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www.townofshelburne.on.ca



TOWN OF SHELBURNE PLAN OF SUBDIVISION /CONDOMINIUM PROCESS

NOTE: Before you prepare and submit your application to the Town of Shelburne, it is strongly recommended that you consult with the Town Planner. It is also advisable that you communicate with your neighbours with respect to your plans.

Submission for an application shall consist of the following:

1. One (1) original application form with nine (9) copies of the completed form, signed and dated by the applicant or the applicant's agent. All questions on the application form must be answered. Incomplete applications will be returned to the applicant.
2. If an application is being submitted by a limited company or corporation, signatures 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.
3. A letter of authorization from the property owner is required when the application is being signed by an agent.
4. A minimum of three copies of all background reports containing supporting material and including such information as location, existing use, population projections, physical features, soils, vegetation, slopes, surrounding land uses, Official Plan and zoning information, and services (water, sewer, storm water management, traffic etc.). The type of reports and the number of copies required should be discussed with municipal staff prior to submission
5. Digital mapping information: Where possible, one computer disk containing the digital plotting of the boundary of the proposed subdivision should be submitted with the application. This will be retained by the Town. The digital file should have a textual description of file format, map standards used, scale, contact person and general locational information, such as lot, concession and municipality.
6. Fifteen (15) folded copies of the draft plan of subdivision which is to include the requirements of Subsection 51(17) of the Planning Act and one photographic reduction of the draft subdivision plan on and 8 ½" by 14" sheet of paper. For large or complicated applications, more copies may be required.

The subdivision plan is to be completed on up-to-date aerial photography background with cover of 150 metres in each direction of the site, with a minimum scale of 1:1,500 and in metric units. The plan shall show the boundaries of the land to be subdivided, and shall indicate the following as required by Section 51 (2) of the Planning Act:

- a) The locations and widths of the proposed roads within the proposed subdivision and of existing roads on which the proposed subdivision abuts;
- b) On a small key plan, on a scale not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, and every adjoining subdivision and the relationship thereto of the lands proposed to be subdivided, 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 such land forms the whole or part;
- c) The purpose for which the lots and blocks are to be used;
- d) The nature of the existing uses of the adjoining lands;
- e) The approximate dimensions and layouts of the proposed lots with each lot and/or block being numbered;
- f) Natural and artificial features such as buildings, railways, roads, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to such land that constitutes a fire hazard to the proposed subdivision;
- g) The availability and nature of domestic water supplies;
- h) The nature and porosity of the soil;
- i) Such contours or elevations as may be required to determine the grade of the roads and the drainage of the land;
- j) The municipal services available or to be available to the land proposed to be subdivided;
- k) The nature and extent of any restrictive covenants or easements affecting the land proposed to be subdivided;
- l) The total area (hectares and acres) of the lands to be subdivided with an area (hectares and acres) breakdown by type of use proposed on the plan, gross residential density and net residential density (excluding roads, parks) and number of lots or units proposed for each use.

The process for plan of subdivision and condominium applications is as follows:

1. The approval authority for draft plan of subdivision applications is with the Ministry of Municipal Affairs and Housing. An application will be required to be made to the Ministry and a separate fee will be required. The applicant should contact the Ministry's Central Region- Municipal Services Section for further information (416) 585-6559.
2. Upon submission of a complete application, the application is assigned a Town file number.
3. The application will be processed by the Clerk's Office through municipal departments and other officials to obtain technical comments, including pertinent agency comments and requirements (e.g. Nottawasaga Conservation Authority, Canada Post, local School Boards). The application will be reviewed in light of comments received.
4. The Ministry of Municipal Affairs and Housing will issue a file (T) number for the application and will direct the Town to hold a public meeting.
5. The Town will provide notice of a public meeting which is generally held in the Council Chambers prior to a regular meeting of Council or General Committee (Mondays) at 7:00 p.m. At the hearing, the applicant or the agent will be required to present the application and be available to answer questions. Council does not make a decision at the public meeting.
6. Once the subdivision plan is approved by staff, the plan, a report and recommendation will then be submitted to Council for its consideration, at a subsequent Council meeting.
7. If Council supports the application, the draft plan is approved by Council and conditions of Draft Approval are provided and forwarded to the Minister with a record of the public meeting.

8. The Minister will make a decision on the application and send a notice of decision to all persons identifying an interest in the application, plus agencies and ministries. There is a 20-day appeal period from when notice is given. If an appeal is received, it is forwarded to the Ontario Municipal Board.
9. Once draft approval is finalized, the applicant will proceed to meet the draft conditions which include the execution of a subdivision agreement with the Town. Once all conditions are met the plan will receive final approval by the Minister and may be registered.

Further information can be obtained from the Town offices.

For application fees please contact the Town Planner or the CAO/Clerk.



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<i>For Office Use Only</i>	
File #:	_____
Date Received:	_____
Date Accepted:	_____
Application Fees:	_____

**TOWN OF SHELBURNE
 APPLICATION FORM FOR
 PLANS OF SUBDIVISION & CONDOMINIUM**

Date Received _____

1. APPLICATION INFORMATION

Name of Applicant: _____

Mailing Address: _____

Telephone Number (Home): _____ Fax Number: _____

Telephone Number (Business): _____ Email Address: _____

2. OWNER

If the Applicant is not the Owner of the subject lands, then authorization from the Owner is required, as well as the following information:

Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: _____

Mailing Address: _____

Name: _____

Mailing Address: _____

4. SUBJECT LANDS

Lot: _____ Concession: _____

Reference Plan: _____ Part/Block/Lot: _____

Street Name and Number: _____
(if corner lot please include both street names)

Area of subject lands: _____ Frontage: _____

Depth: _____

	Yes	No	Unknown
(i) Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Has a gas station been located on the subject land or land adjacent to the subject land at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any easements or restrictive covenants affecting the subject lands? If so, please describe _____



5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? _____

What is the present zoning? _____



6. PROPOSED AND CURRENT USE

What is the existing use of the subject land? _____

Are there any buildings or structures on the subject lands?
 yes no

Are the existing buildings proposed to be demolished?
 yes no

When were the subject lands acquired by the current owner? _____

How long have the existing uses continue don the subject lands? _____

Is the application for a plan of subdivision or plan of condominium? _____

If the application is for a plan of condominium, is a site plan agreement proposed and what is the status of such application? _____

Please complete the following table to describe the proposed land use:

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks	Area (ha)	Density (Units/Dwellings per ha)
Residential:				
Detached				
Semi-Detached				
Multiple				
Apartments				
Other				
Commercial				
Industrial				
Institutional				
Open Space				
Natural Environment				
Roads				
Other – specify				
Totals				

7. ACCESS

Is the subject land accessible by:

- Provincial highway
 - Municipal road (maintained year round)
 - Right of way
 - Other, describe _____
-

8. SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by:

<input type="checkbox"/> Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
<input type="checkbox"/> Other, describe _____		

9. OTHER APPLICATIONS

When was the draft plan application submitted to the Ministry of Municipal Affairs and Housing?

Please provide the Ministry file number: _____

Are the subject lands the subject of any other applications under the Planning Act?

- yes no

If yes, please describe and provide file numbers: _____

10. DRAWINGS AND REPORTS

Drawings and required reports should be provided in accordance with the requirements set out on the Plan of Subdivision Process Sheet.

11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

Date

Signature of Owner/Applicant

04/04/2013

12. AUTHORIZATION

I/We _____ am/are the 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)

13. AFFIDAVIT

I, _____ of the _____ in the _____ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith 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 other, and by virtue of "The Canada Evidence Act".

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

DECLARED BEFORE ME AT _____ in the _____ of the _____ this _____ day of _____, _____

Witness

Signature of Registered Owner (s) or Agent

14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne 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.

Date

Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.
