



# Town of The Blue Mountains Draft Plan of Subdivision/Condominium Application Package

Planning Services  
The Town of The Blue Mountains  
P.O. Box 310, 32 Mill Street  
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## **FOR OFFICE USE ONLY**

DATE OF PRECONSULTATION: \_\_\_\_\_ APPLICATION RECEIVED: \_\_\_\_\_

DATE ACCEPTED: \_\_\_\_\_ FILE NO. \_\_\_\_\_

RELATED FILE NUMBER(S): \_\_\_\_\_

ROLL NO. \_\_\_\_\_ FEE: \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

- Please complete Parts A, B, C and D for all applications.
- Please complete applicable Schedules for the relevant applications.
- Applicants are encouraged to pre-consult with Municipal Staff concerning any other additional requirements or standards.
- Additional Fees or conditions may apply. Please refer to Town Fees and Charges By-law. Additional Fees or conditions may apply. Please refer to Town Fees and Charges By-law. In addition to the payment of any application fee and security deposit, all costs incurred by the municipality to advertise a Notice of Public Meeting regarding this application in the local newspaper shall also be borne by the applicant.
- Should the Municipality require any or all documents submitted to the Municipality by either the Applicant or their agent, including any third-party documents, to be made accessible, the Applicant and/or their Agent agree to provide the Municipality with accessible copies at the Applicant and/or their Agent's sole expense
- Security Deposits - The Developer agrees to pay to the Town the cost of the Town consultants involved in processing and professional review of this application, including but not limited to the cost of the Town Lawyer for preparation of an Agreement and the cost of the Town Engineer for checking of Plans and specifications and for supervision and inspection on behalf of the Town, and in this regard to pay to the Town the applicable Security Deposit under this application of which shall be applied to the account of such cost. As accounts are received from the Town consultants, they will be paid by the Town and then submitted to the Developer for reimbursement so that the initial deposit will again be built up to enable the Town to pay the next accounts as they are received. It is further agreed that default on any payment not made within 30 days of being invoiced by the Town shall be liable for the payment of interest thereon at the same rate as tax arrears, and shall be considered as default of this Application.
- Towards the end of the one year period after the Town Final Certificate has been issued and all other securities have been released, the Developer shall make a written request to the Town for the release of the balance of the cash (if any)

**deposited in accordance with this application and/or future Agreement. The Town will forthwith discharge the cash to the original Developer or as the original Developer directs. If no such request to return the cash is received by the Town within this one year period, then the Developer agrees to forfeit the cash to the Town by way of liquidated damages to cover the increased expense of holding, tracking, and administering the deposit.**

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**PART A**

**APPLICANT INFORMATION**

**1. Name of Registered Owner:** \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Applicant/Authorized Agent:** \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Indicate the primary contact for correspondence relating to this application:**

Registered Owner

Applicant/Agent

**PART B**

**PROPERTY INFORMATION**

**3. Description of the subject land:**

Assessment Roll No.: \_\_\_\_\_

Concession No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_ Part(s): \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Date acquired by current owner: \_\_\_\_\_

**4. Description of Entire Property**

- (i) Lot Frontage \_\_\_\_\_ metres \_\_\_\_\_ feet
- (ii) Lot Depth \_\_\_\_\_ metres \_\_\_\_\_ feet
- (iii) Lot Area \_\_\_\_\_ sq. metres \_\_\_\_\_ sq. feet

**5. Description of the Area Affected by this Application if Only a Portion of the Entire Property**

- (i) Lot Frontage \_\_\_\_\_ metres \_\_\_\_\_ feet
- (ii) Lot Depth \_\_\_\_\_ metres \_\_\_\_\_ feet
- (iii) Lot Area \_\_\_\_\_ sq. metres \_\_\_\_\_ sq. feet

**6. Abutting And Nearby Lands Uses**

(a) Interest in Abutting Lands

Does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? If yes, describe to what extent.

YES [ ]

NO [ ]

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(b) Use of Abutting And Nearby Lands

Describe the present use on all properties abutting and opposite the subject lands.

North:

East:

South:

West:

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**7. Environmental Constraints**

Indicate whether any of the following environmental constraints apply to the subject lands:  
(See Constraint Mapping, Appendix 1 of the Official Plan)

- |  |   |
|--|---|
| <input type="checkbox"/> Wetlands  | <input type="checkbox"/> Cultural Heritage Resources                    |
| <input type="checkbox"/> Floodplains   | <input type="checkbox"/> Lands used for Former Orchard Production       |
| <input type="checkbox"/> Streams, Ravines Floodplains and Lakes                                | <input type="checkbox"/> Area of Natural and Scientific Interest (ANSI) |
| <input type="checkbox"/> Groundwater and Watershed Management                                  | <input type="checkbox"/> Aggregate Resources                            |
| <input type="checkbox"/> Wooded Areas and Forest Management                                    | <input type="checkbox"/> Thin Overburden-Karst Topography               |
| <input type="checkbox"/> Fisheries, Threatened and Endangered Species and Significant Wildlife | <input type="checkbox"/> Solid Waste Management Buffer                  |
|  | <input type="checkbox"/> Sewage Treatment Plant Buffer                  |
|  | <input type="checkbox"/> Niagara Escarpment Plan                        |

**8. Indicate the Applicable Water Supply and Sewage Disposal:**

(a) WATER	Municipal Water	Communal Water	Private Well	Other specify
Existing	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
Proposed	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
(b) SEWAGE	Municipal Sewers	Communal Sewers	Private Septic	Other specify
Existing	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
Proposed	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<hr/>

**9. Storm Water Management**

(i) Describe Any Alterations Proposed for Grading, Drainage and Storm Water Management Purposes (Use Site Plan Where Appropriate):

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(ii) INDICATE THE TYPE OF DRAINAGE FOR THE PROPERTY

	Sewers	Ditches	Swales	Other (specify)
Existing	[ ]	[ ]	[ ]	_____
Proposed	[ ]	[ ]	[ ]	_____

**10. Indicate the Type of Road Access:**

- [ ] Provincial Highway Access
- [ ] County Road
- [ ] Open and Maintained Municipal Road Allowance
- [ ] Non-maintained/Seasonally Maintained Municipal Road Allowance
- [ ] Private Right-of-way

**11. Mortgages, Restrictions, Covenants, Etc.**

(a) Names and address of all mortgages, holders of charges or other encumbrancers with respect to the subject lands:

Name

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Mailing Address

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Postal Code \_\_\_\_\_

Name

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Mailing Address

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Postal Code \_\_\_\_\_

(b) Is there an existing Site Plan Control Agreement in effect on any portion of the subject lands?

YES [ ]

NO [ ]

(c) Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan if applicable.)

YES [ ]

NO [ ]

**PART C - CURRENT PLANNING STATUS**

**12. Zoning**

(a) Present Zoning Category \_\_\_\_\_ By-law No. \_\_\_\_\_

(b) Has an Amendment been processed to permit the development? Yes \_\_\_ No \_\_\_\_\_. If so please provide the By-law Amendment Number if available?

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(c) If this proposal does not conform to the relevant Zoning By-law, has application been

made to the Town to amend the By-law? Yes \_\_\_\_\_ No \_\_\_\_\_ .  
If yes please provide particulars of Amendment Requested.

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**13. Official Plan**

(a) Official Plan Designation \_\_\_\_\_ Official Plan \_\_\_\_\_

(b) Has an Amendment been processed to permit the development? Yes \_\_\_\_\_ No \_\_\_\_\_ .  
If so please provide the Official Plan Amendment Number if Available? \_\_\_\_\_ .

(c) If this proposal does not comply with the Official Plan, has application been made to the Town to amend the By-law? Yes \_\_\_\_\_ No \_\_\_\_\_ . If yes please provide particulars of Amendment Requested.

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(d) Has all required supporting information as identified in the Official Plan be submitted in support of this application (ie Development Report, Traffic Study, Hydrogeologic Assessment, Landscape Analysis, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

**PART D  
AFFIDAVIT**

Note: This Section must be signed in the presence of a Commissioner of Oaths.

I \_\_\_\_\_ of the \_\_\_\_\_ of

\_\_\_\_\_ in the County / Region of \_\_\_\_\_ solemnly declare that all the statements contained in this application and all the information provided is 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.**

It is understood and agreed that the fee submitted with this application covers only routine processing costs (ie. review by municipality). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (ie: Planning, Legal or Engineering Fees, LPAT Hearing Costs, Agreements, Special Studies, other Approvals or Applications, and any other related matters), will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the

County/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Applicant or Authorized Agent Date

\_\_\_\_\_  
Signature of Commissioner of Oaths Date

**Applicant Authorization**

This Authorization must be completed:

- (a) if the proponent is other than the registered owner(s) of the subject lands (excluding Agents)
- (b) if there are two or more registered owner(s)

To: The Mayor and Council  
 Town of The Blue Mountains  
 32 Mill Street  
 P.O. Box 310  
 Thornbury, Ontario  
 N0H 2P0

I/We, \_\_\_\_\_  
 being the

registered owner(s) of \_\_\_\_\_

in the Town of The Blue Mountains hereby Authorize \_\_\_\_\_  
(property description)

to act on our behalf as Authorized Applicant in this Amendment Application.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**Note:**

In all cases, the registered owner(s) of the subject lands is considered the Applicant(s), however, an Authorized Applicant may be designated to submit this application on behalf of the owner(s). A single registered owner is assumed to be the Authorized Applicant, unless otherwise designated under this Schedule. Where there are two or more registered owners, only one Authorized Applicant must be designated to represent all other registered owners for the purposes of correspondence under Part A and the Affidavit under Part D of the Application. An Authorized Applicant may also be a proponent who is not a registered owner, such as a holder of an option to purchase the subject lands, provided this Schedule is completed.

If the application involves two or more separate properties under separate ownership, separate authorization must be provided from each registered owner and be attached.

An Agent is not the Applicant, and cannot be designated as an Authorized Applicant. An Agent may only be Authorized to represent the registered owner(s) and/or Authorized Applicant.

Where an Authorized Agent is designated by the registered owner(s) for the purposes of correspondence under Part A and the Affidavit under Part D of the Application, it is not necessary to designate an Authorized Applicant.

Applicant Authorization under this Appendix is not required for a signing officer duly authorized by a corporation.

## Agent Authorization

This Authorization must be completed if an Agent is representing the registered owner(s) and/or Authorized Applicant

To: The Mayor and Council  
Town of The Blue Mountains  
32 Mill Street  
P.O. Box 310  
Thornbury, Ontario  
N0H 2P0

I/We, \_\_\_\_\_  
being the

registered owner(s) or Authorized Applicant of \_\_\_\_\_  
in the Town of The Blue Mountains hereby  
(property description)

Authorize \_\_\_\_\_ to act on our behalf as Authorized Agent  
in this Amendment Application.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Note: An agent may provide technical assistance and represent the interests of the proponent but is not the registered owner(s) or Authorized Applicant.



## Schedule A

### Subdivision / Condominium

The following Section and checklist must be completed for the Municipal Review of a Subdivision or Condominium Application that has been made to the County of Grey, who are the approval authority. Please ensure that all Sections have been completed.

Yes	No	
_____	_____	County of Grey File Number 42 _____
_____	_____	Copy of the County Application attached Yes _____ No _____
_____	_____	Provide 3 copies of the proposed Draft Plan

## SCHEDULE B

### SUBDIVISION/ CONDOMINIUM AGREEMENTS

In order to facilitate this process in a timely manner, the submission of information for review must be complete. The following is the minimum list of items that constitute a complete application:

Item	Provided (X)
Legal Plan	
Draft Plan of Subdivision	
Draft Plan Conditions	
General Plan Showing all Services	
Lot Grading Plan	
Erosion Control Plan	
Landscaping Plan	
Geotechnical Report	
Street lighting and signage plan complete with all utilities including hydro, Bell, cable TV and gas	
Plan profiles of all major infrastructure, those being watermain, sanitary sewer, and storm sewer.	
Standard detail drawings that includes the typical road cross section	
Detailed drawings showing any special features such as stream crossings, pedestrian bridges or underpasses, special structures etc.	
A walkway plan	
A storm water management plan and report, complete with all design calculations.	
Sanitary design calculations	
Draft MOE Applications for Approval for storm, sanitary and water works	
Planning Report as per Note 5 Below	

If any of the abovementioned information has not been provided, please indicate reason:

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## NOTES:

- 1 Depending on the type of Development proposed other requirements may be requested such as a traffic report, structural design calculations etc. These should be identified in the Planning Report or Draft Plan Conditions.
- 2 Submissions shall be reviewed for completeness, acknowledgement of the submission will be forwarded from the municipality's Planning Services Department to the Applicant/Agent, including notification of additional information required prior to the commencement of the review by the municipality.
- 3 All required information must comply with the applicable engineering standard of the municipality.
- 4 A Planning Report shall detail how the proposal complies with any parent agreements (ie. Master Development Agreement) and Zoning By-law. Any revisions to previous approvals or submissions must be clearly identified on the Plans.