

**NEIGHBOURHOOD DESIGN PLAN APPLICATION FORM  
THE MUNICIPALITY OF CLARINGTON  
PLANNING SERVICES DEPARTMENT**

<b>APPLICATION FOR (Check Appropriate Boxes)</b>		
<input type="checkbox"/> Neighbourhood Design Plan		FOR OFFICE USE
<input type="checkbox"/> Neighbourhood Design Plan Amendment		
<b>OTHER RELATED APPLICATIONS SUBMITTED (Check Box and Enter File No.)</b>		
<input type="checkbox"/> Amendment to Local Official Plan	FILE: OPA _____	
<input type="checkbox"/> Amendment to Regional Official Plan	FILE: OPA _____	
<input type="checkbox"/> Consent	FILE: LD _____	
<input type="checkbox"/> Subdivision/Condominium	FILE: SC _____ CC _____	

**1 OWNER/AGENT**

	<b>REGISTERED OWNER</b>	<b>AGENT</b>
Contact Name:		
Company:		
Mailing Address:		
Phone:	( )	( )
Fax:	( )	( )

**2 PROPERTY DESCRIPTION**

Municipal Address:		
Lot:	Concession:	Township:
Legal Description:		
Dimensions: Frontage:	Depth:	Area:
Date Property Acquired:		
Are there any easements or restrictive covenants affecting the subject or retained lands?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>Yes</b> , please describe:		

**3 EXISTING USES (Describe in full)**

Current Uses:

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List of all structures on site:

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When existing use commenced:

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**4 ABUTTING USES**

NORTH	
SOUTH	
EAST	
WEST	

**5 PROPOSED USES (Describe in detail)**

Proposed Uses:

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Proposed Structure:

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Total Floor Space:

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**6 EASEMENTS, RIGHT-OF-WAY, COVENANTS, ETC. (Describe in detail)**

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\_\_\_\_\_

\_\_\_\_\_

**7 PROPOSED METHOD OF SERVICING**

<input type="checkbox"/> Municipal Services	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Storm Sewer
<input type="checkbox"/> Septic System	<input type="checkbox"/> Wells	<input type="checkbox"/> Ditches / Swales

**8 AFFIDAVIT**

<b>AFFIDAVIT</b>	
I, _____	
of the _____	
in the Regional Municipality/City of _____	
solemnly declare that all the above statements contained within this application 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". I also agree to allow the Municipality, its employees and agents to enter upon the subject property for the purposes of conducting survey, inspection and tests that may be necessary to his application.	
Declared before me at the _____	
in the Regional Municipality/City of _____	
this _____ day of _____	
_____	_____
Commissioner of Oaths	Applicant

**9 OWNER'S AUTHORIZATION**

If multiple owners, an authorization letter from each owner is required.

<b>AUTHORIZATION OF OWNER</b>	
I, _____, being the registered owner of the land that is the subject of this planning document, hereby authorize _____ <span style="display: block; text-align: center;">(type or print name of agent)</span> to	
prepare and submit this application for approval.	
_____	_____
Date	Signature of Owner

**10 CONSENT OF OWNER**

10.1 Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

<b>CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION</b>	
I, _____	
am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the <b>Municipal Freedom of Information and Protection of Privacy Act</b> , I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the <b>Planning Act</b> for the purposes of processing this application.	
_____	_____
Date	Signature of Owner

**IMPORTANT NOTES**

**THIS APPLICATION WILL NOT BE ACCEPTED OR PROCESSED UNLESS:**

1. All applicable sections of this application form are completed.
2. Twenty (20) copies of plans and/or drawings, 8 ½" X 11", are attached (see Appendix No. 1 for details to be shown on plans).
3. A **non-refundable** application fee in cheque/cash or money order made payable to the Corporation of the Municipality of Clarington is enclosed (see Fee Schedule). A fee of \$20.00 + H.S.T. will be charged to have the application commissioned by Municipal staff.
4. Keep all appendices in your file for future reference.

**APPLICATION PACKAGE MUST BE SUBMITTED TO:**

Planning Services Department  
Municipality of Clarington  
40 Temperance Street  
Bowmanville, Ontario L1C 3A6  
Phone: (905) 623-3379 Toll Free: 1-800-563-1195  
Fax: (905) 623-0830

**PLANS/DRAWINGS REQUIRED FOR NEIGHBOURHOOD DESIGN PLAN, REZONING AND SITE PLAN APPLICATIONS:**

Survey Plan prepared by an Ontario Land Surveyor indicating the following:

1. Property dimensions, related street lines, reference to the nearest street intersection.
2. Topographical features including all natural and artificial features such as watercourses, wooded areas, ditches, buildings, railways, pipelines, utilities etc.
3. Location, dimension and size of all proposed buildings and structures.
4. In addition to the above requirements for rezoning application, application for site plan approval is required to have plans and drawings showing the location, elevation, and cross-section of all buildings and structures to be erected and showing the location of all facilities and works to be provided and required under Section 41(4) of the Planning Act, including, but not limited to the following:
  - a. Highway widening
  - b. Access ramps, curbing and traffic direction signs
  - c. Loading and parking facilities, access driveway, surfacing of such areas
  - d. Walkway and walkway ramps, including surfacing
  - e. Lighting
  - f. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for landscaping
  - g. Garbage and waste disposal
  - h. Easement and public utilities
  - i. Grading or alteration in elevation
  - j. Exterior building materials and colour scheme
5. The Director of Engineering and the Director of Planning Services may require additional information from the applicant to assist their evaluation of the application.

**IMPORTANT NOTE**

**THE MUNICIPALITY RESERVES THE RIGHT NOT TO ACCEPT OR PROCESS ANY APPLICATION IF THE INFORMATION REQUIRED FOR PLANS AND DRAWINGS IS INCOMPLETE.**