



**CORPORATION  
de la Cité de / of the City of  
CLARENCE-ROCKLAND**

**APPLICATION FOR  
APPROVAL OF A PLAN OF SUBDIVISION  
OR CONDOMINIUM DESCRIPTION**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

**APPLICANT'S GUIDE**

The following notes are for the assistance of the applicant(s) and should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department  
City of Clarence-Rockland  
1560 Laurier Street  
Rockland, Ontario  
K4K 1P7

Telephone: (613) 446-6022  
Fax: (613) 446-1497

**GENERAL INFORMATION**

1. Pre-consultation discussions with the City of Clarence-Rockland, concerned ministries and agencies are recommended before submitting a complete application. You should familiarize yourself with the Provincial Policy Statement, the content of the United Counties of Prescott and Russell Official Plan and the City of Clarence-Rockland Urban Area Official Plan.
2. **The original and 16 copies** of the application are to be completed and submitted to the Infrastructure & Planning Department of the City of Clarence-Rockland and must be signed by both the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:

- i) Fees for the amount indicated on the attached Schedule “B”.

The fees for the application represent a portion of the anticipated costs for the processing of the application(s). The following are also required to ensure that an application can be deemed complete:

- i) A Cover Letter or Planning Rationale describing the application and outlining reasons for its support and justification;
  - ii) A recent survey plan and/or reference plan;
  - iii) 30 folded copies of the draft plan;
  - iv) 1 copy of the draft plan on “mylar 8½” X 11” paper;
  - v) A pdf copy of the draft plan;
  - vi) 3 copies of any additional supporting information (*see Item 10 of the application form*);
  - vii) A copy of the Deed of Land;
  - viii) A signed letter of Undertaking for a possible OMB appeal.
3. If, in the opinion of the Director of Infrastructure & Planning, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
  4. Once the application has been deemed complete, the Infrastructure & Planning Department will seek comments and recommendations from all relevant municipal departments and external agencies. The Infrastructure & Planning Department will ultimately bring forward a report with a recommendation and conditions to the municipal Council who will then make the final decision.
  5. The Letter of Undertaking is required and binds the Owner to paying the municipality’s cost if the municipality ends-up representing an applicant’s interest at any Ontario Municipal Board Hearing associated with the submitted application.
  6. Applications must be submitted well in advance (approximately 60 days) of any anticipated meeting. The advanced submission period will permit the Municipality to comply with the legislated notification period within the Planning Act.
  7. The Clerk will, if the application receives approval from the municipal Council, initiate the procedures of giving notice of passing of the Draft Plan of Subdivision or condominium description.

**1.0 Owner/applicant and application information**

1.1 Name of owner/applicant. (An authorization is required in Item 12, if applicant is not the owner.)

Registered Owner:		
Name of representative (if the owner is a company):		
Address:	City/Province:	Postal Code:
Telephone: Home (    )	Work (    )	Fax (    )
Email Address:		

Name of applicant or agent:		
Address:	City/Province:	Postal Code:
Telephone: Home (    )	Work (    )	Fax (    )
Email Address:		

Name of Land Surveyor:		
Address:	City/Province:	Postal Code:
Telephone: Home (    )	Work (    )	Fax (    )
Email Address:		

Name, address and telephone number of all persons having any mortgage charge or encumbrance on the property:

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1.2 Send correspondence to: Owner  Applicant  Other  \_\_\_\_\_

1.3 Which official language would you prefer for any correspondence? French  English

1.4 Have you had a pre-consultation meeting with the City's Infrastructure & Planning Department?  Yes  No  
If yes, with whom and when? \_\_\_\_\_

**2.0 Location of the subject land**

2.1 Provide a description of the entire subject property:

Municipal Address:					
Lot:		Concession:		Reference Plan No.:	
Subdivision Plan No(s).: 50M-			Block/Lot No(s).:		
Area	acres	Depth	metres	Frontage (width)	metres
	hectares		feet		feet

2.2 Are there any easements or restrictive covenants affecting the subject land?  Yes  No

2.3 If Yes, describe the easement or covenant and its effect.

\_\_\_\_\_

\_\_\_\_\_

**3.0 Proposed and Current land uses**

3.1 Is this application for approval of:  A Plan of Subdivision  
 A Condominium description

3.2 What is the current planning designation?

i) United Counties of Prescott and Russell Official Plan

ii) Official Plan of the Urban Area of the City of Clarence-Rockland (if applicable)

\_\_\_\_\_

\_\_\_\_\_

3.3 What is the current zoning? \_\_\_\_\_

3.4 What is the current use of the subject land? \_\_\_\_\_

3.5 Complete Table A on Proposed Land Uses

Table A – Proposed Land Uses					
Proposed Land Uses	Number of Units	Number of Lots or Blocks	Area (ha.)	Density (units/ha.)	Number of Parking Spaces
Residential	Single detached				
	Semi-detached				
	Duplex				
	Row-house				
	Street row-house				
	Apartment				
	Seasonal				
	Mobile home				
Commercial					
Industrial					
Park or open space	N/A			N/A	N/A
Institutional ( <i>specify</i> )					
Road	N/A			N/A	
Other ( <i>specify</i> )					

3.6 What are the adjacent land uses?

North:	East:
South:	West:

**4.0 Existing and proposed services**

4.1 Road access is from:

- Private right-of-way
- Municipal road
- County road
- Other \_\_\_\_\_

4.2 What is the name of the road providing access? \_\_\_\_\_

4.3 Indicate the applicable water supply, sewage disposal and stormwater drainage systems:

	<b>Existing</b>	<b>Proposed</b>
Municipal water system	<input type="checkbox"/>	<input type="checkbox"/>
Communal well	<input type="checkbox"/>	<input type="checkbox"/>
Individual well	<input type="checkbox"/>	<input type="checkbox"/>
Other water supply ( <i>Specify</i> ) _____		

	<b>Existing</b>	<b>Proposed</b>
Municipal sewer system	<input type="checkbox"/>	<input type="checkbox"/>
Communal septic	<input type="checkbox"/>	<input type="checkbox"/>
Individual septic	<input type="checkbox"/>	<input type="checkbox"/>
Other sewage system ( <i>Specify</i> ) _____		

	<b>Existing</b>	<b>Proposed</b>
Public storm sewer	<input type="checkbox"/>	<input type="checkbox"/>
Ditch or swale	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>Specify</i> ) _____		

**5.0 Additional Information**

Answers to the following questions will facilitate the review of this application.

	<b>Yes</b>	<b>No</b>	<b>Unknown</b>
5.1 Has there been an industrial or commercial use in the past on the subject land or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, specify the use. _____			
5.2 Has the grading of the land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Has a gas station been located on the subject land or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Is there a reason to believe the subject land may have been contaminated by former uses on the site or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 What did you do and/or what information did you use to answer all the questions in Item 5 (e.g. consultation with municipality, previous owners, Registry Office, etc.)?			

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	<b>Yes</b>	<b>No</b>
5.6 If the answers are yes to questions 5.1, 5.2, 5.3 and 5.4, a previous use inventory showing all former uses of the subject land or, if appropriate, of the adjacent land, is required. Is the previous use inventory attached?	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Are the water, sewage and road works associated with the proposed development subject to the provisions of the <i>Environmental Assessment Act</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
5.8 If the answer is yes to question 5.7, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the <i>Planning Act</i> and the <i>Environmental Assessment Act</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Does the subject land contain any areas of archaeological potential?	<input type="checkbox"/>	<input type="checkbox"/>

**6.0 Additional information for a Condominium Application Only**

	<b>Yes</b>	<b>No</b>
6.1 Has a site plan for the proposed condominium been approved?	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Has a site plan agreement been entered into?	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Has a building permit for the proposed condominium been issued?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Has construction of the development started?	<input type="checkbox"/>	<input type="checkbox"/>
6.5 If construction is completed, indicate the date of completion:	_____	
6.6 Is this a conversion of a building containing rental residential units?	<input type="checkbox"/>	<input type="checkbox"/>
6.7 If yes, indicate the number of units to be converted:	_____	

**7.0 Other related planning applications**

	<b>Yes</b>	<b>No</b>
7.1 Has the subject land ever been the subject to a previous application for approval of a plan of subdivision or a consent?	<input type="checkbox"/>	<input type="checkbox"/>
7.2 If yes and known, indicate the application file number and the decision made on the application.	_____	
	_____	

7.3 Is this parcel of land currently the subject of any of the application listed below?

	<b>Yes</b>	<b>No</b>
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-Law Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>
Consent (Severance)	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Control	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>
Other		



7.4 If the answer to question 7.3 is yes, please provide the following information:

File No. of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Subject to Application: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Amendment: \_\_\_\_\_

**8.0 Provincial Policy Statement**

8.1 Briefly explain how this proposal shall be consistent with the principles of the Provincial Policy Statement issued under the *Planning Act*? (If not discussed in your cover letter or planning rationale.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9.0** Complete Table B – Housing Affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attach on a separate page.

Table B - Housing Affordability			
Housing type	# of units	Unit size (m <sup>2</sup> ) and/or lot frontage (m)	Estimated selling price/rent
Detached			
Semi-detached			
Duplex			
Row or street row-house			
Apartment block			
Other			

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 9.1 Is there any other information which may relate to the affordability of the proposed housing needs served by the proposal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2 If yes, explain in Section 10 or attach on a separate page.  |                          |                          |

**10.0 Other supporting information**

- 10.1 Please list the titles of any supporting documents: (*e.g. Environmental Impact Assessment Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.*).

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**11.0 Affidavit:** *(This must be signed in the presence of a Commissioner)*

I (we) \_\_\_\_\_ of  
Applicant(s)

\_\_\_\_\_ in the  
village / town

\_\_\_\_\_ solemnly  
County / Region

declare that all the statements contained in this application are 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 \_\_\_\_\_  
village / town

of \_\_\_\_\_  
County / Region

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

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

**12.0 Owner's authorization, if the owner is not the applicant**

I (we) \_\_\_\_\_ of  
Owner(s)

\_\_\_\_\_ in the  
village / town

\_\_\_\_\_ do hereby  
County / Region

authorize \_\_\_\_\_  
Name of agent

to act as my agent in this application.

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

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

Date

**SCHEDULE A – APPLICANT’S CHECKLIST****Applicant’s Checklist:**

<b>Have you remembered to attach:</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>▪ 1 original copy and 16 photocopies of the completed application form accompanied by a cover letter or a planning rationale</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ 30 folded copies of the draft plan (full size) and 5 copies of the draft plan on 8½” X 11” paper</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ The required fees, either cash, Interac, cheque or money order, payable to the City of Clarence-Rockland</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ 3 copies of the supporting documentation described in the application form (if applicable)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Survey plan and/or reference plan</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Copy of the Deed of Land</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A signed letter of Undertaking for a possible OMB appeal</li> </ul>	<input type="checkbox"/>

**Please note that at the preparation of the Subdivision Agreement, the Planning Department will require the following:**

- Fees for the revision of plans and fees associated with the signature of the agreement
- Fees for the road maintenance
- 3 paper copies of all approved final plans
- A letter of credit or a certified cheque
- Certificate of insurance

**SCHEDULE B**

**1. SUBDIVISION APPLICATION**

Draft Plan of Subdivision

\$140.00 / dwelling unit or block *(Minimum of \$2,500.00)*

Submission of the Draft Plan of Subdivision following the lapse of approval of the Draft Plan of Subdivision

\$70.00 / dwelling unit or block *(Minimum of \$1,000.00)*

Revision of a Draft Plan of Subdivision

\$80.00 / dwelling unit or block *(Minimum of \$2,500.00)*

Engineering Fee

\$4,000.00 *(for two reviews and \$322.53 for each review after)*

*(All the consultant fees collected for the review of plans and studies will be the responsibility of the applicant)*

Amendment to Subdivision Agreement

\$1,000.00

**2. PLAN OF CONDOMINIUM**

Plan of Condominium

\$135.00 / dwelling unit *(Minimum of \$1,000.00)*

Exemption of a Plan of Condominium

\$1,000.00

Condominium conversion

\$550.00

