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 Application

Please complete the following form for Plan of Subdivision or Condominium Description Application. If you require a paper copy of the application, please contact planning@porthope.ca. The online application can take up to 30 minutes to complete, you may save the application at any point and return to it later.

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 in the **'Plan of Subdivision'** table.

Note: Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of the Plan of Subdivision or Condominium Description 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 of subject land(s):

Mailing Address:

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:

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:

Description of Subject Lands

Provide all measurements in metric units.

Frontage:

Area:

Average Width:

Average Depth:

Existing Use(s):

Abutting land use(s):

Are there existing building(s) or structure(s) on the subject land?

☐ Yes ☐ No

Type of building or structure

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

Are there any proposed changes to the uses, building(s) or structure(s) on the subject land?

☐ Yes ☐ No

Type of building or structure

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

Proposed Land Use

Select the proposed land use type:

- ☐ Residential
- ☐ Commercial
- ☐ Institutional
- ☐ Other

Residential

Select a dwelling type from the drop-down menu. Additional dwelling types can be added by clicking on the 'add' button.

Select the dwelling type:

Select one option from the drop-down menu

If you selected other, please specify.

Number of units or dwellings

Number of lots and/or blocks on the Draft Plan

Area (ha.)

Density (units or dwellings per ha.)

Number of parking spaces (condominium description applications only, otherwise leave this box blank)

Commercial

Select the commercial building type from the drop-down menu. If you select other, please specify in the box provided below. Additional building types can be added by clicking on the 'add' button.

Select the commercial building type:

Select one option from the drop-down menu

If you selected other, please specify.

Number of units or dwellings

Number of lots and/or blocks on the Draft Plan

Area (ha.)

Density (units or dwellings per ha.)

Number of parking spaces (condominium description applications only, otherwise leave this box blank)

Institutional

Additional institutional land use types can be added by clicking on the 'add' button if necessary.

Please specify the type of institutional land use.

Number of units or dwellings

Number of lots and/or blocks on the Draft Plan

Area (ha.)

Density (units or dwellings per ha.)

Number of parking spaces (condominium description applications only, otherwise leave this box blank)

Other

Additional 'other' land use types can be added by clicking on the 'add' button if necessary.

Please specify the type of institutional land use.

Number of units or dwellings

Number of lots and/or blocks on the Draft Plan

Area (ha.)

Density (units or dwellings per ha.)

Number of parking spaces (condominium description applications only, otherwise leave this box blank)

Parkland Dedication

Number of lots and/or blocks on the Draft Plan

Area (ha.)

Open Space

Number of lots and/or blocks on the Draft Plan	Area (ha.)

Roads

Number of lots and/or blocks on the Draft Plan	Area (ha.)

Access and Services

Indicate which type of access is proposed for the development. Select all that apply.

- ☐ Provincial highway
- ☐ County road
- ☐ Municipal street, maintained all year
- ☐ Undeveloped Municipal right-of-way
- ☐ Other

A detailed road alignment and engineering study will be required upon finalization of the development application. A traffic management study may also be required. Will the studies be attached to the application upon submission?

- ☐ Yes
- ☐ No

Specify:

Indicate which water supply service is proposed for the development. Select all that apply.

- ☐ Municipal Water System
- ☐ Private well
- ☐ Communal water system
- ☐ Other

Will a study be attached with the application submission demonstrating that there will be sufficient water supply capacity available?

- ☐ Yes
- ☐ No

Specify other water service:

Indicate which wastewater/sewage disposal service is proposed for the development. Select all that apply.

- ☐ Municipal sanitary sewage system
- ☐ Private septic system
- ☐ Communal septic system
- ☐ Other

Will a study be attached with the application submission demonstrating that there will be sufficient wastewater/sewage disposal capacity available?

- ☐ Yes
- ☐ No

Specify other wastewater/sewage disposal service:

Indicate which storm drainage service is proposed for the development. Select all that apply.

- ☐ Municipal storm sewer
- ☐ Swales and or ditches
- ☐ Other

A storm water management study will be required as a condition of draft plan approval. Will the study be attached with the submission?

- ☐ Yes
- ☐ No

Specify other storm drainage service:

Present Land Use

Official Plan Designation. Select all that apply.

- ☐ Agricultural - general
- ☐ Agricultural - prime
- ☐ Employment - service
- ☐ Employment - power generation
- ☐ Employment - general
- ☐ Residential - estate
- ☐ Highway commercial
- ☐ Institutional - major
- ☐ Natural environment
- ☐ Floodplain
- ☐ Park
- ☐ Open space
- ☐ Low-level radioactive waste management
- ☐ Extractive industrial
- ☐ Special policy site with number
- ☐ Oak ridges moraine boundary
- ☐ Closed landfill
- ☐ Cemetery
- ☐ School
- ☐ Mineral aggregate class a license

Zoning By-law Designation. Select all that apply.

- ☐ Residential Zone
- ☐ Commercial Zone
- ☐ Employment Zone
- ☐ Countryside Zone
- ☐ Other Zones

Select the applicable Residential Zone(s).

- ☐ Low Density Residential One 'RES1-1'
- ☐ Low Density Residential Two 'RES2-1'
- ☐ Hamlet Residential One 'RESV1'
- ☐ Low Density Residential One 'RES1-2'
- ☐ Low Density Residential Two 'RES2-2'
- ☐ Hamlet Residential Two 'RESV2'
- ☐ Low Density Residential One 'RES1-3'
- ☐ Medium Density Residential 'RES3'
- ☐ Rural Residential 'RESR'
- ☐ Low Density Residential One 'RES1-4'
- ☐ High Density Residential 'RES4'
- ☐ Estate Residential 'RESE'
- ☐ Low Density Residential One 'RES1-5'

Select the applicable Commercial Zone(s).

- ☐ Neighbourhood Commercial 'COM1'
- ☐ Rural Commercial 'COMR'
- ☐ General Commercial 'COM2'
- ☐ Hamlet Commercial 'COMV'
- ☐ Downtown Commercial 'COM3'

Select the applicable Employment Zone(s).

- ☐ General Employment 'EMP1'
- ☐ Extractive 'EMPX'
- ☐ Service Employment 'EMP2'
- ☐ Power Generation 'EMPG'
- ☐ Rural Employment 'EMPR'
- ☐ Waste Management 'EMPW'

Select the applicable Countryside Zone(s).

- ☐ Agricultural 'A'
- ☐ Rural 'RU'
- ☐ Oak Ridges Moraine – Core 'ORM-C'
- ☐ Oak Ridges Moraine – Environmental Protection 'ORM-EP'
- ☐ Oak Ridges Moraine – Extractive Industrial 'ORM-MX'
- ☐ Oak Ridges Moraine – Linkage 'ORM-L'
- ☐ Oak Ridges Moraine – Rural 'ORM-RU'
- ☐ Oak Ridges Moraine – Rural Settlement 'ORM-RS'

Select the applicable Other Zone(s).

- ☐ Institutional – Urban 'IU'
- ☐ Institutional – Rural 'IR'
- ☐ Open Space 'OS'
- ☐ Major Recreational 'OSR'
- ☐ Environmental Protection 'EP'
- ☐ Development 'D'
- ☐ Development - Waterfront 'D-W'
- ☐ Transportation 'T'

Is there an Overlay Zone on the subject land?

- ☐ Yes
- ☐ No

Select the applicable Overlay Zone(s).

- ☐ Environmental Protection - Floodplain 'EP-F'
- ☐ Class 1 Landform Conservation Areas
- ☐ Class 2 Landform Conservation Areas

Is there a zone exception on the subject land?

- ☐ Yes
- ☐ No

Specify the zone exception.

Is there a holding provision on the subject land?

- ☐ Yes
- ☐ No

Specify the holding provision.

Is there a temporary use permission on the subject land?

- ☐ Yes
- ☐ No

Specify the temporary zone permission.

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).

SU

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

- ☐ Yes
- ☐ No

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

B

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

- ☐ Yes
- ☐ No

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

A

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

- ☐ Yes
- ☐ No

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

SP

Is the subject land currently the subject of an Official Plan Amendment application?

- ☐ Yes
- ☐ No

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

OP

Is the subject land currently the subject of a Zoning By-law Amendment application?

- ☐ Yes
- ☐ No

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

ZB

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.

Is this a conversion of a building containing rental units? If yes, indicate the number of units to be converted.

Provincial Policy

Please identify the features or development circumstances of interest to the Municipality by answering the questions below. Each question will include a note on '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 sentitive 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.

Provincial Policy

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

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.

Provincial Policy

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

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.

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.

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.

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 feaibility 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

Please select who is submitting this application? Select one.

- ☐ Owner
- ☐ Applicant/Agent

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

Please upload all supporting documentation. If you are unable to upload the files, you can email them to planning@porthope.ca or submit them in person or via mail.

Please confirm you have or will be submitting the following documents to the Municipal Planner:

- ☐ 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 -Submitted online
- ☐ Signature pages and affidavit: Submit in person at 5 Mill Street South Port Hope, ON L1A 2S6 OR mail to 56 Queen Street, Port Hope, ON L1A 3Z9.
- ☐ Recent Survey - One (1) copy prepared by an Ontario Land Surveyor
- ☐ Drawings and/or plans, digital and hard copy.
- ☐ 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.