



**PLAN OF SUBDIVISION APPLICATION /
CONDOMINIUM DESCRIPTION
APPLICATION FORM**

For Office Use Only		
File No:	Date Received:	Fee Paid:

For additional details on the application process, please contact:

Municipal Development Team Office
Planning Services
Municipality of Port Hope
5 Mill Street South
Port Hope, ON L1A 2S6

Tel. 905-885-2431
Fax 905-885-0507
Email: planning@porthope.ca

A complete application consists of the following:	
Application Fee	Cheques can be made payable to the Municipality of Port Hope – please note that there will be other fees imposed by other agencies for their review
Application Form	One (1) original copy of the completed and signed original
Recent Survey	One (1) copy prepared by an Ontario Land Surveyor
Drawings and/or plans	Twenty (20) copies of each drawing or plan required. Drawings and/or plans shall be prepared in accordance with the Municipality of Port Hope Development Guide
Reduced copy of drawings and/or plans	One full reduced set of all required drawings and/or plans (no larger than 11-inches x 17-inches)
Digital copy of drawings and/or plans	A digital PDF version of all required drawings and/or plans
Studies, Reports or other supporting materials identified during a pre-consultation meeting	Three (3) copies for Staff and/or agencies to undertake an adequate level of review

Fee Schedule

Note: Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of an application for a Plan of Subdivision/Condominium Description, as determined by Municipal Council, may be charged to the applicant

\$11,300	20 lots/units or less, Extension of Draft, and Amendment to Draft Approval
\$8,000 + \$100 per lot/unit over 20 lots/units	21 lots/units or more, Extension of Draft and Amendment to Draft Approval
\$1,250 + \$45 per lot/unit	Request for Final Approval
\$4,500	Subdivision Agreement where not part of a subdivision application

Type of Application <i>Check appropriate box</i>				
20 lots/units or less	21 lots/units or more	Extension to Draft Plan	Amendment to Draft Approval	Request for final approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Owner/Applicant/Agent Information <i>Particulars on the individual(s) involved in the application</i>		
Owner of Subject Lands:		
Mailing Address:		
Telephone:	Fax:	Email:
Applicant: <input type="checkbox"/> Check if same as Owner		
Mailing Address:		
Telephone:	Fax:	Email:
Agent: <input type="checkbox"/> Check if not applicable		
Mailing Address:		
Telephone:	Fax:	Email:

Notification <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

Location of the Subject Lands <i>Complete applicable lines</i>			
<input type="checkbox"/> Urban (former Town of Port Hope)			
<input type="checkbox"/> Rural (former Township of Hope)			
Municipal Number:		Street Name:	
Lot Number(s):		Concession:	
Lot(s)/Block(s):		Registered Plan No:	
Part Number(s):		Reference Plan No:	

Length of Ownership <i>Number of years subject lands have been owned in its current form by the present owner</i>

Encumbrances (Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreement) <i>Are there any encumbrances affecting the subject lands?</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe:	

Present Land Use <i>Indicate designation and zoning of subject lands in the applicable space below</i>	
Official Plan Designation	
Zoning By-law Designation	

Description of Subject Lands <i>Complete applicable lines</i>			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s):			
Proposed Use(s):			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

Status of Other Planning Applications <i>Indicate status of other applications in the applicable space below</i>			
	Yes?	No?	If Yes, please describe and indicate File Number(s)
Has the subject land ever been the subject of a previous application for approval of a Plan of Subdivision or a Consent?			
Is the land also the subject of a proposed Official Plan Amendment that has been submitted for approval?			
Is the subject land also the subject of an application for Consent, approval of a Site Plan, Minor Variance or Zoning By-law Amendment?			

Proposed Land Use <i>Please complete the table below.</i>					
Proposed Land Use	No. of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (ha.)	Density (units/dwellings per ha.)	Number of Parking Spaces¹
Residential					
– Single-detached					
– Semi-detached					
– Row, multiple attached					
– Apartment < 2 bedrooms					
– Apartment > 2 bedrooms					
– Other (specify)					
Commercial					
– Neighbour-hood					
– Other Commercial					
Industrial					
Park Land Dedication	Nil			Nil	Nil
Open Space	Nil			Nil	Nil
Institutional (specify)					
Roads	Nil			Nil	Nil
Other (specify)					

¹ Complete only if for approval of a condominium description

Condominium Applications		
<i>Additional Information</i>		
	Yes?	No?
Has a Site Plan for the proposed condominium been approved?		
Has a Site Plan Agreement been entered into?		
Has a building permit for the proposed condominium been issued?		
Has the construction of the development started?		
If construction is completed, indicated date of completion	Date of completion:	
Is this a conversion of a building containing rental units?		
If yes, indicated the number of units to be converted.	Number of units to be converted:	

Provincial Policy				
<i>The table below lists the features or development circumstances of interest to the Municipality. Please complete the table below and be advised of the potential requirements in the noted sections.</i>				
Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply		If a feature, specify distance (in metres)	Potential Information Needs
	Yes	No		
Class I industry. (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)				Assess development for residential and other sensitive uses within 70 metres.

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	Yes	No		
Class II industry. (Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.)				Assess development for residential and other sensitive uses within 300 metres.
Class III industry within 1000 metres. (Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.)				Assess development for residential and other sensitive uses within 1000 metres.
Landfill site				Address possible leachate, odour, vermin and other impacts.
Sewage treatment plant				Assess the need for a feasibility study for residential and other sensitive uses.
Waste stabilization pond				Assess the need for a feasibility study for residential and other sensitive uses.
Active railway lines				Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones				Evaluate impacts within 100 metres.

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	Yes	No		
Operating mine site				Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres				Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Electric transformer stations				Determine possible impacts within 200 metres.
High voltage electric transmission lines				Consult the appropriate electrical power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate the need for use other than agricultural and indicate how impacts are to be mitigated
Agricultural operations				Development to comply with the Minimum Distance Separation Formulae.
Mineral Aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral Aggregate operations				Will development hinder continuation of extraction?
Existing pits and quarries				Will development hinder continued operation or expansion?
Significant wetlands				Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species				Demonstrate no negative impacts.

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	Yes	No		
Significant: fish habitat, woodlands, valleylands, areas of natural and scientific interest, wildlife habitat				Demonstrate no negative impacts.
Sensitive groundwater recharge area, headwaters, and aquifers				Demonstrate the groundwater recharge areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources				Assess development proposed in areas of medium/high potential for significant archaeological resources. These resources are to be studied/preserved, or where appropriate, removed, catalogued & analysed
Erosion hazards				Determine feasibility within the 1:100 erosion limits of ravines, river valleys and streams.
Floodplains				Where two-zone floodplain management is in effect, development is not permitted in the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.
Contaminated sites				Assess an inventory of previous uses in areas of possible soil contamination.

Consistency with Provincial Policy Statement and Provincial Plans

Identify how the application is consistent with the Provincial Policy Statement. Further identify any applicable Provincial Plans and whether the proposal conforms to or does not conflict with the applicable Plans. Explain below or attach separate pages.

(This area is left blank for the applicant to provide an explanation of consistency with provincial policy and plans.)

Servicing <i>Indicate the details of proposed services and status of applicable studies in the applicable space below</i>			
Type of Service	Yes/No	Study Required	Study Attached?
Access			
Provincial highway		A detailed road alignment and engineering will be confirmed when the development application is finalized. A traffic management study may also be required.	
County road			
Municipal street, maintained all year			
Undeveloped Municipal right-of-way			
Water Supply			
Municipal water		Is there sufficient capacity available?	
Private well			
Communal water system			
Sewage Disposal			
Municipal sanitary sewer		Is there sufficient capacity available?	
Private septic system			
Communal septic system			
Storm Water			
Municipal storm sewer		A storm water management study will be required, usually as a condition of draft plan approval.	
Swales and/or ditches			

Authorization of Owner for Applicant/Agent to Make the Application	
<i>If the applicant/agent is <u>not</u> the owner of the land that is the subject of this application, the written authorization of the owner that the applicant/agent is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.</i>	
I,	
Am the owner of the land that is the subject of this application for a Plan of Subdivision Application / Condominium Description and I authorize:	
Applicant/Agent (Please Print)	
to make this application on my behalf.	
Owner's Signature	x
Date	

Authorization of Owner for Applicant/Agent to Provide Personal Information	
<i>If the applicant is <u>not</u> the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I,	
Am the owner of the land that is the subject of this application for a Plan of Subdivision Application / Condominium Description and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , I authorize:	
Applicant/Agent (Please Print)	
As my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of this application.	
Owner's Signature	x
Date	

Consent of Owner to the Use and Disclosure of Personal Information	
<i>If the applicant is the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I,	
am the owner of the land that is the subject of this application for Plan of Subdivision Application / Condominium Description and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the <i>Planning Act</i> for the purposes of processing this application.	
Owner's Signature	x
Date	

Cost Reimbursement	
<i>It is required that the applicant agree to be responsible for all reasonable costs and expenses as stated below.</i>	
I,	
am the applicant and agree to reimburse the Municipality of Port Hope for all reasonable costs and expenses, as determined by Municipal Council, in excess of the application fee, which may be incurred by the Municipality in the processing of this Plan of Subdivision/Condominium Description application.	
Applicant's Signature	x
Date	

Affidavit					
I,				of the	
		of			
in the		of			
<p>Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany this application 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 <i>Canada Evidence Act</i>.</p>					
Sworn (or declared) before me at					
the		of			
in the		of			
this		day of		20	
A Commissioner of Oaths, etc.		X _____ Applicant's Signature			
<i>Commissioner Stamp Here</i>					

While every attempt will be made to ensure all submission requirements have been relayed to the applicant, the Municipality of Port Hope does not constitute this application to be a “complete application.” The Council of the Municipality of Port Hope will notify the applicant that the information and material required has been provided, or has not been provided, as the case may be, and in accordance with the Planning Act.

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca.