

**Plan of Subdivision - Instructions for Consultation and Processing**

County Of Brant - Planning Division of the Community and Development Services Department  
 66 Grand River Street N., Paris, ON, N3L 2M2 Telephone: (519) 442-6324 Fax: (519) 442-3461

1. This process pertains to the draft plan of Subdivision applications:
  - "Plan of Subdivision";
  - "Major Redline Amendments to Draft Approved Plans of Subdivision".
2. There are different fees for each type of application (See County Fee Schedule).
3. Other related applications can be processed concurrently and within the process for plans of subdivision.
4. See other types of application forms and process if related application forms are not filed concurrently.
5. Detach and retain this page for future reference.

**STEPS IN THE CONSULTATION PROCESS**

Step 1	As per Section 51(16) of the Planning Act, applicants are encouraged to meet with the County's Planning Division member prior to submitting an application.
Step 2	Three copies of the Application Form (in draft), preliminary technical studies and three (3) preliminary engineering reports, as well as five (5) full size copies of the draft site plan or concept of the lots to be created, are submitted to the Planning Division by the last working day of the month for consideration at the following month's Technical Advisory Group Meeting.
Step 3	A Formal Preconsultation Meeting, chaired by the Chief Planning Official and a member of Public Works, will be scheduled, as time permits, within four weeks. The purpose of the meeting is to: <ol style="list-style-type: none"> <li>i) Review application and information submitted;</li> <li>ii) Identify key Departmental and Agency issues in processing;</li> <li>iii) Identify any concurrent applications required;</li> <li>iv) Identify matters of Provincial or Municipal Interest (see Pg. 2 &amp; Pg. 3);</li> <li>v) Identify any additional plans, reports and/or studies required to be completed prior to acceptance of an application; and,</li> <li>vi) Identify staff contact assigned to the file.</li> </ol>
Step 4	Formal Submission - the required information and complete draft plans as per the Complete Application Process noted in the next section (also see mapping requirements on Pages 11 & 12). County staff will identify whether any additional information or technical reports that are to be submitted along with the application and required information.
Step 5	Application is deemed complete and accepted within 30 days; meeting date is determined.
Step 6	Application circulated to Public, Agencies and Departments.
Step 7	Sixty (60) Day Status letter sent to Applicant/Owner/Agent.
Step 8	Post Circulation Meeting with the County staff and Applicant/consultants <ul style="list-style-type: none"> <li>➤ To discuss agency or public issues raised during circulation</li> <li>➤ Review conditions of draft approval</li> <li>➤ Review municipal requirements for inclusion in the subdivision agreement.</li> </ul>
Step 9	Finalize Planning Report.
Step 10	Public Meeting of Planning Advisory Committee/Recommendation to Council.
Step 11	Decision of Council, as Approval Authority.
Step 12	Draft approval by Council, as Approval Authority.
Step 13	Notice of draft approval circulated (within 15 days of Council decision).
Step 14	Appeal Period (20 days following the Date of Notice).

Application complete - 30 days. (180 Day - Decision Date: \_\_\_\_\_)

Application incomplete (missing information: \_\_\_\_\_)

\_\_\_\_\_ ) \_\_\_\_\_  
 Planner Date Reviewed

\_\_\_\_\_ Date Applicant/Owner/Agent Informed  in person  by phone  by letter/email

## Submission of a Complete Application

A “*Complete Application*” is required for applying for approval under the Planning Act.

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:

- 1 original and 10 copies** of the completed application form and declarations;
- 25 copies, (folded 8” by 14” size)**, of the draft plan completed as required under Section 51(17) of the Planning Act and Ontario Regulations 259/00 & 544/06;
- 1 original and 25 copies** of the draft plan on 11” by 17” reduction;
- 1 original and 25 copies** of the draft plan on 11” by 17” reduction with the requested zoning plotted on the face of the draft plan;
- Application Fee(s)** made payable to the County of Brant;
- A 3.5 inch floppy diskette, 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.

***The file must be tied to the County’s geographic NAD83 UTM horizontal control.***

- 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;
- 10 copies** of each report and study. Please list reports and studies submitted below.

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## Map Requirements as per the Planning Act and related Ontario Regulations

Attach 25 copies of a draft plan of subdivision showing the following:

1. the boundaries of the subdivision certified by an Ontario Land Surveyor
2. Ontario land surveyor's name, signature and date of signature
3. map scale (all measurements, scales, etc. in metric)
4. legend
5. north marker
6. name of person or firm who prepared the plan
7. date plan prepared and dates of any revisions
8. dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any
9. 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/condominiums 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
10. proposed use, including maximum number of units by type, for each lot and block
11. existing land use on the site and on adjacent lands
12. 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
13. existing services (where information is available from the municipality or agency)
  - waterlines and sewer mains
  - hydro lines
14. soil type (including porosity)
15. contours and elevations
16. domestic water supply (if not municipal water)
17. restrictive covenants and easements affecting the site
18. lot and concession/registered plan number/street address
19. also attach one copy of the plan reduced to 21x28cm (8½X14")
20. owner's name(s), signature and date of signature or Authorized Individual - (See below for acceptable wording)
21. If the Owner(s) 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 the owner, \_\_\_\_\_  
 (Name or Company Name)

\_\_\_\_\_  
 (Signature Line)

\_\_\_\_\_  
 (Name of Authorized Agent - Printed)

Note: 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.

## Identification of Provincial and Municipal Plan Review Issues

*Pursuant to Section 51(18) of the Planning Act*, Council may require other information and materials to assist in its Plan Review Function and the expeditious review of this application. Complete the following to assist the County in performing a complete review of the proposal. If an entry is made, an assessment of the proposal's sensitivity to the identified feature is required.

<i>Land Use or Feature</i>	<i>Subject Lands</i>	<i>Within Specified Distance</i>
1. Active or Former Landfill Site	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
2. Sewage Treatment Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	150 metres <input type="checkbox"/> yes <input type="checkbox"/> no
3. Sewage Lagoon / Pond	<input type="checkbox"/> yes <input type="checkbox"/> no	400 metres <input type="checkbox"/> yes <input type="checkbox"/> no
4. Storm Water Management Facility	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
5. Airport with NEF above 25	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
6. Active Rail Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
7. Rail Marshalling Yard	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
8. Controlled Access Provincial Highway	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
9. County Collector/Arterial Road	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
10. Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
11. Non-Operating Mine, Quarry or Pit	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
12. Mineral Aggregate Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
13. Min. Aggregate Crushing/Asphalt Plant	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
14. Petroleum Resource Area	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
15. Contaminated & Hazardous Sites	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
16. Class 1 – light, rural & special industries	<input type="checkbox"/> yes <input type="checkbox"/> no	70 metres <input type="checkbox"/> yes <input type="checkbox"/> no
17. Class 2 – medium industries	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no
18. Class 3 – heavy industries	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
19. Electric Transformer Station	<input type="checkbox"/> yes <input type="checkbox"/> no	200 metres <input type="checkbox"/> yes <input type="checkbox"/> no
20. High Voltage Electric Transmission Line	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
21. High Voltage Electric Wind Turbine	<input type="checkbox"/> yes <input type="checkbox"/> no	100 metres <input type="checkbox"/> yes <input type="checkbox"/> no
22. Pipeline and Utility Corridors or Facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	20 metres <input type="checkbox"/> yes <input type="checkbox"/> no
23. Lands designated as Agricultural	<input type="checkbox"/> yes <input type="checkbox"/> no	Adjacent to <input type="checkbox"/> yes <input type="checkbox"/> no
24. Farms with Livestock	<input type="checkbox"/> yes <input type="checkbox"/> no	1000 metres <input type="checkbox"/> yes <input type="checkbox"/> no
25. Farms with on-site processing facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
26. Lands designated as Natural Environment	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
27. Wetlands or Woodlands	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
28. Areas of Natural & Scientific Interest	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
29. Floodplains	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
30. Erosion & Steep Slope Hazards	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
31. Cold Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
32. Warm Water Stream	<input type="checkbox"/> yes <input type="checkbox"/> no	15 metres <input type="checkbox"/> yes <input type="checkbox"/> no
33. Fish Habitat	<input type="checkbox"/> yes <input type="checkbox"/> no	120 metres <input type="checkbox"/> yes <input type="checkbox"/> no
34. Well Head Protection Area	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
35. Regional Aquifer	<input type="checkbox"/> yes <input type="checkbox"/> no	500 metres <input type="checkbox"/> yes <input type="checkbox"/> no
36. Heritage District, Site or Structure	<input type="checkbox"/> yes <input type="checkbox"/> no	30 metres <input type="checkbox"/> yes <input type="checkbox"/> no
37. Archaeological Resource Site	<input type="checkbox"/> yes <input type="checkbox"/> no	300 metres <input type="checkbox"/> yes <input type="checkbox"/> no

1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. 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.

Studies to be completed: \_\_\_\_\_

\_\_\_\_\_  
Date Applicant/Owner/Agent

Informed  in person  by phone  by letter/email

## Technical Information and Studies Required by Brant County

In the course of determining the merits of this application, the County may request that the following actions be taken to address the previously identified *Matters of Provincial and Municipal Interest*.

1.  Preconsultation is required Agencies, Building, Planning, Public Works staff

Required Information	No. of copies	At Submission	During Review	Prior to Public Mtg	Received
a. <input type="checkbox"/> Planning Impact Analysis Report					
b. <input type="checkbox"/> Storm Water Management Report					
c. <input type="checkbox"/> Functional Engineering & Servicing Report					
d. <input type="checkbox"/> Traffic Impact Analysis					
e. <input type="checkbox"/> Sight line analysis					
f. <input type="checkbox"/> Daylight triangles/road widening					
g. <input type="checkbox"/> Turn lanes					
h. <input type="checkbox"/> Hydrogeological Report (3 or more lots/units)					
i. <input type="checkbox"/> Well Driller's Log					
j. <input type="checkbox"/> Well Decommissioning Records					
k. <input type="checkbox"/> Floodplain Analysis					
l. <input type="checkbox"/> Geotechnical/Soils Report					
m. <input type="checkbox"/> Opportunity and Constraints Mapping					
n. <input type="checkbox"/> Top of Bank Demarcation Plan					
o. <input type="checkbox"/> Tree Inventory					
p. <input type="checkbox"/> Protection/Planting Plan					
q. <input type="checkbox"/> Environmental Impact Study					
r. <input type="checkbox"/> Phase 1 Environmental Audit					
s. <input type="checkbox"/> Land Use Impact Assessment (MoE D1 - D6 Guidelines)					
t. <input type="checkbox"/> Noise and Vibration Report					
u. <input type="checkbox"/> Shadow Analysis Report					
v. <input type="checkbox"/> Record of Site Condition					
w. <input type="checkbox"/> MDS calculations					
x. <input type="checkbox"/> Agricultural Impact Assessment Report					
y. <input type="checkbox"/> Archaeological Assessment					
z. <input type="checkbox"/> Heritage Impact Assessment					
aa. <input type="checkbox"/> Financial Impact Analysis					
bb. <input type="checkbox"/> Market Impact Study					
cc. <input type="checkbox"/> Homeowner Survey					
dd. <input type="checkbox"/> Draft Zoning By-law and Map Schedule					
ee. <input type="checkbox"/> Property Title Abstract					
ff. <input type="checkbox"/> Off-street/On-street Parking Plan					
gg. <input type="checkbox"/> Other information:					

2.  Preliminary Site Meeting

3.  Current and Previous Use of the Subject Land and Surrounding Area

❖ Identify all current and previous use of the subject land? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. If yes to Entry No. 4, 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. Is their Report attached?  Yes  No.

6. 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? \_\_\_\_\_  
\_\_\_\_\_.

7. Please have the owner complete the following Subsurface Rights Declaration.

I, \_\_\_\_\_, owner of the Subsurface Rights for the subject property, am aware of this application and consent to it.

\_\_\_\_\_  
(signature) (date)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
Telephone Number

8.  Application complete (180 Day - Decision Date: \_\_\_\_\_)

9.  Application incomplete (missing information): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

10. \_\_\_\_\_  
Planner Date Reviewed

11. \_\_\_\_\_  
Date Applicant/Owner/Agent Informed  in person  by phone  by letter/email



Application for Draft Plan of Subdivision (S2012) Application No. \_\_\_\_\_

To: The Clerk or Chief Planning Official, County Of Brant

Pursuant to Section 51(16) of the Planning Act, RSO. 1990, an application for plan of subdivision and enclosed is the Prescribed Information (in metric), as per Section 51(17) of the Planning Act and Ontario Regulations 259/00 & 544/06 and the Fee of \$6,700.00, plus \$100.00 per lot, is enclosed.

(1) Application Date Receipt \_\_\_\_\_ Planning Clerk Initials \_\_\_\_\_

(2) a. Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

b. Name of Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

c. Name of Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

(3) Legal description of subject lands:

Civic Address (No., Unit & Street Name) \_\_\_\_\_

Township Lot \_\_\_\_\_ Subdivision Lot \_\_\_\_\_

Concession/Range/Tract \_\_\_\_\_ Former Municipality \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part No. \_\_\_\_\_

Roll Number(s) \_ 2920 - \_\_\_\_\_

(4) Description of existing easements and restrictive covenants on the subject lands: \_\_\_\_\_

\_\_\_\_\_

(5) If these lands have been the subject of a previous plan of subdivision, condominium and/or severance, please note the File No.(s) \_\_\_\_\_, status \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## (6) – (9) Development Data Table (DDT)

<i>Land Use Type</i>	<i>Units per Use</i>	<i>Lots/Blocks per Use</i>		<i>Land Area (ha.) per Use</i>	<i>Density - Units per gross ha</i>	<i>Parking Spaces per Use</i>
		Lots	Blks			
<b>Residential</b>						
<input type="checkbox"/> single detached						
<input type="checkbox"/> semi-detached						
<input type="checkbox"/> multiple detached – row/street towns, etc.						
apartment <input type="checkbox"/> less than 2 bedrooms <input type="checkbox"/> more than 2 bedrooms						
<input type="checkbox"/> seasonal						
<input type="checkbox"/> mobile home						
<input type="checkbox"/> other residential (specify)						
<b>Residential Totals</b>	= <b>TRU</b>			= <b>TLA</b>	<b>Overall Residential Density (RTU/TLA)</b> =	<b>Total Residential Parking Spaces</b> =
<b>Non-Residential</b>						
<input type="checkbox"/> neighbourhood commercial	nil				nil	
<input type="checkbox"/> other commercial	nil				nil	
<input type="checkbox"/> industrial (specify)	nil				nil	
<input type="checkbox"/> institutional (specify)	nil				nil	
<input type="checkbox"/> local parkette	nil				nil	
<input type="checkbox"/> community park	nil				nil	
<input type="checkbox"/> trails and access blocks						
<input type="checkbox"/> open space and natural environment	nil				nil	
<input type="checkbox"/> road allowances	nil				nil	
<input type="checkbox"/> swm facility	nil				nil	
<input type="checkbox"/> other infrastructure uses (specify)	nil				nil	
<b>Totals</b>		<b>Lots =</b> <b>Blocks =</b>		<b>Gross Land Area =</b> <b>ha.</b>		<b>Total Parking Spaces =</b>

Note: Parking Spaces per use and Total Parking Spaces need to be illustrated on an Off-street/On-street Parking Plan (see – Required Information – Item ff)

(10) Detailed description of the proposed land use if it is a land use other than residential, institutional or other use identified in Entry No. 5 through Entry No. 9 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(11) a. Official Plan designation(s) of the subject lands: \_\_\_\_\_  
\_\_\_\_\_.

b. Current Zoning of the subject lands: \_\_\_\_\_  
\_\_\_\_\_.

(12) List all other planning application(s) relevant to the subject lands \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(13) If yes to Entry No. 12, list their File No.(s) \_\_\_\_\_  
\_\_\_\_\_  
and the application's status (i.e. in review, approved) \_\_\_\_\_  
\_\_\_\_\_.

(14) Access to subject lands:  
 Provincial Highway \_\_\_\_\_  Municipal Road \_\_\_\_\_  
 Right-of-Way \_\_\_\_\_  Private Lane \_\_\_\_\_  
 Water Access \_\_\_\_\_.

(15) If the plan would permit development of more than five lots or units or where the development is proposed within 30 metres of a collector/arterial road and/or highway, has the following report been submitted with the Plan:  
 (a) a traffic impact statement/study  
Date/Author of the Report \_\_\_\_\_.

(16) If access is via a water access, describe the nature and location of:  
on-shore parking \_\_\_\_\_, docking facilities \_\_\_\_\_  
and distance to the public roadway \_\_\_\_\_.

(17) Type of proposed Water Service:  
 publicly owned and operated piped water system  
 privately owned and operated individual or communal well  
 lake or other water body  
 other \_\_\_\_\_.

(18) If the plan would permit development on a publicly owned and operated piped water system, have the following reports been submitted with the Plan:

- (a) a functional servicing report  
Date/Author of the Report \_\_\_\_\_; and
- (b) a water distribution system analysis report  
Date/Author of the Report \_\_\_\_\_.

(19) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, have the following reports been submitted with the Plan:

- (a) a servicing options report  
Date/Author of the Report \_\_\_\_\_; and
- (b) a hydrogeological report  
Date/Author of the Report \_\_\_\_\_.

(20) Type of proposed Sewage Disposal System:

- publicly owned and operated sanitary sewage system
- privately owned and operated individual or communal septic system
- other \_\_\_\_\_.

(21) If the plan would permit development on a publicly owned and operated sanitary sewage system, have the following reports been submitted with the Plan:

- (a) a functional servicing report  
Date/Author of the Report \_\_\_\_\_.

(22) the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems, have the following reports been submitted with the Plan:

- (a) a servicing options report: Date/Author \_\_\_\_\_; and
- (b) a hydrogeological report: Date/Author \_\_\_\_\_.

(23) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, have the following reports been submitted with the Plan:

- (a) a servicing options report: Date/Author \_\_\_\_\_; and
- (b) a hydrogeological report: Date/Author \_\_\_\_\_.

(24) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, has the following report been submitted with the Plan:

- a hydrogeological report: Date/Author \_\_\_\_\_.

(25) Has an Archaeological Potential Report stating whether the subject land contains any areas of archaeological potential been submitted with the Plan:

Date/Author of the Report \_\_\_\_\_.

(26) If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential as per the Report identified in (22), have the following reports been submitted with the Plan:

(a) 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

Date/Author: \_\_\_\_\_.

(b) a conservation plan for any archaeological resources identified in the assessment.

Date/Author: \_\_\_\_\_.

(27) Type of proposed Storm Water Drainage System:

municipal sewer  municipal ditch  overland swale  infiltration gallery

dry well (describe) \_\_\_\_\_

drainage easement (describe) \_\_\_\_\_

other (describe) \_\_\_\_\_.

(28) If the plan proposes the development of a new stormwater facility or proposes that stormwater will be conveyed to a publicly owned and operated stormwater system and/or over adjoining private property, have the following reports been submitted with the Plan:

(a) a stormwater management report  
Date/Author of the Report \_\_\_\_\_; and

(b) confirmation of legal outlet  
Date/Author of the Confirmation/Agreement \_\_\_\_\_.

(29) If a concurrent Application for Plan of Condominium is being processed and/or proposed, please provide documentation on the following:

❖  site plan (copy/status) \_\_\_\_\_; and

❖  site plan agreement (copy/status) \_\_\_\_\_;

❖  building permit (copy/status) \_\_\_\_\_;

❖  construction status \_\_\_\_\_;

❖  completion status \_\_\_\_\_;

❖  conversion status, if building is a rental \_\_\_\_\_; and

❖  no. of units to be converted \_\_\_\_\_

❖  no. of rental units to be remain \_\_\_\_\_

❖  Engineer's report on compliance with the building and fire codes \_\_\_\_\_

❖  Rental Vacancy Assessment and Tenant Accommodation Plan \_\_\_\_\_.

(30) Has a planning report been submitted as to whether the Plan is consistent with policy statements issued under subsection 3 (1) of the Planning Act.

Date/Author of the Report \_\_\_\_\_.

(31) Indicate whether the subject land is within an area of land designated under any provincial plan or plans. If so, has a planning report been submitted as to whether the Plan conforms to or does not conflict with the applicable provincial plan or plans.

Date/Author of the Report \_\_\_\_\_.

(32) Written authorization from the owner has been provided if the applicant is not the owner.

yes or  no.

(33) An affidavit or sworn declaration, that the above described Prescribed Information is complete and true, has been provided.

yes or  no.

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Signature of Owner (s)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Note: All correspondence, notices, etc. in regards to this application will be directed to the Applicant, Owner and Agent as noted.  
Sworn Declaration as per Entry No. 29 of the application for Plan of Subdivision

I, \_\_\_\_\_ of the \_\_\_\_\_

of \_\_\_\_\_ in the Province of Ontario, solemnly declare that all

the statements contained in this application are true 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.

Sworn before me at the

\_\_\_\_\_ of \_\_\_\_\_) in the Province of Ontario

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_)

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_ a Commissioner, etc.

Stamp

**Record of Preconsultation Meeting with County Staff  
(To be completed by the Planner)**

This form is to be completed at the Preconsultation Meeting and signed off by the Planner responsible at the Planning Division prior to the Application being accepted by the County.

TO: Chief Planning Official

FROM: \_\_\_\_\_, Planner

RE: Application for \_\_\_\_\_

**1. Review of submitted application forms, related applications and notes.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Major issues identified.**

\_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

**3. Summary of Fee(s) to be Paid:**

Subdivision	\$
Zoning	\$
Official Plan	\$
Part Lot	\$
PWD Permits	\$
Dev't Charges	\$
Postponements	\$
Parkland Fee	\$
Peer Review	\$
Other	\$
<b>Total</b>	\$

All reports are to be submitted to the Planner assigned to the file.

Application Form is complete  yes or  no as it is deemed to be incomplete

Letter given to the applicant identifying which matters/studies are outstanding.  yes or  no

Application is cleared for Acceptance and Circulation.  yes or  no

Planner \_\_\_\_\_ Date \_\_\_\_\_

## Application Status Form

### Status of Application

- Application deemed to be complete and accepted for processing.
- Application is on hold waiting for applicant to finalize studies.
- Application is on hold waiting for concurrent application(s).

### Record of Contacts with Applicant/Owner/Agent

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### Status of Studies

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### Status of Concurrent Applications

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### Date Application Accepted for Processing

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Application is cleared for Acceptance and Circulation.  yes  no

Planner \_\_\_\_\_ Date \_\_\_\_\_

## **Preliminary Engineering Information at Preconsultation**

If County services are proposed or existing, please submit a basic Functional Engineering and Servicing Report (3 copies), consistent with the County's Development and Engineering Standards, with the necessary explanatory drawings which indicate the proposed or existing overall servicing scheme for the development and which covers, if necessary, the following points:

### **1. Sanitary Sewers**

- a. Indicate location of existing sewers on/or adjacent to the proposed site to which the development is expected to be connected.
- b. What will be the influence on trunk and semi-trunk mains in the area?
- c. Will existing installations have to be adjusted or relocated to serve the proposed development?
- d. If lands beyond the proposed development are to be serviced through this development, indicate what suitable arrangements are required to service the development.

### **2. Watermains**

- a. Indicate location and size of existing watermains on/or adjacent to the proposed development.
- b. If development presents a major increase in demand, what effect is anticipated on the existing serviced area?
- c. If lands beyond the proposed development are to be serviced through this development, suitable arrangements are to be indicated.
- d. Will existing installations have to be adjusted or relocated to serve the proposed development?
- e. Identify the pressure zone(s) within which the proposed development lies.
- f. It is a requirement for the developer's engineer to indicate the existing level of fire protection adjacent to the proposed development and expected level of fire protection to the proposed development, (i.e. static and residual pressures and expected flows).

### **3. Storm Sewers**

- a.
  - i) Indicate quantity and direction of drainage;
  - ii) For open ditches, indicate culverts, their size and the ditch inverts;
- b. Show all topography within 60 metres (200 feet) radius of the proposed streets intersecting with a Collector or Arterial Road.

### **4. Stormwater Management**

- a. Subwatershed Plan / Master Drainage Plan referenced for guidance
- b. Indicate:
  - i) run-off coefficients used;
  - ii) preliminary storage calculations;
  - iii) estimated required area needed for any facility and contingency factor used.
- c. Proposed location and preliminary conceptual design of any on site facility.
- d. Outlet location and condition.
- e. Proposed overland flow routes to the receiving stream and/or body of water.

### **5. Transportation**

- a. Indicate:
  - (i) existing conditions;
  - (ii) identify known deficiencies.

**NOTE:** For further information on this requirement, please contact the County of Brant Public Works Department at 519-449-2451.

## Processing Schedule for Applications

1. Date Complete Application accepted \_\_\_\_\_

2. Estimated time for public circulation and report to Planning Advisory Committee.

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3. Notes on Processing:  
# Explanation of any delays in Processing

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# Requests by Applicant to Delay Processing

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4. Date of Planning Advisory Committee Meeting

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5. Referred back to Administration  
# Key Issues

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# Estimated time for application to be back to Planning Advisory Committee

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6. Date of Final Approval or Refusal \_\_\_\_\_

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## **Grand River Conservation Authority (GRCA) Planning Fees County of Brant Fact Sheet**

### **Contact Information**

Any questions regarding GRCA fees should be directed to the GRCA, **Resource Planning Section** at **(519) 621-2761**. The GRCA will respond to inquiries regarding the fee, and can provide advice on proposals being considered.

### **Background Information**

The Province of Ontario has encouraged conservation authorities to make programs and services more self-sufficient by applying the user-pay principle. The Grand River Conservation Authority is one of the last Conservation Authorities in Ontario to charge plan review fees.

Service fees will allow the Conservation Authority to improve the efficiency and effectiveness of the delivery of our service. A user fee principle will ensure that the individual using the service is the person paying for the service. This will ensure that the broader tax base does not incur an increase in their taxes to cover these costs. The GRCA will continue to provide Plan Input services to our municipal partners to implement the objectives of watershed planning.

The major & minor fees have been established in order to provide fair cost for the review time for complex applications vs. applications with minimal impact on the environment.

### **Authority to charge fees**

The Province has amended the Conservation Authorities Act to give a conservation authority power to “charge fees for services approved by the Minister” (Section 21.m.1) The Ministry of Natural Resources Policies and Procedures for the Charging of Conservation Authority Fees identifies “Plan Review” as an approved service for charging fees.

### **Process**

When a landowner discusses or submits a Planning Act application, municipal staff will screen the application to determine whether it is within an area of interest to the conservation authority. If the site or land holdings are within an area of concern to the conservation authority it is suggested that the GRCA participate in a preconsultation discussion and/or meeting with the applicant and the municipality before the application is formally submitted.

### **Implementation Date**

The Grand River Conservation Authority Planning Fees have been implemented for the County of Brant. Payment of fees should accompany the application when submitted to the County if the application falls within an area of interest of the Conservation Authority.