



County of Brant Development Services **General Application**

Notice to all Applicants

Prior to making a *Planning Act* Application, applicants may be required to have a Pre-Submission meeting and Preliminary Review completed. To determine if a Pre-Submission meeting or Preliminary Review is required, please contact the Planning Division at 519.44BRANT (519.442.7268) or 1.855.44BRANT or by email at planning@brant.ca.

When submitting a complete application with all required submission materials, please schedule a submission meeting with the Planner on the file. Applications are to be digitally submitted to planning@brant.ca, or in person at Development Services at the Paris Office (66 Grand River Street North, Paris, ON, N3L 2M2).

It is an offence under the *Building Code Act* to commence construction without a building permit. Any owner, contractor and subcontractor who contravene the *Building Code Act* may be charged with an offence and prosecuted by the County.

Pre-Submission Meeting

Pre-Submission meetings are required for the following types of applications:

- Official Plan Amendments
- Zoning By-Law Amendments
- Site Plan Control Applications
- Draft Plans of Subdivision Applications
- Draft Plans of Condominium Applications, and
- Complex Consent Applications

The Applicant or the County of Brant may request a Pre-Submission meeting. This would provide the Applicant and/or Agent with an opportunity to have additional discussions including identifying potential issues, share more information above the standard submission requirements and to determine the required information and materials to be submitted for a complete application. In addition to the Planning Division, additional departments may be present at the meeting if deemed necessary. A list of required submission materials will be provided after a Pre-Submission Meeting is held.

Processing the Development Application

Once an application has been deemed complete by a Planner, it will be circulated to public agencies and County departments for review and comments. Notice of the application is also provided to adjacent land owners. The comments received assist the Planner with the review and in developing a recommendation for your application. The time involved in processing an application varies depending upon its complexity and its acceptability to the other agencies.

Additional Fees

An additional fee will be required if a review by the Long Point Region Conservation Authority or by the Grand River Conservation Authority is deemed necessary by Planning staff and/or by the Authority. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted. Additional studies required as part of the complete application shall be at the sole expense of the applicant. It should also be noted that in some instances peer reviews may be necessary to review studies and that the cost shall be at the expense of the applicant. The County shall select the company to complete the peer review.

Notification Sign Requirements

County of Brant staff will post a public notice sign on the subject lands in advance of the public meeting. Planning staff will provide specific information regarding notice requirements during the process. Please keep this sign posted until you have received a notice in the mail indicating that no appeals were filed.

If you have questions, we can help. Contact us for additional information or assistance to complete this application. Please contact a Planner at 519.44BRANT or planning@brant.ca.

This application form is to be used for the following:

- Official Plan Amendment
- Major Zoning By-Law Amendments
- Minor Zoning By-Law Amendment
- Draft Plan of Condominium
- Draft Plan of Subdivision
- Site Plan Control Application
- Part Lot Control Application
- Telecommunication Tower

Please submit complete submission packages to the County of Brant Paris Customer Service Office by appointment only or by email at planning@brant.ca. If the submission exceeds maximum size limitations, please contact the Planning Division and accommodations will be made. If submitting by email, payment can be couriered to the Paris Customer Service Office.

County of Brant

**Paris Customer Service Office 66
Grand River Street N.
Paris, Ontario
N3L 2M2**

Application Submission Requirements

1. Digital copies of all submission materials via CD, thumb drive or email, unless otherwise noted in the application.
2. Planning Justification Cover Report/Letter
 - Context, brief description of the proposal, and why an application is necessary.
 - Proposed and existing structures/features on the subject lands.
 - History of the site.
 - Any other relevant information
3. Application Form
 - with original signatures
4. Application Fee – Payable to the Corporation of the County of Brant
Please refer to County of Brant Fee Schedule for confirmation of fees and any subsequent additional fees. The Fee Schedule can be found on www.brant.ca/Fees.
5. Site Plan and/or Survey (See drawing standards for reference)
6. Elevations (if applicable)
7. Agent Authorization Form (if applicable)

Drawing Standards

The following elements must be included in drawings. *All dimensions should be in metric.*

- The legal boundaries and dimensions of the subject lands
- The location, size, height and type of all existing and proposed buildings and structures on the subject lands. Please indicate the distance of the building/ structures from all lot lines
- The approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (such as buildings, railways, roads, watercourses, drainage, wetlands, woodlands, wells, cisterns, septic tanks, etc.)
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is unopened road allowance, a public travelled road, private road or a right of way
- Clearly delineate the severed and retained parcels (if applicable)
- The current uses of all existing/proposed structures on the subject lands
- The current uses on lands adjacent to the subject lands
- Clearly identify the location and nature of any easement affecting the subject land
- The location and dimensions of all driveways/accesses
- North arrow
- Scale indicated on drawing
- Legend
- Legal description and municipal address
- Development name
- Drawing, title, number, original date and revision dates
- Owners name, address and telephone number
- Engineers name, address and telephone number
- Professional engineers stamp
- Existing and proposed easements and rights of ways
- Zoning compliance table
- Required versus proposed
- Parking space totals required versus proposed
- All entrances to parking areas marked with directional arrows
- Loading spaces, facilities and routes (for commercial developments)
- Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
- Gross ground and useable floor area
- Lot coverage
- Floor Area ratio
- Daylight triangles
- Driveways, curbs, drop curbs, pavement markings, widths, radius and traffic directional signs
- All exterior stairways and ramps with dimensions and setbacks
- Retaining walls, including materials to be used
- Fire access and routes
- Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
- Location of mechanical room and other building services (e.g. A/C, HRV)
- Refuse disposal and storage area, including any related screening (if interior to the building, notation on site plan required)
- Winter snow storage location
- Bicycle Storage location
- Landscape areas with dimensions
- Fire hydrants and utility locations
- Fencing, screening and buffering- size, type and location

- All hard-surfaced materials labeled
- Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- Signs (making sure these are not within sightlines)
- Sidewalks and walkways with dimensions
- Pedestrian access into site and around site
- Natural features, watercourses and trees
- Architectural elevations of all building sides

All other requirements as per the Pre-Submission Meeting

Please ensure that all measurements are in metric format for ease of reference concerning current policy formats. In addition, the following plans, studies, and reports, including but not limited to, may also be required as part of a complete submission:

- Zoning Deficiency Form
- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Architectural Plan
- Buildings Elevation Plan
- Cut and Fill Plan
- Erosion and Sediment Control Plan
- Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- Landscape Plan
- Photometric (Lighting) Plan
- Plan and Profile Drawings
- Site Servicing Plan
- Storm water Management Plan
- Street Sign and Traffic Plan
- Street Tree Planting Plan
- Tree Preservation Plan
- Archaeological Assessment
- Environmental Impact Study
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Schedule
- Noise or Vibration Study
- Odour Study
- Record of Site Condition
- Storm water Management Report
- Traffic Impact Study – please contact the Planner to verify the scope required

Application for (check all that apply):

- Plan of Subdivision
- Official Plan Amendment
- Amendment Telecommunication Tower
- Plan of Condominium
- Part Lot Control
- Site Plan Control
- Zoning By-Law

County of Brant use only:

Date Received:

Received by:

File No:

Hearing Date:

Appeal Date:

To be completed by Applicant:

Owner/Agent:		
	Registered Owner	Agent
Contact Name:		
Company:		
Mailing Address:		
Phone:		
EMAIL:		

Names, addresses of mortgagees, encumbrances, etc.:

Purpose of application:

Is the intent of the Official Plan being met? If not, why?

Is the Zoning By-Law being met? If not, why?

Present use of property:

Property description:

Assessment Roll No.:	Reference Plan No.(s):
Lot(s):	Part Number(s):
Concession(s):	Municipal Address:
Former Township:	
Registered Plan No.(s):	

Lot(s)/ Block(s):		
Area(ha):	Depth(m):	Frontage(m):
PIN No.:	Date Property Acquired:	

Are there any easements or restrictive covenants affecting the subject or retained lands?

Yes **No**

If Yes, please describe:

Property Description:

	<i>Existing Buildings</i>			
	Building 1	Building 2	Building 3	Proposed
Uses:				
Structure (as show on site plan)				
Date uses/structures commenced				
Setbacks - Front				
Setbacks - Rear				
Setbacks - Side				
Setbacks - Side				
Floor Area				
Building Height				

Abutting Uses:

North	
South	
East	
West	

Planning Information:

Official Plan Designation: _____

Present Zoning: _____

Existing Connected Services:

- Municipal Services Municipal Water Storm Water Septic System
 Wells Ditches / Swales

Access to Property:

Unopened Road Allowance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Opened Municipal Road	<input type="checkbox"/> Yes	<input type="checkbox"/> No
County Road	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provincial Highway	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Right-of-way	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Road(s):		

Source Water Protection:

Are the subject lands located within a [Wellhead Protection Area](#) (WHPA)?

- Yes No

Are the subject lands located within an Intake Protection Zone (IPZ)?

- Yes No

Are Significant Drinking Water Threats possible or proposed? Does the application include agricultural, commercial, or industrial activities? Please explain.

Does Section 57 (Prohibition) or Section 58 (Risk Management Plan) apply to the area and activity?

Does Section 59 (Restricted Land Use) apply? If yes, is there a Risk Management Plan in place?

https://www.brant.ca/en/invest-in-brant/resources/Source-Water-Protection/2017-02-14-Restricted-Land-Use-Screening-Form_Brant.pdf

Agricultural Setback:

Are there one or more livestock barns or manure storage facilities located within 500 metres (1,640 feet) of the boundary of the subject lands?

Yes No

If Yes, please contact the [Planning Services Department](#) for a "DATA SHEET – MDS" and return it with your application.

Other Applications:

Previous Application: Yes No

Current Application: Yes No

If Yes, date of application: _____

File No.: _____

Application type and description: _____

Plan of subdivision & condominium

(Only complete this section of the Application if applicable)

Please note the following submission materials are required:

- Digital copy of the draft plan completed as required under Section 51(17) of the Planning Act and Ontario Regulations 259/00 & 544/06
- Digital copy of the draft plan on 11" by 17" reduction
- Digital copy of the draft plan on 11" by 17" reduction with the requested zoning plotted on the face of the draft plan
- Digital copy of each report and study

Identify all current and previous use of the subject lands:

Has there been an industrial, commercial use or 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:

If yes, 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 the report attached?

Yes No

Are there subsurface rights and the surface rights to the property held by the same owner?

Yes No

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

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

Functional Servicing Report: Yes No
Date / Author of Report:

Water Distribution System Analysis Report: Yes No
Date / Author of Report:

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:

Servicing Options Report: Yes No
Date / Author of Report:

Hydrological Report Yes No
Date / Author of Report:

Type of proposed Sewage Disposal System:

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual or communal septic system
- Other:

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

Functional Servicing Report: Yes No
Date / Author of Report:

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:

Servicing Options Report: Yes No
Date / Author of Report:

Hydrological Report Yes No
Date / Author of Report:

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 4,500 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:

Servicing Options Report: Yes No
Date / Author of Report:

Hydrological Report Yes No
Date / Author of Report:

If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal systems, and 4,500 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:

Hydrological Report Yes No
Date / Author of Report:

Has an Archaeological Potential Report stating whether the subject lands contain any areas of archaeological potential been submitted with the Plan:

Yes No Date / Author of Report: _____

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:

Archaeological Report Yes No
Date / Author of Report:

A conservation plan for any archaeological resources identified in the assessment:

Yes No Date / Author of Report: _____

Type of proposed Storm Water Drainage System:

- Municipal Sewer Municipal Ditch Overland Swale Infiltration Gallery
- Dry Well with description: _____
- Drainage Easement with description: _____
- Other: _____

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

Stormwater Management Report	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date / Author of Report:
Confirmation of legal outlet	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date / Author of Report:

Conformity to the Growth Plan

- Is the development proposed within a Delineated Built-up Area? Yes No
- Is the development proposed within a Designated Greenfield Area? Yes No

How is the application meeting the County's Intensification Target if in a Built-up Area, or the Density Target if in a Designated Greenfield Area?

How many residential units per hectare are proposed (excluding areas dedicated to parks, storm water management systems, Natural Heritage Systems and roadways)?

What percent of development will lead to job creation (commercial, institutional, industrial)?

How does the new development support the achievement of complete communities?

How does the new development support active transportation?

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

- Site plan (copy/status)
- Site plan agreement
- Building permit (copy/status)
- Construction status
- Completion status
- Conversion status, if building is a rental
- Number of units to be converted
- Number of units to remain
- Engineer report on compliance with the building and fire codes
- Rental vacancy assessment and tenant accommodation plan

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

Yes No

Date/ Author of Report: _____

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.

Yes No

Date/ Author of Report: _____

Land Use Type Spaces	Units per use	Lots/Blocks per use	Land Area(ha.) per use	Density – units per gross ha.	Parking per use
Residential Single detached					
Semi-detached					
Multiple detached – Row/street towns,etc.					
Apartment less than 2 bedrooms					

Land Use Type Spaces	Units per use	Lots/Blocks per use	Land Area(ha.) per use	Density – units per gross ha.	Parking per use
Apartment 2+bedrooms					
Seasonal Dwelling					
Mobile Home					
Other:					
Total Residential:					
Non-Residential					
Neighbourhood Commerical					
Other commercial					
Industrial					
Institutional					
Local Parkette					
Community Park					
Trails and Access Block					
Open space and natural environment					
Road Allowances					
Swim facility					
Other infrastructure uses:					

Total non-residential:

Part Lot Control (Only complete this section of the Application if applicable)

Name of the recipient to whom land or interest is to be transferred, leased or charged to:

If known: _____ Closing date: _____

Description of existing easement(s) or restrictive covenants on the subject lands:

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Type and purpose of proposed Exemption from Part Lot Control:

- Creation of individual parcels within an unoccupied Future Development Block (FDB)
- Creation of two individual parcels occupied by a semi-detached dwelling
- Creation of multiple individual parcels occupied by street rowhouse dwelling units

Parcel Data	Existing lot or Development Block	Lots subject to PLC exemption
No. of Lots	<i>(originally approved)</i>	<i>(to be created)</i>
Uses of Lot	<i>(originally approved)</i>	<i>(to be created)</i>
Frontage (m)		
Depth (m)		
Area (sq. m or ha)	Primary:	Secondary:
Existing Land Uses	Primary:	Secondary:
Existing buildings/structures	Primary:	Secondary:
Proposed Land Uses	Primary:	Secondary:
Proposed buildings/structure	Primary:	Secondary:
Vehicle Access	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal Road <input type="checkbox"/> Right-of-way <input type="checkbox"/> Water Access	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal Road <input type="checkbox"/> Right-of-way <input type="checkbox"/> Water Access
Water Service	<input type="checkbox"/> Municipal Watermain <input type="checkbox"/> Communal Source <input type="checkbox"/> Well <input type="checkbox"/> Cistern <input type="checkbox"/> Other	<input type="checkbox"/> Municipal Watermain <input type="checkbox"/> Communal Source <input type="checkbox"/> Well <input type="checkbox"/> Cistern <input type="checkbox"/> Other
Sanitary Service	<input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Communal System <input type="checkbox"/> Septic System <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other	<input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Communal System <input type="checkbox"/> Septic System <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other

Site Control (only complete this section of the Application if applicable)

Have there been any previous Site Plan or Development Agreements registered against these lands?

- Yes No

If Yes, date of application: _____

Existing Use(s) and complete description of the proposal:

Date of Construction (and dates of additions): _____

Is the building designated under the Ontario Heritage act?

Yes No

Service – Check the appropriate box that applies to your lands:

	Existing	Proposed
Water (Municipal/Private)		
Sewage System (Municipal/Private)		
Stormwater (Urban/Rural)		

Please note:

Not all items on the above chart will be required for each submission and it is recommended to pre consult with County staff to ensure that the necessary information is provided. If you are intending to utilize municipal water or sewers, on a separate sheet provide the current consumption of water and estimated generation of waste. In addition, provide a projected consumption of water and future generation of waste based on the size of the proposed structure/addition. Required information to include: Water – peak hourly demand and peak daily demand, average day demand. Sanitary – type of sewage, rate of discharge, peak flow rate, hours of discharge, biochemical oxygen demand, suspended solids, oil and grease.

Describe in detail the proposed use(s) of the property:

Gross floor area of addition by use:

Identify any other planning applications and their status from which this application resulted

OPA# _____ ZBA# _____ Consent No. B _____

Variance No. A _____

Status _____

Please identify the names and addresses of the holders of any mortgages, charges, or other encumbrances on the subject lands:

Affidavit:

The following affidavit must be completed prior to submitting this application.

I _____ of the _____ in the County of Brant solemnly declare that the information contained in this application, attachments and accompanying reports are true, and I make this solemn declaration consciously believing it to be true and knowing that it is the same force and effect as it made under oath, and by virtue of "The Canada Evidence Act".

Declared before me at the County of Brant this _____ day of _____, 20____

Commissioner of Oaths

Applicant

Owners authorization:

If multiple owners, authorization letter from each owner is required.

I _____ am the registered owner of the land that is the subject of this planning document hereby authorize _____ to prepare and submit this application for approval.

Date

Signature of Owner

Consent of owner:

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership)

I _____ am the registered owner of the land that is subject of this application for approval of this planning document and, for the purpose of the *Freedom of Information and Protection Privacy Act*, I 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. I also agree to allow the County of Brant, its employees, and agents to enter upon the subject property for the purposes of conducting survey, inspection and tests that may be necessary to the application.

Date

Signature of Owner

Acknowledgment of the owner for the Ontario Land tribunal appeals:

The Applicant acknowledges and agrees, if this application is appealed to the Ontario Land Tribunal (OLT) by a third party, that Applicant agrees to assume 100% of the financial responsibility for the County of Brant legal fees and professional consultant fees to defend the decision of Council.

Date

Signature of Applicant

Permission to enter site:

I/we hereby authorize representatives of the County of Brant and those persons identified under the Planning act R.S.O., 1990 c. P13 to enter upon or above the subject lands to this application for the purpose of conducting any site inspections and take pictures/video as may be necessary for the evaluation of this application

Signature of Applicant

Signature of Owner(s)

Signature of Applicant

Signature of Owner(s)

Signature of Owners(s)

Dated this _____ day of _____, 20 ____.

Complete application check:

- Application Complete [180 Day – Decision Date:_____]Application incomplete (missing information)
- Date Applicant/ Owner/ Agent Informed Method Informed By:
- Detailed description of the proposed land use if it is a land use other than residential, institutional, or other:

This Application will not be accepted or processed unless:

1. All applicable sections of the application form are completed.
2. Digital copies of plans and/or drawings are attached. The plan and/or drawings must show the location, size and type of all buildings and structures, and Planning staff may require such plan or drawing to be signed by an Ontario Land Surveyor.
3. A non-refundable application fee (see Fee Schedule) in cheque/cash or money order made payable to the County of Brant is enclosed. A fee will be charged to have the application commissioned by Municipal staff. If the application is processed, circulated, and report prepared then there will not be a refund as the majority of the work has been completed.
4. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the "Accessibility for Ontarians with Disability Act 2015, Ont. Reg. 429/07"

Application must be submitted to:

Planning Division, County of Brant

66 Grand River Street North,
Paris, Ontario, N3L 2M2

T: 519.44BRANT

TF:1.855.44BRANT

F: 519.442.3461