



Box 5000, Station 'A', 200 Brady Street
Sudbury, ON P3A 5P3
Tel. (705) 671-2489, Ext. 4620 Fax (705) 673-2200

Office Use Only

File # _____
Cross Reference _____
File(s) _____

Office Use Only

Date Application Received by City: _____ Copy to City Clerk: _____
Application Fee Submitted: _____
Receipt Number: _____
Assigned Planner: _____

SUBDIVISION/CONDOMINIUM APPLICATION

Personal information on this form is collected pursuant to the *Planning Act*. Any questions regarding the collection of this information may be directed to the Director of Planning Services.

In accordance with Section 1.0.1 of the *Planning Act*, R.S.O. 1990 information and material required to be provided to a municipality or approval authority as part of this application shall be considered public information and shall be made available to the public.

Applications for plans of subdivision and condominium in the City of Greater Sudbury are submitted pursuant to Section 51 of the *Planning Act and Condominium Act*. The following information is required to be submitted to the Planning Services Division of the Growth and Development Department and shall be accompanied by a cheque made payable to the City of Greater Sudbury (refer to "Fee Schedule" for applicable application fees).

All applications submitted must be consistent with the Provincial Policy Statements which can be found at www.mah.gov.on.ca

In accordance with Section 51(19.1) of the *Planning Act*, the City of Greater Sudbury is required to notify the applicant within 30 days of the application having been submitted, whether additional information is required to be submitted in order for the application to be considered complete. Failure to submit all of the required information may prevent or delay the consideration of the application.

All applicants are encouraged to consult with Planning Services staff prior to the submission of an application.

**PLEASE SUBMIT 35 COPIES OF THE
FOLDED PLAN
WITH THIS APPLICATION.**

Please print, additional information may be attached, if necessary

The undersigned hereby applies to the City of Greater Sudbury under Section 51 of the Planning Act, Revised Statutes of Ontario 1990 for an application of plan of subdivision or condominium within the City of Greater Sudbury as described in this application.

1. Registered Owner(s)	Telephone Numbers
	Home
Mailing Address	Business
	Fax
Postal Code	E-mail

If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify:

2. Name of Agent or Solicitor	Telephone Numbers
	Home
Mailing Address	Business
	Fax
Postal Code	E-mail

3. Name of Ontario Land Surveyor	Telephone Numbers
	Home
Mailing Address	Business
	Fax
Postal Code	E-mail

Note: Unless otherwise requested, all communication will be sent to the agent, if any.

4. Legal Description of Subject Property				
Township	Twp.	Lot No.	Concession No.	
PIN	Parcel(s)	Subdivision	Plan No.	Lot
Reference Plan No.	Part(s)			
Municipal Address or Street(s)				

5. Are there any easements or restrictive covenants affecting the subject land? If the answer is "yes" indicate a description of each easement or covenant and its effect.

6. Date land was purchased by the current owner _____

7. Current Zoning _____ By-law _____

8. a. Current Official Plan Land Use Designation _____

b. Explain how the application conforms to the Official Plan.

9. Proposed Land Use

This Section for Subdivision Application

This Section for Condominium Application

Intended Use	Residential Units	No. of Lots &/or Blocks	Hectares	No. of Parking Spaces Provided	Density Units per hectare	Date of Construction	Ground Floor Area	No. of Parking Spaces	Density Units per Hectare
Single Detached									
Double or Semi Detached									
Row and Town									
Apartments									
Seasonal Residential									
Mobile Home									
Neighbourhood Commercial									
Commercial other									
Industrial									
Park or Open Space									
Institutional (specify)									
Roads									
Other (specify)									
TOTAL									

10. If known,

- (a) whether the subject land was ever the subject to an application for approval of a plan of subdivision under Section 51 of the Planning Act, for a consent under Section 53 of the Planning Act, for a minor variance, for approval of a site plan, or for an amendment to an Official Plan, a zoning by-law or a Minister's zoning order; and
- (b) if the answer to clause (a) is yes, the file number and status of the application.

11. Give a brief description of the existing land use, vegetation, topography and drainage on the site.

12. Are any of the following uses or features located on the subject land or within 500 metres of the subject land, unless otherwise specified? Please check appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 metres of the subject land. Unless otherwise specified, please indicate the distance .
An agricultural operation including livestock facility or stockyard		
A landfill		
A sewage treatment plant or waste stabilization plant.		
A provincially significant wetland (Class 1, 2, or 3 wetland)		
A provincially significant wetland within 120 metres of the subject land		
Flood Plain		
A rehabilitated mine site		
A non-operating mine site within 1 kilometre of the subject land		
An active railway line		
A municipal/federal airport		
Utility corridors (e.g. Gas pipeline, hydro lines)		
Wellhead protection area		
Heritage buildings, structures, sites		
Municipal sewer and water		

13. Will access to the subject land be,

- a. by a provincial highway? Yes No
- b. a municipal road that is maintained all year or seasonally? Yes No
- c. a road which is maintained by the municipality? Yes No
- d. by water? Yes No

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

SERVICING

14. What types of water supply and sewage disposal are proposed?

- Municipally owned and operated piped water system
- Municipally owned and operated sanitary sewage system
- Lake
- Individual Well
- Communal Well
- Individual Septic System
- Communal Septic System
- Pit Privy
- Other _____

If the plan would permit five or more lots/units on a privately owned and operated individual or communal septic system or if more than 4500 litres of effluent would be produced per day as a result of the completed development, the following reports must be submitted to the municipality with this application form.

- a. A servicing options report, and
- b. A hydrogeological report.

OR

If the plan would permit development of fewer than five lots/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. A hydrogeological report.

15. How will storm drainage be provided?

- Storm sewers
- Open Ditches
- Swales
- Other _____

16. Do the subject lands contain any areas of archaeological potential?

- Yes No

17. If the answer to 16 is "yes", the following information must accompany this application:

- a. An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources and Archaeological Value) of the *Ontario Heritage Act*, and,
- b. A conservation plan for any archaeological resources identified in the assessment.

18. Is the proposed plan consistent with Provincial Policy Statements issued under subsection 3(1) of the *Planning Act*?

- Yes No

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

- Yes No

If yes, does the application conform to or not conflict with the applicable provincial plan or plans?

- Yes No

20. If the application is for approval of a condominium, please indicate the following:
- a. Whether a site plan for the proposed condominium has been approved and whether a site plan agreement has been entered into?
 - Yes No
 - b. Has a building permit for the proposed condominium been issued?
 - Yes No
 - c. Is the proposed condominium under construction?
 - Yes No
 - d. Has construction been completed?
 - Yes No
 - e. If construction has been completed, state the date of completion _____
 - e. Is the proposed condominium a conversion of a building containing residential units? If so, please indicate the number of units to be converted _____

22. What technical justification studies or reports have been prepared in support of this application? (See examples below)

STUDY TYPE	DATE SUBMITTED	NOT APPLICABLE	REASON
Traffic			
Engineering/ Servicing			
Hydrogeology			
Environmental			
Noise Impact			
Geotechnical			
Archaeological			
Other			

23. If there is any additional information which may be relevant to your proposal to be considered by any of the agencies reviewing this application, please attach a schedule outlining the particulars of same.

SWORN DECLARATION

I/We, _____ of the City of _____ in the District of _____

- a) solemnly declare that the information contained in this application is 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", and
- b) hereby grant permission to employees and or agents for the City of Greater Sudbury to attend, photograph and conduct inspections of the lands subject to this application as part of their review and processing of the application.

Signed this _____ day of _____ 20 ____

 Signature(s) of owner(s) or authorized agent *

A Commissioner, etc

*** An agent must be authorized in writing by the owner to act on his/her behalf. If an agent is being used, an Appointment and Authorization of Agents form must be attached to the application.**

Unless otherwise requested, all communications will be sent to the agent.

REFUND POLICY

Half of the application fee (50%) is refunded if an application is withdrawn within 5 working days of its receipt by the Growth and Development Department. No refund after this time period.

FEES FOR EXTENSIONS

Draft approvals lapse after 3 years. If extensions to this time limit are granted the following fees shall be applicable:

3 year extension to draft approval - 50% of the original application fee

*** There is a Dishonoured Cheque Administration Fee of \$35.00 per cheque.**

Note: Schedule of Application Fees attached.

2010 APPLICATION FEES

REZONING

a) Where the Application for Rezoning is NOT made concurrently with an Application for an Official Plan Amendment

MAJOR REZONING APPLICATIONS

- Change in zoning designation (except "R1" to "R2") **\$1,870.** + legal notice fee

MINOR REZONING APPLICATIONS

- "R1" to "R2", Temporary zonings **\$670.** + legal notice fee
- Lifting of "H" Provisions **\$670.** NO notice fee
- All other zoning by-law amendments **\$1,060.** + legal notice fee

b) Where the Application for Rezoning IS made concurrently with an Application for an Official Plan Amendment

MAJOR REZONING APPLICATIONS

- Change in zoning designation (except "R1" to "R2") **\$940.** + legal notice fee

MINOR REZONING APPLICATIONS

- "R1" to "R2", Temporary zonings **\$340.** + legal notice fee
- Lifting of "H" Provisions **\$340.** NO notice fee
- All other zoning by-law amendments **\$540.** + legal notice fee

OFFICIAL PLAN AMENDMENTS

- **OFFICIAL PLAN AMENDMENT APPLICATIONS** **\$1,870.** + legal notice fee

Request for **EXTENSION OF REZONING** approval and/or Official Plan Amendment time limits
- 50% of above fees for one year extension and
100% for two year extension

SUBDIVISIONS

•	DRAFT SUBDIVISION PLAN applications (base fee)	\$1,870. + legal notice fee
PLUS	per lot for "R1" or "R2" lots for the first 50 lots	66.
	per lot for each lot in excess of 50 lots	35.
	Per block where the block is NOT intended for Municipal use	335.
	Per block where the block IS intended for Municipal use	Nil
	To a maximum of \$5,000.00	

Redrafts of Subdivision

50% of above fee, based on number of lots; or percentage of Plan area whichever is greater

Request for Subdivision draft plan extension fee - 50% of above fees for a 3 year extension, to a maximum of \$2,500.00

CONDOMINIUMS

•	DRAFT CONDOMINIUM PLAN Applications	\$1,870.
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LEGAL NOTICE FEES

Rezoning, Official Plan Amendments,
draft plans of subdivision or condominium

(i)	any one of the above	\$305.
(ii)	two or more of the above an additional	\$192.

NDCA FEES

Official Plan Amendment	\$123.
Zoning By-law Amendment	\$ 71.
Consent to sever	\$ 48.
Minor variance	\$ 48.
Site Plan Control Agreement	\$ 71.

Plans of Subdivision

a)	Initial draft	\$182.
b)	Draft plan approval extension	\$ 93.
c)	Clearance of conditions (per phase)	\$ 93.