the owner has not signed the face of the draft plan;
- Required studies identified at pre-consultation.
- Please list the reports or studies that accompany this application (and supply 3 copies of each):

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### Mapping Information Requirements (*See Section 51(17) of Planning Act*)

(all measurements, scales, etc. must be metric)

- the boundaries of the proposed subdivision certified by an Ontario Land Surveyor
- Ontario land surveyor's name, signature and date of signature
- map scale
- legend
- north marker
- name of person or firm who prepared the plan
- date plan prepared and dates of any revisions
- dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any
- on a key map on the draft plan of subdivision
  - all adjacent land owned by the applicant or in which applicant has an interest
  - all subdivisions adjacent to the proposed subdivision
  - boundaries of the proposed subdivision and boundaries of the township lots or original grants that include any part of the proposal
- proposed use, including maximum number of units by type, for each lot and block
- existing land use on the site and on adjacent lands
- natural and artificial features within or adjacent to the property
  - existing buildings and structures to be retained or demolished
  - active or inactive railways, rail rights-of-way
  - highways and other roads - existing, public/private, open/closed location, width, and proposed generic street labels (i.e. Street A, Street B) with a separate list of proposed street names
  - watercourses (lakes, streams, ponds, wetlands, etc.)
  - flood plains/flood elevations, flood lines, fill lines, top of slope lines
  - woodland
  - significant plant and wildlife habitat (including ESA's & ANSI's)
  - drainage courses, retention ponds (natural or man-made)
  - archaeological or historic features
- existing services (where information is readily available from the municipality or service agency)
  - waterlines and sewer
  - main hydro lines
- soil type (including porosity)
- contours and elevations
- domestic water supply (if not municipal water)
- restrictive covenants and easements affecting the site
- lot and concession/registered plan number/street address

<b>1.0 Applicant Information</b>		
<b>1.1 Name of Owner(s).</b> An owner's authorization is required, <i>if the applicant is not the owner.</i>		
Name of Owner(s)	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:		Cell No.
<b>1.2 Agent/Applicant:</b> Name of the person who is to be contacted about the application. If different than the owner.		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:		Cell No.
<b>1.3</b> Indicate to whom correspondence is to be sent (check only one please)		
Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____		

<b>2.0 Location of the Subject Land</b>			
<b>2.1 Municipal Address</b>			
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township
Assessment Roll No.			

<b>3.0 Easements</b>
Are there any easements or restrictive covenants affecting the subject lands?
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, describe the easement or covenant and its effect.</i> _____ _____ _____

**4.0 Previous Applications Under The Planning Act**

a. Has the subject land ever been the subject of a previous application for approval of a plan of subdivision?

YES     NO

If YES, please indicate the file number and decision made on the application

File Number: \_\_\_\_\_

Decision: \_\_\_\_\_

b. Has the subject site ever been the subject of a previous application for approval of consent to sever?

YES     NO

If YES, please indicate the file number and decision made on the application.

File Number: \_\_\_\_\_

Decision: \_\_\_\_\_

**5.0 Proposed Uses**

	No. Of Residential Units	No. Lots/Blocks (as labelled on Plan)		Net Area in Hectares	Density Proposed (Units per Hectare)
		Lots	Blocks		
<b>Residential</b>					
Detached Dwellings					
Semi-detached Dwellings					
Row, Townhouse Dwellings					
<b>Apartments</b>					
	less than 2 bdrms				
	greater than 2 bdrms				
<b>Other Residential</b>					
<b>Non-Residential</b>					
Neighbourhood Commercial					
Downtown Commercial					
Industrial					
Open Space and Hazard Lands					
Institutional (specify)					
Roads					
Other (specify)					
<b>Total</b>					

5.1 Proposed Use Descriptions	
Other Residential	_____
	_____
Institutional	_____
	_____
Other Non-Residential Uses	_____
	_____

6.0 Provincial Policy Requirements	
Current and Previous Use of the Subject Land and Surrounding Area	
a. What is the current and previous use of the subject land?	
Current Use(s):	_____
All Previous Known Uses:	_____
	_____
b. Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, please be specific: _____	
_____	
_____	
_____	
c. If YES to (b), a soils investigation study including a historical land use inventory is required, showing all former uses on the subject lands, or if appropriate, the adjacent lands. This study must be prepared by a qualified consultant. Report Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. Subsurface Rights	
Are the subsurface rights and the surface rights to the property held by the same owner?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

### 7.0 Affordable Housing Information

For applications that include permanent housing (i.e. not seasonal), fill in the following information  
(For example: Semi detached - 10 units; 93 m<sup>2</sup>; \$95,000 - \$105,000; ownership; 100%):

- a. Housing Type (i.e. detached dwelling, semi detached, multiple attached, apartment): \_\_\_\_\_
- b. Number of Units: \_\_\_\_\_
- c. Unit Size (m<sup>2</sup>): \_\_\_\_\_
- d. Estimated Final Price/Rent per month: \_\_\_\_\_
- e. Tenure: \_\_\_\_\_
- f. % of Affordable Units: \_\_\_\_\_

### 8.0 Significant Features Checklist

Check through the following list on the next page. Indicate YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

Feature or Development Circumstances	Yes	No	Unknown	If Feature: Specify Distance in Metres	Potential Information Needs
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>				____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>				____ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres				____ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				____ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				____ metres	Evaluate impacts within 100 metres. Consult with railway company.
Controlled access highways or freeways, including designated future ones				____ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of 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				____metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				____metres	Consult the appropriate electric power service.
Transportation and infrastructure Corridors				____metres	Will the corridor be protected? Noise Study prepared? Traffic study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				____metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				____metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				____metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				____metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				____metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.

Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies and Conservation Authority policies and permits.
Hazardous sites <sup>4</sup>				_____metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				_____metres	Development to comply with the Minimum Distance Separation Formulae and Official Plan policies.

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. Class 3 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 hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

<b>9.0 Provincial Policy</b>
Is the plan consistent with provincial policy statement issued under subsection 3 (1) of the Planning Act?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN

<b>10.0 Official Plan</b>
a. What is the land use designation of the site in the approved Official Plan? _____
b. Does the proposal conform to the Official Plan? <input type="checkbox"/> YES <input type="checkbox"/> NO
c. If NO, has a separate application for an Official Plan Amendment been made? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what is the file number? _____

<b>11.0 Zoning By-Law</b>
a. Is the land covered by a Minister's zoning order? <input type="checkbox"/> YES <input type="checkbox"/> NO
b. What is the current zoning on the subject lands?      _____
c. Does the proposed plan conform to the existing zoning? <input type="checkbox"/> YES <input type="checkbox"/> NO
d. If NO, have you made a concurrent application for rezoning? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what is the file number? _____

**12.0 Other Applications Under The Planning Act**

Have you made any other applications for the subject lands?     YES     NO

If YES, please indicate:

<input type="checkbox"/> Part Lot Control	File# _____	Status: _____
<input type="checkbox"/> Minor Variance	File # _____	Status: _____
<input type="checkbox"/> Site Plan	File # _____	Status: _____
<input type="checkbox"/> Draft Plan of Condominium	File # _____	Status: _____
<input type="checkbox"/> Other (Specify)	File # _____	Status: _____

**13.0 Access**

Access to the subject lands will be by:

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> County Road	<input type="checkbox"/> Municipal Road
<input type="checkbox"/> Private Road	<input type="checkbox"/> Right of Way	
<input type="checkbox"/> Other (Specify) _____		

**14.0 Water Access**

If access is by water, indicate the closest parking or docking facilities to be used and distance of the facilities from subject lands: \_\_\_\_\_

\_\_\_\_\_

**15.0 Water Services**

a. Water services will be provided by:

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Lake or other water body
- Other means (*please state*) \_\_\_\_\_
- Water service not proposed

b. If the plan would permit development of five or more lots or units on privately owned and operated individual or communal wells, the applicant must submit:

- Servicing options Report; and
- Hydrogeological Report

**16.0 Sewage Disposal Services**

a. Sanitary sewage disposal services will be provided by:

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual on-site sewage disposal system\*
- Privately owned and operated communal sewage disposal system \*
- Privy
- Holding tank
- Sewage disposal service not proposed
- Other (*please state*) \_\_\_\_\_

- b. If the plan would permit development of five or more lots or units on privately owned and operated individual or communal sewage disposal systems, the applicant must submit:
  - Servicing options Report; and
  - Hydrogeological Report
- c. If the plan would permit development of five or less lots or units on privately owned and operated individual or communal sewage disposal systems, and generate less than 4,500 L of effluent per day as a result of the development being completed, the applicant must submit:
  - Hydrogeological Report
- d. If the plan would permit development of five or less lots or units on privately owned and operated individual or communal sewage disposal systems, and generate more than 4,500 L of effluent per day as a result of the development being completed, the applicant must submit:
  - Servicing options Report; and
  - Hydrogeological Report

**17.0 Stormwater Management**

- a. Stormwater Management will be provided by:
  - Municipal Storm sewers
  - Municipal Drain      Name of Drain: \_\_\_\_\_
  - Ditches/Swales
  - Other (please state) \_\_\_\_\_
- b. The subject lands are within the \_\_\_\_\_ (sub) watershed.
- c. A conceptual stormwater management plan has been completed for the subject lands
  - YES     NO
  - If YES:
  - Name of Study: \_\_\_\_\_
  - Completed By: \_\_\_\_\_
  - Date of Study: \_\_\_\_\_

**18.0 Archaeological Assessment**

- Do the subject lands contain any area of archaeological potential?  YES     NO
- If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the applicant must submit:
- An archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part IV (Conservation Resources of Archaeological Value) of the *Ontario Heritage Act*, and
  - A conservation plan for any archaeological resources identified in the assessment.

**19.0 Declaration Of Owner / Applicant**

**6.1**

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

**19.2 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

**20.0 Authorization**

**20.1** 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 of 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