

Draft Plan of Subdivision

Terms of Reference

PREAMBLE

The purpose of a Draft Plan of Subdivision is to illustrate the proposed division of larger and/or contiguous landholdings into new parcels of land which commonly establish new development blocks. Through this process, new public streets, public parks and municipal services may also be provided to support the new development blocks.

REQUIRED BY LEGISLATION

- Planning Act, R.S.O. 1990, c. P.13
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WHO SHOULD PREPARE THIS PLAN?

Only holders of a valid Certificate of Authorization, issued by the Registrar of the Association of Ontario Land Surveyors, may offer Cadastral (Legal Boundary) surveying services to the public. A Plan of Subdivision is not valid unless it is an embossed original copy issued by an Ontario Land Surveyor.

Once the Plan of Subdivision, both the final plan and the conditions for final approval is approved by the Town, and the zoning is in place, the Plan of Subdivision can then be registered with the Land Registry Office.

WHEN DO WE NEED THIS PLAN?

To support the following applications:

- Draft Plan of Subdivision
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HOW SHOULD THIS PLAN BE PREPARED?

At a minimum, the Draft Plan of Subdivision requires to show the following:

Draft Approval Certificate

- Include the Draft Approval Certificate on each plan submitted at time of application

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<p align="center">TOWN OF BRADFORD WEST GWILLIMBURY</p> <p>Subject to conditions if any, set forth in our letter dated _____, the draft plan is approved under section 51 of the Planning Act, R.S.O. 1990 this _____ day of _____.</p> <p>_____.</p> <p>Manager, Office of Community Planning</p>

Ownership Information and O.L.S. Signature

- Name of registered owner, signature, and date signed.
- Name of Ontario Land Surveyor (O.L.S.), signature, and date signed.

Purpose and Use of the Lots

- Purpose for which the proposed lots are to be used.
- Existing uses of all adjoining lands.
- Total number of lots or blocks and number of units/dwellings by use (e.g., detached, semi-detached, commercial, institutional, etc.).
- Total number of parking spaces and parking spaces by use, if applicable.
- If any uses are listed as "other residential", "institutional", or "other", a description of those uses.
- If the application involves a condominium, specify whether it is a conversion, and details on rental units involved.

Legal Description and Property Details

- Legal address and legal description of the property.
- Boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor.
- Locations, widths, and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts, including proposed reserves.

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- Approximate dimensions and layout of proposed lots.
- Natural and artificial features, including municipal appurtenances, 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.
- The availability and nature of domestic water supplies.
- The nature and porosity of the soil.
- 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.
- The municipal services available or to be available to the land proposed to be subdivided.
- Nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Site Access and Servicing

- Means of access to the site (e.g., provincial highway, municipal road, right-of-way, or by water).
- If access is by water only, details of docking and parking facilities and distances to public road.
- Type of water supply (public system, private well, lake, etc.).
- Type of sewage disposal system (municipal sanitary system, private septic, etc.).
- Storm drainage provisions (sewers, ditches, swales, etc.).

Environmental Considerations

- Include environmental site data, where required, such as wetlands, woodlands, and source water protection zones.

Key Plan

- On a small key plan, on a scale of not less than one centimetre to 100 metres, illustrate 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

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SUBMISSION INSTRUCTIONS

- Follows the Digital File Naming Convention
- Follow Accessible Document Standards
- Digital drawings in PDF format to a metric scale of 1:100, 1:200 or other standard scales

WHAT OTHER RESOURCES ARE THERE?

- [Planning Act, R.S.O. 1990, c. P.13.](#)
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About these Terms of Reference:

These Terms of Reference were developed by the Town of Bradford West Gwillimbury.

Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and may be returned to the applicant.