

# MANITOULIN PLANNING BOARD PLAN OF SUBDIVISION/CONDOMINIUM APPLICATION

The fees for a Plan of Subdivision/Condominium Application to the Manitoulin Planning Board

For lands within the Manitoulin Planning Area,

Are as follows:

\$1,350.00

for the application fee

Plus

\$ 725.00

per lot/unit created

payable at the time a **complete application** is submitted.

The application fee is payable by cheque or money order to:

**"The Manitoulin Planning Board"**

**THE MANITOULIN PLANNING BOARD**  
**APPLICATION FOR A PLAN OF SUBDIVISION/CONDOMINIUM**

Submission of an application must be complete and shall consist of the following:

1. The applicable application fee in cash or cheque/money order payable to "the Manitoulin Planning Board"
2. One (1) original application form and three (3) copies. All questions on the application form must be answered and the Planning Services Agreement must be signed. Incomplete Applications shall be returned to the applicant.
3. If the application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. Three (3) copies of the draft plan reduced to 8.5" x 14".
5. Five (5) folded copies of the draft plan (maximum size 36" x 48") drawn to scale. The draft plans must indicate the following:
  - (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
  - (b) the locations, widths, and names of the proposed highways/municipal roads within the proposed Subdivision/Condominium and of existing highways/municipal roads on which the proposed Subdivision/Condominium abuts;
  - (c) on a small key plan, on a scale of not less than one (1) centimetre to one hundred (100) metres, all of the land adjacent to the proposed Subdivision/Condominium that is owned by the applicant or in which the applicant has an interest, every Subdivision/Condominium adjacent to the proposed Subdivision/Condominium and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
  - (d) the approximate dimensions and layout of the proposed lots;
  - (e) natural and artificial features such as buildings or other structures or installations, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
  - (f) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
6. Five (5) copies of the preliminary storm water management and construction mitigation plan.
7. The Manitoulin Planning Board requires that all properties that are subject to an application be properly identified in accordance with the following:
  - (a) all buildings shall have the street number, where applicable, clearly displayed and the street number shall be visible from the street (the street number referred to herein shall be the same as in Section 11 of the Plan of Subdivision/Condominium Application Form); or
  - (b) all rural lots shall have the 911 street number, where applicable, clearly displayed and the 911 street number shall be visible from the street (the 911 street number referred to herein shall be the same as in Section 11 of the Plan of Subdivision/Condominium Application Form).
8. Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.
9. If a complete application (all questions answered on the application, signatures on the planning services agreement, one (1) original application form, three (3) copies of the reduced draft plan, five (5) folded copies of the draft plan, five (5) copies of the preliminary storm water management and construction mitigation plan, and the applicable application fee is not provided, the application will be returned until it is complete.

**PRE-APPLICATION**

Early consultation with the Manitoulin Planning Board and the local municipality, as well as other affected agencies or parties can assist in the preparation of this application and the early identification of any concerns or requirements, which must be addressed. Applicants are advised to contact the Manitoulin Planning Board prior to the submission of this application.

**APPLICATION**

The attached form is to be used by anyone wishing to make an application for the approval of a draft plan of subdivision/condominium. The sections of the form, which are shown in bold type, indicate information, which is prescribed by Ontario Regulation 544/06 and must be completed. The application form also identifies other information that will assist the Manitoulin Planning Board and other interested agencies or parties in their planning evaluation of the development proposal. To ensure that the application can be properly reviewed in a timely fashion, as much information as is feasible should be submitted with the application.

**TECHNICAL REPORTS**

Additional information may be required to support this application. Some information or studies can be commissioned by the Manitoulin Planning Board on your behalf and at your cost; this is called a "municipally directed review". Alternatively, where you prefer to commission your own study, it may require confirmation by another consultant retained by the Manitoulin Planning Board at your cost; this is often called "peer review". Early consultation with the Manitoulin Planning Board can assist you in determining what technical information may be required and which review option would best suit your situation.

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE  
MANITOULIN PLANNING BOARD**



15. Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act: YES NO
16. If Yes to Question 15, do you want the notice of public meeting for this application to be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act: YES NO
17. Existing uses(s) of the subject lands: \_\_\_\_\_
18. Has there been an industrial or commercial use on the subject lands or adjoining lands: (If yes, please describe such use(s)) YES NO  
\_\_\_\_\_
19. Has a gas station ever been located on the subject lands or adjacent lands: YES NO
20. Has there ever been petroleum or other fuel stored on the subject lands or adjacent lands: YES NO
21. Is there reason to believe that the subject lands may have been contaminated by former uses on the site or adjacent lands, or by the addition of earth material: YES NO
22. What information was used to determine the answers to Questions 19, 20 and 21:  
\_\_\_\_\_
23. If the answer is Yes to Questions 18, 19, 20 or 21, a previous use inventory showing all former uses of the subject lands or, if appropriate, of the adjacent lands, is needed. Is the previous site inventory attached: YES NO

24. Please indicate the proposed land use of the subject lands:

Proposed Land Use	Number of Units or dwellings	Number of Lots and/or Blocks on the Draft Plan	Area(ha)	Density (Units or Dwellings/ha)	Number of Parking Spaces
Residential <input type="checkbox"/> Detached <input type="checkbox"/> Semi Detached <input type="checkbox"/> Multiple attached <input type="checkbox"/> Apartment <input type="checkbox"/> Seasonal <input type="checkbox"/> Mobile Home <input type="checkbox"/> Other (Specify)					
Commercial					
Industrial					
Institutional					
Open Space/Park	n/a			n/a	n/a
Roads	n/a			n/a	n/a
Other Use (specify)					
<b>Totals</b>					

25. What is the lot area and the lot frontage of the smallest lot: Area (ha) \_\_\_\_\_ Frontage (metres) \_\_\_\_\_
26. What is the average lot area and lot frontage: Area (ha) \_\_\_\_\_ Frontage (metres) \_\_\_\_\_
27. Please Indicate the proposed type of access to the subject lands:

	Yes	NO	Name of Road
Provincial Highway			
Municipal Road - Year round maintained (i.e. winter maintenance)			
Municipal Road - Seasonally maintained			
Right-of-way - Existing private road			
Right-of-way - New private road			
Water access only			

28. If Access is by water only: (please indicate the parking and docking facilities to be used and the distance of these facilities from the subject lands and the nearest public road)

29. Please indicate the proposed sewage disposal system and the proposed water supply to be used on the subject lands:

	<u>Yes</u>	<u>No</u>
Public piped sewage system		
Individual septic systems		
Public or private communal septic systems		
Other (please specify) _____		
Public piped water system		
Individual wells		
Public or private communal wells		
Individual or communal surface water		
Other (please specify) _____		

30. Please indicate the method of storm water management and construction mitigation to be used on the subject lands:

	<u>Yes</u>	<u>No</u>
Storm Sewers		
Ditches or Swales		
Other (please specify) _____		

31. Have you pre-consulted with the local municipality: YES NO

32. Have you pre-consulted with any other agency YES NO

If Yes, Please indicate the agencies contacted: \_\_\_\_\_

33. Is there any other information that you may think would be useful to the Manitoulin Planning Board in reviewing this application? If so, please explain below or attach a separate page.

34. Is the plan consistent with Policy Statements issued under Subsection 3(1) of The Planning Act?

35. Is the subject land within an area of land designated under any provincial plan or plans? YES NO

36. If Yes, to Section 35 above, does the plan conform to or not conflict with the provincial plan or plans:

37. Please indicate whether the following feature or development circumstance is on the subject lands or is within 500 metres of the subject lands:

<u>Feature or Development Circumstance</u>	<u>Yes</u>	<u>No</u>	<u>If a feature, specify distance in metres</u>	<u>Potential information needs</u>
Non-farm development near designated urban or rural settlement area			_____	Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas
Class 1 industry-			_____	Assess development for residential & other sensitive uses within 70 metres
Class 2 industry			_____	Assess development for residential & other sensitive uses within 300 metres
Class 3 industry			_____	Assess development for residential & other sensitive uses within 1000 metres
Landfill site			_____	Address possible leachate, odour, vermin & other impacts.

<u>Feature or Development Circumstance</u>	<u>Yes</u>	<u>No</u>	<u>If a feature, specify distance in metres</u>	<u>Potential information needs</u>
Sewage treatment plant			_____	Assess the need for a feasibility study for residential & other sensitive land uses.
Waste stabilization pond			_____	Assess the need for a feasibility study for residential & other sensitive land uses.
Controlled access highways, including designated future ones			_____	Evaluate impacts within 100 metres.
Operating Mine Sites			_____	Will development hinder continuation or expansion of operation?
Non-operating mine within 1000 metres			_____	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airport where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater			_____	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour development of sensitive land uses is not permitted.
Electric transformer station			_____	Determine possible impacts within 200 metres.
High Voltage Electric transmission line			_____	Consult the appropriate electric power service.
Transportation & Infrastructure corridors.			_____	Will the corridor be protected?
Prime Agricultural Land			_____	Demonstrate need for use other than agricultural & indicate how impacts are to be mitigated.
Agricultural operations			_____	Development to comply with the minimum distance separation formulae.
Mineral aggregate resource areas			_____	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			_____	Will development hinder continuation of extraction?
Mineral & petroleum resource areas			_____	Will development hinder access to the resource or the establishment of the new resource operations?
Existing pits & quarries			_____	Will development hinder continued operation or expansion?
Significant wetlands in the Canadian Shield.			_____	Demonstrate no negative impacts.
Significant wetlands South & East of the Canadian Shield			_____	Development is not permitted.
Significant portions of habitat of endangered & threatened species.			_____	Development is not permitted.
Significant: Fish habitat, woodlands of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat			_____	Demonstrate no negative impacts
Sensitive groundwater recharge areas Headwaters and aquifers			_____	Demonstrate that groundwater recharge areas, headwaters, and aquifers will be protected.
Significant built heritage resources & cultural heritage landscapes.			_____	Development should conserve significant built heritage resources & cultural heritage landscapes.

<u>Feature or Development Circumstance</u>	<u>Yes</u>	<u>No</u>	<u>If a feature, specify distance in metres</u>	<u>Potential information needs</u>
Significant archaeological resources			_____	Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied & preserved, or where appropriate, removed, catalogued, and analyzed prior to development.
Great Lakes-St Lawrence River System & large inland lakes:				
- within defined portions of dynamic beach & 1:100 year flood level along connecting channels			_____	Development is not permitted
- On lands subject to flooding & Erosion			_____	Development may be permitted; demonstrate that hazards can be safely addressed.
Erosion Hazards			_____	Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains			_____	Where one-zone floodplain management is in effect, development is not permitted within the floodplain. Where two-zone floodplain management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the Official Plan Policies for the SPA
Hazardous Sites			_____	Demonstrate that hazards can be addressed.
Contaminated Sites			_____	Assess an inventory or previous uses in areas of possible soil contamination.
<sup>1</sup> Class 1 industry -				small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
<sup>2</sup> Class 2 industry -				medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations, and daytime truck traffic.
<sup>3</sup> 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.
<sup>4</sup> Hazardous sites-				property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

38. Additional information or reports may be required for the proposal depending on the proposed sewage disposal system, the proposed water supply system, and the proposed storm drainage system. Please see the information below to determine such needs:

Public piped sewage system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or rezoning.
Individual septic systems	Individual septic systems for the development or more than 5 lots/units: servicing option statement <sup>1</sup> and hydrogeological report . Individual septic systems for the development of less than 5 lot/units and generating more 4500 Litres/day effluent: servicing options statement <sup>2</sup> and hydrogeological report . Individual septic systems for the development of less than 5 lots/units and generating less than 4500 litres/day effluent: hydrogeological report <sup>2</sup> .
Public or private communal Septic system	Communal systems for the development of more than 5 lots/units; servicing options statement <sup>3</sup> , hydrogeological report , and indication whether a public body is willing to own and operate the system . Communal systems for the development of less than 5 lot/units and generating more than 4500 litres/day effluents: services option statement <sup>2</sup> and hydrogeological report . Communal systems for the development of less than 5 lot/units and generating less than 4500 litres/day effluents: hydrogeological report .
Other	To be described by applicant
Public piped water systems	Municipality should confirm that capacity will be available to service development at the time of lot creation or rezoning.

Individual wells	Individual wells for the development of more than 5 lots/units: servicing options statement <sup>1</sup> and hydrogeological report . Individual wells for non-residential development where water will be used for human consumption: hydrogeological report .
Public or private communal wells	Communal well systems for the development of more than 5 lots/units: servicing options statement , hydrogeological report , and indication whether a public body is willing to own and operate the system Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report
Other	To be described by applicant.
Storm sewers, ditches or swales, or other	A preliminary storm water management report is recommended and should be prepared concurrent with any hydrogeological reports for submission with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.

- <sup>1</sup> Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the proposal.
- <sup>2</sup> Before undertaking a hydrogeological report, consult the Planning Board about the type of hydrogeological assessment that is expected given the nature and location of the proposal.
- <sup>3</sup> Where communal services are proposed (water and/or sewage), these services must be owned by the municipality.
- <sup>4</sup> A certificate of approval from the local Health Unit or MOEE submitted with this application will facilitate the review.



**AUTHORIZED AGENT**

I/We \_\_\_\_\_ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
DATE

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

**DECLARATION OF OWNER(S) OR AUTHORIZED AGENT**

I/We \_\_\_\_\_ of the \_\_\_\_\_  
Of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_

Solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We 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.

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_  
Of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths, etc.

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 51 of the Planning Act, R.S.O 1990, Chapter P.13. This information is to be used solely for the purpose of administering this application.

For further information, please contact: The Manitoulin Planning Board  
PO Box 240, Gore Bay, Ontario, POP 1H0  
Telephone: (705) 282-2237  
Fax: (705) 282-3142.  
E-mail: mpbcarter@bellnet.ca

**PERMISSION TO ENTER**

I/We hereby authorize the members of the Manitoulin Planning Board and the members of the staff of the Manitoulin Planning Board, or the members of the Council for the Municipality and members of the staff for the municipality (Council and staff members for the Municipality in which the subject lands are situated), whichever is applicable, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

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

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

**Note: The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.**

**THE PLANNING SERVICES AGREEMENT MUST BE SIGNED BY  
THE REGISTERED OWNER(S) OF THE SUBJECT LANDS.**

**PLANNING SERVICES AGREEMENT**

**Between**

The Manitoulin Planning Board (hereinafter called the Planning Board)

-and-

\_\_\_\_\_  
Registered Owner(s) (hereinafter called the Applicant)

**THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL CONVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:**

- 1. The applicant agrees to provide the Planning Board with the following:
  - (a) Any information in the Applicant's possession concerning the planning aspects of the application;
  - (b) All surveys, drawings, sketches, or plans as required for the processing of the application; and
  - (c) The applicable application fee(s) as prescribed.
- 2. The Planning Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Planning Board, payment for which have been made by the Planning Board or invoices for which have been received by the Planning Board, for information or studies commissioned by the Manitoulin Planning Board for peer review and or municipally directed review.
- 3. The Planning Board agrees to process the application in accordance with the requirements of the Planning Act, R.S.O 1990, Chapter P13
- 4. Where the Planning Board finds it necessary to make extensive use of professional assistance in preparation for an Ontario Municipal Board Hearing, or where the hearing is more than two (2) days in duration, the Planning Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Planning Board, payment for which have been made by the Planning Board or invoices for which have been received by the Planning Board.

SIGNED AND DELIVERED IN THE PRESENCE OF: )

\_\_\_\_\_) )

Witness

Per: \_\_\_\_\_

\_\_\_\_\_) )

Witness

Per: \_\_\_\_\_  
Signature of Registered Owner(s)

\_\_\_\_\_) )

Date

) )  
The Manitoulin Planning Board

Per: \_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_) )

Date