



TOWN OF MIDLAND

Application for

SUBDIVISION/CONDOMINIUM

IT IS REQUIRED 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 \$12,500.00
 - Deposit \$6,003.00
 - Agreement Preparation \$6,003.00
 - Revision to a Draft Plan \$6,000.00
 - Red Line Revision (minor/technical) \$1,340.00
 - Plan of Condominium
 - Application fee \$9,000.00
 - Exemption from Plan of Condominium \$5,000.00
 - Deposit \$3,450.00
 - Agreement Preparation \$6,000.00
 - Redline Revision \$1,340.00
 - Extension of Draft Plan Approval or Change in Draft Plan Conditions \$4,500.00

Please note the Application fee, Agreement Preparation fee and Deposit are required when submitting an application.
- Electronic copy of the Plan (in metric) in accordance with the requirements of the *Planning Act* in Adobe Acrobat .pdf format.
- Electronic copy of any correspondence, approvals or permits from outside agencies/departments.
- Electronic copy of all studies and reports required to be submitted with your application in accordance with the requirements determined by the Town at the

consultation meeting. Two (2) hard copies of the reports and a .pdf copy shall be submitted to the Town with the Application.

- Electronic copy of your completed Pre-Consultation Form.

ADDITIONAL REQUIREMENTS

WHERE YOUR PROPERTY FRONTS ON PROVINCIAL HIGHWAY 12 OR HIGHWAY 93

Please be advised that you will need to consult with the Ministry of Transportation (MTO) directly respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the MTO Corridor Management Officer at 416-235-3509 or access the MTO Highway Corridor Management website at <http://www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml> or <https://www.hcms.mto.gov.on.ca/>. Town approvals and/or permits may be delayed or restricted where MTO permits and approvals have not been obtained.

WHERE YOUR PROPERTY FRONTS ON COUNTY ROAD 93 (NORTH OF HIGHWAY 12) OR COUNTY ROAD 25 (BALM BEACH ROAD)

Please be advised that you will need to consult with the County of Simcoe respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the County Engineering Technician or access the County website for the required application forms and fees at www.simcoe.ca/dpt/trs/permits. Town approvals and/or permits may be delayed or restricted where County permits and approvals have not been obtained.

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 Building Services

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.

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. 2217
General Inquiries: planning@midland.ca
Submission of Application: planningsubmissions@midland.ca

NOTES:

1. The Town is now receiving all applications by electronic submissions. No hardcopy materials are required unless requested by Staff. All electronic materials must be accessible to the Town, must not be password protected, and should be “flattened” so that they can be uploaded to the review system. All completed application forms and accompanying documents should be sent by email to planningsubmissions@midland.ca. Emails can be received up to 50mb in size but the Town will not accept a zip file submission or submissions through Dropbox. The Town can accept submissions through a SharePoint or OneDrive link granting access to download the documents. Additionally, the documents must not be password protected to allow staff the ability to review and provide comments on the plans. Payment of the required fee can be made in the following manner:
 - A cheque can be mailed/couriered to the Municipal Office with the attention to the Planning Department
 - A cheque, debit, or cash payment can be processed in person during regular business hours
 - A cheque contained within an envelope marked with the attention to the Planning Department can be dropped into the mail slot located at the Third Street entrance during or outside of regular business hours
2. Please note that the Town will only accept complete submissions which includes revised and unrevised documents and submissions. Each submission must contain all of the original documents, documents that have been revised, and documents that have not been revised.



TOWN OF MIDLAND

Application for

- PLAN OF SUBDIVISION
- DRAFT PLAN EXTENSION
- REVISION TO DRAFT PLAN
- RED LINE REVISIONS

- PLAN OF CONDOMINIUM
- CONDO EXEMPTION
- DRAFT PLAN EXTENSION
- RED LINE REVISIONS

OFFICE USE ONLY		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:	Notice posted:	
Date:	Date:	
ROLL # 4374- _____ - _____ - _____ - 0000		

1. PRIMARY CONTACT: _____
All communication will be directed to the Primary Contact only.

2. CONTACT INFORMATION:
a) Registered Owner(s): _____
(List all owners and contact information if multiple exist)

Address Line 1: _____

Address Line 2: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

b) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

c) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

3. 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:

4. 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.

5. 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 _____

Total Number of Units or Dwellings: _____

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:

	No. of Lots Or Blocks	Area of Land in Hectares
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	_____	_____
Total:	_____	_____

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

	No. of Units Or Dwellings/Hectare	No. of Parking Spaces (per unit)
Detached Residential	_____	_____
Semi-detached Residential	_____	_____
Multiple Attached Residential	_____	_____
Apartment Residential	_____	_____

Seasonal Residential	_____	_____
Mobile Home	_____	_____
Other Residential	_____	_____
Commercial	_____	_____
Industrial	_____	_____
Institutional	_____	_____
Other Use	_____	_____
Total:	_____	_____

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.

6. EXISTING USES:

a) Existing uses of the subject land:

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 ²)	Gross Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)

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)

*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: _____

7. 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: _____

8. SERVICES:

a) Water is provided to the subject land by:

- Town
- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: _____

b) Sewage disposal is provided to the subject land by:

- Town
- Private sewage system
- Privately owned/operated communal sewage system
- Other: _____

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

- Town Storm Sewers
- Ditches
- Swales
- Natural
- Other: _____

9. 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)		

10. PUBLIC CONSULTATION STRATEGY

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

11. PLANS REQUIRED:

Please include 1 electronic copy of the draft Plan, drawn to scale, in metric.

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.

12. 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

13. 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. 2216.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

16. ADDITIONAL FEES – TOWN REVIEW

I understand and acknowledge that should the application not receive final approval after the Town’s review of the third submission, an additional fee in accordance with the Town of Midland’s Composite Fees and Charges By-law will be required to be submitted with each subsequent submission.

Signature of Owner

Signature of Agent