

APPLICATION FOR SUBDIVISION AND CONDOMINIUM APPROVAL

www.townofbwg.com

Proponents are encouraged to consult with the Community Planning Division prior to submitting applications.

Please complete all applicable sections of the application form. An incomplete application will be returned to the applicant. For assistance, please contact the Community Planning Division at 905-775-5369.

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Manager of Community Planning, 305 Barrie Street, Unit 2, P.O. Box 419, Bradford, Ontario, L3Z 2A9, Telephone: 905-778-2055, ext. 1401, Fax: 905-778-2070.

APPLICATION TYPE (check one)

- | | | |
|--|--|--|
| ☐ Plan of Subdivision/
Condominium | ☐ Extension to Draft Plan
Approval | ☐ Revisions to Draft Approved
Plan |
|--|--|--|

PROPERTY INFORMATION

Municipal Address:			
Registered Plan No.:		Lot/Block No(s).:	
Reference Plan No.:		Part(s):	
Roll No.:		Lot & Concession No.:	
Date Subject Land Was Acquired By Current Owner (if known):			
Is the subject property listed or designated under Part 4 of the Ontario Heritage Act? ☐ Yes ☐ No			
Heritage Planning: https://www.townofbwg.com/Pages/Services/Planning/Heritage-Planning.aspx			

OWNER/APPLICANT INFORMATION

Property Owner Information (check one):		☐ Person(s)	☐ Company		
Registered Land Owner:					
Name:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	

Telephone No.:		Fax No.:	
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Email:	
Designate to Which all Correspondence will be Sent:	
Designate to Which all Invoices will be Sent:	

AGENT, SOLICITOR OR PLANNING CONSULTANT					
Firm:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:		Fax No.:			
Email:					

OFFICIAL PLAN DESIGNATION AND ZONING
Current Official Plan designation:
Current zoning:

EASEMENTS OR RESTRICTIVE COVENANTS		
Are there any easements or restrictive covenants affecting the subject land, if yes , provide description and effect of each:	☐ Yes	☐ No

CONSERVATION AUTHORITY
Is the subject land regulated by a conservation authority? ☐ Yes ☐ No
If so, which one? ☐ Lake Simcoe Region Conservation Authority ☐ Nottawasaga Valley Conservation Authority
**Please note that additional fees may apply as determined by the Conservation Authority.

PROVINCIAL PLANS AND POLICY STATEMENT INFORMATION		
Is the application consistent with policy statements under subsection 3(1) of the <i>Act</i> :	☐ Yes	☐ No

Is the subject land within an area of land designated under any provincial plan or plans, including Lake Simcoe Protection Plan . If yes , explain whether the application conform to or does not conflict with the applicable provincial plan or plans:	☐ Yes	☐ No	
ASSOCIATED APPLICATIONS			
Has the subject land ever been the subject of an application for approval of a plan of subdivision under section 51 of the <i>Act</i> or for a consent under section 53 of the <i>Act</i> :	☐ Yes	☐ No	☐ Unknown
If yes to above, complete the following and provide Type of application(s) and File No(s).:			
Status/Decision of application(s):			
Has the subject land ever been the subject of a Minister's Zoning Order, for example the Highway 400 Strategic Industrial Employment Area, Ontario Regulation No(s) XX1/09, XX2/09 and XX3/09.	☐ Yes	☐ No	☐ Unknown
If yes to above, complete the following and provide the Type of application(s) and File No(s).:			

Status/Decision of application(s):					
DEVELOPMENT DETAILS					
	Number of Residential Units	Number of Lots/ Blocks as Labeled on Draft Plan	Area for each Use (ha)	Density (units/ha)	Number of Parking Spaces
Single Detached					
Semi-Detached/Linked					
Townhouse					
Apartment					
Seasonal					
Mobile					
Other Residential					
Commercial					
Industrial					
Institutional					
Park or Open Space					
Roads					
Other					
TOTALS					
Description of use, if one of the proposed uses referred to above is identified as "other residential", "institutional" or "other use":					
MUNICIPAL SERVICES (check as applicable)					
Water:	☐ Available ☐ Connected ☐ Private ☐ Communal				
	☐ Other Explain				
Sanitary	☐ Available ☐ Connected ☐ Private ☐ Communal				

Sewers:	☐ Other Explain				
Storm Sewers:	☐ Available	☐ Connected	☐ Private	☐ Communal	
	☐ Other Explain				
Storm Drainage:	☐ Sewers	☐ Ditches	☐ Swales		
	☐ Other Explain				
PROPERTY ACCESS					
Roads:	☐ Municipal	☐ County	☐ Provincial	☐ Private	☐ Right of Way
	☐ Other Explain				
Road Surface:	☐ Paved	☐ Gravelled	☐ Other Explain		
Width of Road Allowance:					
If access is by water only, describe the parking and docking facilities to be used and distance of these facilities from the subject land and the nearest public road:					
DESCRIBE EXISTING LAND USES OF SURROUNDING LANDS					
North:					
South:					
East:					
West:					
FOR CONDOMINIUM APPROVAL ONLY					
Has a Site Plan been approved:				☐ Yes	☐ No
Has a Site Plan Agreement been entered into:				☐ Yes	☐ No
Has a building permit for the condominium been issued:				☐ Yes	☐ No
Is the condominium under construction:				☐ Yes	☐ No
If condominium completed, date of completion:					
Is the condominium a conversion of a building containing residential rental units:				☐ Yes	☐ No
Number of units to be converted:					

PUBLIC CONSULTATION STRATEGY

Please advise of the applicant's proposed strategy for consulting with the public with respect to the application.

ACKNOWLEDGEMENT OF PUBLIC INFORMATION AND DISTRIBUTION

The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

By submitting this application, the owner/applicant grants the Town of Bradford West Gwillimbury permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.

OWNER'S AGENT AUTHORIZATION

If an agent is used, the owner must complete this section. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page(s) in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject lands,

hereby authorize (print name of agent)

to submit the above application to the Town of Bradford West Gwillimbury and appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Town relevant to the application. I also agree to allow the Town of Bradford West Gwillimbury, its employees and agents to enter upon the subject property for the purposes of conducting a survey, inspection and tests that may be necessary to this application.

I understand that all the information, documents and drawings and plans provided with this application will be made available to the public, as required by the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

Signature:

Date:

Printed Name of Signatory:

Title:

OWNER'S/AGENT'S SIGNATURE

I, _____ of Town/City of _____
in the County/Region of _____ solemnly declare that:

All of the above statements and the statements contained in all of the exhibits submitted herewith, 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".

As of the date of this application, I am (*circle one of the following*) the registered *Owner* or the *Agent* for the owner of the lands described in this application, I have examined the contents of this application, I certify as to the correctness of the information submitted with the application insofar as I have knowledge of these facts, and I concur with the submission of this application to the Municipality.

I agree to pay the Planning Application Non-Refundable Fee and Working Deposit as established by By-law to the Town of Bradford West Gwillimbury at the time of filing this application and any costs which exceed this deposit. I also agree to pay to the Town any fees and charges as established by By-law, associated with engineering review and site monitoring by the Town or Peer Review Consultants in relation to the development proposed in the subject application. I understand that no assurance is given that the payment of the deposit will result in approval of the application.

I understand that all the information, documents and drawings and plans provided with this application will be made available to the public, as required by the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

Declared before me at the Town/City of _____)
_____)
_____ in the)
_____ County/Region)
_____)))
of _____ this day)
_____)
of _____ 20)

Signature of Owner/Agent

Signature of Commissioner, Notary Public, etc.

PLEASE NOTE:

The Town may seek to recover any costs incurred by the Municipality in the defense of Council approved development applications and Ontario Municipal Board Hearings. The Town's participation in such hearings may depend on an applicant's commitment to offset those costs.

Only complete applications accompanied by the necessary supporting materials, required application fee and working deposit will be processed. Please contact the Community Planning Division to determine if additional submission materials are required.

Supporting Material Required with Application

1. One (1) copy of a REGISTERED DEED OF TITLE for the subject lands must be included with the application.
2. Two (2) copies of a full scale LEGAL PLAN OF SURVEY **folded** to 21.5 cm x 28 cm and one (1) reduced copy (28 cm x 43 cm maximum).
3. USB key or CD containing PDF copies of entire submission.
4. Six (6) copies of a Draft Plan of Subdivision **folded** to 21.5 cm x 28 cm (**rolled drawings will not be accepted**) and one (1) reduced copy (28 cm x 43 cm).
5. **Additional Submissions**
 - Six (6) copies of a Planning Justification Report by a certified Registered Planning Professional that explains the purpose of the amendment, describes its benefits and assesses the application's compliance with the Town's Official Plan, County of Simcoe Official Plan, Growth Plan for the Greater Golden Horseshoe, Provincial Policy Statement and the Lake Simcoe Protection Plan.
 - Six (6) copies of the following:

Functional Servicing Report
Stormwater Management Report
Functional Traffic Report
External Traffic Impact Study
Environmental Impact Study
Geotechnical Report
Etc.
 - Prior to applying, consult with the Community Planning Division to determine additional submission requirements.

TARIFF OF FEES

Pursuant to Section 69 of the *Planning Act* for the
Processing of Applications Made in Respect to Planning Matters

APPLICATION TYPE	APPLICATION FEE	\$5,000 WORKING DEPOSIT REQUIRED¹ (in addition to application fee)
Plan of Subdivision/Condominium	Residential (ground-oriented): \$39,075 + \$320/unit Residential (non-ground-oriented): \$39,075 + \$190/unit Non-Residential: \$39,075 + \$1,905/ha	✓
Revisions to Draft Approved Plan	Recirculation required: 50% of new development fee Recirculation not required: 25% of new development fee	✓
Extension to Draft Plan Approval	\$6,665	✓
Condo Description and Declaration	\$1,705	
Administrative Fee Legal & Consultant invoices received for application	5% of Invoice ²	
Engineering Department – Review and Monitoring ³	Review fees invoiced separately	

NOTES: ¹ The working deposit is used to cover a variety of expenses including advertising, public meeting, drafting, planning, engineering and legal costs. As accounts are received from the Town's lawyer, planner, engineer, administrative staff member or consultant, they will be paid by the Town and then submitted to the Developer along with the Town's 5% administrative cost, for reimbursement. After the file is closed and upon application, the balance of the deposit fee will be refunded to the applicant.

² Administrative fee will be added as invoices are processed for payment.

³ Engineering Review and Monitoring Fees are invoiced separately on an ongoing basis for Town Engineering staff time and External Engineering Peer Review consultants works. Engineering Staff time is invoiced in accordance with the Town's Fee and Charges By-law.

⁴ Application Fees are subject to change with the Town's Fees and Charges By-law, and any amendment(s) thereto.

For Office Use Only*Date Received:**Fee Received:**Fee Required:**Application Received by:**Outstanding Requirements:**Date Application Deemed Complete:*