



Application for Official Plan
Amendment, Plan of Subdivision
and Plan of Condominium
Under Sections 17 and 53 of
The Planning Act

City of Kawartha Lakes Development Services -
Planning Division 180 Kent Street West, Lindsay,
ON K9V 5R8
Telephone: 705-324-9411 ext. 1231

Note to Applicants:

The City of Kawartha Lakes has approval authority. In this form, the term "subject land" means the land to be subdivided.

Completeness of the Application:

This application form sets out the information that must be provided by the applicant, as prescribed in the Schedules to Ontario Regulations 196/96 and 198/96 made under the Planning Act. It also sets out other information (e.g. technical information or reports) that will assist the City and others in their planning evaluation of the application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the sketch and fee, is not provided, the City will return the application or refuse to further consider the application until the information, sketch, plan and fee have been provided. A File Number will be issued for complete applications and should be used in all communications with the City.

Submission of the Application:

For All Applications the City needs:

- 1 original completed application form;
- Copies of the information/reports if indicated as needed when completing the sections of the application. The nature of the information/reports varies with the type of land uses proposed

and the existing land use and on-site features. The following minimums will apply to each type of report: hydrogeological study (5 copies); storm water management (5 copies); servicing options (5 copies); environmental impact assessment (5 copies); archeological investigation (5 copies); aggregate potential (5 copies).

- The applicable fee as indicated by the City's Tariff of Fees By-law.

For an Official Plan Amendment the City also needs:

- 1 hard copy and 1 electronic version (Microsoft Word format) working copy of the proposed official plan amendment text and schedules on 8 1/2" by 11" paper;

For a Subdivision or Condominium Application the City also needs:

- 20 copies of the draft plan, folded with title block showing;
- 20 copies of the draft plan reduced to fit on 11" by 17" paper;
- An electronic (digital) copy of the draft plan (AutoCad).
- 1 copy of the Parcel Register for each lot(s) and/or block(s) to be affected by the application.

Applicants are required to submit the applicable fees as indicated by the City's Fees By-Law. Please refer to the City of Kawartha Lakes "Planning Application Fees" list.

Applicants are also required to pay a Conservation Authority environmental assessment fee. Staff will assist you in determining which Conservation Authority is involved.

Applications to the Planning Committee are processed in accordance with Provincial Legislation and information provided by the applicant(s). It is, therefore, the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings at the meeting or in the future.

All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.

The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

The attached Official Plan Policy and Zoning By-law Checklist must be completed by the applicant and/or owner. Multiple copies of the checklist should be completed where policy and zoning provisions differ between lot and/or blocks for which the application is being considered. Please contact staff if assistance is required to complete the form.

Dark blue or black ink only – Do not use pencil. If submitting photocopies of your application, the original copy must also be filed.

Measurements on the sketch shall correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.

On occasion, background studies, such as traffic and hydrogeological studies, submitted by an applicant will require peer review. Applicants are responsible for all costs associated with municipal peer reviews of background reports. Deposits are required for peer review in accordance with the City's Fees By-law.

Applicants are responsible for all costs associated with third party OMB appeals. Deposits are required upon receipt of an appeal in accordance with the City's Fees By-law.

For Assistance: You may call the City of Kawartha Lakes

Development Services Department – Planning Division at 705-324-9411, Ext 1331, for further information concerning completion and processing of an application.

Section 1: Application Type

Is this application for approval of: (check applicable types)

An Official Plan Amendment

A Plan of Subdivision

A Condominium Description

Section 2: Applicant Information

Name:

Address:

Postal Code:

Telephone Number:

Email:

Note: An owner's authorization is required if the applicant is not the owner.

Name of Owner(s): (if different from applicant)

Address:

Postal Code:

Telephone Number:

Email:

Communication should be sent to:

Owner

Applicant

Other

If you selected "other" please provide additional detail below:

Name:

Address:

Postal Code:

Telephone Number:

Email:

Section 3: Description of Subject Land (Complete the Applicable Lines)

Former Municipality:

Concession Number(s):

Lot Number(s):

Registered Plan Number:

Lot(s)/Block(s):

Reference Plan Number:

Part Number(s):

Name of Street/Road:

Number:

Are there any easements or restrictive covenants affecting the subject land?

Yes

No

If you selected "yes" please provide additional detail:

Section 4: Proposed and Current Land Use
Please complete the applicable fields.

Detached Residential:

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectares)	Density: (units/dwellings per hectare)
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Number of Parking Spaces:

Semi Detached Residential

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectares)	Density: (units/dwellings per hectare)
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Number of Parking Spaces:

Multiple Attached Residential:

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectares)	Density: (units/dwellings per hectare)
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**Number of Parking
Spaces:**

Apartment Residential:

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)	Density: (units/dwellings per hectare)
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**Number of Parking
Spaces:**

Seasonal Residential:

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)	Density: (units/dwellings per hectare)
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**Number of Parking
Spaces:**

Mobile Home:

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)	Density: (units/dwellings per hectare)
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Number of Parking Spaces:	Other Residential:	Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:
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Area: (hectare)	Density: (units/dwellings per hectare)	Number of Parking Spaces;	
Commercial:			
Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)	Density: (units/dwellings per hectare)
Number of Parking Spaces:			
Industrial:			
Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)	Density: (Units/Dwellings per hectare)
Number of Parking Spaces:			
Park, Open Space:			
Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)		
Institutional:			

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)	Density: (units/dwellings per hectare)
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Number of Parking Spaces:

Roads:

Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)
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Other:

Number of Units or Dwellings:	Number of Lots and/or Blocks on the Draft Plan:	Area: (hectare)	Density: (units/dwellings per hectare)
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Number of Parking Spaces:

If you completed the fields for "Other Residential", "Institutional" or "Other" please provide additional detail:

What is the current use of the land?

How is the subject land designated in any applicable official plan?

How is the subject land currently zoned in the applicable zoning by-law?

Has the grading of the subject land been changed by adding earth or other material?

Yes

No

Unknown

Has there been an industrial or commercial use on the subject or adjacent land?

Yes

No

If you selected "Yes" please provide additional detail:

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

Yes

No

Unknown

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

Yes

No

Unknown

Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes

No

Unknown

What information did you use to determine the answers to the above questions?

If you answered "Yes" to any of the questions in Section 4 a previous inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached?

Yes

No

Section 5: Additional Information for Condominium Applications

Note: do not complete Section 5 if your application does not involve a Condominium.

Has a site plan for the proposed condominium been approved?

Yes

No

Has a site plan agreement been entered into?

Yes

No

Has a building permit for the proposed condominium been issued?

Yes

No

Has construction of the development started?

Yes

No

If construction is completed, indicate the date of completion:

Is this a conversion of a building containing rental residential units?

Yes

No

If you selected "Yes" for the previous question indicate the number of units to be converted:

Note: If the building to be converted includes one or more rental residential units, an application, as required by *The Rental Housing Protection Act*, must be submitted to the City for Conversion of Rental Housing to Condominium.

Section 6: Additional Information for Official Plan Amendment Applications Only

Note: Do not complete this section if your Application does not involve an Official Plan Amendment.

Name of the Official Plan proposed to be amended:

Does the official plan amendmnet propose to add new policy or change, delete, or replace approved official plan policy?

Yes

No

Describe the purpose of the proposed amendment:

Identify the policy to be changed, replaced or deleted:

What is the current land designation on the subject land, if applicable?

What land uses are permitted by the current designation on the subject land?

What land uses would be permitted by the proposed official plan amendment on the subject land?

Does the official plan amendment propose to change or replace the approved official plan land use designation on the subject land?

Yes

No

What is the approximate area of the subject land, if known?

What is the current designation of the subject land?

What land uses are permitted by the current designation on the subject land?

What designation is proposed and what uses would be permitted by the proposed designation on the subject land?

Does the official plan amendment propose to change or replace the approved official plan land use designation on the subject land?

Yes

No

Answer the following questions if you indicated "Yes":

What is the approximate area of the subject land, if known?

What is the current designation of the subject land?

What land uses are permitted by the current designation of the subject land?

What designation is proposed and what uses will be permitted by the proposed designation on the subject land?

Section 7: Status of Other Planning Applications

Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or consent?

Yes

No

Unknown

If you selected "Yes", and if known, indicate the application file number and the decision made on the application:

Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment application?

Yes

No

Unknown

If you selected "Yes", and if known, indicate the type of application, the file number and the status of the application.

If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

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

Yes

No

If you selected "Yes", please note that the notice of public meeting for this application will be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act.

Briefly explain how this proposal is consistent with the Provincial Policy Statement issued under the Planning Act:

Section 8: Provincial Policy

Thank You

Change the text for this message.