



PLEASE DETACH AND RETAIN THE FIRST PAGE FOR FUTURE REFERENCE

If you require this form in an alternative format, please contact Lambton Shores at planning@lambtonshores.ca or 519-243-1400 / 1-866-943-1400 Ext. 8410.

BACKGROUND INFORMATION

This application is valid for: Plan of Subdivision, Plan of Condominium, Condominium Conversion. Discuss with a staff Planner to determine what must be completed for the application type.

- Pre-consultation with the Planning Department is highly recommended.
- All sections in this form marked with * must be completed before the application will be accepted. Failure to complete the entire application however may result in delays in processing and in obtaining a decision. Include the authorization of the registered property owner(s) if required.
- Applications must include all supporting plans with all appropriate details relating to the requested Subdivision or Condominium.
- Submit the completed application, all supporting material(s) and applicable fee(s) to the Planning Department, Municipality of Lambton Shores Municipal Office. An electronic copy of any oversized plans will be required to accompany the application.
- Submitted applications do not constitute an application deemed complete until the Planners have reviewed all required documentation and deemed complete.
- Applications which are not complete or missing required fee(s) may be returned to the applicant and will not be deemed complete. Administration also reserves the right to request additional information.
- All plans and measurements must be in metric. Draft plans must be drawn to scale and indicate all items as required by Section 51(17) of the Planning Act and the Municipality of Lambton Shores.

CHECKLIST

- Have you read the Municipality of Lambton Shores Subdivision and Condominium Process Pamphlet?
- Have you discussed your proposal with Lambton Shores' Planners?
- Have you submitted a completed application, and submitted all supporting materials, and relevant reports as required?
- Have you submitted a draft plan? Paper and Electronic?
- Have you paid the required fee(s) including outside agency fees Ex. County of Lambton

A file number will be issued once the application has been deemed complete by our Planners and should be referred to in all future communications with staff.



THE MUNICIPALITY OF
LAMBTON SHORES

Administration Office - 7883 Amtelecom Parkway, Forest, ON NoN 1Jo
T: 519-786-2335 / 1-877-786-2335 F: 519-786-2135

**THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES
SUBDIVISION / CONDOMINIUM APPLICATION FORM**

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

STAMP DATE RECEIVED

FILE NO:

TYPE OF APPLICATION: () Subdivision () Condominium

APPLICANT INFORMATION

All communications will be directed to the Prime Contact only. Please indicate who this will be.

* **Primary Contact:** _____

* **Registered Owner(s):** _____

Address: _____

Telephone Number: _____ Fax Number _____

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

If NO, indicate who owns the subsurface rights: _____

* **Applicant (Agent):** _____

Address: _____

Telephone Number: _____ Fax Number _____

Solicitor(s): _____

Address: _____

Telephone Number: _____ Fax Number _____

Planning Consultant(s): _____

Address: _____

Telephone Number: _____ Fax Number _____

Surveyor(s): _____

Address: _____

Telephone Number: _____ Fax Number _____

Engineer(s): _____

Address: _____

Telephone Number: _____ Fax Number _____

*** Description of the Subject Property:**

Local Municipality: _____

Lot(s) _____ Concessions _____

Lot(s)/ Block(s) _____ Reg. Plan No. _____

Part(s) _____ Ref. Plan No. _____

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

If yes, please attach a copy of any deeds or documents and describe the nature and effect of the easement below:

Absolute Title:

Has an application been made to the land registry office with respect to the property for the purpose of being formally registered as owner with an "absolute title"? YES () NO ()

***PROPOSED LAND USES**

Number of Residential Units	Number of Lots or Blocks (as shown on the Plan)	Area in Hectares	Density (Specify Units per Hectare)	Number of Parking Spaces
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RESIDENTIAL

Detached Dwellings				
Semi-detached dwellings				
Row/Townhouses (Multiple Attached)				
Residential Apartments -less than two bedrooms -2 bedrooms or more				
Other (Specify)				

NON-RESIDENTIAL

Neighborhood Commercial				
Other Commercial				
Industrial				
Local and Community Park				
Open Space and Hazard Lands				
Institutional (Specify)				
Road Allowances				
Other (Specify)				
TOTAL				

Describe use if Other Residential, Institutional or Other Non-Residential:

ADDITIONAL INFORMATION REQUIRED FOR CONDOMINIUM APPLICATIONS

- * Has a site plan agreement been entered into with the Municipality for the proposed development?

YES () NO ()
- * If a new building is proposed, has a building permit been issued?

YES () NO ()
- * Is the proposed development under construction? YES () NO ()
- * If construction has been completed, please indicate date of completion _____ .
- * Is this a proposal to convert an existing building containing residential rental units?

YES () NO ()
- * If yes, indicate the existing number of units _____ ant the number to be converted _____ .

SERVICING INFORMATION

***WATER SUPPLY AND SEWAGE**

	Yes	No	Indicate Studies or Reports (if applicable)	Attached?
Municipal Sanitary Sewers?				
Municipal piped water?				
Wells and/or septic for a residential subdivision with five or fewer lots / units?				
Wells and/or septic for a residential subdivision with six or more lots / units?				
Communal wells and/or communal sanitary sewage system for a residential subdivision?				

***STORM DRAINAGE**

Storm sewers				
Ditches or swales				
Other (Specify)				

***ROADS AND ACCESS**

Provincial () County () Local ()				
Private Road			(Not Usually Permitted)	
Other				

THE ENVIRONMENTAL PROTECTION ACT

Are the water, sewage and road works associated with the proposed development subject to the provisions of the Environmental Protection Act?

YES () NO ()

If YES, should the notice of public meeting for this application state that the public meeting will address the requirements of both the Planning Act and the Environmental Protection Act?

YES () NO ()

HOUSING INFORMATION

Housing Type	Number of Units	Lot or Unit Size	Number of Bedrooms	Tenure (a)	Specialized Housing (b)
Detached Dwellings					
Semi-Detached Dwellings					
Multiple Attached					
Apartment Block(s)					
Other Types (Specify)					

Notes: (a) Tenure refers to the type of ownership (freehold / condominium / cooperation)
 (b) Specialized Housing refers to housing for groups such as senior citizens or the disabled, affordable housing, attainable housing, assisted rental, non-profit or other

***LAND USES ON THE SITE AND SURROUNDING AREA**

Provide the location and area of land adjoining or adjacent to lands to be subdivided in which the owner has an interest:

What is the current use of the subject lands?

What were the previous uses of the subject lands if known?

Has there been a past industrial or commercial use of the site or adjacent land?

YES () NO () Unknown ()

If YES, indicate the last year of use: _____

Indicate type of use: _____

Has fill been placed on the site?

YES () NO () Unknown ()

Is there reason to believe that the site may have been contaminated by any former uses either on or adjacent to the site? (Such uses might have included gas stations, landfill sites or storage of hazardous materials.)

YES () NO () Unknown ()

If YES to any of the above three questions, an environmental investigation of the site, all former uses of the site, and if appropriate, the adjacent site must be undertaken to the satisfaction of the Municipality.

If NO, what is the basis of this determination? _____

STATUS OF OTHER APPLICATIONS UNDER THE PLANNING ACT

*Has the land ever been the subject of a previous application for approval of a plan of subdivision or consent? YES () NO () Unknown ()

*If YES, please indicate the file number of the previous application and its status: _____

*What is the land use designation of the site in the Official Plan of the County _____ and the Municipality _____?

*Does the proposal conform with the land use designation in the existing:

County Official Plan? YES () NO ()
 Municipal Official Plan? YES () NO ()

*Have applications been submitted to amend:

County Official Plan (), Municipal Official Plan (), Neither (), Not applicable ()

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

*What is the current zoning on the subject lands? _____

*Does the proposal conform to the permitted uses and zone regulations under the local municipal Zoning By-law? YES () NO ()

*If the proposal 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: _____

*Is the land the subject any other applications for consent, minor variance or site plan control? YES () NO ()

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

Note: If the proposed application for subdivision / condominium approval does not conform with the Official Plans and/or Zoning By-law and no amendments or variances have been requested and/or approved, the application may be premature.

PROVINCIAL POLICY STATEMENT (PPS)

An outline of the PPS is provided in the table below. Decision making authorities “shall have regard to” the PPS in making decisions on all applications. Please indicate below which if any features or development circumstances apply (**Please be specific**). Where applicable, information addressing PPS conformity must be provided below. Please indicate the report / study title as well as page numbers for each issue.

General PPS Policy Section	Determine any potential PPS issues and indicate below which PPS sub-section applies and the feature or circumstance involved.	Where has the issue been addressed? Report / Study Title	Page
Developing Strong Communities			
Housing			
Infrastructure			
Agricultural Policies			
Mineral Resources			
Natural Heritage			
Water Quality & Quantity			
Cultural Heritage & Archeological Resources			
Natural Hazards			
Human-made Hazards			

OWNER'S DELEGATION OF AN AGENT

The registered owner(s) or if a corporation, person(s) with signing authority, must complete the following:

I, We _____, being the
(name(s) of owner, individual or company)

registered owner(s) of the subject lands authorize _____
(name of agent)

to prepare this application on my (our) behalf.

Signature of Owner(s)

Date

NOTE: If the owner is an incorporated company, the company seal must be applied. If there is no company seal, a statement of authority to bind is required.

***DECLARATION**

This must be signed in the presence of a Commissioner.

I / We _____ of the _____ of _____
County / Region of _____, solemnly declare that all the information contained in this application is true and 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 _____ of _____ in the County / Region of _____ this _____ day of _____, 200__.

Signature of Owner(s) or Authorized Agent

Signature of Commissioner

***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 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

MUNICIPAL COSTS

Please be advised that the municipality may incur expenses associated with obtaining outside legal/engineering/planning review/assistance from its consultants, relating to the application. Any expenses that the municipality incurs in this regard will be forwarded to the applicant, for payment.

I, _____, (the applicant) acknowledge that I will pay all legal/engineering/planning expenses that the municipality incurs as outlined above.

Applicant Signature

Date