

# Approval Form D – Subdivisions and Condominiums

## Instructions

This form is to be used when submitting a proposed plan of subdivision or plan of condominium to the County of Middlesex as the Approval Authority. The County encourages those considering making an application to pre-consult. The County will organize and host a pre-consultation meeting where an applicant has an opportunity to discuss a proposal with staff from the County, the local municipality and affected agencies.

In accordance with Section 51(17) of the Planning Act, the prescribed information must be submitted to the approval authority. Filling out this form and attaching the accompanying information will help you meet the requirements of the Planning Act and Ontario Regulation 544/06. If additional space is needed to answer any of the questions, attach separate pages or reports. Please note that additional information may be required by the Approval Authority.

**A processing fee (see page 10) is required to accompany this application (made payable to the ‘Treasurer – County of Middlesex’).**

**All sections in this form marked \* must be completed before the application will be accepted. Failure to complete the entire application may result in delays in processing and in obtaining a decision.**

## Section One – General Information

Type of Application:    Subdivision                       Condominium                      Municipality \_\_\_\_\_

Has a pre-consultation meeting occurred?                       Yes                       No      Date \_\_\_\_\_

## Section Two – Primary Contacts \*

Owner of Subject Lands: \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_                      Telephone \_\_\_\_\_

Fax \_\_\_\_\_                      E-mail \_\_\_\_\_

Are the subsurface rights owned by the same owner?                       Yes                       No

If not, indicate who owns the subsurface rights: \_\_\_\_\_

Applicant / Agent: \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_                      Telephone \_\_\_\_\_

Fax \_\_\_\_\_                      E-mail \_\_\_\_\_

**Specify to whom communications should be sent:**                       Owner                       Agent

**Section Three – Secondary Contacts**

Surveyor: \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Engineer: \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Solicitor: \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Section Four – Location and Description \***

Municipal Address \_\_\_\_\_

Assessment Roll Number \_\_\_\_\_ Former Municipality \_\_\_\_\_

Description of the land (such as lot & concession) \_\_\_\_\_

Description of the land (such as reference or plan numbers) \_\_\_\_\_

Dimensions of the land: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject lands?  Yes  No

If yes, attach a copy of any deeds or documents and describe the nature and effect of the easement or restrictive covenant: \_\_\_\_\_

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

**Section Five – Policy Context \***

Provide an explanation of how the plan is consistent with policy statements (including the Provincial Policy Statement) issued under subsection 3 (1) of the Planning Act. \_\_\_\_\_

If the subject land is within an area designated under any provincial plan or plans, provide an explanation of how the plan conforms or does not conflict with the provincial plan or plans. \_\_\_\_\_

Provide the current designation of the subject land in the County Official Plan and provide an explanation of how the draft plan conforms with the Official Plan. \_\_\_\_\_

Provide the current designation of the subject land in the local Official Plan and provide an explanation of how the draft plan conforms with the Official Plan. \_\_\_\_\_

If the plan does not conform to the municipality's Official Plan, has an application for an amendment been made?  Yes  No

If YES, indicate the application file number and its status: \_\_\_\_\_

If NO, the plan may be premature.

What is the current zoning on the subject lands? \_\_\_\_\_

Does the plan conform to the uses permitted under the local municipal Zoning By-law?  Yes  No

\*If the plan does not conform to the local Zoning By-law, has an application for an amendment been made?  Yes  No

\* If YES, indicate the application file number and its status: \_\_\_\_\_

Do the subject lands contain any areas of archaeological potential?  Yes  No  Unknown

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential an **archaeological assessment** and a **conservation plan** for any identified archaeological resources must be attached.  Attached  Not Applicable

**Section Six – Proposed Land Uses \***

	Number of Units or Dwellings (as shown on the Plan)	Area in Hectares	Density (Units per Hectare)	Number of Parking Spaces	Number of Bedrooms	Tenure
<b>RESIDENTIAL</b>						
Detached Dwellings				N/A		
Semi-detached dwellings				N/A		
Multiple Attached (Row / Townhouses)						
Apartments						
Seasonal						
Mobile Home						
Other Residential (Specify) _____						

Where a plan of subdivision / condominium application includes future development blocks, the lots/units for the development shall be equivalent to the anticipated future development yield for those blocks.

**NON-RESIDENTIAL**

Commercial						
Industrial						
Institutional (Specify) _____						
Park or Open Space			N/A	N/A		
Roads			N/A	N/A		
Other (Specify) _____						
<b>TOTAL</b>						
For Condominium Applications only, specify number of parking spaces for detached and semi-detached use						
Indicate if any of the units or dwellings are for specialized housing, being housing for groups such as senior citizens or the disabled.						

## Section Seven - Condominium Applications \*

Has the local municipality approved a site plan?  Yes  No

Has a site plan agreement been entered into?  Yes  No

Has a building permit been issued?  Yes  No

Is the proposed development under construction?  Yes  No

If construction has been completed, indicate date of completion \_\_\_\_\_

Is this a proposal to convert an existing building containing residential rental units?  Yes  No

If YES, the number of units to be converted \_\_\_\_\_

Does this proposal comply with the Rental Housing Protection Act?  Yes  No

Indicate the type of condominium proposed (check only one)

- ( ) **Standard (Not Phased)** - The traditional condominium type.
- ( ) **Standard (Phased)** - A single standard condominium built in phases. **Provide** a summary of the number of units and common elements to be developed in each specific phase. Also provide a plan showing the units and common elements in each phase
- ( ) **Amalgamation** - Where two (2) or more existing standard condominium corporations amalgamate. **Provide** a plan showing the relationship of the previous condominiums to be amalgamated. Also provide file numbers, approval dates, etc.
- ( ) **Common Elements** - Where common elements are defined but the land is not divided into units. **Provide** a summary of the property ownerships and a plan showing the affected freehold properties outside the specific condominium site. Also provide a plan and a description of the common elements
- ( ) **Leasehold** - The initial term of the lease must be from 40 years to 99 years and a leasehold unit owner can sell a unit without the consent of the landowner. **Provide** information regarding the date the leases will be expiring and the intent of what happens at the end of the lease period
- ( ) **Vacant Land** - Each owner may decide what type of structure, if any, will be built on the lot. **Provide** information on proposed servicing and status of required permits etc. Also provide a plan which includes the proposed building envelopes
- ( ) **Exemption** - Where appropriate, a condominium may be exempt from the draft plan approval process. **Provide** a letter setting out the reasons in support of the request.
- ( ) **Amendment** – An amendment to an already approved and registered plan of condominium.

**Section Eight – Services \* (mark all that apply)**

- Municipal sanitary sewage system
- Private individual or communal septic system(s)
  - with greater than 4500 litres effluent produced per day
  - with less than 4500 litres of effluent produced per day
- Municipal piped water
- Private communal well system
- Individual private well(s)
- Municipal Storm Sewers
- Other, explain \_\_\_\_\_
  - Provincial Highway       County Road       Municipal Road

Servicing reports attached: \_\_\_\_\_

A **hydrogeological report** is required to accompany this application if the plan would permit development of lots / units on privately owned and operated septic systems.

A **servicing options report** and a **hydrogeological report** is required to accompany this application if the plan would permit development of five or more lots / units on privately owned and operated wells or five or more lots / units on privately owned and operated septic systems or any development on privately owned an operated wells or septic systems where more than 4500 litres of effluent would be produced per day.

**Section Nine – Previous and Existing Uses**

What is the current use of the subject land? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What previous uses have there been on the subject land? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the current surrounding land uses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Section Twelve – Owners Delegation of an Agent \***

I, \_\_\_\_\_, being the registered owner(s)  
*(name(s) of owner, individual or company)*

of the subject lands authorize \_\_\_\_\_ to prepare this application on my/  
our behalf. *(Name of agent)*

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

\_\_\_\_\_  
*Date*

**Section Thirteen – Affidavit or Sworn Declaration \***

I, \_\_\_\_\_ of the \_\_\_\_\_ in  
the *(name)* *(Municipality)*

\_\_\_\_\_ make oath and say (or solemnly declare) that the  
*(County)*  
information contained in this form and the accompanying material is true.

Sworn (or declared) before me at the \_\_\_\_\_ in the \_\_\_\_\_, this  
\_\_\_\_\_ *(Municipality)*  
*(County)*  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**Section Fourteen – Applicant's Consent for Release of Information \***

In accordance with provisions of the Planning Act, it is required that the application and all supporting documentation be available for public viewing. Therefore, in accordance with the above, I/We \_\_\_\_\_, the applicant(s), hereby acknowledge that the  
*(Applicant)*

information contained in this application and any supporting documentation provided by myself, my agents, consultants and solicitors will be part of the public record and will be available to the general public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

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

\_\_\_\_\_  
*Date*

## Section Fifteen – County of Middlesex Costs

Please be advised that the County may incur expenses associated with obtaining peer review professionals related to technical studies / reports in accordance with the County of Middlesex Tariff of Fees By-law. Any expenses that the County incurs in this regard will be forwarded to you, the owner, for payment.

I, \_\_\_\_\_, (the owner) acknowledge that I will pay all legal / engineering / planning expenses the Municipality incurs as outlined above.

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

\_\_\_\_\_  
*Date*

## YOUR SUBMISSION CHECKLIST:

- Have you read The County of Middlesex Subdivision and Condominium Approvals Procedures – An Applicant’s Guide before completing this application form?
- Have you discussed your proposal with the local municipality and County Planning Staff?
- 1 copy of this form, completed and signed
- 1 copy of any information or reports that accompany the application
- 1 full size (approx. 24" x 36") folded copy of the plan signed by the owner(s) and an Ontario Land Surveyor  
(Note: draft plan must indicate all items as required by Section 51(17) of the Planning Act)
- 1 reduced copy of the plan (no larger than 11" x 17")
- Digital copies of the plan in .dwg AND .pdf formats
- The application fee made payable by cheque to the ‘*Treasurer – County of Middlesex*’  
(See page 10)

### Forward to:

County of Middlesex  
Planning Department  
399 Ridout Street North  
London ON N6A 2P1

### For Help You May Contact:

Planning Department  
phone (519)434-7321 fax (519)434-0638  
email: [planning@middlesex.ca](mailto:planning@middlesex.ca)

## Subdivision and Condominium Application Fee

Subject Application	Fee
Amendment to County Official Plan	\$5,000
Adopted Municipally Initiated Amendment to Local Official Plan	\$0
Adopted Privately Initiated Amendment to Local Official Plan	\$1,500
Plan of Subdivision / Condominium Application	1-20 lots/units \$5,000 21-50 lots/units \$6,000 51+ lots/units \$7,000
Plan of Condominium Exemption, Conversion, Amalgamation, or Amendment to a Final Approved Plan	\$3,000
Change to Plan of Subdivision / Condominium Conditions (Red-Line Amendment)	\$1,500
Minor Change to Plan of Subdivision / Condominium Conditions (Minor Red-Line Amendment)	\$500
Extension of Draft Approval Plan of Subdivision / Condominium	\$500
Plan of Subdivision / Condominium Final Plan Approval	\$500
Exemption from Part Lot Control	\$200
<p>The applicant shall be required to reimburse the County for the fees and expenses, if any, of the County's peer review professionals related to technical studies / reports determined necessary by the Director of Planning and Development. Technical studies / reports include but are not limited to: address planning matters such as a planning justification report, relating to environmental and natural matters such as a development assessment report or a hydrogeology study, to address transportation matters such as a traffic impact assessment, to address servicing and infrastructure matters such as a functional servicing report, and to address nuisance and hazard matters such as a noise assessment study.</p>	
<p>The applicant shall be responsible for all actual costs incurred by the County in relation to any Ontario Land Tribunal activities unless the activities are as a result of an appeal by the applicant.</p>	
<p>It is noted that the local municipality and the conservation authority may also collect fees associated with their review of applications. It is the applicant's responsibility to pay any such fees.</p>	
<p>Where a plan of subdivision / condominium application includes future development blocks, the lots/units for the development shall be equivalent to the anticipated future development yield for those blocks.</p>	