



**TOWN OF MIDLAND**  
Application for  
**SUBDIVISION/CONDOMINIUM**

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWN PLANNING AND BUILDING SERVICES PRIOR TO SUBMITTING YOUR APPLICATION.**

**APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees made payable to the Town of Midland.

Plan of Subdivision	Application Fee	\$ 7,500.00
	Deposit	\$ 3,000.00
	Agreement Preparation	\$ 5,000.00
Plan of Condominium	Application Fee	\$ 7,500.00
	Deposit	\$ 3,000.00
	Agreement Preparation	\$ 5,000.00
Extension of Draft Plan Approval or Change in Draft Plan Condition		\$ 1,500.00
- Plan (in metric) in accordance with the requirements of the *Planning Act* along with digital copies of the plan in AutoCAD 2006 .dwg format and Adobe Acrobat .pdf format.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form or Record of Meeting from Planning and Building Services, if you chose to use this service.

## **NOTICE SIGNS**

On March 25, 2013 the Town of Midland Adopted a Notice Signs – Procedures and Protocols policy which applies to Plan of Subdivision/Plan of Condominium Applications. Please see attached information regarding the posting of Notice Signs.

Council members and/or Town staff may conduct site inspections of your lands. By submitting this application you are authorizing the Town to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the *Planning Act*, the Provincial Policy Statement, and the Town of Midland Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Midland Official Plan. The Planning and Development Department will obtain prior authorization to proceed with the peer review from the applicant.

To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for re-submission. We will not hold incomplete applications in our office.

The Staff Report and all written communication received by the Town regarding your application will be included in the Agenda Package for the Planning and Development Committee of Council (PDCC)/Council, as applicable. The Agenda Package is posted on the Town of Midland website the Friday prior to the applicable meeting in the Meeting/Agenda portion of the website. Staff will provide the reports and correspondence in hard copy format on request; otherwise all matters scheduled for Committee/Council consideration will be available on the website.

If you require additional assistance regarding this application please contact the Planning and Building Services at:

**Town of Midland  
575 Dominion Avenue  
Midland, Ontario L4R 1R2  
(705) 526-4275 ext. 2215  
Fax: (705) 526-9971**



**TOWN OF MIDLAND**  
Application for

**PLAN OF SUBDIVISION**

**PLAN OF CONDOMINIUM**

<b>OFFICE USE ONLY</b>		Date of Application:
Application No.: <u>MD-T</u>		
File Name: _____		
Civic Address: _____		
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Sign Installed: Date: _____	Notice posted: Date: _____	
<b>ROLL # 4374-_____ - _____ - _____ - 0000</b>		

Did you consult with the Town Planning and Building Services prior to submitting this Application?  Yes  No  
*If yes, please submit a copy of your completed Consultation Form or Record of Meeting.*

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only.*

**Primary Contact:** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**b) Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**c) Planner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**d) Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**e) Solicitor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**f) Engineer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. DESCRIPTION OF SUBJECT LANDS:**

- a) Concession(s): \_\_\_\_\_
- b) Lot(s): \_\_\_\_\_
- c) Registered Plan No. : \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_
- d) Reference Plan No. : \_\_\_\_\_ Part(s): \_\_\_\_\_
- e) Geographic Township (former municipality): \_\_\_\_\_
- f) Civic Address: \_\_\_\_\_
- g) Dimensions of the existing subject lands:

Frontage (m)	Depth (m)	Area (ha)

- h) Are there any easements, covenants or rights-of-way affecting the subject lands:
  - Yes
  - No

If yes, indicate and describe the purpose of the easement, covenant or right-of-way:

\_\_\_\_\_

\_\_\_\_\_

**3. PROVINCIAL PLANS AND POLICIES – OFFICIAL PLAN AND ZONING INFORMATION:**

- a) Official Plan (current designation of subject lands): \_\_\_\_\_
- b) Zoning (current zoning of subject lands): \_\_\_\_\_
- c) The subject land is within an area of land designated under any Provincial plan or plans:

- Yes
- No

d) If yes to above, does the application conform to or does not conflict with the applicable Provincial plan or plans:

- Yes
- No

e) Is the plan consistent with the policy statements issued under subsection 3(1) of the *Planning Act*?

- Yes
- No

f) If yes to above, please describe how: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

g) Does the subject land contain any areas of archaeological potential?

- Yes
- No

If yes, please provide an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*, and a conservation plan for any archaeological resources identified in the assessment.

**4. DESCRIPTION OF PROPOSED PLAN:**

a) Please provide the number of units or dwellings for each of the following:

Detached Residential	_____
Semi-detached Residential	_____
Multiple Attached Residential	_____
Apartment Residential	_____
Seasonal Residential	_____
Mobile Home	_____
Other Residential	_____

Commercial	_____
Industrial	_____
Institutional	_____
Other Use	_____
<b>Total Number of Units or Dwellings:</b>	_____

b) Please provide the number of lots or blocks shown on the draft plan and the area of the land in hectares for each of the following uses:

	<b>No. of Lots Or Blocks</b>	<b>Area of Land in Hectares</b>
Detached Residential	_____	_____
Semi-detached Residential	_____	_____
Multiple Attached Residential	_____	_____
Apartment Residential	_____	_____
Seasonal Residential	_____	_____
Mobile Home	_____	_____
Other Residential	_____	_____
Commercial	_____	_____
Industrial	_____	_____
Park or Open Space	_____	_____
Institutional	_____	_____
Roads	_____	_____
Other Use	_____	_____
<b>Total:</b>	_____	_____

- c) Please provide the number of units or dwellings per hectare and the number of parking spaces for each of the following uses:

	<b>No. of Units Or Dwellings/Hectare</b>	<b>No. of Parking Spaces</b> <small>(per unit)</small>
Detached Residential	_____	_____
Semi-detached Residential	_____	_____
Multiple Attached Residential	_____	_____
Apartment Residential	_____	_____
Seasonal Residential	_____	_____
Mobile Home	_____	_____
Other Residential	_____	_____
Commercial	_____	_____
Industrial	_____	_____
Institutional	_____	_____
Other Use	_____	_____
<b>Total:</b>	_____	_____

- d) Please provide a description of use if one of the proposed uses, under Section a, b or c, is identified as “other residential”, “institutional”, or “other use”:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- e) If the application is for approval of a condominium description please provide information on:

- a) Whether a site plan for the proposed Condominium had been approved and whether a site plan agreement has been entered into.
- b) Whether a building permit for the proposed Condominium had been issued.



- c) Whether the proposed Condominium is under construction or has been completed.
- d) If construction has been completed, the date of completion.
- e) Whether the proposed Condominium is a conversion of a building containing residential rental units, and in that case the number of units to be converted.

**5. EXISTING USES:**

a) Existing uses of the subject land:

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b) Length of time that the existing uses have continued: \_\_\_\_\_

c) Dimensions of all existing buildings or structures on subject land (metric)\*:

Building/ Structure	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

d) Location of all buildings and/or structures on the subject land (metric)\*:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Front Yard (m)	Rear Yard (m)
1.				
2.				
3.				
4.				

*\*Attach separate sheet if more than 4 structures exist*

e) What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

**6. ACCESS:**

- a) Access to the subject land is provided by: \_\_\_\_\_
- Provincial Highway
  - County Road
  - Municipal road (year round)
  - Municipal road (seasonal)
  - Private Road / Right-of-Way
  - Water

- b) If access to the subject land is by water only, indicate the following:  
*Provide written confirmation of parking and docking facilities.*

**Docking** facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

**7. SERVICES:**

- a) Water is provided to the subject land by:
- Town Water
  - Private well
  - Privately owned/operated communal well
  - Lake or other water body
  - Other: \_\_\_\_\_

*If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, a servicing options report and a hydrogeological report shall be submitted with this application.*

- b) Sewage disposal is provided to the subject land by:
- Town Sewers
  - Private sewage system
  - Privately owned/operated communal sewage system
  - Other: \_\_\_\_\_

*If the plan would permit development of more than five lots or units on privately owned and operated individual or communal septic systems, a servicing options report and a hydrogeological report shall be submitted with this application.*

*If the plan would permit development of more than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report shall be submitted with this application.*

c) Storm drainage is provided to the subject land by:

- Town Storm Sewers
- Ditches
- Swales
- Natural
- Other: \_\_\_\_\_

## 8. OTHER APPLICATIONS

Indicate if the subject land is the subject to any applications currently under the *Planning Act*.

Application	File #	Status
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

## 9. PUBLIC CONSULTATION STRATEGY

Describe the proposed strategy for consulting with the public regarding this application (provide explanation below or attach as a separate document):

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## 10. PLANS REQUIRED:

Please attach 10 copies of the draft Plan, drawn to scale, in metric. One copy must be submitted on 8.5" x 11" paper and a digital copy of each plan shall also be submitted in AutoCAD 2006 .dwg format and Adobe Acrobat .pdf format.

Minimum requirements will be a sketch showing the following:

- The boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor.
- The locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts.
- On a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part.
- The purpose for which the proposed lots are to be used.
- The existing uses of all adjoining lands.
- The approximate dimensions and layout of the proposed lots.
- Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided.
- The availability and nature of domestic water supplies.
- The nature and porosity of the soil.
- Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided.
- The Municipal services available or to be available to the land proposed to be subdivided.
- The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.
- Label the lots numerically (i.e.: Lot 1, Lot 2)
- North arrow and scale.

**11. AUTHORIZATION BY OWNER:**

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ the undersigned, being the  
*Registered Owner(s)*

Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_  
*Agent*

to act as my Agent with respect to the preparation and submission of this Application.

\_\_\_\_\_  
Signature of Owner  
*(If Corporation, I have the authority to bind the Corporation)*

\_\_\_\_\_  
Date

**12. FREEDOM OF INFORMATION AND PRIVACY:**

Personal information contained in this form, collected and maintained pursuant to Section 53 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning and Building Services at the Town of Midland at (705)526-4275 ext. 2215.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**13. DECLARATION OF OWNER/AGENT:**

***Must be signed by the Owner(s)/Agent in the presence of a Commissioner.***

I \_\_\_\_\_ (Owner(s)/Agent) of the  
\_\_\_\_\_ of \_\_\_\_\_ in the  
(Town/Township/City)

County/District/Regional Municipality of \_\_\_\_\_

do solemnly declare that all of the statements contained in this Application are true and I 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/District/Regional  
(Town/Township/City)

Municipality of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent *(if applicable)*

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioner's Stamp

**14. ADDITIONAL FEES:**

If Planning, Engineering and/or legal fees are incurred by the Town pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

**Please submit this application to the Town of Midland Planning and Building Services at:**

**Town of Midland  
575 Dominion Avenue  
Midland, Ontario  
L4R 1R2  
(705) 526-4275 ext. 2215  
Fax: (705) 526-9971**

## **APPENDIX 1**

### **Parkland Dedication**

#### ***Planning Act***

#### **R.S.O. 1990, CHAPTER P.13**

#### **Parkland**

**51.1** (1) The approval authority may impose as a condition to the approval of a plan of subdivision (or consent) that land in an amount not exceeding, in the case of a subdivision proposed for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land included in the plan shall be conveyed to the local municipality for park or other public recreational purposes.

#### **Parks**

**53.** (13) If, on the giving of a provisional consent, land is required to be conveyed to a municipality for park or other public recreational purposes and the council of the municipality requires the payment of money to the value of the land in lieu of the conveyance, for the purpose of determining the amount of the payment, the value of the land shall be determined as of the day before the day the provisional consent was given.

#### **Appraisal Required**

Policy at this time is to require the proponent to pay for an appraisal from a professional certified for such purposes by the Appraisal Institute of Canada. The Town reserves the right to retain the Appraiser at the applicant's expense as a condition of approval. The Town also reserves the right to obtain a statement of value at the applicant's expense as a condition of approval.