



The Corporation of the City of Pembroke

**Application for Approval of a Plan of  
Subdivision or Condominium Description**

Fee: \$1,600.00 + \$208.00 HST = \$1,808.00

## Application Guidelines

### Completeness of the Application

The information in this form **must** be provided by the applicant. This information is prescribed in the Schedule to Ontario Regulation 544/06, as amended, made under the Planning Act. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information, including the draft plan and fee, is not provided, the City Planner will return the application or refuse to further consider the application until the prescribed information, draft plan, and fee have been provided.

### Submission of the Application

The City needs:

1. 1 copy of the completed application form
2. 25 copies of the draft plan
3. 2 copies of the draft plan on 8.5 by 11 inch paper
4. 1 PDF of the draft plan
5. The applicable fee of \$1,600.00 + HST = \$1,808.00

Measurements are to be in metric units.

# Application for Approval of a Plan of Subdivision or Condominium Description

## Under Section 51 of The Planning Act

### A. Applicant Information

1. Applicant Information

a) Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

b) Is the applicant the registered owner of the land in question?

Yes

No

An owner's authorization is required in Section L if the applicant is not the owner.

c) Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

d) Main Contact's Name (if neither applicant nor owner): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

e) To whom should correspondence be sent?

Applicant

Owner

Main Contact

All

2. If known, provide the names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**B. Location of the Subject Land**

3. Civic and Legal Description

a) Municipal Address and Street: \_\_\_\_\_

b) County, Region, or District: \_\_\_\_\_

c) Local Municipality or Unorganized Township: \_\_\_\_\_

d) Former Municipality: \_\_\_\_\_

e) Section or Mining Location Number: \_\_\_\_\_

f) Concessions: \_\_\_\_\_

g) Lots: \_\_\_\_\_

h) Registered Plan Number: \_\_\_\_\_

i) Block or Lot Numbers in the Plan: \_\_\_\_\_

j) Reference Plan Number: \_\_\_\_\_

k) Part Numbers: \_\_\_\_\_

4. Are there any easements or restrictive covenants affecting the subject land?

Yes

No

If yes, describe the easement or covenant and its effect.

**C. Proposed and Current Land Use**

5. This application is for the approval of:

- A plan of subdivision
- A condominium description

6. Complete the table below to describe the proposed land use.

Cells with an asterisk (\*) should only be completed if the application is for approval of a condominium description.

<b>Proposed Land Use</b>	<b>Number of Units or Dwellings</b>	<b>Number of Lots and/or Blocks on the Draft Plan</b>	<b>Area (hectares)</b>	<b>Density (units or dwellings per hectare)</b>	<b>Number of Parking Spaces</b>
<b>Residential</b>					
Detached					*
Semi-Detached					*
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other (specify)					
<b>Commercial</b>					
<b>Industrial</b>					
<b>Park, Open Space</b>	N/A			N/A	N/A

<b>Proposed Land Use</b>	<b>Number of Units or Dwellings</b>	<b>Number of Lots and/or Blocks on the Draft Plan</b>	<b>Area (hectares)</b>	<b>Density (units or dwellings per hectare)</b>	<b>Number of Parking Spaces</b>
<b>Institutional</b> (specify)					
<b>Roads</b>	N/A			N/A	N/A
<b>Other Use</b> (specify)					
<b>Totals</b>					

7. If one of the proposed uses is “Residential Other,” “Institutional,” or “Other Use,” describe the use below.

8. What is the zoning of the subject land?

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9. What is the current use of the subject land?

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10. How is the subject land currently designated in the applicable official plan or plans?

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11. Explain how the application conforms with the official plan or plans.

12. Has there been an industrial or commercial use on the subject land or adjacent land?

Yes

No

If yes, specify the industrial or commercial uses:

13. Has the grading of the subject land been changed by adding earth or other material?

Yes

No

Unknown

14. Has a gas station been located on the subject land or adjacent land at any time?

Yes

No

Unknown

15. Has there been petroleum or other fuel stored on the subject land or the adjacent land?

Yes

No

Unknown

16. Is there reason to believe that the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes

No

Unknown

17. What information did you use to determine the answers to the above questions?

**D. Additional Information for Condominium Applications Only**

18. Has a site plan for the proposed condominium been approved?
- Yes
- No
19. Has a site plan agreement been entered into?
- Yes
- No
20. Has a building permit been issued for the proposed condominium?
- Yes
- No
21. Has construction of the development started?
- Yes
- No
22. If construction is completed, indicate the date of completion: \_\_\_\_\_
23. Is this a conversion of a building containing residential rental units?
- Yes
- No
- If yes, indicate the number of units to be converted: \_\_\_\_\_

**E. Status of Other Applications Under the Planning Act**

24. Has the subject land ever been the subject of a previous application for approval of a plan of subdivision under Section 51 of the Act, or a consent under Section 53 of the Act?
- Yes
- No
- Unknown
- If yes and if known, indicate the application file number and the status of the application:
- \_\_\_\_\_



25. Is the subject land also the subject of a proposed official plan or plan amendment that has been submitted for approval?

- Yes  
 No  
 Unknown

If yes and if known, indicate the file number and the status of the application:

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26. Is the subject land also the subject of an application for approval of a site plan, minor variance, zoning by-law, or zoning order amendment?

- Yes  
 No  
 Unknown

If yes and if known, indicate the type of application, the file number, and the status of the application:

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27. If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

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## **F. Servicing, Drainage, and Access**

28. Indicate the proposed servicing type for the subject land by checking the appropriate boxes below:

### **a) Sewage Disposal**

- Publicly-owned and operated sanitary sewage system  
 Privately owned and operated individual or communal septic system  
 Other: \_\_\_\_\_

- If the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems, a servicing options report and a hydrogeological report are required.

- 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, a servicing options report and a hydrogeological report are required.
- 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, a hydrogeological report is required.

**b) Water Supply**

- Publicly-owned and operated piped water system
  - Privately owned and operated individual or communal well(s)
  - Lake or other body of water
  - Other: \_\_\_\_\_
- If the plan illustrates development of more than five lots or units on privately owned and operated individual or communal wells, a servicing report and a hydrogeological report are required.

**c) Storm Drainage**

- Sewers
- Ditches or swales
- Other: \_\_\_\_\_

**d) Road Access**

- Provincial Highway
- Municipal or other public road maintained all year
- Municipal or other public road maintained seasonally
- Right-of-way
- Water Access

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

## G. Archaeological Potential

29. Does the subject land contain any areas of archaeological potential?

- Yes
- No
- Unknown

If yes, provide an archaeological assessment prepared by a person who holds a license 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 provide a conservation plan for any archaeological resources identified in the assessment.

## H. Provincial Policy Statements

30. Is the subject land within an area of land designated under any provincial plan or plans?

- Yes
- No
- Unknown

31. Explain how the plan conforms or does not conflict with the provincial plan or plans.

32. Is this proposed plan of subdivision or condominium consistent with provincial policy statements issued under Subsection 3(1) of the Act?

- Yes
- No
- Unknown

33. Explain how the plan is consistent with the policy statements issued under Subsection 3(1) of the Act.

34. Provide a proposed strategy for consulting the public with respect to the application.

**I. Other Information**

35. Is there any other information that you think may be useful to the City or other agencies in reviewing this application? If so, explain below or attach a separate page.

**J. The Draft Plan**

Subsection 51(17) of the Planning Act requires submission of a key map, at a scale of not less than 1:100 and a draft plan drawn to scale, showing the matters described in this subsection. Two copies of the draft plan, on 8.5 by 11 inch paper, are needed in addition to a minimum of twenty copies of the draft plan drawn to scale.

