

CITY OF KAWARTHA LAKES

APPLICATION FOR AN OFFICIAL PLAN AMENDMENT, PLAN OF SUBDIVISION AND PLAN OF CONDOMINIUM

(Under Sections 17 and 53 of The Planning Act)

NOTE TO APPLICANTS:

The City of Kawartha Lakes has approval authority. In this form, the term "subject land" means the land to be subdivided.

COMPLETENESS OF THE APPLICATION:

This application form sets out the information that must be provided by the applicant, as prescribed in the Schedules to Ontario Regulations 196/96 and 198/96 made under the Planning Act. It also sets out other information (e.g. technical information or reports) that will assist the City and others in their planning evaluation of the application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. **If the requested information, including the sketch and fee, is not provided, the City will return the application or refuse to further consider the application until the information, sketch, plan and fee have been provided.**

A File Number will be issued for complete applications and should be used in all communications with the City.

SUBMISSION OF THE APPLICATION:

For All Applications the City needs:

- 10 copies of the completed application form;
- Copies of the information/reports if indicated as needed when completing the sections of the application. The nature of the information/reports varies with the type of land uses proposed and the existing land use and on-site features. The following minimums will apply to each type of report: **hydrogeological study** (5 copies); **storm water management** (5 copies); **servicing options** (5 copies); **environmental impact assessment** (5 copies); **archeological investigation** (5 copies); **aggregate potential** (5 copies).
- The applicable fee as indicated by the City's Tariff of Fees By-law.

For an Official Plan Amendment the City also needs:

- 1 hard copy and 1 electronic version (Microsoft Word format) working copy of the proposed official plan amendment text and schedules on 8 1/2" by 11" paper;

For a Subdivision or Condominium Application the City also needs:

- 20 copies of the draft plan;
- 20 copies of the draft plan reduced to fit on 11" by 17" paper;
- An electronic (digital) copy of the draft plan (AutoCad).
- **1 copy** of the **Parcel Register** for each lot(s) and/or block(s) to be affected by the application.

Applicants are required to submit the applicable fees as indicated by the City's Tariff of Fees By-Law. Please refer to the City of Kawartha Lakes "Planning Application Fees" list.

Applicants are also required to pay a Conservation Authority environmental assessment fee. Staff will assist you in determining which Conservation Authority is involved.

Applications to the Planning Committee are processed in accordance with Provincial Legislation and information provided by the applicant(s). **It is, therefore, the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings at the meeting or in the future.**

All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.

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The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

DARK BLUE OR BLACK INK ONLY – Do not use pencil. If submitting photocopies of your application, the **ORIGINAL COPY MUST ALSO BE FILED.**

Measurements on the sketch **SHALL** correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.

On occasion, studies, such as hydrogeological studies, submitted by an applicant will require peer review. The applicant is responsible for the cost of peer review. A \$2,000.00 deposit against actual costs is required.

If the application is supported by the City but is appealed to the OMB, applicants will be required to cover the actual cost of the hearing. When the appeal is received by the City a \$2,000.00 deposit, against actual costs, will be required.

FOR HELP:

You may call the City of Kawartha Lakes Development Services Department – Planning Division at (705) 324-9411, Ext 1246, for further information concerning completion and processing of an application.

The application will be circulated to: the Ministry of Transportation, if abutting a Provincial Highway; the City Engineering Department; the City Community Services Department; the City Emergency Services Department; the Conservation Authority; the District Health Unit; any municipality within 1 km of the subject lands; Public and Separate School Boards; Ontario Hydro; Canada Post (where applicable); the Trent Severn Waterway (where applicable); and any gas or public utility (where applicable).

APPLICANT'S CHECKLIST: Have you remembered to attach?:

10 copies of the completed application form? Yes (Ensure you keep a copy for yourself)

20 copies, as a minimum, of the draft plan? Yes

20 copies of the draft plan on 8 1/2" by 11" paper? Yes

The required copies of the information/reports as indicated in the application form? Yes

The required fee? Yes (a certified cheque or money order payable to the City of Kawartha Lakes)

The required Conservation Authority fee? Yes (a certified cheque or money order payable to the appropriate Conservation Authority)

The required Health Unit fee? The Haliburton, Kawartha, Pine Ridge District Health Unit will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment approval. The applicant should contact the Health Unit at 705- 324-3569 for the appropriate application fee. The Health Unit will not provide comments on the development application to the City until the application fee has been received and may also charge additional review fees beyond the application fee.

**Forward to:
City of Kawartha Lakes
Development Services Department - Planning Division
2nd Floor, 180 Kent Street West
Lindsay, Ontario K9V 2Y6**

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3. DESCRIPTION OF SUBJECT LAND *(Complete the applicable lines.)*

3.1 Local Municipality (Prior to January 1, 2001) _____

Concession Number(s): _____ Lot Number(s): _____

Registered Plan Number: _____ Lot(s)/Block(s): _____

Reference Plan Number: _____ Part Number(s): _____

Name of Street/Road: _____ Number: _____

3.2 Are there any easements or restrictive covenants affecting the subject land? Yes No
IF YES, describe the easement or covenant and its effect.

4. PROPOSED AND CURRENT LAND USE:

4.1 Complete Table A on proposed land use.

Table A - Proposed Land Use

| Proposed Land Use | Number of units or dwellings | Number of Lots and/or Blocks on the draft plan | Area (ha) | Density (units/dwellings per ha) | Number of parking spaces |
|-------------------------------|------------------------------|--|-----------|----------------------------------|--------------------------|
| Detached Residential | | | | | 1 |
| Semi detached Residential | | | | | 1 |
| Multiple attached Residential | | | | | |
| Apartment Residential | | | | | |
| Seasonal Residential | | | | | |
| Mobile home | | | | | |
| Other Residential (specify) | | | | | |
| Commercial | | | | | |
| Industrial | | | | | |
| Park, Open Space | nil | | | nil | nil |
| Institutional (specify) | | | | | |
| Roads | nil | | | nil | nil |
| Other (specify) | | | | | |
| TOTALS | | | | | |

(1. Complete only if for approval of condominium description.)

4.2 What is the current use of the subject land?

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4.3 How is the subject land currently designated in any applicable official plan?
Local official plan:

Victoria County Official Plan:

4.4 How is the subject land currently zoned in the applicable zoning by-law?

4.5 Has the grading of the subject land been changed by adding earth or other material?
Yes No Unknown

4.6 Has there been an industrial or commercial use on the subject or adjacent land? Yes No
IF YES, specify the uses.

4.7 Has a gas station been located on the subject land or adjacent land at any time?
Yes No Unknown

4.8 Has there been petroleum or other fuel stored on the subject land or adjacent land?
Yes No Unknown

4.9 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?
Yes No Unknown

4.10 What information did you use to determine the answers to the above questions? _____

4.11 **IF YES** to (4.5), (4.6), (4.7), or (4.8), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached? Yes No

5. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY:

5.1 Has a site plan for the proposed condominium been approved? Yes No

5.2 Has a site plan agreement been entered into? Yes No

5.3 Has a building permit for the proposed condominium been issued? Yes No

5.4 Has construction of the development started? Yes No

5.5 If construction is completed, indicate the date of completion. _____

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5.6 Is this a conversion of a building containing rental residential units? Yes No

IF YES, indicate the number of units to be converted. Units _____
(If the building to be converted includes one or more rental residential units, an application, as required by the Rental Housing Protection Act, must be submitted to the City for Conversion of Rental Housing to Condominium.)

6. ADDITIONAL INFORMATION FOR OFFICIAL PLAN AMENDMENT APPLICATIONS ONLY:

6.1 Name of the Official Plan proposed to be amended: _____

6.2 Does the official plan amendment propose to add new policy or change, delete, or replace approved official plan policy? Yes No

a) Describe the purpose of the proposed amendment: _____

b) Identify the policy to be changed, replaced or deleted: _____

c) What is the current land use designation on the subject land, if applicable? _____

d) What land uses are permitted by the current designation on the subject land? _____

e) What land uses would be permitted by the proposed official plan amendment on the subject land?

6.3 Does the official plan amendment propose to change or replace the approved official plan land use designation on the subject land? Yes No

IF YES:

a) What is the approximate area of the subject land, if known? _____

b) What is the current designation of the subject land? _____

c) What land uses are permitted by the current designation on the subject land? _____

d) What designation is proposed and what uses will be permitted by the proposed designation on the subject land?

7. STATUS OF OTHER PLANNING APPLICATIONS

7.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent? Yes No Unknown

IF YES, and if known, indicate the application file number and the decision made on the application.

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7.2 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment application? Yes No Unknown

IF YES, and if known, indicate the type of application, the file number and the status of the application.

7.3 If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

7.4 Are the water, sewage or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act? Yes No

IF YES, the notice of public meeting for this application will be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act.

8. PROVINCIAL POLICY:

8.1 Briefly explain how this proposal has had regard to the Provincial Policy Statement issued under the Planning Act.

8.2 Table B below lists the features and development circumstances contained in the Provincial Policy Statement. Complete Table B and submit the information as indicated. If this information exists in a report or is shown on a map, please attach it. **If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.**

8.3 Refer to the Provincial Policy Statement, and the relevant Guidelines for a full description of the policies, the purpose of the information/reports and how it will be used in the evaluation of the application.

Table B - Features and Development Circumstances

| POLICY SECTION | RELATIONSHIP TO APPLICATION | | | CONSTRAINT OR INFORMATION REQUIREMENT | INFORMATION ATTACHED? | |
|---|-----------------------------|---------|--------------|---|-----------------------|----|
| | N/A | On Site | Within 500 m | | Yes | No |
| 1.1 - STRONG COMMUNITIES: <ul style="list-style-type: none"> • Settlement areas as focus for growth. • Rural areas as focus for resource activities and resource related recreation. • Land base and infrastructure to accommodate growth . • Coordinated approach to cross municipal issues. | | | | <ul style="list-style-type: none"> • Growth management study required for development in Agricultural or Rural areas other than resource based recreational development. | | |
| 1.2 - HOUSING: <ul style="list-style-type: none"> • Provision of a full range of types and densities to meet local market. | | | | <ul style="list-style-type: none"> • Housing mix to be provided in accordance with the Victoria City Municipal Housing Statement. | | |
| 1.3 - INFRASTRUCTURE: <ul style="list-style-type: none"> • Sewage and water services appropriate to the development; • Transportation that is safe , economical and energy efficient; • Protection of transportation and infrastructure corridors; • Provision of adequate waste management facilities | | | | <ul style="list-style-type: none"> • Servicing options statement if full municipal services not being proposed; • Hydrogeological study required for private individual or communal services; • Traffic Study for major facilities; • Noise study for sites adjacent to rail lines or highway.s | | |

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Table B - Features and Development Circumstances (cont'd)

| POLICY SECTION | RELATIONSHIP TO APPLICATION | | | CONSTRAINT OR INFORMATION REQUIREMENT | INFORMATION ATTACHED? | |
|---|-----------------------------|---------|--------------|--|-----------------------|----|
| | N/A | On Site | Within 500 m | | Yes | No |
| 2.1 - AGRICULTURE <ul style="list-style-type: none"> Protection of prime agricultural areas. | | | | <ul style="list-style-type: none"> Non-farm development is not permitted within prime agricultural areas.; Extensions of settlement areas into prime agricultural areas will require justification; No extension is permitted within specialty crop areas; A separation distance calculation under the Minimum Distance Separation Formulae for non-farm uses should be submitted concurrently with the application. | | |
| 2.2 - MINERAL RESOURCES: <ul style="list-style-type: none"> Protection of resource from incompatible uses. | | | | <ul style="list-style-type: none"> Within mineral aggregate resource areas, justification is needed for non-mineral aggregate development; It must be demonstrated that proposed development will not preclude the continued use of existing pits and quarries. | | |
| 2.3 - NATURAL HERITAGE: <ul style="list-style-type: none"> Development prohibited within significant wetlands or significant habitat of endangered or threatened species. Development may be considered on or adjacent to fish habitat, significant woodlands, valleylands, wildlife habitat and Areas of Natural and Scientific Interest. | | | | <ul style="list-style-type: none"> Within 120 metres of a significant wetland or 50 metres of all other features, an Environmental Impact Assessment is required to demonstrate there will be no negative impacts. | | |
| 2.4 - WATER QUALITY: <ul style="list-style-type: none"> The quality and quantity of ground and surface water is to be protected and enhanced. | | | | <ul style="list-style-type: none"> A hydrogeological study will be required for proposals on private individual or communal services; Storm water management plans will be required to demonstrate no adverse impacts upon surface water. | | |
| 2.5 - CULTURAL HERITAGE and ARCHEOLOGICAL RESOURCES: <ul style="list-style-type: none"> Significant archaeological resources, these resources are to be studied and preserved. | | | | <ul style="list-style-type: none"> In areas of medium and high potential for significant archaeological resources, require a survey by a licenced archeologist; If recommended by the survey a detailed site investigation is required; Where appropriate, resources will be removed, catalogued and analyzed prior to development. | | |
| 3.1 - NATURAL HAZARDS: <ul style="list-style-type: none"> Development is to be directed away from areas impacted by flooding or erosion. | | | | <ul style="list-style-type: none"> Development is not permitted in floodways; A flood study or soils stability report will be required for potentially affected sites. | | |
| 3.2 - HUMAN-MADE HAZARDS: <ul style="list-style-type: none"> Development is to be protected from hazards of mines or contaminated sites. | | | | <ul style="list-style-type: none"> Rehabilitation or mitigative measures will be required to ensure no adverse effects; An inventory of previous uses will be required for such sites. | | |

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8.4 Does the proposal apply to an area affected by aboriginal land claim negotiations or an area covered by a provincial/aboriginal co-management agreement? Yes No Unknown

9. SERVICING

9.1 Indicate the proposed servicing type in Table C. Attach and provide the name of the servicing information/reports as indicated in the Table. Name of Servicing Report(s). Attached? Yes No

Table C - Sewage Disposal and Water Supply

| Service Type: Sewage Disposal | Yes | No | Action or Needed Information/Reports |
|---|-----|----|--|
| a) Public piped sewage system | | | No action at this time. System Owner will need to confirm that capaCity is available to service this application. |
| b) Public or private communal septic system | | | Communal systems for the development of more than 5 lots/units : servicing options statement ¹ , hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ . Communal systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent : hydrogeological report ² . |
| c) Individual septic system(s) | | | Individual septic systems for the development of more than 5 lots/units : servicing options statement ¹ and hydrogeological report ² . Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent : hydrogeological report ² . |
| d) Other | | | To be described by the applicant. |
| Service Type: Water Supply | Yes | No | Action or Needed Information/Reports |
| a) Public piped water system | | | No action at this time. System Owner will need to confirm that capacity is available to service this application. |
| b) Public or private communal well(s) | | | Communal well systems for the development of more than 5 lots/units : servicing options statement ¹ , hydrogeological report ² and indication whether a public body is willing to own and operate the system ³ . Communal well systems for non-residential development where water will be used for human consumption : hydrogeological report ² . |
| d) Individual well(s) | | | Individual wells for the development of more than 5 lots/units : servicing options statement ¹ and hydrogeological report ² . Individual wells for non-residential development where water will be used for human consumption : hydrogeological report ² . |
| e) Communal surface water | | | Approval of a "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing. |
| f) Individual surface water | | | Trent Severn Waterway clearance should accompany the servicing options report if the waterbody is under their jurisdiction. |
| g) Other | | | To be described by the applicant. |

Table C Notes:

1. Confirmation that the City concurs with the servicing options. A written statement from the Public Works Department of the City will facilitate the review of the application.
2. Before undertaking a hydrogeological report, consult the City about the type of hydrogeological assessment required given the nature and location of the proposal.
3. Where communal services are proposed (water and/or sewage), these services must be owned by the City, unless otherwise permitted.

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- 9.2 Indicate the proposed type of storm drainage and access in Table D. Attach and provide the servicing information as indicated in the Table.
- 9.3 Is water access proposed to the subject land? Yes No
IF YES, attach a description of the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Attached? Yes No
- 9.4 Is the preliminary stormwater management report attached? Yes No If not attached as a separate report, in what report can it be found? _____

Table D - Storm Drainage, Road Access and Water Access

| Service Type: Storm Drainage | Yes | No | Action or Needed Information/Reports |
|---|-----|----|---|
| a) Sewers | | | A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the application. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval. |
| b) Ditches or swales | | | |
| c) Other | | | |
| d) Other | | | |
| Service Type: Road Access | Yes | No | Action or Needed Information/Reports |
| a) Provincial highway | | | Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. |
| b) Municipal or other public road maintained all year | | | No action at this time. Acceptance of road alignment and access will be confirmed when the application is circulated for comment. |
| c) Municipal or other public road maintained seasonally | | | Subdivision or condominium development is not usually permitted on seasonally maintained roads. |
| d) Right of way | | | Access by rights of way or private roads are not usually permitted, except as part of a condominium. |
| e) Water Access | | | Information from the owner of the docking facility on the capaCity to accommodate the proposed development will assist the review. |

10. OTHER INFORMATION

- 10.1 Is there any other information that you think may be useful to the City or other agencies in reviewing this application? If so, explain below or attach on a separate page.

11. DRAFT PLANS

- 11.1 Subsection 51 (12) of the Planning Act requires submission of a key map, at a scale of not less than 1:10,000 and a draft plan drawn to scale, showing the matters described in the subsection.
- 11.2 Digital Mapping Information: Where possible, one computer disk containing the digital plotting of the boundary of the proposed subdivision should be submitted with the application. This will be retained by the City. The digital file should have a textual description of file format, map standards used, scale, contact person, and general

locational information, such as lot, concession and municipality. Is digital mapping **included**? Yes
No

12. OMB AND PEER REVIEW COSTS

Applicants are responsible for the costs of third party OMB appeals and peer reviews. Deposits of \$2,000.00 are required upon receipt of an appeal and/or the request for peer review.

13. AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____

in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at the _____, in the _____ this _____ day of _____, 20__.

Commissioner of Oaths

Applicant

Applicant

14. AUTHORIZATIONS

14.1 CONSENT OF THE OWNER(S) FOR APPLICANT TO MAKE APPLICATION

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/WE, _____ am/are the owner(s) of the land that is the subject of this application and I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

14.2 CONSENT OF THE OWNER(S) TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/WE, _____, am/are the owner(s) of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act I/we 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 Planning Act for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

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Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.