

SUBDIVISION APPLICATION GUIDE

application for approval under Section 51 of the Planning Act, R.S.O. 1990

Rev Mar/11

A. APPLYING FOR SUBDIVISION APPROVAL

The attached application form is to be used only when applying to the Town of Caledon for subdivision plan approval. The application must be completed in full and submitted together with the draft plan and application fee (see Fee Schedule attached to this guide) in accordance with Section 51 of the *Planning Act*. In order to meet processing time frames the applicant is advised that pre-consultation with appropriate authorities during completion of the application is key to ensure identification of all issues and in particular requirements for supporting documentation reports.

B. USING THE APPLICATION FORM

1. The attached application form must be fully completed including the applicants' affidavit and registered owners certificate and returned to the Town of Caledon together with twenty-five (25) photo-stat copies. Please ensure that you keep a copy for your files.
2. The application should be completed by the applicant or his authorized agent. The written authorization of the registered owner and affidavit of the applicant must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form certain infrastructure projects to service plans of subdivision are subject to the provisions of the *Environmental Assessment Act*. The applicant is advised to consult with their engineering consultant to provide determination in this matter.
5. Where additional support materials such as environmental, noise abatement, planning or engineering reports are required five (5) copies of all supporting technical reports and background information must be submitted with the application.

C. DRAFT PLANS

The *Planning Act* requires that the applicant shall provide as many copies of a draft plan as may be necessary and shows all information required under Section 51(17). The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and include the applicants' certificate. Please note that all draft plans must be submitted in metric units. To carry out the review of the application, a minimum of 25 copies individually folded to 8 1/2 x 11 of the draft plan, together with two (2) reductions at 8 1/2 x 11 on photographic paper (KP5) will be required. If further copies are needed, the applicant will be notified. The applicant shall also provide 3 1/2 inch diskette(s) containing the draft plan in a geo-referenced file compatible with the Town's GIS/AutoCAD mapping systems. The Town uses the ArcView GIS and AutoCAD Version 14, and drawings will be accepted in 'dwg', 'shp' or 'dxf' format. Please include a file name, contact name and phone number on the label of each diskette. If assistance is required please contact the Manager of Information Technology for direction.

D. INFORMATION TO BE SHOWN ON THE DRAFT PLAN UNDER SECTION 51(17) OF THE *PLANNING ACT, R.S.O., 1990*

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- (c) on a small key plan, on a scale of 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, every subdivision adjacent to the proposed subdivision 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 the land forms the whole or part;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed lots;
- (g) natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the lands proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided; and
- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

E. DEALING WITH THE APPLICATION

1. After accepting the application as complete, (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the Town will confer with Town Departments and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. After an evaluation of the plan and the recommendations from other bodies, as noted above, conditions may be imposed by the Town in granting draft approval of the plan (approval in principle).
3. Section 51(39) of the *Planning Act* provides that any person or public body may, not later than 20 days after the giving of notice, appeal the decision to the Ontario Municipal Board.
4. The agencies affected by the conditions must indicate to the Town that they have been fulfilled to their satisfaction prior to the approval of the final plan for registration.

F. CONCURRENT CLASS EA PROJECT APPROVAL

Section 6 of the *Environmental Assessment Act* prevents draft approval until the requirements of Section 5(1) have been fulfilled. Section 7 of the subdivision application requires that any Schedule C water, storm drainage, sewage or road projects be identified and the location and dimensions of such projects must be shown on the subdivision plan, in the key plan, separately on the plan.

G. FEES

The Town of Caledon fee for a plan of subdivision is as follows:

- | | |
|--|-----------------------------------|
| a) Plan of Subdivision (Residential) | \$5,000 plus \$508/unit |
| b) Plan of Subdivision (Industrial/Commercial) | \$5,000 plus \$5,000/gross ha |
| c) Plus additional fee, if applicable | |
| ▪ Annual carrying fee for inactive files | \$ 1,000 |
| ▪ Extension of draft approval | \$ 5,000 |
| ▪ Referral of plan to Ontario Municipal Board | \$ 150 |
| ▪ Registration of each phase of a plan | \$ 1,500 |
| ▪ Revised draft approved plan requiring recirculation | \$ 5,000 |
| ▪ Revisions requiring re-circulation | \$ 5,000 |
| d) Administration Fee paid at registration: | |
| ▪ Filed on or before Feb. 5, 2008 | 7% of works |
| ▪ Filed on or after Feb. 6, 2008 to on or before Jan. 31, 2011 | 0% of works |
| ▪ Filed on or after Feb. 1, 2011 | 6% of works minus application fee |
| e) Amendment to registered Subdivision Agreement | \$ 1,000 plus costs |
| f) Each Subdivision Agreement/Grading Agreement/Pre-Servicing Agreement/Development Agreement | \$ 5,000 plus costs |
| g) Non-Routine Subdivision Agreement requiring more than 70 hours of work, inclusive of Grading Agreement/Pre-Servicing Agreement/Development Agreement or both law clerk and solicitor time | \$ 5,000 each plus time and costs |
| h) When a plan of subdivision requires the preparation of three (3) agreements (Subdivision Agreement, Grading Agreement and Pre-servicing Agreement), the fee for a total of three agreements | \$ 12,000 plus costs |
| i) Registration of a draft plan of subdivision and compliance documents | \$ 3,000 plus costs |
| j) Where the municipality, through the Legal Services Department, has retained outside counsel, at the request of the developer/owner, to expedite the preparation of any of a Grading, Pre-Servicing, Subdivision or Development Agreement or the registration of the draft plan of subdivision and compliance documents the developer/owner shall pay the minimum fee for the preparation of the agreements set out above or the registration, and shall, in addition, pay the total cost, including fees, disbursements, and taxes, charged by outside counsel to the municipality. | |

NOTE: HST is applicable to items d), f), g), h) and i) above.

NOTE: The fee for the preparation of any of a Subdivision, Pre-Servicing, Grading or Development Agreement shall be payable in advance and the Legal Services Department shall not commence preparation of the agreement until full payment of the fee has been received.

A cheque in the amount of \$15,000 is to be included with the application, made payable to the Region of Peel.

Conservation Authority Subdivision Review Fee is collected by the Conservation Authority.



SUBDIVISION APPLICATION

This application for approval under Section 51 of the Planning Act must be **fully completed** to the satisfaction of the Town of Caledon.

OFFICE USE ONLY

Subdivision File Number Assigned: _____ Application Fee Attached:

Date Application Received: _____ Date Complete Application Accepted _____

1. SITE AND LEGAL DESCRIPTION

Lot _____ Concession _____

Lot/Block _____ Registered Plan _____

Part _____ Reference Plan _____

2. APPLICANT INFORMATION

	Name and Address	Phone and Fax
Agent:		
Applicant:		
Registered Owner:		
Ontario Land Surveyor		

ALL CORRESPONDENCE, NOTICES ETC. INITIATED BY THE TOWN IN RESPECT OF THIS APPLICATION WILL, UNLESS OTHERWISE REQUESTED BY LAW, BE DIRECTED TO THE APPLICANT'S AGENT NOTED ABOVE EXCEPT WHERE NO AGENT IS EMPLOYED, THEN IT WILL BE DIRECTED TO THE APPLICANT. WHERE THE REGISTERED OWNER IS A NUMBERED COMPANY PLEASE INDICATE A PROJECT OR DEVELOPMENT NAME.

3. PROPOSED LAND USE

Intended Use	Number of Residential Units	Number of Parking Spaces per Unit	Lot Numbers and/or Block Numbers	Hectares	Units per Hectare
Detached single family residential					
Double or semi-detached residential					
Multiple units					
Row and townhousing					
Apartments					
Other Residential (specify)					
Commercial	Nil				
Industrial	Nil				
Park or open space	Nil	N/A			
Institutional (specify)					
Other (specify)					
Roads and widenings	Nil	N/A			
Reserved blocks	Nil	N/A			
Total for each category					

4. OFFICIAL PLAN STATUS

a) What is the land use designation of the subject lands in the Town's Official Plan?

b) What is the land use designation of the subject lands in the applicable secondary plan?

c) Does this subdivision application conform to these plans? Yes No

d) Has an associated Official Plan Amendment application been submitted? Yes No

If Yes, please provide:

Town File Number: _____

Status of Application _____

e) If Council has adopted an associated Official Plan Amendment that relates to this subdivision application, please provide the Amendment Number, OPA _____

5. ZONING BY-LAW STATUS

a) What is the zoning of the subject lands in the applicable Town Zoning By-law?

b) Does the subject property need to be rezoned to accommodate the proposal? Yes No

c) Has an associated zoning by-law amendment application been made? Yes No

If **Yes**, please provide:

Town File Number: _____

Status of Application _____

6. STATUS OF OTHER APPLICATIONS UNDER THE PLANNING ACT

a) Is the subject land subject to any other application under the Planning Act including application for approval of a Minister’s zoning order amendment, a minor variance, a consent or site plan?

Yes No If **Yes**, please provide:

Type of Application(s) _____

File Number(s) _____

Status of Application(s) _____

b) If known, indicate the approval authority file number and decision of any previous subdivision application concerning the subject lands:

7. OTHER PLANNING INFORMATION

What is the current use of the subject land?

a) Has there been any previous industrial or commercial use on the subject land? Yes No
If yes, please specify _____

b) Has the grading on the subject land been changed by adding or removing material? Yes No
If yes, please specify _____

c) Has there been a gas station or other fuel dispensing/storage facility on the subject land Yes No

d) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent lands? Yes No
If yes, please specify _____

8. PROPOSED SERVICING

Complete the following in full including whether all identified technical information requirements are attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

SEWAGE DISPOSAL

Service Type	Development Proposed	Yes/No	Action Required	Attached
Municipal piped sewage system	Any development on municipal service		Confirmation of service capacity will be required during processing	
Municipal or private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

WATER SUPPLY

Service Type	Development Proposed	Yes/No	Action Required	Attached
Municipal piped water system	Any development on municipal service		Confirmation of service capacity will be required during processing	
Municipal or private communal water system	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Individual private wells	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

STORM DRAINAGE

Piped sewers	Any development on piped service		Preliminary stormwater management plan. Stormwater management study may be required during application processing.	
Open ditches or swales	Any development on non-piped service			

ROADS AND ACCESS

Public roads	All development		Traffic study may be identified during application processing	
All municipal or provincial collector and arterial roads	Development within 50 metres		Noise feasibility report	

UTILITIES

Easements and restrictive covenants	Any adjacent or on site		All existing easements and covenants to be shown and effect described on the draft plan	
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9. ENVIRONMENTAL ASSESSMENT ACT

Are any water, sewage or road works associated with the proposed development considered as Schedule C works under the Environmental Assessment Act? Yes No

If Yes, such works must be identified and described on the plan of subdivision and the applicant must demonstrate how requirements of the Act will be addressed.

10. SITE FEATURES AND CONSTRAINTS CONCERNING MATTERS OF PROVINCIAL INTEREST

The following features are matters of **Provincial interest and/or relate to Provincial Policy Statements**. Please indicate if they are located on the subject property or abutting property and advise if the required technical information to demonstrate consistency with Provincial Policy is attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
1.1.1	Non-farm development outside of urban areas and designated settlement areas or expansions of same	Development proposed outside of or the expansion of these areas requires a Justification Analysis Study.				
1.1.3	Class I industry. (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)	A feasibility study is needed for: a) residential and other sensitive uses within 70 metres of a Class I industry or vice-versa.				
	Class II Industry. (Medium scale, processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)	b) residential and other sensitive uses within 300 metres of a Class II industry or vice-versa; and				
	Class III industry within 1000 metres. (Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions)	c) residential and other sensitive uses within 1000 metres of a Class III industry or vice-versa.				
	Landfill site	A landfill study to address leachate, odour, vermin and other impacts is needed.				
	Sewage treatment plant	A feasibility study is needed for residential and other sensitive uses.				
	Waste stabilization pond					
	Active railway lines	Within 100 metres, a feasibility study is needed for development.				
	Controlled access highways or freeways, including designated future ones					

Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
1.1.3	Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	A feasibility study is needed for: a) Group 1 uses (residential) between the 28 and 35 NEF/NEP contour. At or above the 35 NEF/NEP contour development may not be permitted. b) Group 2 uses (office/commercial) at or above the 30 NEF/NEP contour. c) Group 3 uses (industrial) at or above the 35 NEF/NEP contour.				
	Electric transformer stations	Within 200 metres, a noise study is needed for development.				
1.2.1	Affordable Housing	Encourage housing forms and densities designed to be affordable to moderate and lower income households.				
1.3.3	Transportation and infrastructure corridors	The continuous linear characteristics of significant transportation and infrastructure corridors and rights-of-way to be protected.				
2.1.3	Prime agricultural land	Only agricultural, secondary and agricultural related uses are permitted within prime agricultural area designations. Removal of lands from prime agricultural areas will require a Justification Study.				
2.1.4	Agricultural operations	A separation distance calculation under the Minimum Distance Separation Formula for non agricultural uses to be complied with and submitted concurrently with the application.				
2.2.3.2	Existing pits and quarries	It must be demonstrated that proposed development will not preclude the continued use of existing pits and quarries.				
2.2.3.3	Protection of mineral aggregate resources	Within or adjacent to mineral aggregate resources areas, justification is needed for non-mineral aggregate development.				
2.3.1	Significant portions of habitat of endangered and threatened species	Within this feature development is not permitted. Within 50 metres an Environmental Impact Study is needed.				
2.3.1	Significant woodlands and valleylands, significant areas of natural and scientific interest (ANSI), significant wildlife habitat, fish habitat	Except for fish habitat and valleylands, within these features or within 50 metres of the feature, an Environmental Impact Study is needed for proposed development. Within 30 metres of a valleyland, an Environmental Impact Study is needed which must include fish habitat.				
2.3.1	Significant wetlands	Within significant wetlands development is not permitted. Within 120 metres, an Environmental Impact Study is needed.				
2.3.3	Diversity of natural features and their natural connections	Within 50 metres of a significant natural corridor an Environmental Impact Study is needed.				
2.4.1	Surface water, groundwater, sensitive groundwater recharge/discharge areas, headwaters and aquifers	It must be demonstrated that the quality and quantity of these features will be protected or enhanced.				
2.5.1	Significant cultural heritage landscapes and built heritage resources	Development to conserve significant cultural heritage landscapes and built heritage resources.				
2.5.2	Significant archaeological resources	In areas containing significant archaeological potential and resources, these resources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.				

Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
3.1.1	Erosion hazards and unstable soils or bedrock	Areas of unstable soils or bedrock and within the 100 year erosion limit of ravines, river valleys and streams, development should be restricted.				
3.1.2	Flooding hazards	Within the regulatory shoreline, a feasibility study is needed, but within defined portions of the dynamic beach and defined portions of the 100 year flood level along connecting channels, development is not permitted.				
3.1.2	Flood plains	Where one zone flood plain management is in effect, development is not permitted within the flood plain. Where two-zone flood management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.				
3.2.1	Mine hazards or former mineral resource operations	Development on or adjacent to such features will only be permitted if satisfactory rehabilitation measures have been completed.				
3.2.2	Contaminated sites	In areas of possible soil contamination, an inventory of previous uses is needed and site restoration to ensure no adverse effect.				

11. AFFIDAVIT OF APPLICANT

I, _____ of the _____ in the _____ of _____
 (type or print name)

solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

Declared before me at the _____ in the _____ of _____
 this _____ day of _____ 20 _____

 A Commissioner of Oaths

 Signature

12. AN APPLICANT'S CERTIFICATE SHALL BE PROVIDED AND SIGNED ON THE DRAFT PLAN

13. REGISTERED OWNER'S AUTHORIZATION

The owner must complete the following: I, _____ being the registered owner of the subject
 (type or print name)

lands hereby authorize _____ to prepare and submit a draft plan of subdivision for approval
 (type or print name of applicant)

 Dated

 Signature