



**GUIDE TO APPLICATIONS
DRAFT PLAN OF SUBDIVISION AND
CONDOMINIUM APPROVAL**

*Applications for approval under section 50 and 51 of the
Planning Act, R.S.O. 1990*

The City of Owen Sound

Community Services Department, Planning Division
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PRE-CONSULTATION: The City of Owen Sound requires pre consultation with the City and other relevant agencies prior to the submission of an application for Draft Plans of Subdivision or Condominium to outline the City's requirements to support an application. Applications submitted prior to pre-consultation will not be considered complete. In order to meet the processing time frames, the applicant is advised that pre-consultation is key to identifying all issues and in identifying all requirements to support the

Pre-consultation is a vital part of the planning approval process. Before making an application, applicants or their agents are required to arrange for pre-consultation with the City. Pre-consultation meetings are scheduled each week and the applicant/agent is required to call the Planning Assistant at 519-376-4440 ext 231 to arrange a meeting.

At least 7 working days prior to the pre-consultation meeting, the following information must be provided to the City for circulation to various City departments and outside agencies:

- 10 copies of a concept plan of the proposal
- 10 copies of the legal survey
- A cover letter which includes the following information:
 - a legal description of the site and/or municipal address
 - owner/applicant and authorization to act as agent or applicant
 - a brief description of the proposal
 - indicate the type of application likely to be submitted
 - official plan and zoning
 - description of the type of servicing proposed
 - whether the applicant wishes to attend the pre-consultation meeting

This information will then be circulated by the Planning Division to concerned City departments and other agencies in order that sufficient feed back can be provided to the applicant at the meeting.

The pre-consultation meeting date will be coordinated by the applicant through the Planning Division of Community Services and is intended to identify what planning approvals are required for the development of a site as well as information/studies which will be required for the submission of a complete application.

If appropriate, the applicant should ensure that appropriate representatives of the applicant attend the meeting. Representatives from other City Departments including Operations, Fire, Police and other Divisions of Community Services (Building) may attend the meeting as appropriate. At the meeting or shortly thereafter, the Planner will provide a List of Required Information/Studies for the submission of a complete application in accordance with the provisions of the Planning Act and the City's Official Plan (attach a checklist). The required studies must be provided by the applicant as part of a complete application. The rights of appeal regarding the provision of a complete application remain as per the Planning Act.

All direction offered by staff is preliminary and based on the limited information available through the pre-consultation process. Further information may be required depending on further review of information and studies.

A. APPLYING FOR AN AMENDMENT

The attached application form is to be used when applying for draft plan of subdivision or condominium approval in the City of Owen Sound. The application form must be completed in full and submitted together with the applicable fee with the information required by the provisions of the Planning Act as set out in Ontario Regulation 544/06.

B. USING THE APPLICATION FORM

1. The appropriate application form must be fully completed including the applicants' affidavit and registered owners certificate and returned to the City of Owen Sound. Please ensure that you keep a copy for your records.
2. The application should be completed by the applicant or their authorized agent. The written authorization of the registered owner and affidavit of the applicant must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the Provincial Policy Statement and to the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form or attached thereto.
4. Where additional support materials (e.g. Environmental Impact Study, Storm Water Management Report) are required, six (6) copies of all supporting technical reports and information must be submitted with the application together with CD with a copy clearly marked in PDF format.

C. DRAWINGS

The Planning Act requires that the applicant shall provide information as prescribed in Ontario Regulation 544/06 and 545/06 when submitting an application for draft plan of subdivision or condominium. The Planning Act requires that the applicant provide as many copies as may be

necessary and shows all information required under Sections 51(17 and (18). The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor (O.L.S.) and must include the applicants' certificate. Please note that all plans must be submitted in metric units. Fifteen (15) copies of the draft plan as well as one (1) reduction at 11x17 is required. The drawings must also be submitted on CD in AutoCAD format as well in a PDF format.

D. INFORMATION TO BE SHOWN ON DRAFT PLAN UNDER SECTION 51(7) OF THE PLANNING ACT R.S.O. 1990

- the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and
- the nature and extend of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements. 1994, c.23,s.30,part; 1996,c.4,s.28(3).

The City may also require that an applicant provide any other information or material that the City considers it may need to make a decision.

E. FEES

Application for Subdivision/Condominium Approval	\$750 plus \$100 for each lot/building block requested in excess of 10 lots/building blocks to a maximum of \$3,000
Application for a Subdivision Agreement	The greater of \$1,200 or \$60 for each of the first 10 lots or building blocks in the approved stage plus \$20 for each lot or building block in the approved stage thereafter
Application for a Condominium Agreement	\$1,000 administration fee
Inspection Fee under the Subdivision Agreement	1% of the estimated cost of the works undertaken on behalf of the City