



Application for a Plan of Subdivision or Condominium Description

This application form is to be used by persons or public bodies where the County of Northumberland is the approval authority for the proposed plan of subdivision or condominium description. In this form, the term “subject land” means the land that is the subject of this application. The application is to be submitted to County of Northumberland, Land Use Planning, 555 Courthouse Road, Cobourg, Ontario, K9A5J6 Telephone 1-905-372-3329, or 1-800-354-7050.

Submission of this application constitutes tacit consent for authorized County and local municipal staff representatives to inspect the subject lands or premises and to carry out any inspections, tests and investigations as may be required.

Pre-consultation

Pre-consultation is a mandatory part of the application process. Through this process, you will be informed of any requirements that may apply within the Northumberland County Official Plan and from Provincial policies and plans. Prior to submitting this form to the County, it is required that at least one meeting be held with County Planning staff, staff from other County Departments, the local municipality, the applicable Conservation Authority and other review agencies as deemed appropriate. Following the meeting, County Planning staff will prepare a Record of Pre-consultation outlining the information to be provided in order that the application may be deemed complete.

If this application does not conform to the Northumberland County Official Plan or local municipal official plan, applications to amend the respective official plans are required and must be submitted to and accepted by the County and local municipality. This will facilitate co-ordinated circulation to the appropriate public bodies.

Complete Application:

The information in this form must be provided by the applicant. This information must be provided with the appropriate fees, draft plan and technical information or reports as outlined in this form and the Record of Pre-consultation to deem the application complete in accordance with the Planning Act. In the absence of this information, the application may be returned until these materials are submitted.

Submission Requirements

Fees:

- An application fee of \$4000.
- A County Inspection service review fee of \$300 per lot for the first ten lots serviced by an individual on-site sewage system, and \$150 per lot for each lot after ten.
- A review fee for the local municipality. Please contact the appropriate local municipality to determine the fee amount.
- A review fee payable to the applicable conservation authority. Please contact the appropriate conservation authority to determine the fee amount
- A \$5000 deposit, for incurred County expenses such as third-party technical reviews.

Forms and Support Materials

- 10 copies of the completed application form and declaration
- 15 copies of the draft plan, folded to a size suitable for mailing
- The information required under Section 51(17) of the Planning Act (shown on the face of the plan)
- 6 copies of all supporting technical and background reports.
- An electronic version of the report and plans



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Corporation of the County of Northumberland
 555 Courthouse Road
 Cobourg, Ontario; K9A 5J6
 P. 1-905-372-3329 or 1-800-354-7050

Office Use Only	Date Received
File Number:	

1 Application Type

- Application for approval of a Plan of Subdivision
- Application for approval of Condominium Description
- Resubmission of previous application

2 Pre-consultation

- 2.1 Have you formally consulted with County of Northumberland staff, local municipality and other agencies prior to submitting this application? Yes No
- 2.2 Date of Record of Pre-consultation _____

3 Contact Information

3.1 Registered Owner*

Name of Owner	Home Phone	Business Phone
Address	Postal Code	Fax Number

3.2 Applicant**

Name of Applicant	Home Phone	Business Phone
Address	Postal Code	Fax Number

3.3 Agent / Solicitor (if applicable)

Name of Applicant	Home Phone	Business Phone
Address	Postal Code	Fax Number

* If more than one Owner, please include a sheet of paper with required information. If Owner is a numbered company, please provide name and address of principal owner.

** Owner's authorization is required in Section 14 if applicant is not the owner

3.4 Names and address of any mortgages, holders of charges or other encumbrances

3.5 Correspondence should be sent to (check one - this person will act as the application coordinator)

- Owner
- Applicant
- Agent/ Solicitor

4 Location of the Subject Land

4.1 Complete the applicable information and boxes

Local Municipality:	Lot(s):	Concession(s):	Geographic Township:
Registered Plan No.:	Lot(s)/Block(s):	Reference Plan No.:	Part Number(s):
Municipal Address (street number and street name):			Assessment Roll No.

4.2 Are there any easements, rights-of-way, or restrictive covenants on the subject lands?

Yes No

If yes, please describe.

5 Proposed and Current Land Use

5.1 Complete the following.

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (hectares)	Net Density (units / dwelling per hectare)
Residential - Detached				
Residential - Semi-Detached				
Residential - Multiple Attached				
Residential - Apartment				
Residential - Seasonal				
Residential - Mobile Home				
Residential - Other (specify)				
Commercial				
Industrial				
Park	nil			nil
Open Space (specify)	nil			nil
Institutional (specify)	nil			nil
Roads	nil			nil
Other (specify)	nil			nil
Total				

5.2 What is the current use of the subject land?

5.3 What is the current land use designated and zone category?

- a) Northumberland County Official Plan _____
- b) Local municipal official plan _____
- c) Local municipal zoning by-law _____

5.4 What are the adjacent land uses?

North - _____

East - _____

South - _____

West - _____

6 Site Contamination

6.1 Complete the following:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Is the application on lands, or adjacent to lands, that were previously used for the following: | | |
| a) Industrial uses? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Commercial uses where there is potential for site contamination (i.e. a garage, a gasoline station or a dry-cleaning equipment operation)? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Where filling has occurred? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Underground storage tanks or buried waste on the property? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Where hazardous chemicals may have been used or where cyanide products may have been used as pesticides (e.g. an orchard)? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) A weapons firing range? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the nearest boundary of the application within 500 meters (1,640 feet) of the fill area of an operating or former landfill or dump, or a waste transfer station or PCB storage site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (i.e. asbestos, PCBs, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there any reason to believe that the lands may have been contaminated based on previous land use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the application involve a change of property use from one of industrial, commercial or community use to residential, institutional, parkland or agricultural use? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above questions was yes, a Phase 1 and 2 Environmental Site Assessment, in accordance with Ontario Regulation 153/04 is required.

6.2 Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? Yes No

If yes, please provide 2 copies of the Environmental Site Assessment Report with this application.

If no, what information did you use to determine the answers to the above questions?

7 Condominium Applications Only

7.1 Complete the following:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Has a site plan for the proposed condominium been approved? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Number of parking spaces provided? | _____ | |
| 3. Has a site plan agreement been entered into? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has a building permit for the proposed condominium been issued? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has construction of the development started? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If construction is completed, indicate the date of completion: | _____ | |
| 7. Is this a conversion of a building containing residential units? | <input type="checkbox"/> | <input type="checkbox"/> |

8 Status of Other Planning Act Applications

8.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or consent? Yes No

If yes, indicate the application file number and the decision made on the application

8.2 Is the subject land also the subject of a proposed official plan or plan amendment that has been submitted for approval? Yes No

If yes and if known, indicate the file number and the status of the application

8.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment?

If yes and if known, indicate the type of application, the file number and the status of the application

8.4 Are the water, sewage, or road works associate with the proposed development subject to the provisions of the Environmental Assessment Act?

If yes, briefly explain the works involved and attach a statement from a qualified engineer explaining the nature of the works and class(es) of Environmental Assessment required to implement the development.

9 Provincial Policy and Plans

9.1 Briefly explain how this proposal is consistent with the Provincial Policy Statement (incorporate as part of the Planning Report):

9.2 Briefly explain how this proposal is consistent with the Growth Plan of the Greater Golden Horseshoe (incorporate as part of the Planning Report):

9.3 Is the subject land designated under any other Provincial plans?

Oak Ridges Moraine Conservation Plan

Yes No

Other (specify): _____

9.4 Briefly explain how this proposal is consistent with each of the applicable Provincial plan(s) (incorporate as part of the Planning Report)

10 Servicing

10.1 Indicate the proposed method of water and sewage servicing:

Sewage Service (check one)	Water Supply (check one)
<input type="checkbox"/> Municipal sewage system	<input type="checkbox"/> Municipal piped
<input type="checkbox"/> Individual on-site septic system	<input type="checkbox"/> Individual wells
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Other (specify) _____

11 Housing Affordability

11.1 For applications that include permanent housing (i.e. not seasonal) complete the following table.

Lot Type	Number of Units	Unit Size and/or Lot Frontage	Estimated Selling Price/Rent
Single-Detached			
Semi-Detached			
Townhouse block			
Apartment block			
Other (specify) _____			

11.2 Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal? Yes No

If yes, briefly describe below (include additional page, or incorporate in a report as necessary)

12 Other Information

12.1 List the title author and date of all reports submitted with application:

Title	Author	Date

13 Sworn Declaration

I, _____ of the _____
in the _____ solemnly declare that the information
contained in this application is true and that the information contained in the documents that
accompany this application is true. I also agree to allow the County of Northumberland and the local
municipality, its employees and agents to enter upon the subject land for the purpose of conducting
surveys and tests that may be necessary to review this application.

Declared before me

At the _____

In the _____

This ____ day of _____, 20 ____

Commissioner of Oaths

Signature of Owner or Applicant

14 Authorizations

14.1 If the applicant is not the Owner of the subject land, 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 subject of this application for approval of a plan of subdivision/condominium and I authorize _____ to make this application on my behalf.

Signature of Owner

Date

14.2 If applicant is not the Owner of the land that is the subject of this application, complete the authorization of the Owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the Owner of the land that is subject of this application for approval of a plan of subdivision/condominium and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Signature of Owner

Date

15 Consent of the Owner

15.1 Complete the consent of the Owner concerning personal information set out below.

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

I, _____, am the Owner of the land that is subject of this application for approval of a plan of subdivision/condominium and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Signature of Owner

Date



**Agreement to Indemnify
The County of Northumberland**

I / We _____, the Owner(s) of lands described as _____ in the Municipality / Township of _____ agree to reimburse and indemnify the County of Northumberland (hereinafter referred to as the County) for all fees and expenses incurred by the County to process the requested _____ application (including the review of all preliminary reports submitted in support of said application) including any expenses attributable to proceedings before the Ontario Municipal Board or a court or other administrative tribunal, if necessary, to defend the County's decision where the County appears in support of the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, engineers, lawyers and such other professional and technical advisors as the County may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

Any invoices rendered to an application on account of fees and expenses incurred by the County shall be paid within twenty-one (21) days of billing, which interest at the rate of 1.25% per month (15% per annum) shall be paid on all invoices overdue more than thirty (30) days.

Registered Owner or Authorized Agent

Date