



111 Sandiford Drive
Stouffville, Ontario L4A 0Z8

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**APPLICATION GUIDE
DRAFT PLAN OF SUBDIVISION
(CONDOMINIUM)**

PURPOSE

1. This Application Guide is for use when submitting a Draft Plan of Subdivision (or Condominium) to the Corporation of the Town of Whitchurch-Stouffville. The purpose of the Application Guide is to assist in completing the Application Form so that all information required by the Town is provided to enable a proper evaluation of the application.

APPLICATION FEE

2. For all information regarding application fees, please refer to schedule "G" in the Town's current Fees and Charges By-law.

APPLICATION FORM

3. The application should be completed by the Registered Owner, Applicant or Authorized Agent and submitted to the Development Services Department together with the application fee and required plans/drawings.
4. If the application is being made by an Applicant or Authorized Agent, the Owner must complete the Authorization in application form item 29.
5. If the Owner is a corporation, the application must be signed by an officer of the corporation under the corporate seal, name and title to be typed below the signature.
6. All communications will be sent to only one of the Registered Owner, Applicant or Authorized Agent as specified in application form item 5.
7. The Application Form must be completed in full. It is the responsibility of the Registered Owner, Applicant or Authorized Agent to provide complete and accurate information. If the Application is incomplete or inaccurate, formal receipt will not be acknowledged and the Application will be returned for completion, correction or clarification prior to processing. Submission of a complete and accurate Application will avoid any undue delay and assist in a comprehensive assessment of the Application.
8. The required number of copies of the draft plan of subdivision (condominium) as determined through pre-consultation, folded to a maximum legal (8½ x 14 inch) size.
9. The plan reduction as required per application form item 25 must be suitable for reproduction and unmarked.

ADDITIONAL INFORMATION

10. Appropriate and sufficient supporting documentation as determined through pre-consultation must be submitted with the Application. Such documentation may include reports such as:
 - i. On prime agricultural land, a **land use justification report** including minimum separation distances required from existing agricultural operations.
 - ii. **Servicing report** (unless on full services) indicating that the site can be adequately serviced by individual lot wells and septic systems with no negative impacts on the surrounding properties in the neighbourhood. At least one test well must be drilled as part of the report.
 - iii. **Stormwater management and drainage report** indicating how drainage will be accommodated both on and off of the site with no negative impacts on the neighbourhood.
 - iv. **Environmental impact report** showing how the proposed development will either maintain or enhance the natural landscape, watercourses, environmentally significant areas and wetlands both on and adjacent to the site.
 - v. **Landscape analysis** including vegetation inventory and proposed landscape improvements to the site.
 - vi. **Noise report** showing how negative noise impacts will be accommodated in the design of the proposed development for sites adjacent to rail lines, provincial highways, regional roads and on those local roads which have significant traffic.
 - vii. **Traffic report** where the consequences of a new development may aggravate an existing perceived traffic problem.
 - viii. **Lighting report** where lights are a major component of a project and could have a pollution intrusion effect on abutting properties.
 - ix. **Dust report** where dust and its consequences on abutting properties is of concern.
 - x. **Archaeological Assessment** to identify, inventory and describe any archaeological resources existent on the property prior to development.
11. Additional reports and studies that are pertinent to the Application may be identified during the process.
12. A plan of survey of the subject property showing the location of all buildings and structures should be submitted with the application. If a plan of survey is not available, a determination will be made as to whether or not the application can be processed without a survey.
13. A property deed **must** accompany each application as proof of ownership. If there is more than one owner, all parties are required to sign the application and/or authorization.

PRE-APPLICATION CONSULTATION

14. By-law No. 2009-043-RE, as passed by the Town of Whitchurch-Stouffville Council, requires pre-consultation for development proposals. As of June 3, 2009, IT IS COMPULSORY for Applicants to consult with the Town before submitting one of the following types of planning applications before they are deemed to be complete under the Planning Act:
 - Site Plan Control
 - Official Plan Amendment
 - Plan of Subdivision/Condominium
 - Zoning By-law Amendment
 - Consent

APPLICATION PROCESS

15. On receipt of a Draft Plan of Subdivision (Condominium) Application, planning staff will determine whether or not the Application is complete and advise if any additional information is required. If a draft plan of subdivision (condominium) does not conform to the Official Plan, the circulation may be held in abeyance pending the adoption of an appropriate Official Plan Amendment by Town Council. Draft plan approval will not be issued until the requisite Official Plan Amendment has been approved by the Region of York.
16. If a Draft Plan of Subdivision (Condominium) conforms to the Official Plan, the draft plan will be circulated to a number of agencies for review and comments in accordance with Section 51(23) of The Planning Act. A typical circulation would include municipal departments, the Region of York, the school boards, the applicable Conservation Authority, Hydro One, Canada Post, Bell Canada Natural Gas Distribution, and Cable Utilities. Where appropriate, the draft plan and supporting documentation will also be forwarded to the Town's review consultants.
17. Once the circulation is complete, including the requisite supporting information, a Public Hearing will be scheduled except for those applications considered by staff to be inappropriate. A Preliminary Planning Report will be prepared for an application considered by staff to be inappropriate for a decision by Council in Committee and Council with respect to proceeding to a public meeting.
18. For applications proceeding to a public meeting, notice will be prepared and forwarded to all property owners within 120 metres (400 feet) of the subject property and to the prescribed agencies. In addition, a notice of meeting sign is to be posted on the subject property. The public meeting will typically be consolidated with that required by The Planning Act for related applications (i.e. zoning).
19. At the public meeting, any person may make representation, express their concerns and voice their opposition to or support of the proposed draft plan of subdivision. In accordance with the requirements of The Planning Act, there will be no decision regarding the disposition of the application at the public meeting. An Information Report will be prepared by staff to provide an overview of the application.
20. After the public meeting, a further report will be prepared on the draft plan of subdivision. Typically, a report will only proceed to Council in Committee once issues of concern have been resolved and staff is in a position to make a final recommendation. In accordance with Section 51(31) of The Planning Act, the Town has the ability to approve or refuse to approve a plan of subdivision (condominium). Draft plan approval would be subject to conditions of approval which would have to be met within a three year time frame prior to the plan receiving final approval for registration. Aside from the Town, conditions of approval will be typically requested by the Region of York and the Conservation Authorities. The school boards will have conditions if a draft plan has a future school site.
21. Once Council makes a decision on a draft plan of subdivision (condominium), the Town must, pursuant to Section 51(37) of The Planning Act, within 15 days of the decision, give written notice of it, containing the prescribed information to the applicant, each person or public body that made a written request to be notified of the decision, the Region and any other person or public body prescribed. The Notice of Decision is subject to a 20 day appeal period. During the 20 day appeal period any person or public body may appeal the decision, the lapsing provision or any condition of approval to the Ontario Municipal Board, by filing with the Town a notice of appeal setting out the reasons for the appeal and the requisite fee prescribed under the Ontario Municipal Board Act. In accordance with Section 51(41) of The Planning Act, if no appeal is filed, the decision of the Town to approve or refuse to give approval to a draft plan shall be deemed to have been made on the day after the last day for appealing the decision.
22. Once draft approval has been granted, appeal rights narrow considerably. After draft plan approval, only the applicant or a public body may appeal any of the conditions imposed to the Ontario Municipal Board (Section 51(43)). The Planning Act also permits the Town, as an approval authority, to withdraw draft plan approval or change the conditions of approval at any time before final plan approval (Section 51(44)). If the Town changes

the conditions of approval, the Town, within 15 days of its decision, is required to give written notice of its decision to the applicant, each person or public body that made a written request to be notified of any changes to the conditions, the Region of York, and any other person or public body prescribed (Section 51(45)). Once again there is a 20 day appeal period.

23. The draft plan approval period will be for a period of three years. Should a subdivision not be registered within the three year period, an applicant may request an extension to the draft plan approval period. Extensions may be granted provided that the Town is satisfied that the applicant is proceeding to obtain final approval and the requisite fee is submitted. Extensions will normally be granted for a period of one year.
24. Final approval for registration is granted when the Town is satisfied that the plan is in conformity with the approved draft plan and that the conditions of approval have been fulfilled. The applicant is responsible for obtaining clearance letters from the applicable agencies.

PROPONENT'S COMMITMENT

25. Reports as may be required per guide item 10 are not necessarily reviewed in-house. A report such as an environmental impact report is forwarded to a Town Consultant for review and comment. The Town is of the view that the cost of the review should be borne by the proponent who is the beneficiary and not by the Town or general taxpayer. In cases where a report is forwarded to a Town Consultant for review, the proponent must submit a deposit and sign a commitment agreeing to pay for the cost of the review.

NOTIFICATION SIGN

26. As noted per Guide item 18, a notice of meeting sign is to be posted on the subject property at least 20 days before the public meeting is held. You are responsible for posting the sign on the subject property and confirming by way of sworn declaration (which will be provided to you) that the sign has been posted. Once Council has authorized the public meeting, planning staff will provide instructions with respect to the sign specifications including the wording, number, location and installation date. The cost of the sign is at the Registered Owner's, Applicant's or Authorized Agent's expense and it is their responsibility to ensure that the sign is installed as instructed. Please note that the sign forms part of the legal notice and it is important to install the sign per the instructions, in particular the installation date.

INQUIRIES

27. If you have any questions or require clarification with respect to the Application Form or this Guide, please do not hesitate to contact planning staff at the Development Services Department, 111 Sandiford Drive, Stouffville, Ontario L4A 0Z8, Telephone Nos. 905-640-1900 or 1-855-642-8696, Fax No. (905) 640-7957. Alternatively, by email development.help@townofws.ca

CHECKLIST

28. Please complete the attached checklist. The purpose of the checklist is to ensure that the Application is complete and accurate to avoid any undue delay in its processing.

**CHECKLIST
DRAFT PLAN OF SUBDIVISION (CONDOMINIUM)**

Registered Owner, Applicant or Authorized Agent, PLEASE COMPLETE

- The application/proposal has been discussed with planning staff
- All items on the Application Form have been fully completed or marked "not applicable"
- Supporting documentation per Application Guide item 10 is being submitted with the Application
- Property deed per Application Guide item 13 is being submitted with the Application
- The Declaration per Application Form item 27 has been completed and witnessed by a commissioner
- The Owner's Authorization per Application Form item 28 has been completed. NOTE: If the Owner is a corporation, the application must be signed by an officer of the corporation under the corporate seal, name and title to be typed below the signature.
- The Site Information Questionnaire attached to the application has been completed, and signed and witnessed by a commissioner.
- 25 copies of all plans are submitted with the application and have been folded to maximum legal (8½ x 14 inch) size.
- 1 unmarked letter (8½ x 11 inch), legal (8½ x 14 inch) or ledger (11 x 17 inch) size reduction of plans/drawings, suitable for reproduction, is submitted with the application.
- Digital copy of plans and studies.

Draft Plan of Subdivision

- Planning application fee in the amount of \$ _____ (1-50 lots or blocks) or \$ _____ (51-100 lots or blocks) or \$ _____ (more than 100 lots or blocks) payable to the Town of Whitchurch-Stouffville, is submitted with the application.
- On-Site Sewage application fee in the amount \$ _____ for each lot or block payable to the Town of Whitchurch-Stouffville, if the subject property is serviced by a private waste disposal system, is submitted with the application.

Draft Plan of Condominium

- Planning application fee in the amount of \$ _____ (1-50 units, lots or blocks) or \$ _____ (51-100 units, lots or blocks) or \$ _____ (more than 100 units, lots or blocks) payable to the Town of Whitchurch-Stouffville, is submitted with the application.
- On-Site Sewage application fee in the amount of \$ _____ where the structure is 2,000 square feet or less (where the structure is greater than 2,000 square feet, \$ _____ for each square foot up to a maximum of \$ _____), payable to the Town of Whitchurch-Stouffville, if the subject property is serviced by a private waste disposal system, is submitted with the application.



APPLICATION FILE NO.
19T(W)-.....
CDM-.....

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APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION (CONDOMINIUM)

1. Date of Application

2. Name of Registered Owner

Address

..... Postal Code

Telephone Number Fax Number

Email Address

3. Name of Applicant
(if different than Owner)

Address

..... Postal Code

Telephone Number Fax Number

Email Address

4. Name of Authorized Agent

Address

..... Postal Code

Telephone Number Fax Number

Email Address

5. Specify to whom all communications should be sent (check one box only)

Owner

Applicant

Authorized Agent

6. Description of Subject Land

Lot(s) No. Concession No.

Lot(s) No. Registered Plan No.

Part(s) No. Reference Plan No.

Street No. Name of Street

Former Township/Village

7. Size of Subject Land

Frontage metres (..... feet)

Depth metres (..... feet)

Area sq m (..... sq ft)

..... hectares (..... acres)

8. Easements or Restrictive Covenants

Yes

No

If yes, provide the following

Width Length Area

Purpose

9. Existing Use(s) of and Building(s) on Subject Land

Existing Use(s)

.....

Existing Building(s)

.....

10. Proposed Use(s) of and Building(s) on Subject Land

Proposed Use(s)

.....

Proposed Building(s)

.....

11. Surrounding Land Uses

North

South

East

West

12. **Access to Subject Land**

- Provincial Highway Yes No
- Regional Road Yes No
- Municipal Road - maintained all year Yes No
- Municipal Road - maintained seasonally Yes No
- Another Public Road Yes No
- Right-of-Way Yes No
- Water Yes No

13. **Water Supply**

- Publicly owned and operated piped water system Yes No
- Privately owned and operated individual well Yes No
- Privately owned and operated communal well Yes No
- Lake or other water body Yes No
- Other (specify) Yes No
-

14. **Sewage Disposal**

- Publicly owned and operated sanitary sewage system Yes No
- Privately owned and operated individual septic system Yes No
- Privately owned and operated communal septic system Yes No
- Privy Yes No
- Other (specify) Yes No
-

15. **Storm Drainage**

- Storm sewers Yes No
- Ditches Yes No
- Swales Yes No
- Other (specify) Yes No
-

16. **Current designation of Subject Land in Official Plan**

Town of Whitchurch-Stouffville

.....

Region of York

.....

17. **Current zoning of Subject Land in Comprehensive Zoning By-law**

.....

.....

18. **Number of Units or Dwellings**

Uses	Number
Detached Residential
Semi-detached Residential
Multiple Attached Residential
Apartment Residential
Seasonal Residential
Mobile Home
Other Residential
Commercial
Industrial
Institutional
Other Use
<hr/>	
TOTAL

19. **Number of Lots or Blocks shown on Draft Plan**

Uses	Number
Detached Residential
Semi-detached Residential
Multiple Attached Residential
Apartment Residential
Seasonal Residential
Mobile Home
Other Residential
Commercial
Industrial
Park or Open Space
Institutional
Roads
Other Use
<hr/>	
TOTAL

20. **Area of Land in hectares**

Uses	Area (ha)
Detached Residential
Semi-detached Residential
Multiple Attached Residential
Apartment Residential
Seasonal Residential
Mobile Home
Other Residential
Commercial
Industrial
Park or Open Space
Institutional
Roads
Other Use
<hr/>	
TOTAL

21. **Number of Units or Dwellings per hectare**

Uses	Units/Dwellings per ha
Detached Residential
Semi-detached Residential
Multiple Attached Residential
Apartment Residential
Seasonal Residential
Mobile Home
Other Residential
Commercial
Industrial
Institutional
Other Uses
<hr/>	
Total Number of Units or Dwellings per hectare

22. **If one of the proposed uses referred to in Items 18, 19, 20 or 21 is identified as Other Residential, Institutional or Other Use, provide a description of the use**

Other Residential

Institutional

Other Use

23. **If the application is for approval of a condominium description, provide the following**

- i) Site Plan approved Yes No
- ii) Site Plan Agreement entered into Yes No

- iii) Building Permit issued Yes No
- iv) Under construction Yes No
- v) Construction completed Yes No
- vi) If construction completed, date of completion.....
- vii) If a conversion containing residential rental units, specify no. of units to be converted

24. Draft Plan of Proposed Subdivision

Provide **25 copies** of the draft plan of the proposed subdivision drawn to scale and showing:

- (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 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 or 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 the soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land 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.

25. **Plan Reduction**

Provide a letter (8½ x 11 inch), legal (8½ x 14 inch) or ledger (11 x 14 inch) size reduction of the draft plan, suitable for reproduction.

26. **Permission to enter (Owner(s) to complete)**

The applicant acknowledges that a site walk may be required in order to view the property and its relation to the surrounding lands, and in this regard authorizes members of Council (or a representative thereof), Town staff, Peer Review Consultants retained by the Town, and relevant External Agency Review Staff to enter onto the subject property for the purpose of evaluating the merits of the application.

Date: _____

Please print and sign name(s)

_____ / _____

Signature

_____ / _____

Signature

Print

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer with authority to bind the corporation.

27. Declaration

DECLARATION

I, of the
of in the
of solemnly declare that all the statements
contained in 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.

Declared before me at the
of in the
..... of
..... this day
of, 20

.....
A Commissioner, etc.

.....

28. **If the Declaration is signed by a person other than the owner, the owner must complete this section.**

AUTHORIZATION

I/We, (Owner), hereby authorize (Agent/Applicant) to submit the attached application for Draft Plan of Subdivision (Condominium) to the Town of Whitchurch-Stouffville, and to represent me/us in all matters with respect to the application.

Dated at the of this day of 20.....

.....
Signature of Owner

.....
Signature of Owner

.....
Signature of Owner

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE PLANNING ACT AND WILL BE USED IN THE PROCESSING OF THE SUBDIVISION APPLICATION PURSUANT TO THE PROVISIONS OF THE PLANNING ACT. QUESTIONS CONCERNING THE USE OF PERSONAL INFORMATION REQUESTED SHOULD BE DIRECTED TO: CLERK, TOWN OF WHITCHURCH-STOUFFVILLE, 111 SANDIFORD DRIVE, STOUFFVILLE, ON, L4A 0Z8.

SITE INFORMATION QUESTIONNAIRE COMPLETE AND SUBMIT WITH APPLICATION

1. Does the application propose development or redevelopment on a site where private services were used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
2. Is the application on lands or adjacent to lands that were previously used for industrial uses, where filling had occurred, or where there is reason to believe that the lands may be contaminated based on historical use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <i>Note: Possible offending uses may include: disposal of waste minerals, raw material storage, residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.</i>
3. Has the grading of the subject land been changed by either the addition of earth or other fill material?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
4. Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
5. Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
6. If yes to any of the above, a previous use inventory showing all former uses of the subject land or, if appropriate, the adjacent land, is required. Is the previous inventory attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. What information did you use to determine the answers to the above questions? _____ _____ _____	
8. Is the nearest boundary line of the application within 500m (1,640 ft) of an operational or non-operational landfill or dump?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have previous agricultural operations ever included sewage sludge application on the lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you aware of any underground storage tanks, or other buried waste on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If there are any existing or previously existing buildings, are there building materials remaining which may be hazardous to health (i.e. asbestos, PCB's etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years? If yes, has it been submitted with the application? <i>Note: If an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No