

**Office Use Only**

File # \_\_\_\_\_  
 Cross Ref. File(s) \_\_\_\_\_  
 \_\_\_\_\_  
 S.P.P. AREA NDCA REG. AREA  
 Yes \_\_\_ No \_\_\_ Yes \_\_\_ No \_\_\_

**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 Manager of Development Approvals.

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](http://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 required to contact the Manager of Development Approvals, or the designate, to determine the need for a pre-consultation meeting prior to the submission of an application. Where it has been determined that a pre-consultation meeting is required, the pre-consultation meeting shall occur prior to the application being submitted to the City.

It is recommended that applicants consult with their neighbours, ward councillor and key stakeholders and host a neighbourhood meeting to inform area residents as to the nature of the application several weeks prior to the application being scheduled for a public hearing. This will allow all parties to understand the nature of the application and also allow parties to work out contentious issues where possible in advance of the public hearing.

### Please submit 40 copies of the FOLDED Plan with this Application.

**NOTE:** The applicant is required to submit a digital file of the Draft Subdivision/Condominium Plan at the time of original application. The Draft Plan and any subsequent revisions (clearly labelled with a version number) must be supplied on a CD to the City of Greater Sudbury in an AutoCad compatible format, in metric units in NAD 83 CSRS UTM Zone 17.

Digital mapping files may also be submitted to the following email address: [plansubmission@greatersudbury.ca](mailto:plansubmission@greatersudbury.ca) within 5 business days of the application being submitted to the City.

If digital submission standards are not met, the application may be considered incomplete.

Please print. Schedules may be included if necessary.

1. Pre-consultation:

a) Date of Pre-consultation, if one was held:

\_\_\_\_\_  
Month / Day / Year

b) Please attach Pre-consultation Letter of Understanding Form

2. 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.

Registered Owner(s):	Cell Phone Number:
_____	_____
	Home Number:
	_____
Mailing Address:	Business Number:
_____	_____
	Fax Number:
	_____
Postal Code:	E-Mail:
_____	_____

3. 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:

Name of Agent or Solicitor:	Cell Phone Number:
_____	_____
	Home Number:
	_____
Mailing Address:	Business Number:
_____	_____
	Fax Number:
	_____
Postal Code:	E-Mail:
_____	_____

4. Name of Ontario Land Surveyor	Cell Phone Number:
_____	_____
	Home Number:
	_____
Mailing Address:	Business Number:
_____	_____
	Fax Number:
	_____
Postal Code:	E-Mail:
_____	_____

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

5. Legal Description of Subject Property.

PIN	Township	Lot No.	Concession No.
_____	_____	_____	_____
Parcel(s)	Subdivision	Plan No.	Lot(s)
_____	_____	_____	_____
Reference Plan No.	Part(s)		
_____	_____		
Municipal Address or Street(s)			
_____			

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

Yes       No

If "yes", indicate a description of each easement or covenant and its effect. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Date land was purchased by the current owner. \_\_\_\_\_  
Month / Day / Year

8. Current Zoning: \_\_\_\_\_ By-Law: \_\_\_\_\_

9. Current Official Plan Land Use Designation: \_\_\_\_\_

- Explain how the application conforms to the Official Plan. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Proposed Land Use

<i>This Section for Subdivision Application</i>						<i>This Section for Condominium Application</i>			
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)									
<b>TOTAL</b>									

11. 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.  Yes  No

b) if “Yes”, state the file number(s) and status of the application(s). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

13. 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		

14. 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**

15. 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 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.**

b) A hydrogeological report.

16. How will storm drainage be provided?

- Storm sewers
- Open Ditches
- Swales
- Other \_\_\_\_\_

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

- Yes
- No

18. If the answer to 17 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.

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

- Yes
- No

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

- Yes
- No

If "Yes", does the plan conform with or does not conflict with the applicable provincial plan or plans?

- Yes
- No

21. 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. \_\_\_\_\_  
Month / Day / Year
- f) Is the proposed condominium a conversion of a building containing residential units?  
 Yes       No

If "Yes", please indicate the number of units to be converted. \_\_\_\_\_

22. Is this property located within an area subject to the Greater Sudbury Source Protection Plan?

- Yes       No

If "Yes", provide details on how the property is designated in the Source Protection.

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23. 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			

24. Supporting material to be attached:

- a) The applicant's proposed strategy for consulting with the public on the request for draft approval of a plan of subdivision.

25. 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.

Schedule(s) attached.       Yes       No

**PART A: OWNER ACKNOWLEDGEMENT AND CONSENT**

I/We, \_\_\_\_\_ (please print all names), the registered owner(s) of the property described as \_\_\_\_\_

in the City of Greater Sudbury:

**Collection, Use and Disclosure of Information:**

- a) acknowledge that personal information collected on this form is collected pursuant to the *Planning Act*, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) acknowledge that it is the practice of the City of Greater Sudbury, in accordance with section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Greater Sudbury in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors;
- c) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request;
- d) grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

**Authority to Enter Land and Photograph**

- e) grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application;
- f) acknowledge that, in the event of a third party appeal of this application (where applicable) to the Ontario Municipal Board, the City of Greater Sudbury may not attend at the Ontario Municipal Board hearing unless the City is provided with the City's required fee for attendance at the hearing;

**Appointment of Authorized Agent**

- g) appoint and authorize \_\_\_\_\_ (please print name of Agent), to act as my/our agent with regard to this application to the City of Greater Sudbury, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
signature of Owner(s) **or** Signing Officer **or** Authorized Agent  
(\*where a Corporation)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

**PART B: OWNER OR AUTHORIZED AGENT DECLARATION**

I/We, \_\_\_\_\_ (please print all names), the registered owner(s) or authorized agent of the property described as \_\_\_\_\_

in the City of Greater Sudbury:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, and I/we 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
signature of Owner(s) **or** Signing Officer **or** Authorized Agent  
(\*where a Corporation)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

\* Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation or affix the corporate seal.

**NOTES:**

- Questions regarding the collection of personal information should be directed to the Manager of Development Approvals, City of Greater Sudbury, 200 Brady Street, Sudbury, ON, P3A 5P3
- An agent must be authorized in writing by the owner to act on his/her behalf. Unless otherwise requested, all communication will be sent to the agent.
- Schedule of Application Fees is attached.

**REFUND POLICY:**

Half of the application fee (50%) is refunded if an application is withdrawn within five (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 three (3) years. If extensions to this time limit are granted, the following fee shall be applicable:

- 25% of the original application fee for a three (3) year extension.



## 2017 Application Fees

### REZONING

- a) Where the Application for Rezoning is **NOT** made concurrently with an Application for an Official Plan Amendment;
- Change in zoning designation (except "R1" to "R2") **\$2,900.00** + legal notice fee
  - "R1" to "R2" and Temporary zonings or Lifting of "H" Provisions **\$1,150.00** + legal notice fee
  - Garden Suite Temporary Extension **\$ 580.00**, legal notice fee included
- b) Where the Application for Rezoning **IS** made concurrently with an Application for an Official Plan Amendment; **\$4,640.00** + legal notice fee

### OFFICIAL PLAN AMENDMENTS

- Request for **Extension of Rezoning** approval and / or Official Plan Amendment time limits; **\$2,900.00** + legal notice fee
  - 50% of above fees for a one year extension, and
  - 100% for a two year extension

### DRAFT SUBDIVISION PLAN APPLICATIONS (base fee, plus)

- Per lot for "R1" or "R2" lots **\$ 115.00**
  - Per block where the block is **NOT** intended for Municipal use **\$ 600.00**
  - Per block where the block **IS** intended for Municipal use **Nil**
- To a maximum of \$10,927.00**

### DEFERRAL FEES FOR REZONING, OFFICAL PLAN AMENDMENTS AND DRAFT PLAN SUBDIVISION

- 50% of application fee with minimum of **\$ 230.00**

### SUBDIVISION ADMINISTRATION FEE, PER LOT / BLOCK

- Paid prior to registration **\$ 178.00**

### REDRAFTS OF SUBDIVISION

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

### REQUEST FOR SUBDIVISION DRAFT PLAN EXTENSION

- 25% of above fees for a 3 year extension

### DRAFT CONDOMINIUM PLAN APPLICATIONS

**\$2,900.00**

### LEGAL NOTICE FEES

- Rezoning, Official Plan Amendments, Draft Plans of Subdivision or Condominium Applications
  - any one of the above **\$ 570.00**
  - two or more of the above, an additional **\$ 340.00**

### SOURCE PROTECTION PLAN APPLICATIONS

**\$ 35.00**

### NDCA FEES

- Official Plan Amendment **\$ 151.00**
- Zoning By-law Amendment **\$ 85.00**
- Consent to Sever **\$ 61.00**
- Minor Variance **\$ 61.00**
- Site Plan Control Agreement **\$ 85.00**

### Plans of Subdivision

- Initial Draft **\$ 220.00**
- Draft Plan Approval Extension **\$ 114.00**
- Clearance of Conditions (per phase) **\$ 114.00**

### FRONT END AGREEMENT APPLICATION

**\$ 700.00**

### PART LOT CONTROL EXEMPTION

**\$1,180.00**

### TELECOMMUNICATION FACILITY

- Non Exempt Antenna System **\$1,550.00**
- Exempt Facility **Nil**