



MUNICIPALITY OF

PORT HOPE

56 Queen Street Port Hope, ON L1A 3Z9 | t: 905-885-4544 | f: 905-885-7698

Plan of Subdivision or Condominium Description

For additional details on the application process please contact:

Planning Division

Tel. 905-885-2431

Email: planning@porthope.ca

5 Mill Street South

Port Hope, ON L1A 2S6

**[Office Use Only] File
No.:**

**[Office Use Only]
Date Received:**

**[Office Use Only]
Deemed Complete:**

**[Office Use Only] Fee
Paid:**

[Office Use Only] Received by:

General Information

Application Fees

The application fees can be found on the [Fees and Charges](#) page either in the **'Plan of Subdivision Fees'** table.

Note: Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of a Zoning By-law or Official Plan Amendment application, as determined by Municipal Council, may be charged to the applicant.

Indicate which type of application you are applying for.

- ☐ 20 lots/units or less, Extension of Draft, and Amendment to Draft Approval
- ☐ 21 lots/units or more, Extension of Draft and Amendment to Draft Approval
- ☐ Request for Final Approval
- ☐ Subdivision Agreement where not part of a subdivision application

Owner/Applicant/Agent Information

Owner(s) of Subject Lands:

Mailing Address:

5905 Earls court Crescent
Ottawa, ON K4M 1KZ

Telephone number

Fax:

Owner's Email:

Applicant:

☐ Check if different than owner

Applicant name:

Mailing Address:

Telephone:

Fax:

Applicant's Email:

Agent:

☐ Check only if applicable

Agent name:

Mailing Address:

PO Box 1665 Belleville Stn. Main, Belleville ON K8N 0A5

Telephone:

Fax:

Agent's Email:

Who would you like the communications to be sent to? (Check all that apply)

☐ Owner

☐ Applicant

☐ Agent

Description of the Subject Land

Location of the Subject Lands

☐ Urban (Roll # starts with 1423-125)

☐ Rural (Roll # starts with 1423-223)

Municipal Number:

Street Name:

Lot Number(s):

Concession:

Lot(s)/Block(s):

Registered Plan No:

Part Number(s):

Reference Plan No:

Length of Ownership:

Are there any encumbrances affecting the subject lands? (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements)

☒ Yes

☐ No

If yes, please describe:

Hydro corridor to the north of the property

Description of Subject Lands

Provide all measurements in metric units.

Frontage:	Area:	Average Width:	Average Depth:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Existing Use(s):	Abutting land uses (surrounding properties that share a common boundary with the subject land)
<input type="text"/>	<input type="text"/>

Official Plan Designation

Zoning By-law Designation

Existing Building(s) of Structure(s)

If there are any existing buildings or structures, please complete the details below. If there are no existing buildings or structures, please continue to the next section 'Proposed Uses, Building(s) or Structure(s)'.

1. Type of building or structure		Date constructed	
<input type="text" value="Residential Dwelling"/>		<input type="text"/>	
Front lot line setback	Rear lot line setback	Side lot line setback	Other side lot line setback
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Height of building	Dimensions	Floor area	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

2. Type of building or structure

Agricultural Barn

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

3. Type of building or structure

Agricultural Shed

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

Proposed Changes to Existing Uses, Building(s) or Structure(s)

Complete the section below if there are any proposed changes to the existing uses, building(s) or structure(s) on the subject land.

1. Type of building or structure	Front lot line setback	Rear lot line setback	Side lot line setback
Single-detached Dwelling TBD			

Other side lot line setback	Height of building	Dimensions	Floor area

2. Type of building or structure	Front lot line setback	Rear lot line setback	Side lot line setback
Apartment - TBD			

Other side lot line setback	Height of building	Dimensions	Floor area

3. Type of building or structure	Front lot line setback	Rear lot line setback	Side lot line setback
TBD			

Other side lot line setback	Height of building	Dimensions	Floor area

Proposed Land Use*Please complete the table below.*

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

Access and Services

What form(s) of access are available to the subject land? Select all that apply.

- ☐ Unopened road allowance
- ☐ Open municipal road/street
- ☐ County road
- ☐ Provincial highway
- ☐ Other public road/street
- ☐ Existing right-of-way
- ☐ No access

Specify location:

Water and Wastewater/Sewage Disposal Services

Indicate which water supply service is currently available on the subject land. Select all that apply.

- ☐ Municipal Water System
- ☐ Well-Privately owner and operator, individual or communal
- ☐ Other
- ☐ No water supply service currently available

If you selected 'other', provide details. If you selected 'no water supply service currently available', indicate the proposed service type and approximate date of installation.

Indicate which wastewater/sewage disposal service is currently available on the subject land. Select all that apply.

- ☐ Municipal sanitary sewage system
- ☐ Septic system: privately owned and operated
- ☐ Privy
- ☐ Other
- ☐ No wastewater/sewage disposal service currently available

If you selected 'other', provide details. If you selected 'no wastewater/sewage disposal service currently available', indicate the proposed service type and approximate date of installation.

Indicate which storm drainage service is currently available on the subject land. Select all that apply.

- ☐ Sewers
- ☐ Ditches
- ☐ Swales
- ☐ Other
- ☐ No storm drainage service currently available

If you selected 'other', provide details. If you selected 'no storm drainage service currently available', indicate the proposed service type and approximate date of installation.

Status of other Planning Applications

Is the subject land currently the subject of a Plan of Subdivision application?

☐ Yes

☒ No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Consent application?

☐ Yes

☒ No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Minor Variance application?

☐ Yes

☒ No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Site Plan application?

☐ Yes

☒ No

If yes, please indicate the file number(s).

Apart from this current application, have you applied for an Official Plan, Zoning By-law amendment, Plan of Subdivision, Consent, Minor Variance or Site Plan for any land that is located within 120 metres of the subject land?

☒ Yes

☐ No

If yes, please indicate the file number(s).

Condominium Applications

Is the plan of subdivision application also subject to a condominium application?

☐ Yes

☒ No

Has a Site Plan for the proposed condominium been approved?

☐ Yes

☐ No

Has a Site Plan Agreement been entered into?

☐ Yes

☐ No

Has a building permit for the proposed condominium been issued?

☐ Yes

☐ No

Has the construction of the development started?

☐ Yes

☐ No

If construction is completed, indicate date of completion. If construction is not complete, indicate proposed date of completion.

Provincial Policy

Please identify the features or development circumstances of interest to the Municipality by answering the questions below. Each question will note the 'potential information needs'.

Class 1 Industry: small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

☐ Yes - feature is on site or within 500 metres

☐ Yes - development circumstances apply

☒ No

Potential
Information Needs

Assess development for residential and other sensitive uses within 70 metres.

If a feature, specify the distance in metres.

Class 2 Industry: medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

☐ Yes - feature is on site or within 500 metres

☐ Yes - development circumstances apply

☒ No

Potential
Information Needs

Assess development for residential and other sensitive uses within 300 metres.

If a feature, specify the distance in metres.

Class 3 Industry within 1000 metres: processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

☐ Yes - feature is on site or within 500 metres

☐ Yes - development circumstances apply

☒ No

Potential
Information Needs

Assess development for residential and other sensitive uses within 1000 metres.

If a feature, specify the distance in metres.

Landfill site

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

**Potential
Information Needs**

Address possible leachate, odour, vermin, and other impacts.

If a feature, specify the distance in metres.

Sewage treatment plant

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

**Potential
Information Needs**

Address the need for a feasibility study for residential and other sensitive uses.

If a feature, specify the distance in metres.

Waste stabilization pond

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

**Potential
Information Needs**

Assess the need for a feasibility study for residential and other sensitive uses.

If a feature, specify the distance in metres.

Active railway lines

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

**Potential
Information Needs**

Evaluate impacts within 100 metres.

If a feature, specify the distance in metres.

Controlled access highways or freeways, including designated future ones.

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

**Potential
Information Needs**

Evaluate impacts within 100 metres.

If a feature, specify the distance in metres.

Operating mine site

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Will development hinder continuation or expansion of operations?

If a feature, specify the distance in metres.

Non-operating mine site within 1000 metres

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?

If a feature, specify the distance in metres.

Electric transformer stations

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Determine possible impacts within 200 metres.

If a feature, specify the distance in metres.

High voltage electric transmission lines

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Consult the appropriate electrical power service.

If a feature, specify the distance in metres.

Transportation and infrastructure corridors

- ☒ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☐ No

Potential Information Needs

Will the corridor be protected?

If a feature, specify the distance in metres.

Prime agricultural land

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Demonstrate the need for use other than agricultural and indicate how impacts are to be mitigated.

If a feature, specify the distance in metres.

Agricultural operations

- ☒ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☐ No

Potential Information Needs

Development to comply with the Minimum Distance Separation Formulae.

If a feature, specify the distance in metres.

Mineral Aggregate resource areas

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Will development hinder access to the resource or the establishment of new resource operations?

If a feature, specify the distance in metres.

Mineral Aggregate operations

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Will development hinder continuation of extraction?

If a feature, specify the distance in metres.

Existing pits and quarries

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Will development hinder continued operation or expansion?

If a feature, specify the distance in metres.

Significant wetlands

- ☒ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☐ No

Potential Information Needs

Demonstrate no
negative impacts.

**If a feature, specify
the distance in
metres.**

On-site

Significant portions of habitat of endangered and threatened species

- ☒ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☐ No

Potential Information Needs

Demonstrates no
negative impacts.

**If a feature, specify
the distance in
metres.**

On-site

Significant: fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat.

- ☒ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☐ No

Potential Information Needs

Demonstrate no
negative impacts.

**If a feature, specify
the distance in
metres.**

On-site

Sensitive groundwater recharge area, headwaters, and aquifers

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Demonstrate the
groundwater recharge
areas, headwaters and
aquifers will be
protected.

**If a feature, specify
the distance in
metres.**

Significant built heritage resources and cultural heritage landscapes

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Development should
conserve significant
built heritage
resources and cultural
heritage landscapes.

**If a feature, specify
the distance in
metres.**

Significant archaeological resources

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.

If a feature, specify the distance in metres.

Erosion hazards

- ☒ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☐ No

Potential Information Needs

Determine feasibility within the 1:100 erosion limits of ravines, river valleys and streams.

If a feature, specify the distance in metres.

Floodplains

- ☒ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☐ No

Potential Information Needs

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 SPA.

If a feature, specify the distance in metres.

Contaminated sites

- ☐ Yes - feature is on site or within 500 metres
- ☐ Yes - development circumstances apply
- ☒ No

Potential Information Needs

Assess an inventory of previous uses in areas of possible soil contamination.

If a feature, specify the distance in metres.

Describe how the application is consistent with the Provincial Policy Statement and any applicable Provincial Plans. Does the proposal conform to or does it conflict with the applicable plans? Explain below or attach separate pages.

Signature Pages

Applicant is not the owner: complete the 'Authorization of Owner for Applicant to Submit Application' forms and the 'Affidavit'.

Applicant is the owner: complete the 'Owner Authorization to Submit Application' forms and the 'Affidavit'.

Authorization of Owner for Applicant to Submit Application

If the owner is not the applicant, please print and have the owner sign the following forms:

- [Application Authorization](#)
- [Applicant Disclosure of Personal Information](#)
- [Cost Reimbursement](#)

The original forms can be submitted either in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Owner Authorization to Submit Application

If the applicant is the owner, please print and sign the following forms:

- [Disclosure of Personal Information](#)
- [Cost Reimbursement](#)

The original forms can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Affidavit

The [Affidavit](#) must be signed in front of a Commissioner of Oaths or lawyer. For your convenience, there are staff members at the Municipality of Port Hope that are able to commission documents. Please contact us at 905-885-2431 or via email at planning@porthope.ca to book an appointment.

The original form can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Application Submission Checklist

The application and supporting documentation can be submitted in one of the following ways:

- In person at 5 Mill Street South, Port Hope, ON L1A 2S6
- Mail to 56 Queen Street, Port Hope, ON L1A 3Z9
- Email to planning@porthope.ca

Please confirm you will be submitting the following documents in person, by mail or via email to planning@porthope.ca:

- ☐ 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
- ☐ Signature pages and affidavit
- ☐ Recent Survey - One (1) copy prepared by an Ontario Land Surveyor
- ☐ Drawings and/or plans
- ☐ Reduced copy of 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 identified during the pre-consultation meeting
- ☐ Planning Justification Report
- ☐ Other supporting materials as deemed necessary by the Municipal Planner

If you need to provide any comments regarding the checklist above, please provide them in the space below.

Thank You

Planning staff will review the application and follow-up with you regarding next steps. You may contact the Planning Division at anytime either via email at planning@porthope.ca or by calling 905-885-2431.



Plan of Subdivision or Condominium Description

Authorization of Owner for Applicant to Make the Application

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant 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, _____, am the owner of the land that is the subject of this application for a Plan of Subdivision or Condominium Description and I authorize the applicant, _____, to make this application on my behalf.

Owner's Signature: _____

Date: _____



Plan of Subdivision or Condominium Description

Authorization of Owner for Applicant to Provide Personal Information

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner concerning personal information is set out below.

I, _____, am the owner of the land that is the subject of this application for a Plan of Subdivision or Condominium Description and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize the applicant, _____, 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: _____

Date: _____



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Cost Reimbursement

It is required that the applicant agree to be responsible for all reasonable costs and expenses as stated below.

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 or Condominium Description application.

Applicant's Signature: _____

Date: _____