

**Application for a Plan of Subdivision
Under Section 51 of the Planning Act**

FOR OFFICE USE ONLY:

Date Complete Application Rec'd.	Fee Paid:	Receipt No:	Roll No.:	File No:
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INSTRUCTIONS TO APPLICANTS:

This application is to be used for all requests for Plan of Subdivision within the Town of Espanola. The application form requests information that will assist the Town and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information shall be submitted at the time of application.

In the absence of this information, it may be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

Any measurements are to be in metric units. The applicable application fee must accompany the application. If the application is not complete and/or the fee not provided, the Town may return the application.

Please Print and Complete or Check Appropriate Box(s)

1. Applicant Information

1.1 Name of Owner(s). An owner's authorization is required in Section 11 & 12, if the applicant is not the owner.

Name of Owner(s)	Home Tel. No.	Business Tel. No
Mailing Address	Postal Code	Email

1.2 Applicant / Agent: Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner)

Name of Contact Person/Agent	Home Tel. No.	Business Tel. No
Mailing Address	Postal Code	Email

2. Location of Subject Land

2.1

Geographic Township		Parcel No.	Lot/Section	Concession
Registered Plan	Lot(s)/Block(s)	Ref. Plan No.	Part No.	Civic Address

2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No
If Yes, describe the easement or covenant and its effect.

3. Current Land Use

3.1 What is the current Official Plan designation of the subject land? (maps are available at the municipal office for verification)

3.2 What is the current zoning of the subject land? (maps are available at the municipal office for verification)

3.3 Is the proposed amendment consistent with the policy statements issued under subsection 3(1) of the Planning Act?

3.4 Has there ever been an industrial /commercial use on the subject property?

Yes No

If yes, describe below:

3.5 Has a gas station been located on the subject land adjacent to the subject land at any time?

Yes No Unknown

Has petroleum or other fuel been stored on the subject land adjacent to the subject land?

Yes No Unknown

Is there reason to believe the subject land may have been contaminated by former toxant uses on the site or adjacent sites? (ie. transformers)

Yes No Unknown

3.6 What information did you use to determine the answers to section 3.5?

3.7 Does the subject land contain any areas of archaeological potential?

Yes No

If yes, an archaeological assessment shall be required, prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI of the Ontario Heritage Act, and a conservation plan for an archaeological resources identified in the assessment.

4. History of the Subject Land

4.1 Has the subject land ever been the subject of an application for a site-specific zoning bylaw amendment, minor variance or a Minister's zoning order?

Yes No Unknown

If yes, provide the file number and status of the application.

4.2 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act?

Yes No Unknown

If yes, provide the file number and status of the application.

4.3 Has the subject land ever been the subject of an application for an official plan amendment under the Planning Act?

Yes No Unknown

If yes, provide the file number and status of the application.

5. Proposed Land Use

Proposed Land Uses	No. of Units	No. of Lots/Blocks on Draft plan	Area (ha.)	Density (Units/Dwellings per ha.)	No. of Parking Spaces
Residential Detached					
Semi-detached					
Multiple Attached					
Apartment					
Seasonal					
Mobile Home					
Other (specify)					
Commercial					
Industrial					
Park, Open Space	N/A			N/A	N/A
Institutional (specify)					
Roads	N/A			N/A	N/A
Other (specify)					
TOTALS					

5.1 Condition of proposed lots for sale (check appropriate condition of lots at time of transfer):

- vacant, unserviced lots vacant, partially serviced lots
 vacant, fully serviced lots developed lands (complete with buildings)

6. Servicing Information

6.1 Access (check appropriate space(s))

Provincial Highway	
Municipal Road – year-round maintenance	
Municipal Road – seasonal maintenance	
Other Public Road (specify)	
Right-of-Way	
Water	

6.1.1 If access to the subject land is by private road, or right-of-way, state who owns the land or road, who is responsible for its maintenance and what type of agreement is in effect.

6.1.2 If access to the subject land is by water only, please state the parking and docking facilities used, or to be used, and the approximate distance of these facilities from the subject land and the nearest public road.

6.2 Water Supply (check appropriate space)

Publicly owned/operated piped water system	
Privately owned/operated individual well	
Privately owned/operated communal well	
Lake or other water body	
Other means	

6.2.1 Will the plan permit development of five or more lots or units on privately owned and operated individual or communal wells? Yes No
 If yes, the following reports shall be required; i) a servicing option report, ii) a hydrogeological report.

6.3 Sewage Disposal (check appropriate space)

Publicly owned/operated sanitary sewage system	
Privately owned/operated individual well	
Privately owned/operated communal well	
Privy	
Other means	

- 6.3.1 Will the plan permit development of five or more lots or units on privately owned and operated individual or communal septic system Yes No
If yes, the following reports shall be required; i) a servicing options report, ii) a hydrogeological report.
- 6.3.2 Will the plan permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, with more than 4500 litres of effluent being produced per day as a result of the development being completed?
Yes No
If yes, the following reports shall be required; i) a servicing options report, ii) a hydrogeological report.
- 6.3.3 Will the plan permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, with less than 4500 litres of effluent being produced per day as a result of the development being completed?
Yes No
If yes, a hydrogeological report shall be required.

6.4 Storm Drainage (check if applicable)

Sewers	
Drainage	
Swales	
Other means	

7. Adjacent Land Uses

- 7.1 What are the present land uses of properties adjacent to the subject land?
to the north _____ to the east _____
to the south _____ to the west _____

8. Sketch

- 8.1 This application must be accompanied by a sketch showing the following, in metric units:
- the boundaries and dimensions of the subject land
 - the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line and the side yard lot lines
 - the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
 - the current uses on land that is adjacent to the subject land
 - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
 - the location of the parking and docking facilities to be used, if access to the subject land is by water only
 - the location and nature of any easement affecting the subject land.

9. Other Information

Is there any other information that you think may be useful for the review of this application? If so, explain below or attach on a separate page.

10. Affidavit or Sworn Declaration of Applicant(s)

10.1 Affidavit or Sworn Declaration for the Information set out in this Application

I/we, _____ of the _____
in the _____ make oath and say (or solemnly declare) that the
information contained in this application is true and that the information contained in the
documents that accompany this application are true.

Sworn (or declared) before me
at the _____
in the _____
this _____ day of _____ 20 _____

Commissioner of Oaths

Applicant

11. Consent of the Applicant / Owner(s)

11.1 Complete the consent of the owner(s) concerning personal information set out below.

Consent of the Applicant / Owner(s) to the Use and Disclosure of Personal Information

I/we, _____, am/are the applicant / owner(s) of the land that is the
subject of this application for an official plan amendment and for the purposes of the Freedom of Information and
Protection of Privacy Act, I/we 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.

Date

Signature of Applicant / Owner

Signature of Applicant / Owner

12. Authorization for Agent

12.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of
the owner(s) that the applicant is authorized to make the application must be attached to this application, or
the authorization set out below must be completed.

Authorization of Owner(s) for Agent to Make the Application

I/we, _____, am/are the owner(s) of the land that is the subject of this
application for an official plan amendment and I/we authorize
_____, to make this application on my/our behalf.

Date

Signature of Owner

Signature of Owner

13. Applicant's Checklist

Applicants shall complete the following checklist to ensure that all necessary information is provided:

		YES	NO	N/A
<input type="checkbox"/>	10 copies of completed application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2 copies of draft plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12 copies of draft plan on 8 1/2" x 11" x 8 1/2 "x 14"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Applicable application fee, either as a certified cheque or money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Order, payable to the Town of Espanola	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Servicing reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Approvals of other public bodies			
	<input type="checkbox"/> Ministry of the Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Ministry of Natural Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Ministry of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Ministry of Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Health Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE NOTE THAT OTHER PUBLIC BODIES THAT ARE REQUIRED TO REVIEW THIS APPLICATION AND PROVIDE COMMENTS TO THE TOWN MAY HAVE FEES THAT ARE RELATED TO THEIR REVIEW AND/OR PROCESSING OF YOUR APPLICATION. WE RECOMMEND THAT YOU CONTACT THESE PUBLIC BODIES DIRECTLY TO OBTAIN INFORMATION ON THEIR REQUIREMENTS AND FEE STRUCTURES.