



COUNTY OF HURON - INSTRUCTIONS FOR SUBDIVISION APPLICATIONS

THE CORPORATION OF THE COUNTY OF HURON - PLANNING AND DEVELOPMENT DEPARTMENT
COURT HOUSE, 1 THE SQUARE, GODERICH ON N7A 1M2
Telephone: (519) 524-8394 ext. 3 Fax: (519) 524-5677 email: planning@huroncounty.ca

Detach and retain this page for future reference.

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| <ol style="list-style-type: none"> 1. 2. 3. | <p>This process pertains to the draft plan of subdivision applications:</p> <ol style="list-style-type: none"> i) "Plan of Subdivision"; ii) "Major Redline Amendments to Draft Approved Plans of Subdivision". <p>The fee for Plan of Subdivision application is:</p> <p>1 to 10 lots, blocks or units - \$4,000.00
11 or more lots, blocks or units - \$4,000.00 plus \$100 per lot, block or unit to a maximum of \$6,000.00</p> <p>Other related applications can be processed concurrently and within the process for plans of subdivision. See other types of application forms and process if related application forms are not filed concurrently.</p> |
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STEPS IN THE PROCESS	
Step 1	Applicants who are not familiar with the County process or who require assistance or information to complete the application are encouraged to meet with County planning staff prior to submitting an application.
Step 2	Application Form is submitted to the above address with a cheque for the required fees and an authorization letter if applicable. Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant.
Step 3	Formal Pre-Consultation meeting with assigned Planner and Municipal Staff. The purpose of the meeting is to: <ol style="list-style-type: none"> i) Review application and information submitted; ii) Identify key issues in processing; iii) Identify any concurrent applications required; iv) Identify any studies that have to be completed prior to acceptance of an application; and any studies; v) that may be required prior to the approval of development; and, vi) Identify staff contacts.
Step 4	Application Reviewed & Accepted (applicant notified of complete application) - Timelines for processing are established
Step 5	Application, notice of complete application and public meeting circulated to Local Municipalities, Departments, Agencies and the Public (as necessary)
Step 6	Public Meeting held at Local Municipality
Step 7	Resolution from Local Council supporting application and proposed draft conditions
Step 8	Huron County Planning, Agriculture and Public Works Committee Meeting and Recommendation to Huron County Council
Step 9	Approval Authority (Huron County Council) draft approval or refusal of application
Step 10	Notice of Approval Authority Decision circulated
Step 11	Appeal period
Step 12	Begin fulfilling conditions
Step 13	Final Approval
NOTE TO APPLICANT:	A complete submission including all applicable requested information and fees will be required prior to an application being accepted for processing. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning and Development Department will be mailed to the applicant and agent. Application fees will not be refunded once substantial work has been undertaken.

NOTE:

Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

THE COUNTY OF HURON
SUBDIVISION APPLICATION FORM

FOR APPLYING FOR APPROVAL UNDER SECTION 51 OF THE PLANNING ACT

OFFICE USE ONLY	
File Number: _____	Related File Number(s): _____
Date Received: _____ Date Accepted: _____	Amount Paid: \$ _____
Concurrent Applications Filed <input type="checkbox"/> Official Plan Amendment (Attach appropriate form) <input type="checkbox"/> Zoning By-law Amendment (Attach appropriate form) <input type="checkbox"/> Other (Specify) _____ (Attach appropriate form and fees)	

A COMPLETE APPLICATION includes the information listed below.
 If this information which is needed to review the application is not submitted with the application form, **it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.** Please provide:

Attached

- ___ **20 copies** of the completed application form and declarations;
- ___ **20 rolled copies** of the draft plan completed as required under Section 51(17) of the Planning Act;
- ___ **1 copy** of the draft plan on an 8-1/2" by 14" or 11" by 17" reduction;
- ___ **1 copy** of the draft plan on an 8-1/2" by 14" reduction with the requested zoning plotted on the face of the draft plan;
- ___ Application Fee(s) made payable to the Treasurer, County of Huron;
- ___ A CD or an electronic file containing the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.) separated into different layers or GIS format shape file.
The file must be tied to the County's geographic NAD83 UTM (zone 17N)
- ___ Letter of Authorization if the owner is not the applicant and/or the owner has not signed the face of the draft plan;
- ___ Required studies identified at Pre-consultation.

Please list the reports or studies that accompany this application (and supply **3 copies** of each):

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

Huron County Planning & Development Department
 Court House, 1 The Square, Goderich ON N7A 1M2

Telephone: (519) 524-8394 ext. 3
 Facsimile: (519) 524-5677

1. Applicant Information

a) Complete the information below and indicate one contact as the Prime Contact.
All communications will be directed to the Prime Contact with a copy to the owner.

Registered Owner(s)	Name	Address	Phone/Fax/E-mail
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Applicant(s)

Agent

Ont. Land Surveyor

b) Which of the above is the Prime Contact? _____

2. Description of Land

a) Geographic Township _____

b) Lot(s) _____ Concession(s) _____ Registered Plan No . _____

c) Street Address / 911# (if appropriate) _____

d) Location and area of land adjoining or adjacent to lands to be subdivided in which the owner has an interest

3. Easements

a) Are there any easements or restrictive Covenants affecting the subject lands? YES _____ NO _____
 If YES, describe the easement or Covenant and its effect.

4. Previous Applications

a) Has the subject land ever been the subject of a previous application for approval of a plan of subdivision?
 YES _____ NO _____

b) If YES, please indicate the file number and decision made on the application.
 40T - _____
 Decision: _____

c) Has the subject site ever been the subject of a previous application for approval of a consent to sever?
 YES _____ NO _____

d) If YES, please indicate the file number and decision make on the application.
 File Number: B _____ / _____
 Decision: _____

Proposed Land Use Please fill out the table below:

5. PROPOSED USES					
	No. of Residential Units	No. of Lots/Blocks (as labelled on plan)		Net Area in Hectares	Density Proposed (Specify Units Per Hectare)
		Lots	Blocks		
RESIDENTIAL					
Detached Dwellings					
Semi-detached Dwellings					
Row, Townhouse (Multiple Attached) Dwellings					
Apartments Residential - less than 2 bedrooms - 2 bedrooms or more					
* Other (Residential)					
NON-RESIDENTIAL					
Neighbourhood Commercial	Nil				Nil
Other Commercial	Nil				Nil
Industrial	Nil				Nil
Local and Community Park	Nil				Nil
Open Space and Hazard Lands	Nil				Nil
Institutional (Specify)	Nil				Nil
Road Allowances	Nil				Nil
* Other (Specify)	Nil				Nil
TOTAL					

6. **Proposed Other Use Descriptions**

Provide a description of use _____

Other Residential _____

Institutional _____

Other Uses _____

7. **PROVINCIAL POLICY INFORMATION REQUIREMENTS**

Current and Previous Use of the Subject Land and Surrounding Area

a.) What is the current and previous use of the subject land?

Current Use(s) _____

All previous known uses:

b.) Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?
 YES _____ NO _____
 If YES, please be specific:

c.) If YES to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.
 Report attached? YES _____ NO _____

d.) Subsurface Rights
 Are the subsurface rights and the surface rights to the property held by the same owner? YES _____ NO _____
 If the answer is NO, who owns the subsurface rights? _____
 Please have the owner complete the following declaration.

**AUTHORIZATION FROM THE OWNER OF
 THE SUBSURFACE RIGHTS
 (if different from the Owner of the lands)**

I, _____, owner of the subsurface rights for the subject property, am aware of this application and consent to it.

_____ (signature) _____ (date)

_____ (address)

_____ Telephone Number _____ Facsimile Number

8. Affordable Housing Information

For applications that include permanent housing (i.e. not seasonal) fill in the following information:
 For example: Semi detached 10 units; 93 sq. m; \$95,000 - \$105,000; ownership; 100%

a.)	Housing Type (i.e. detached dwelling, semi detached, multiple attached, apartment) _____
b.)	Number of Units: _____
c.)	Unit Size (sq.m) _____
d.)	Estimated Price/Rent per Month _____
e.)	Tenure: _____
f.)	% of Affordable Units: _____

9. Significant Features Checklist					
Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.					
FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES %	NO %	UNKNOWN %	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹				____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry				____ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry within 1000 metres				____ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				____ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				____ metres	Evaluate impacts within 100 metres. Consult with railway company.
Controlled access highways or freeways, including designated future ones				____ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				____ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				____ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				____ metres	Will the corridor be protected? Noise Study prepared? Traffic study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				____ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				____ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				____ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				____ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				____ metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies and Conservation Authority policies and permits.
Hazardous sites				____ metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				____ metres	Development to comply with the Minimum Distance Separation Formulae and Official Plan policies.

- Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
- Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
- Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
- Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

10. Provincial Policy

Is the plan consistent with provincial policy statement issued under subsection 3 (1) of the Planning Act?
 YES _____ NO _____ UNKNOWN _____

11. Official Plan

- a) What is the land use designation of the site in the approved Official Plan?
- b) Does the proposal conform? YES _____ NO _____
- c) If NO has a separate application for an Official Plan Amendment been made? YES _____ FILE # _____

12. Zoning Applications Under Planning Act

- a) Is the land covered by a Minister's zoning order? YES _____ NO _____
- b) What is the current zoning of the subject lands? _____
- c) Does the proposed plan conform to the existing zoning? YES _____ NO _____
- d) If NO, have you made a concurrent application for rezoning? YES _____ File # _____

13. Other Applications Under Planning Act

Have you made any other application for the subject lands? YES _____ NO _____

If YES, please indicate

- Part Lot Control File # _____ Status _____
- Minor Variance File # _____ Status _____
- Site Plan File # _____ Status _____
- Draft Plan of Condominium File # _____ Status _____
- Other (Specify) File # _____ Status _____

14. Access

Access to the subject lands will be by:

- Provincial Highway County Highway Assumed Municipal Street
- Private Street (not usually permitted) Right of Way (not permitted)
- Other (Specify) _____

15. Water Access

If access is by water, closest parking or docking facilities to be used and distance of facilities from subject land.

16. Water

a) Water supply will be provided to the subject lands by:

- Municipal piped water YES _____ NO _____
- Private communal well YES _____ NO _____
- Individual wells for each lot YES _____ NO _____
- Other (Specify) _____

16. con't.

b) If the plan proposes more than five lots or units on privately owned & operated individual or communal wells, the applicant must submit:

- servicing options report; and
- hydrogeological report

c) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, the applicant must submit:

- servicing options report; and
- hydrogeological report

17. Sewage Disposal

a) Sanitary/Sewage disposal will be provided to the:

- | | | |
|------------------------------|----------|---------|
| Municipal sanitary sewers | YES ____ | NO ____ |
| Private communal collection | YES ____ | NO ____ |
| Individual septic system for | YES ____ | NO ____ |

Other (Specify) _____

b) If the plan would permit development of five or more lots or units on privately owned and operated individual or communal wells or septic systems, the applicant must submit:

- servicing options report; and
- hydrogeological report

c) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal wells or septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant must submit:

- servicing options report; and
- hydrogeological report

18. Storm Drainage

a) Storm Drainage will be provided by:

- | | | |
|-------------------------------------|----------|---------|
| Connection to Municipal Storm Sewer | YES ____ | NO ____ |
| Connection to Municipal Drain | YES ____ | NO ____ |

Name of Municipal Drain _____

Swales, ditches

- | | | |
|-----------------|----------|---------|
| Other (Specify) | YES ____ | NO ____ |
|-----------------|----------|---------|

b) The subject lands are within the _____ (sub) watershed.

c) A conceptual stormwater management plan has been completed for the subject lands YES ____ NO ____

If yes;

Name of Study _____

Completed by _____

Date of Study _____

Archaeological Assessment

19. Does the subject land contain any area of archaeological potential? _____

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the applicant must submit:

- 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 of Archaeological Value) of the *Ontario Heritage Act*; and
- a conservation plan for any archaeological resources identified in the assessment.

DECLARATIONS

20.a) **OWNER'S AUTHORIZATION (If the Owner is NOT FILING THE APPLICATION) (If Multiple Owners, an Authorization Letter From Each Owner Is Required)**

If the PERSON filing the application as the Applicant is not the owner, the registered owner(s) must complete the following and the Applicant must provide authorization on the face of the draft plan if the plan is NOT signed by the owner:

I, (we) _____, being the
 Print (name(s) of owner, individuals or company)

registered owner(s) of the subject lands, hereby authorize _____
 Print (name of agent and/or company (if applicable))

To prepare and submit a draft plan of subdivision application for approval.

 Signature

 Day Month Year

NOTE: If the Owner is an incorporated company, the company seal shall be applied (if there is one).

20.b) **APPLICANT'S DECLARATION**
This must be completed by the Person filing the Application for the proposed development site.

I, _____ of the _____
 (name of applicant) (Name of Town, Township, etc.)

in the Region/County/District of _____ solemnly declare that all of the statements

contained in this application of draft plan of subdivision _____
 (description)

and all supporting documents and plans are true and complete, 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."

NOTE:

Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

Declared before me at:
 Region/County/District of _____

in the Municipality of _____,

this _____ day of _____,
 (Day) (Month) (Year)

 Commissioner of Oaths

Signature

Please Print name of Applicant

OWNER/APPLICANT'S CONSENT

DECLARATION

In accordance with the provisions of the Planning Act, it is the policy of the County Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I _____

The owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize The County of Huron to post a Notice of Application sign and County staff to access to the subject site for purposes of evaluation of the subject application.

Signature Day Month Year

OWNER/APPLICANT'S INFORMATION (Mandatory)

Print Name: _____

Mailing Address: _____

E-mail Address: _____

Telephone No. _____ Fax No. _____

SCHEDULE 1

Mapping Information Requirements See Section 51(17) of Planning Act

Attach 2 full sized copies and 1 – 8½” x 14” copy of a draft plan of subdivision showing:
(all measurements, scales, etc. must be metric)

- the boundaries of the proposed subdivision certified by an Ontario Land Surveyor
- Ontario land surveyor's name, signature and date of signature
- map scale
- legend
- north marker
- name of person or firm who prepared the plan
- date plan prepared and dates of any revisions
- dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any
- on a key map on the draft plan of subdivision
 - all adjacent land owned by the applicant or in which applicant has an interest
 - all subdivisions adjacent to the proposed subdivision
 - boundaries of the proposed subdivision and boundaries of the township lots or original grants that include any part of the proposal
- proposed use, including maximum number of units by type, for each lot and block
- existing land use on the site and on adjacent lands
- natural and artificial features within or adjacent to the property

- existing buildings and structures to be retained or demolished
- active or inactive railways, rail rights-of-way
- highways and other roads - existing, public/private, open/closed location, width, and proposed generic street labels (i.e. Street A, Street B) with a separate list of proposed street names
- watercourses (lakes, streams, ponds, wetlands, etc.)
- flood plains/flood elevations, flood lines, fill lines, top of slope lines
- woodland
- significant plant and wildlife habitat (including ESA's & ANSI's)
- drainage courses, retention ponds (natural or man-made)
- archaeological or historic features

- existing services (where information is readily available from the municipality or service agency)
 - waterlines and sewer
 - main hydro lines
- soil type (including porosity)
- contours and elevations
- domestic water supply (if not municipal water)
- restrictive covenants and easements affecting the site
- lot and concession/registered plan number/street address
- also attach one copy of the plan reduced to (8½X14")
- owner's name(s), signature and date of signature¹ OR Authorized Individual - (See below for acceptable wording)
- A CD or an electronic file containing the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features (e.g. Lot lines, Lot numbers, curve schedule(s), Street names, etc.) separated into different layers or GIS format shape file.**

The file must be tied to the County's geographic projection NAD83 UTM (Zone 17N)

If the Owner does not sign the face of the draft plan, the following statement should be included within the title block of the plan

I, (we) _____, am authorized to submit this draft plan of subdivision on behalf of
 (Name or Company Name)

the owner, _____
 (Name or Company Name)

 (Name of Authorized Agent - Printed) (Signature Line)

¹ All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others if all owners do not sign the plan. ***If any registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.***

