



COUNTY OF OXFORD
APPLICATION GUIDE: SUBDIVISION APPROVAL
UNDER SECTION 51 OF THE PLANNING ACT

Please read carefully before completing the attached application form.

The attached application form is to be used only when applying to the County of Oxford for subdivision approval. The applicant is advised to approach the County and the local municipality for Official Plan, zoning and policy information before making a formal application.

A. COMPLETING THE APPLICATION FORM

1. Pre-consultation on an application for draft plan of subdivision is strongly encouraged prior to the completion of the application and supporting studies. The pre-consultation session is free of charge and will assist the applicant in determining whether additional planning applications are required as well as what studies, reports or materials are required to support a complete application. Please contact the Community and Strategic Planning Office to arrange a pre-consultation session.
2. The attached application form must be fully completed in duplicate for submission. Two copies of all required supporting documentation (reports, studies, analysis) must also be submitted along with a digital file of all supporting documents in .pdf format. In addition, the applicant should retain a completed copy of the application for his records.
3. The application shall be completed by the property owner or his authorized agent. Where it is being made by an agent, the written authorization of the owner shall accompany the application. For convenience, an authorization form has been included in the attached application. Alternatively, the owner's authorization may be shown on the face of the draft plan.
4. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will be consistent with the Provincial Policy Statement and ensure the health, safety and welfare of the future residents or employees, as the case may be. Sufficient studies for the completion of the application should be carried out prior to submission for approval, and should be referenced on the application form. This information will assist in a comprehensive assessment of the application. If further studies are required, the applicant will be notified. If the application or the draft plans are incomplete or inaccurate, the application material will be returned for completion, correction or clarification prior to processing.

B. DRAFT PLANS

1. All applications for draft plan approval must be accompanied by at least 40 full size **folded** copies of the draft plan drawn to scale, with boundaries certified by an Ontario Land Surveyor. **In addition, a reduced copy no larger than 11" x 17" and a digital file in an 'e-transmit CAD file' format are required.** If further copies are needed, the applicant will be notified.
2. The draft plans must indicate all items as required by Section 51(17) of The Planning Act, available on-line at: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90p13_e.htm

C. SUBMISSION OF THE APPLICATION and FEES

1. The attached application form should be submitted in duplicate to:
Community and Strategic Planning
County of Oxford
P. O. Box 1614, 21 Reeve Street
Woodstock ON N4S 7Y3
2. The application must be accompanied by a planning fee of **\$2490.00 plus** an additional **Public Works fee of \$75.00/lot** (to a maximum of \$1,500), in cash or cheque payable to the "Treasurer, County of Oxford".

3. Additional fees, as set out in County of Oxford By-Law No. 4889-2007, may be required to review supporting reports and studies. The applicant shall submit a deposit, as determined by the County, based on the estimated cost of peer review for studies submitted in support of the application. Any amount in excess of the actual cost of peer review shall be reimbursed. The applicant shall pay additional fees prior to scheduling any public meeting to cover the full cost of peer review, where the full cost exceeds the amount of the applicant's deposit.
4. Additional fees of \$75.00 per lot (to a maximum of \$2,500.00) will be required by Public Works at the time of clearance of conditions.

D. PROCESSING THE APPLICATION

1. After accepting the completed application, the County of Oxford Community and Strategic Planning Office will issue a Notice of Complete Application to property owners within the prescribed distance of the subject property.
2. The complete application materials will be circulated to officials of municipalities and other ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations. Any required peer reviews of the application materials will also be undertaken.
3. After an evaluation of the plan and application materials, a report will be prepared with a recommendation to the approval authority. Conditions will be imposed in granting draft plan approval.
4. Public Notice will be given for the statutory public meeting of the approval authority, in accordance with prescribed requirements. In Oxford County, it is customary to hold a public meeting in the area municipality prior to the statutory public meeting of County Council. Attendance by the applicant at both meetings is advised.

E. POST APPLICATION DECISION

1. Once a decision has been made on the application by the approval authority, notice of decision is given in accordance with prescribed requirements.
2. The conditions of draft approval must be fulfilled prior to the final approval of the plan. The agencies affected by the conditions must indicate, in writing to the Community and Strategic Planning Office, that they have been fulfilled.
3. The Planning Act provides for an appeal to the Ontario Municipal Board from a decision made by the County of Oxford.

Please Note: If the decision of this application is appealed by a third party, the Owner or Applicant agrees to support the application, provide assistance in the preparation and presentation of the application before the Ontario Municipal Board and pay all of the County's legal costs associated with the OMB hearing.



APPLICATION FOR SUBDIVISION APPROVAL

1. Registered Owner(s):

Name: _____ **Residence:** _____
Address: _____ **Business:** _____
Postal Code: _____ **Email:** _____ **Fax:** _____

Applicant (if other than registered owner):

Name: _____ **Residence:** _____
Address: _____ **Business:** _____
Postal Code: _____ **Email:** _____ **Fax:** _____

Solicitor or Agent (if any):

Name: _____ **Bus.** _____
Address: _____ **Fax** _____
Postal Code: _____ **Email:** _____

Ontario Land Surveyor (if any):

Name: _____ **Bus.** _____
Address: _____ **Fax** _____
Postal Code: _____ **Email:** _____

All communications will be sent to those listed above. If you do not wish correspondence to be sent to the
___ Owner, ___ Applicant, or ___ Solicitor/Agent, please indicate here.

2. Location of Subject Land:

Municipality _____ former municipality _____

Lot(s) _____ Concession _____

Lot(s) _____ Registered Plan No. _____

Part(s) _____ Reference Plan No. _____

The subject land is located on the _____ side of _____ Street, lying between
_____ Street/ and _____ Street.

Street and/or **911 Address** (if any): _____

OFFICE USE ONLY		
DATE APPLICATION RECEIVED	DATE PRESCRIBED INFORMATION COMPLETE	PIN
_____	_____	_____

NATURE OF APPLICATION

3. Proposed Land Use

Indicate the intended uses of land in the proposal. Please use the following definitions for residential buildings:

- single detached residential: one single detached dwelling unit
- double or semi-detached: a residential building containing 2 dwelling units
- townhouse or rowhouse: a residential building containing 3 or more dwelling units with individual direct access to the street or parking area
- apartment: a building containing 3 or more dwelling units each with access to the street or parking area via a common corridor

Intended Use	Residential Units	Numbers of Lots or Letters of Blocks on attached draft plan	Acres or Hectares	Units or Dwellings per hectare	# of Parking Spaces for each use
single detached residential					
double or semi-detached residential					
town and row housing					
apartments					
seasonal residential (cottage or chalet)					
neighbourhood commercial					
commercial, other					
industrial					
park or open space					
institutional (specify)					
roads					
other (specify)					
TOTAL					

4. Planning Information

a) **Present Official Plan Designation** applying to the subject land: _____

Note: if the proposed land use conflicts with an Official Plan designation, this application will not be processed unless an application to amend the County Official Plan has also been submitted for approval.

b) **Present Zoning** applying to the subject land: _____

c) Is the application consistent with the **Provincial Policy Statement, 2005**, as amended?
 (see Item No. 4, Section A in the application guide) Yes ___ No ___

d) Are the subject lands **currently** the subject of any other application under the Act, such as an application for consent to sever, an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order, a minor variance or site plan control?

___ No ___ Unknown
 ___ Yes If yes, File No. _____ Status/Decision _____

e) Have the subject lands **ever been** the subject of any other application under the Act, such as an application for plan of subdivision, a consent to sever, an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order, a minor variance or site plan control?

___ No ___ Unknown
 ___ Yes If yes, File No. _____ Status/Decision _____

- f) Are there any easements or restrictive covenants affecting the subject land? Yes ___ No ___
 If yes, describe the easement or restrictive covenant and its effect _____

SITE APPRAISAL AND EVALUATION (NOTE: MANY OF THE ITEMS REFERRED TO IN THIS SECTION SHOULD ALSO BE SHOWN ON THE DRAFT PLAN)

5. Existing Land Use

Briefly describe:

- a) the existing use of the subject lands _____

 b) if the subject lands are vacant or idle, describe the most recent productive use of the land _____

 c) do the subject lands constitute a brownfields site? _____

6. Vegetation

What type of vegetation exists on the proposed site (e.g. shrubs, woodlots, orchards, etc.)

7. Topography

Outline the general topography and any special characteristics that may affect development (e.g. escarpments, rock outcroppings, etc.)

8. Drainage

Describe the drainage of the site and any on-site or nearby water sources (e.g. creeks, ponds, lakes, municipal drains, etc.)

9. Existing Buildings

Describe any buildings, historical or otherwise, and any man-made features on the site, and their proposed use. (e.g. whether retained, modified, demolished, etc.)

10. Natural Features

What consideration has been given to preserving the natural amenities of the site (e.g. strong topographical features, pleasant views, mature trees, etc.)

d) Septic Tanks and Tile Beds

If septic tanks and tile beds are proposed

- i) is the site suitable? yes_____ no_____
- ii) has a servicing study and hydrogeological report been submitted in support of this servicing solution? yes_____ no_____
- iii) is sufficient reserve sewage system capacity available in a nearby municipal sanitary system to accept the effluent from private sewage systems associated with the proposed development? yes_____ no_____

14. Access

Public access to the development is by:

Provincial Highway	
County Road	
Municipal Road maintained all year	
Municipal Road seasonally maintained	
Unopened Road Allowance	
Right-of-Way owned by: _____	
Water Access (specify below)	
Other (specify below)	

If access is proposed by water, please describe boat docking and parking facilities on the mainland and distance from the proposed development _____

If other access is proposed, please explain _____

15. Archeological Potential

Attach a report addressing the archeological potential of the subject lands, including an archeological assessment and a conservation plan, where archeological resources are identified in the report.

If the applicant is not the owner of the land that is the subject of this application, a written authorization of the owner that the applicant is authorized to make the application must be included with this form, 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 subdivision approval.
 I / We authorize _____, to make this application on my / our behalf.

_____ _____
 Date Signature of Owner(s)

Dated this _____ day of _____, 20_____.

SIGNATURE OF OWNER / APPLICANT

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I / We _____ of the _____
of _____ in the _____ of _____

DO SOLEMNLY DECLARE THAT:

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true.

DECLARED before me at the _____

of _____ in the _____

_____ of _____

this _____ day of _____ 20____.

Owner / Applicant

Owner / Applicant

A Commissioner for Taking Affidavits

If the decision of this application is appealed by a third party, I _____,
(owner/applicant name – please print)
agree to support the application, provide assistance in the preparation and presentation of the application before the Ontario Municipal Board and pay all of the County's legal costs associated with the OMB hearing.

_____ (signature of owner / applicant))