

Submission of this application constitutes consent for authorized Municipality of Clarington, Region of Durham and circulated Agency representatives to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.

COMPLETENESS OF THIS APPLICATION FORM: When this application is submitted, **ALL** of the following must be provided by the applicant for the application to be considered complete:

- One (1) original copy and twenty-five (25) copies, or as identified in the pre-consultation meeting, of the application form including all of the information requested herein, as prescribed by Section 2 of Ontario Regulation 544/06, made under the Planning Act, with original signatures;
- One (1) original copy of the Pre-consultation Procedures Form and the submission of all requested items from the pre-consultation meeting;
- Fifty (50) copies and one (1) electronic version in AutoCAD format, or as identified in the pre-consultation meeting, of the draft plan, folded to a size suitable for mailing (either letter or legal size) showing the location of the property, existing site features, adjacent land uses and site features, details of the proposed land use(s) and the extent of the applicant's land holdings. There will be a charge if Municipal Staff are required to fold these drawings. Please see the Fee Schedule for rates. All dimensions must be in metric units;
- Six (6) reduced copies of the draft plan, either letter or legal size;
- Ten (10) copies and one (1) electronic version, or as identified in the pre-consultation meeting, of any background and/or technical documentation that may be required as part of this application;
- Seven (7) copies and one (1) electronic version of the environmental site assessments;
- Seven (7) copies and one (1) electronic version of the functional servicing report;
- A non-refundable processing fee (see Municipality of Clarington Planning Services Fee Schedule) made payable to the Municipality of Clarington. An additional fee will be charged to have the application commissioned by staff;
- A non-refundable processing fee for review by the Region of Durham Planning Department, payable to the Region of Durham (see Agency Review Fees for Development Applications);
- A non-refundable processing fee for review by the Region of Durham Health Department, payable to the Regional Municipality of Durham, for any developments based on private services (see Agency Review Fees for Development Applications); and
- A non-refundable processing fee payable to the applicable Conservation Authority, for lands potentially affected by flooding or erosion or other lands within its jurisdiction (see Agency Review Fees for Development Applications).

When the above information has been received, this submission will be evaluated in order to determine if it is complete. If the preconsultation meeting has not been held, or if any of the prescribed information and/or the processing fee is not provided, the Municipality of Clarington Planning Services Department will return the application form, or refuse to further consider the application, until such time as the above noted information has been provided.

NOTES: An additional non-refundable fee will be required from the applicant payable to the Municipality of Clarington for each required additional Open House or Public Meeting (see Fee Schedule).

An additional non-refundable fee (see fee schedule), payable to the Municipality of Clarington, must be submitted prior to final approval of the application by the Municipality, should the application be successful.

The Municipality shall, prior to rendering a decision on this application, require written confirmation that all Municipal taxes are current and up to date.

A sign will be required to inform the public of the proposed application on the subject land. The Planning Services Department will advise the applicant of the Public Meeting date and prepare the necessary notice sign text to be erected by the applicant at the applicant's expense.

The application form will be circulated to the public bodies that may have an interest. For assistance in completing this form please contact the Municipality of Clarington Planning Services Department.

Appendix No. 1 illustrates the subdivision/condominium application process and is provided for your convenience. 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

APPLICATION FOR (Check Appropriate Boxes)	FOR MUNICIPALITY OF CLARINGTON USE ONLY
<input type="checkbox"/> Draft Plan of Subdivision <input type="checkbox"/> Amendment to Draft Approved Plan of Subdivision <input type="checkbox"/> Residential <input type="checkbox"/> Non Residential	Related Applications:
<input type="checkbox"/> Draft Plan of Condominium <input type="checkbox"/> Standard <input type="checkbox"/> Conversion <input type="checkbox"/> Agreement Amendment <input type="checkbox"/> Common Elements <input type="checkbox"/> Leasehold <input type="checkbox"/> Vacant Land <input type="checkbox"/> Phased – Phase# ____ of ____ phases	File Number: Date Received:

1. CONTACT INFORMATION

	ADDRESS	TELEPHONE NOS.
Registered Owner ¹		Home:
		Business:
		Fax:
		E-Mail:
Applicant ²		Home:
		Business:
		Fax:
		E-Mail:
Agent		Home:
		Business:
		Fax:
		E-Mail:
Ontario Land Surveyor		Home:
		Business:
		Fax:
		E-Mail:

¹ If there is more than one Owner, please attach a separate page with the required information. If the owner is a numbered company, give the name and address of principal owner.

² Owner's authorization is required if the applicant is not the owner (Section 12).

1.1 Please indicate to whom all correspondence should be sent (one only). This person will act as the Application Coordinator.

Owner Applicant Agent

2. LOCATION OF SUBJECT LAND

Assessment Roll No.	Lot(s)	Concession(s)	Former Township
Registered Plan No(s).	Lot(s) / Block(s)	Reference Plan No(s).	Part Number(s)
Municipal Address (Street No. and Name)		Approximate Area (ha)	PIN No.

2.1 Are there any existing easements, right-of-ways, restrictive covenants or Aboriginal land claims negotiations affecting the subject land or is it covered by a Provincial/Aboriginal co-management agreement?

YES NO

If **YES**, please describe _____

2.2 Are there any existing easements, right-of-ways, restrictive covenants or other rights over adjacent properties affecting the subject land (i.e. mutual driveways)?

YES NO

If **YES**, please describe _____

2.3 Does the subject land contain any areas of archaeological potential?

YES NO

If **YES**, and the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the Municipality requires:

- (a) An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and
- (b) A conservation plan for any archaeological resources identified in the assessment.

2.4 Indicate the location and area of adjoining or nearby land in which the owner has an interest, if any:

3. APPLICATIONS

3.1 Please indicate whether this land was the subject of any other applications under the **Planning Act**?

	YES	NO	FILE NO.	STATUS
Amendment to Local Official Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Amendment to Regional Official Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Plan of Subdivision / Condominium	<input type="checkbox"/>	<input type="checkbox"/>		
Zoning Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Minister's Zoning Order	<input type="checkbox"/>	<input type="checkbox"/>		
Consent	<input type="checkbox"/>	<input type="checkbox"/>		
Site Plan Approval / Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>		

4. CURRENT AND PROPOSED LAND USE(S):

4.1 What are the current uses of the subject land?

4.2 How is the subject land currently designated and zoned?

- (a) Clarington Official Plan? _____
- (b) Clarington Zoning By-law? _____
- (c) Durham Regional Official Plan? _____

4.3 Complete the following table with respect to the proposed land uses shown on the draft plan.

PROPOSED LAND USE	NUMBER OF LOTS AND/OR BLOCKS ON THE DRAFT PLAN	NUMBER OF UNITS OR DWELLINGS	AREA OF LAND (HECTARES)	NET DENSITY (UNITS/DWELLINGS PER HECTARE)	NUMBER OF PARKING SPACES ON DRAFT PLAN³
Detached Residential					
Semi-detached Residential					
Multiple attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile Homes					
Other Residential (specify)					
Commercial					
Industrial					
Institutional (specify)					
Park, Open Space		Nil		Nil	Nil
Roads		Nil		Nil	Nil
Other (specify)					
TOTALS					

5. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY

5.1 Has a site plan for the proposed condominium been approved?

YES NO

³ Only if the application is for approval of a condominium description, indicate the number of parking spaces shown on the draft plan for detached and semi-detached residential use.

5.2 Has a building permit for the proposed condominium has been issued?

YES NO

5.3 Has construction of the condominium started?

YES NO

If construction has been completed, indicate date of completion: _____

5.4 Is the proposed condominium a conversion of a building containing residential rental units?

YES NO

If **YES**, indicate the number of units to be converted: _____

NOTE: If this is a conversion of a building containing residential rental units, please refer to the applicable Regional and Area Municipal Official Plan policies indicating the conditions to be satisfied to ensure an adequate supply of rental accommodation in the Region and the Area Municipality.

6. PROVINCIAL POLICY STATEMENT AND PROVINCIAL PLANS

6.1 Is the proposed amendment consistent with the provincial policy statements issued under subsection 3(1) of the Planning Act?

YES NO

6.2 Is the subject land within an area of land designated under any Provincial Plan or Plans (i.e. Oak Ridges Moraine Plan, the Greenbelt Plan or the Growth Plan)?

YES NO

If **YES**, does the proposed amendment conform to or does not conflict with the Provincial Plan or Plans?

YES NO

7. SERVICING

7.1 Indicate below the existing and proposed type of servicing. Any servicing information/reports required, are to be attached.

	EXISTING	PROPOSED
Water Supply System	<input type="checkbox"/> Municipal piped water system	<input type="checkbox"/> Municipal piped water system
	<input type="checkbox"/> Individual wells	<input type="checkbox"/> Individual wells
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:
Sewage Disposal System	<input type="checkbox"/> Municipal sewage system	<input type="checkbox"/> Municipal sewage system
	<input type="checkbox"/> Individual septic system	<input type="checkbox"/> Individual septic system
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:
Stormwater Drainage	<input type="checkbox"/> Storm sewers	<input type="checkbox"/> Storm sewers
	<input type="checkbox"/> Ditches/swales	<input type="checkbox"/> Ditches/swales
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:

- 7.2 Both a **servicing options report** and a **hydrogeological report** are required if:
- (a) The plan would permit development of **five or more** lots or units on privately owned and operated individual or communal wells and septic systems; and
 - (b) If the plan would permit development of **fewer than five** lots or units on privately owned and operated individual or communal septic systems, and **more than 4500 litres of effluent** would be produced per day as a result of the development being completed.

7.3 If the plan would permit development of **fewer than five** lots or units on privately owned and operated individual or communal septic systems, and **4500 litres of effluent or less** would be produced per day as a result of the development being completed, **only a hydrogeological report is required.**

NOTE: Before undertaking the preparation of such reports, consult the appropriate approval authority (Municipality of Clarington or the Region’s Health Department) about the type of hydrogeological assessment expected.

8. ACCESS

8.1 Please indicate the method of access to the subject land.

- Provincial Highway
- Regional Road
- Municipal Road, maintained:
 - All Year Seasonally
- Right-of-Way
- By Water

8.2 If access to the subject land will be by water only, please indicate the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

8.3 Are the water, sewage, stormwater and/or road works associated with the proposal subject to the provisions of the Environmental Assessment Act?

- YES NO

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. MINIMUM DISTANCE SEPARATION FROM EXISTING LIVESTOCK FACILITIES:

9.1 Minimum Distance Separation is applied to lands being considered for non-agricultural designations. Is there a livestock barn or manure storage facility located within 1,000 metres (3,280 feet) for a Type A land use¹ and 2,000 metres (6,561 feet) for a Type B land use² of the boundary of the subject land?

- YES NO

If **YES**, please complete the “Minimum Distance Separation – Data Sheet” attached to this application.

12. AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the owner. **Please print.**

I, _____ am the registered owner of the land that is the subject of this planning document and I authorize _____ to make this application on my behalf and for the purpose of the **Municipal Freedom of Information and Protection of Privacy Act** to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

13. CONSENT OF OWNER

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).

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 **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 of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application. 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 the application.

Date

Signature of Owner

14. ACKNOWLEDGEMENT OF THE OWNER FOR ONTARIO MUNICIPAL BOARD APPEALS

The Owner acknowledges and agrees, in the event Council approves the application and it is appealed to the Ontario Municipal Board (OMB) by a third party, that they will reimburse the Municipality for any municipal cost and disbursements for outside legal counsel and external consultants and for preparation and attendance at an OMB hearing, where the Municipality is requested to actively defend the decision of Council on a third party appeal.

Date

Signature of Owner

SITE SCREENING QUESTIONNAIRE

This questionnaire must be completed for all Proposed Draft Plan of Subdivision applications, unless a Phase 1 Environmental Site Assessment (ESA) is provided in accordance with the Ministry of Environment’s “Guideline for Use at Contaminated Sites in Ontario”.

1 LOCATION OF SUBJECT LANDS:

Lot(s) _____ Concession(s): _____

Former Town, Village or Township: _____

- 1.1 Is the application on lands or adjacent to lands that were previously used for the following:
- a) Industrial uses? YES NO
 - b) Commercial uses where there is a potential for site contamination (e.g., a gas station or a dry cleaning plant) YES NO
 - c) Lands where filling has occurred? YES NO
 - d) Lands where there may have been underground storage tanks or buried waste on the property? YES NO
 - e) Lands that have been used as an orchard, and where cyanide products may have been used as pesticides? YES NO
 - f) Lands or adjacent to lands that have been used as a weapons fire range? YES NO
- 1.2 Is the nearest boundary of the application within 500 metres (1640 feet) of the fill area of an operating or former landfill or dump? YES NO
- 1.3 Are there any existing or previously existing buildings and/or building materials remaining on site, which are potentially hazardous to public health (e.g., asbestos, PCB’s, etc.)? YES NO
- 1.4 Is there any reason to believe that the lands may have been contaminated based on previous land use? YES NO

If the answer to any of Questions 1.1 through 1.4 was YES, a Phase 1 Environmental Site Assessment, in accordance with the Ministry of Environment’s *Guideline for Use at Contaminated Site in Ontario*, is required. Please submit two copies with your application. A Phase 1 ESA may subsequently determine that the site is suitable for the proposed use or may recommend the preparation of a Phase 2 ESA.

- 1.5 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 submit two copies of the Phase 1 Assessment with the application).



**APPLICATION FOR APPROVAL OF A DRAFT PLAN OF
SUBDIVISION OR CONDOMINIUM**

MUNICIPALITY OF CLARINGTON
PLANNING SERVICES DEPARTMENT

SITE SCREENING QUESTIONNAIRE

The Municipality of Clarington Planning Services Department strongly encourages property owners to consult with a Professional Engineer prior to the completion of the Site Screening Questionnaire. In addition, the Municipality of Clarington will not accept any responsibility or assume any liability for damages to the subject property or adjacent properties as a result of the provision of incorrect information.

I, _____, am the authorized applicant/agent or registered owner of the land that is the subject of this planning document and to the best of my knowledge, the information provided in this questionnaire is true and I do not have any reason to believe that the subject site is contaminated. Sworn (or declared) before me at the _____ in the _____ this _____ day of _____, 20_____

Commissioner of Oaths

Signature of Authorized Applicant/Agent
or Owner

APPLICATION FOR APPROVAL OF A DRAFT PLAN OF SUBDIVISION OR CONDOMINIUM

MUNICIPALITY OF CLARINGTON
PLANNING SERVICES DEPARTMENT

MINIMUM DISTANCE SEPARATION

This is to be completed and attached to the application when applying for a new non-farm use within 1000 metres (3,280 feet) for a Type A land use and 2000 metres (6,561 feet) for a Type B land use* of an existing livestock facility. Complete one sheet for each different set of buildings used for housing livestock.

Owner of Livestock Facility: _____

Telephone: (____) _____ Township: _____

Lot: _____ Concession: _____

- Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use (metres) _____
- Closest distance from the manure storage to the property boundary of the new lot(s) or the change in land use (metres) _____
- Tillable Hectares where livestock facility is located: _____

Type of Livestock	Existing Housing Capacity #	Manure System (Check One Box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
DAIRY <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
BEEF <input type="checkbox"/> Cows (Barn Confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn Confinement) <input type="checkbox"/> Feeders (Barn with yard)					
SWINE <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
POULTRY <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10 kg) <input type="checkbox"/> Meat Turkeys (5 – 10 kg) <input type="checkbox"/> Meat Turkeys (<5 kg) <input type="checkbox"/> Turkey Breeder Layers					
HORSES					
SHEEP <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					

**APPLICATION FOR APPROVAL OF A DRAFT PLAN OF
SUBDIVISION OR CONDOMINIUM**

MUNICIPALITY OF CLARINGTON
PLANNING SERVICES DEPARTMENT

MINIMUM DISTANCE SEPARATION

Type of Livestock	Existing Housing Capacity #	Manure System (Check One Box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
MINK – Adults					
WHITE VEAL CALVES					
GOATS <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
OTHER					

The above information was supplied by:
(Please print)

Name: _____

Signature: _____

Firm (If Applicable): _____

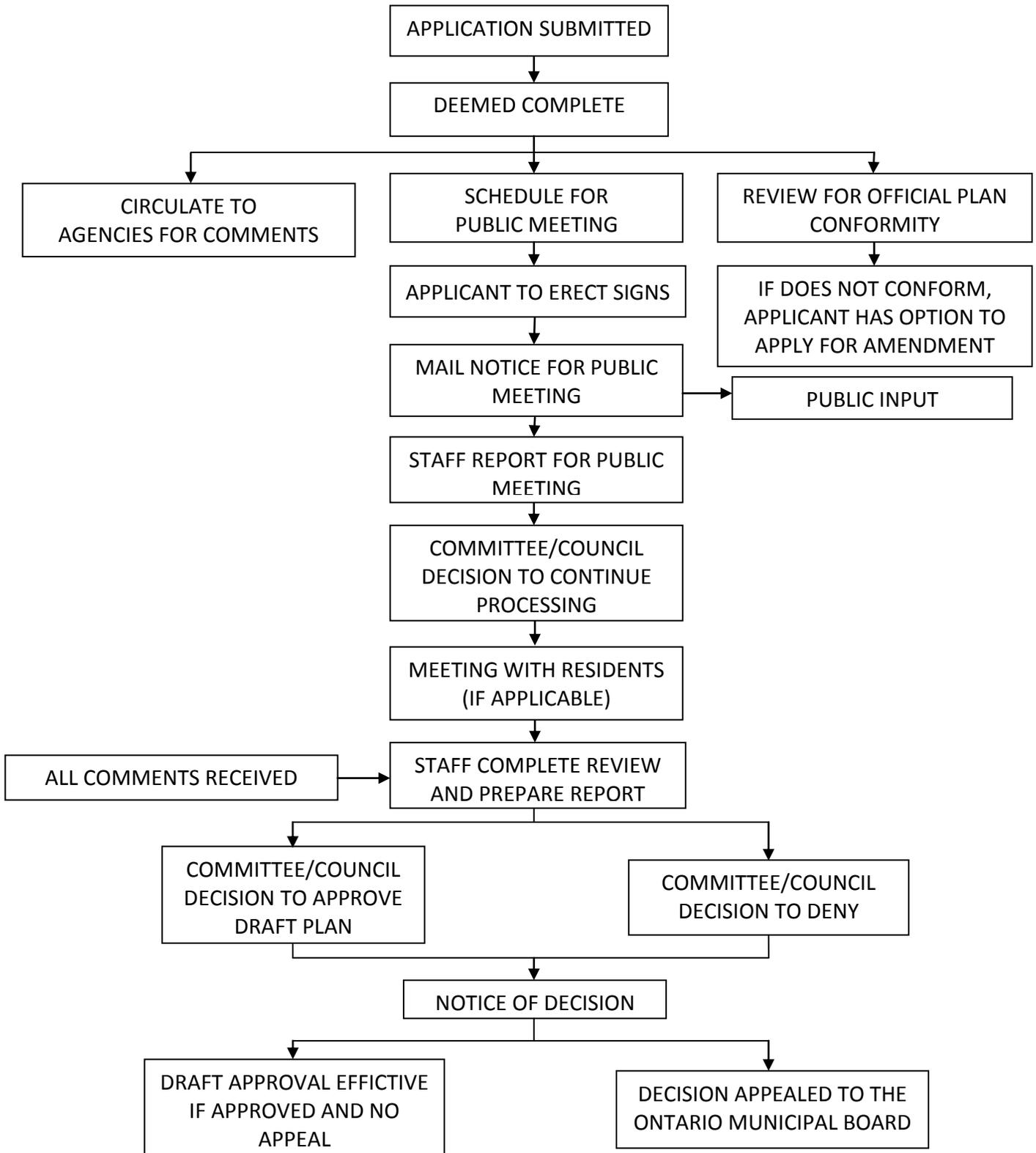
*The Ontario Ministry of Agriculture and Rural Affairs, in their Minimum Distance Separation Implementation Guidelines state that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

FOR MUNICIPAL USE ONLY

Minimum Separation Distance: _____

Does the Application Comply With the MDS Requirements? YES NO

Prepared by: _____ Date: _____



NOTE: THIS PROCEDURE APPLIES TO MOST APPLICATIONS PROCEDURE MAY VARY SLIGHTLY FOR COMPLICATED APPLICATIONS.