



SD ____ / ____

APPLICATION FOR PLAN OF SUBDIVISION

A Complete Application consists of:

- One original and two copies of a complete application form signed including declaration of applicant.
- One copy of the deed of property
- Application fee in the amount of \$1,000 plus \$20 per lot payable to the Town of Gananoque
- Deposit fee in the amount of \$2,000 payable to the Town for peer reviews of various studies (By-law 2007-29)
- Three copies of the most recent survey of the subject property
- Three copies of the draft plan including:
 - o Boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
 - o Locations, widths and names of proposed roads within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
 - o Approximate dimensions and layout of the proposed lots;
 - o Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- Environmental Documentation to accompany the application include:
 - o Evidence respecting the availability and suitability of water and waste water services including where appropriate the preparation of a hydrogeological study, terrain analysis and an impact assessment report in accordance with the Ministry of Environment guidelines and regulations;
 - o Preparation of a servicing options statement;
 - o Preparation of a stormwater drainage plan;
 - o Preparation of a grading plan
 - o Preparation of a sediment and erosion control plan
 - o Completion of studies required under the environmental and development constraints policies in Sections 3.5 and 3.6 of the Official Plan.
- Planning and Design Considerations include the following:
 - o Consistency with the Lowertown Master Plan where applicable
 - o Lot and block configuration
 - o Compatibility with adjacent uses
 - o Road access, street layout and pedestrian amenities
 - o Parks and open space amenities
 - o Easement and right-of-way requirements
 - o Justification of the need for the Subdivision
 - o Emergency and secondary accesses
- In considering a draft plan of subdivision, regard shall be had to, among other matters, the criteria of Section 51 (24) of the *Planning Act, R.S.O. 1990*
- Three copies of the above noted site plan reduced to 11" x 17"

Any signage requires a permit as per By-law 2005-41.

Applications may be subject to any Town incurred costs over and above the fees set out in the General Fees and Rates By-law for various services provided by the municipality

Subdivision Application may be subject to review and a separate cheque payable to the Cataraqui Region Conservation Authority in the amount of \$1,150 – Conditions of Draft Approval, \$500 - Clearance of Conditions. The Town of Gananoque recommends that you consult with a Conservation Authority Officer prior to making application.

Name of Applicant:	Name of Property Owner (if different than applicant):
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:

Name of Agent, Solicitor or Planning Consultant:	Name of Ontario Land Surveyor:
Address:	Address:
Telephone:	Telephone:

Street or Property Address (if applicable):			
Legal Description:			
Frontage: _____	Depth: _____	Area (sq.m): _____	Area (acres): _____

Current Use(s):
Length of time the existing use of the subject lands have continued:
Is the property designated as a Heritage Site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Use of subject lands (list all that you are aware of):
Contamination by former uses on the site or adjacent (that you are aware of):
Abutting Land Use(s):

Are there any easements or restrictive covenants affecting the subject lands? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:

Proposed Plan Details:	No. of units or dwellings	No. of Lots/Blocks	Area (ha)	Density (units/dwellings per ha)	No. of Parking Spaces
Residential – single detached					
Residential – semi-detached/duplex					
Residential – triplex/row					
Residential – apartment					
Commercial					
Industrial					
Park, Open Space	n/a			n/a	n/a
Roads	n/a			n/a	n/a
Other (specify):					

Access: <input type="checkbox"/> Municipal Street <input type="checkbox"/> Unopen Road Allowance <input type="checkbox"/> Existing Right-of-way <input type="checkbox"/> Other
Name of Street/Road:
Entrance Approvals and Permit Number(s):

Water Access (where access to the subject land is by water only)	
Docking Facilities (specify)	Parking Facilities (specify)
distance from subject land _____	distance from subject land _____
distance from nearest public road _____	distance from nearest public road _____

Services:	<input type="checkbox"/> Municipal Water and Sewer	<input type="checkbox"/> Municipal Water & Private Sewage	<input type="checkbox"/> Private Well and Municipal Sewage	<input type="checkbox"/> Private Well and Private Sewage
Water and Sewer Hook-up Approvals and Permit Number(s):				

Other Concurrent Applications:					
<input type="checkbox"/> Consent	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Subdivision Approval	<input type="checkbox"/> Condominium Approval

Other Information: Any other information that may be useful in reviewing this application? If so, explain below

AUTHORIZATION BY OWNER

I/We, the undersigned being the owner(s) of the subject land of this application for a consent, hereby authorize _____ (print) to be the applicant in the submission of this application.

Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.

Signature of Owner
Signature of Owner

Signature of Witness (not applicant)
Date

DECLARATION OF APPLICANT

I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that:

All the statements contained in this application and provided by me 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.

Furthermore, I, being the applicant of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.

Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 2_____

Signature of a Commissioner, etc
Signature of Applicant

Office Use Only		Roll No: _____
Official Plan Designation: _____	Development Permit Designation: _____	Other: _____
Access (Entrance Permits etc): _____	Water and Sewer Hookup (Permits etc): _____	Other: _____
Date of Submission: _____	Application Complete: _____ Manager of Community Development	Date _____

Questions??

Brenda Guy, Manager of Community Development
Town of Gananoque
30 King Street East, Box 100
Gananoque, ON K7G 2T6

Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, peer review services may be contracted out by the Town under By-law 2004-63 and amending By-law 2007-29. These may include but are not limited to the following:

- | | |
|--|---------------------------|
| Official Plan Amendment | Sanitary System Design |
| Condominium Applications | Site Plan Applications |
| Consent Applications | Subdivision Applications |
| Environmental Assessment | Storm Water Management |
| Minor Variance Applications | Traffic Studies |
| Noise Studies | Water Distribution System |
| Ontario Municipal Board Representation | Zoning By-law Amendment |
| Part Lot Control | Other Miscellaneous |

The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the approval of either the Chief Administrative Officer/Planning Approvals Coordinator or the Director of Public Works, Culture and Recreation within their respective areas of jurisdiction.

All costs for the peer review consultants shall be fully paid by the applicant/developer.

Upon approval of the use of a peer review consultant, the applicant/developer shall execute the agreement below with the Town and post a security deposit of \$2,000 (two thousand dollars).

All submissions, correspondence etc. shall be directed to the Planning Approvals Coordinator, who shall be responsible for distribution.

All invoices from the peer review consultant shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, then the Town will recover its costs for the security deposit or any other securities which have been posted for the project by the applicant/developer. In that event, the work shall cease on the project and will not commence again until the outstanding invoice has been paid in full, and the securities topped up to their original balance.

The securities will be held by the Town until the component of the project for which they were posted is complete. Authorization for the release of the securities shall be provided to the Treasury Department by either the Chief Administrative Officer or the Planning Approvals Coordinator, within their respective areas of jurisdiction.

I/We, _____ of the _____ of _____ in the
_____ of _____ solemnly declare that:

I am aware of the applicable Town of Gananoque By-law 2006-63 and 2007-29 being a By-law to establish general fees and rates for various services provided by the Town.

Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct the necessary peer review(s) in the completion of my planning application. In the event that payment is not received for such peer reviews, the Town may use the deposit to do so or any other securities being held.

Print Name – Owner/Applicant

Signature – Owner/Applicant

Date

CAO/Clerk or Planning Approvals Coordinator