



# Application/Exemption for Subdivision and Condominium

**NOTE:** All applications are to be submitted via Portal, through the County's website. Portal, along with further instructions can be found at the following link:

<https://portal.haldimandcounty.on.ca/cityviewportal>  
An incomplete or improperly prepared application may not be accepted and could result in processing delays.

## For Office Use Only

File No. **PL28T-2025-**\_\_\_\_\_  
**PL28CD-2025-**\_\_\_\_\_  
**PLRL-2025-**\_\_\_\_\_  
Roll No. \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Date Received \_\_\_\_\_  
Sign Issued \_\_\_\_\_  
Planner's Initials \_\_\_\_\_

## A. APPLICANT INFORMATION

1. Owner (s) _____	Phone No. _____
Address _____	Fax No. _____
_____	Postal Code _____
	E-Mail _____
2. Agent _____	Phone No. _____
Address _____	Fax No. _____
_____	Postal Code _____
	E-Mail _____

Please specify to whom all communications should be sent:  Owner  Agent

3. Names and addresses of any mortgagees, holders of charges or other encumbrances:

\_\_\_\_\_

4. Are there any easements or restrictive covenants affecting the property?



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Yes  No

If Yes, please describe the easement or covenant and its effect: \_\_\_\_\_

## **B. LOCATION/LEGAL DESCRIPTION OF PROPERTY**

Geographic Township \_\_\_\_\_ Urban Area/Hamlet \_\_\_\_\_

Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Numbers \_\_\_\_\_

Property Address \_\_\_\_\_

## **C. PURPOSE OF APPLICATION**

1. Check whether this application is for approval of:

a plan of subdivision  a condominium description

exemption for a plan of condominium

2. What is the existing Official Plan designation of the subject lands? \_\_\_\_\_

3. What is the existing zoning of the subject lands? \_\_\_\_\_

(If required, assistance from Planning staff is available to answer questions 2 & 3 above)



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4. Complete the following table about PROPOSED land use on the subject land:

<i>Proposed Land Use</i>	<i>Number of Units or Dwellings</i>	<i>Number of Lots and/or Blocks on the Draft Plan</i>	<i>Area (ha.)</i>	<i>Density (Units/Dwellings per hectare)</i>	<i>Number of Parking Spaces</i>
<i>A. Residential: Single family</i>					
Two family					
Multiple family					
Apartment					
Seasonal					
Mobile Home					
Other (describe)					
<i>B. Commercial</i>					
<i>C. Industrial</i>					
<i>D. Park, Open Space</i>	nil			nil	
<i>E. Institutional (describe)</i>					
<i>F. Roads</i>	nil			nil	
<i>G. Other (describe)</i>					
<i>Totals</i>					



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## D. PROPERTY DIMENSIONS, ACCESS, SERVICING

1. Dimensions of the subject lands in *metric units*:

Frontage (m.)	Depth (m.)	Width (m.)	Area (ha.)

2. Present use of the subject land: \_\_\_\_\_

3. Existing or proposed access to the subject land:

Existing/Proposed	Provincial Hwy	Municipal Road	Unopened Road	Other
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other, please specify name of road/street: \_\_\_\_\_

4. Servicing: Please indicate what services are AVAILABLE and/or PROPOSED:

Water Supply			Sewage Treatment			Storm Drainage		
Type	Avail.	Prop.	Type	Avail.	Prop.	Type	Avail.	Prop.
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	Municipal Sewers	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewers	<input type="checkbox"/>	<input type="checkbox"/>
Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Open Ditches	<input type="checkbox"/>	<input type="checkbox"/>
Individual Wells	<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank & Tile Bed	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>			
Unknown	<input type="checkbox"/>	<input type="checkbox"/>						



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5. Have you consulted with Public Works Department concerning storm-water management?

Yes  No

6. Does a legal and adequate outlet for storm drainage exist?

Yes  No  Unknown

7. Has the existing drainage on the subject land been altered?

Yes  No  Unknown

8. If servicing problems are foreseen, what are they? \_\_\_\_\_

\_\_\_\_\_

9. What solutions to any servicing problems are proposed? \_\_\_\_\_

\_\_\_\_\_

## **E. PREVIOUS USE OF THE PROPERTY & ADJACENT LANDS**

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

Yes  No  Unknown

If yes, specify the uses \_\_\_\_\_

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

Yes  No  Unknown

3. Has there been petroleum or other fuel stored on the subject land or adjacent lands at any time?

Yes  No  Unknown

If yes, specify \_\_\_\_\_



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

Yes  No  Unknown

5. What information did you use to determine the answers to questions 1 through 4 above?

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6. If you answered yes to any of questions 1 through 4, a previous use inventory showing all known former uses of the subject land, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached?

Yes  No

### **F. PROVINCIAL POLICY**

1. Is the proposal consistent with Provincial Policy Statements issued under Subsection 3(1) of the Planning Act, 1990, R.S.O. as amended?

Yes  No

Please explain: \_\_\_\_\_

2. Is the subject land within an area of land designated under any provincial plan(s)?

Yes  No

If yes, does the application conform to the applicable provincial plan(s)?

Yes  No

Please explain: \_\_\_\_\_



3. Are any of the following uses or features located on the subject land or within 500 metres (1,640 feet) of the subject land? Please check the appropriate boxes, if any apply. (If required, assistance from Planning staff is available to answer these questions)

<i>Use or Feature</i>	<i>On the Subject Land</i>	<i>Within 500 metres (1,640') of subject land</i>  <i>(Indicate distance)</i>
An agricultural operation, including livestock facility or stockyard		
A municipal landfill		
A sewage treatment or waste stabilization plant		
A Provincially significant wetland (Class 1,2 or 3 wetland) or other environmental feature		
Floodplain		
A rehabilitated mine site		
A non-operating mine site within 1 kilometre		
An active mine site		
An industrial or commercial use (specify the use)		
An active railway line		
Seasonal wetness of land		
Erosion		
Abandoned gas wells		

**Note: If there are any livestock operations within 500 metres (1,640 feet) of the subject land, please complete Form 3 which is available upon request.**



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## **G. STATUS OF OTHER PLANNING APPLICATIONS**

1. Is this property also the subject of a proposed Official Plan amendment that has been submitted for approval?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_

2. Is this property also the subject of an application for a preliminary approval of a plan of subdivision?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_

3. Has this property ever been the subject of a previous application for a consent/severance, minor variance, site plan approval, zoning amendment or minister's zoning order?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_

4. Is there any other application on this property that would affect this application?

Yes  No

If yes, please describe \_\_\_\_\_

## **H. ADDITIONAL INFORMATION (For Condominium Applications Only)**

1. Has a site plan for the proposed condominium been approved?

Yes  No

2. Had a site plan agreement been entered into?





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Yes  No

3. Has a building permit for the proposed condominium been issued?

Yes  No

4. Has construction of the development started?

Yes  No

5. If construction is completed, indicate the date of completion

\_\_\_\_\_

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

Yes  No

If yes, please indicate the number of units to be converted:

\_\_\_\_\_

**I. OTHER INFORMATION**

1. Give a brief description of the existing land use, vegetation, topography and drainage on the property.

\_\_\_\_\_  
\_\_\_\_\_

2. Potential Environmental Effects: What measures have been taken to eliminate any adverse environmental effects from the development on the surrounding area (e.g. traffic, noise, odours, pollution of nearby water bodies, run-off, etc.) and to eliminate any adverse effects from the adjacent area on the proposed development (e.g. buffering, berms, setbacks, etc.)? In agricultural areas, refer to the Minimum Distance Separation Formula. Where potential environmental effects are foreseen, consultation with the appropriate Ministry is recommended.

\_\_\_\_\_

3. Is there any other information that you think may be useful in the review of this application? If so, explain below or attached on a separate page.

\_\_\_\_\_



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## **J. SUPPORTING MATERIAL TO BE SUBMITTED WITH THE APPLICATION**

In order for your application to be considered complete, the following must be included as part of this application (***all figures must be provided in bold numerals, black ink, and metric units***):

1. A draft plan of subdivision, drawn to scale, showing the following in accordance with Section 51 of the Planning Act, R.S.O., 1990, as amended:

<input type="checkbox"/>	Three (3) copies of the draft plan of subdivision. FOLDED to 215 mm x 275 mm (8 ½" x 11")
<input type="checkbox"/>	Two copies of the draft plan on 8 ½" x 11" paper
<input type="checkbox"/>	Three copies of any information/reports indicated in the application form
<input type="checkbox"/>	The boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor
<input type="checkbox"/>	The locations, width and names of the proposed roads within the proposed subdivision and
<input type="checkbox"/>	existing highways/roads on which the proposed subdivision abuts
<input type="checkbox"/>	On a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land
<input type="checkbox"/>	adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has
<input type="checkbox"/>	an interest, every subdivision adjacent to the proposed subdivision and the relationship of the
<input type="checkbox"/>	boundaries of the land to be subdivided to the boundaries of the adjacent lot or other original
<input type="checkbox"/>	grant of which the land forms the whole or part.
<input type="checkbox"/>	The intended use of the proposed lots
<input type="checkbox"/>	The existing use(s) of all adjacent lands
<input type="checkbox"/>	The approximate dimensions and layout of the proposed lots
<input type="checkbox"/>	Natural and artificial features such as buildings or other structures or installations, railways, highways/roads, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided
<input type="checkbox"/>	to the land proposed to be subdivided
<input type="checkbox"/>	The availability and nature of domestic water supplies



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<input type="checkbox"/>	The nature and porosity of the soil
<input type="checkbox"/>	Existing contours or elevations as may be required to determine the grade of the highways/roads and the drainage of the land proposed to be subdivided
<input type="checkbox"/>	The municipal services available or to be available to the land proposed to be subdivided
<input type="checkbox"/>	The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements
<input type="checkbox"/>	Where applicable, the location, size and distances to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the subject lands

2. Public Consultation Strategy – Standard Form or Complex Information/Commitment Form

3. Application fee (see Fee Schedule at page 13).

4. Conservation Authority fee, if applicable (Information available from staff. Conservation Authority fee schedules are also available at these websites: Niagara Peninsula Conservation Authority: [www.conservation-niagara.on.ca](http://www.conservation-niagara.on.ca); Grand River Conservation Authority: [www.grandriver.ca](http://www.grandriver.ca); and Long Point Region Conservation Authority: [www.lprca.on.ca](http://www.lprca.on.ca)).

**Note:** In case other documentation/supporting material become necessary, you will be asked to submit that prior to processing of your application.

### **K. NOTIFICATION SIGN REQUIREMENTS**

For the purpose of public notification and in order for staff to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

- 1. Post sign as soon as you receive it.**
- 2. Post one sign per frontage in a visible location on the subject property.**
- 3. Ensure one sign is posted at the front of the property at least three feet above ground level.**
- 4. Notify the Planner when the sign is in place in order to avoid processing delays.**
- 5. If the sign is not posted in accordance with the above, your application may be deferred.**
- 6. Maintain the sign until notice of decision is received and thereafter removed.**



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For the purposes of this application, the Owner/Applicant/Agent grants permission to the relevant County staff to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

## **L. COLLECTION OF PERSONAL INFORMATION**

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County’s Planning and Development Division at 905-318-5932 ext. 6209 or [planning@haldimandcounty.on.ca](mailto:planning@haldimandcounty.on.ca).

## **M. DECLARATION**

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. 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.

## **N. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

### **AUTHORIZATION OF OWNER (S)**

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this zoning application. I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Acknowledgement of Owner(s) Authorization

\_\_\_\_\_

\_\_\_\_\_

Signature (s)

Date



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## **O. SCHEDULE OF FEES**

### **Notes:**

1. Please make cheques for application fee payable to Haldimand County.
2. A separate cheque payable to the relevant Conservation Authority is also required for applications that fall within that Conservation Authority's watershed.

<i><b>Fee Category</b></i>	<i><b>Fee (\$)</b></i>
A. Subdivision/Condominium Fee:	
i) Minimum fee (includes first 10 units)	6,158.00
ii) Fee per lot (in addition to Minimum Fee)	
a) Each additional lot/unit (past 10 units)	79.00
B. Building Review Fee/lot - Sewage System Assessment	372.00
C. Development Review	
Draft Plan and Functional Servicing Review:	
i) Minimum Fee	1,745.00
ii) Fee per lot (in addition to Minimum Fee)	
a) First ten lots/units	86.00
b) Each additional lot/unit (past 10)	34.00
iii) Maximum Fee	5239.00
iv) Peer review costs (if required)	Full Cost Recovery
v) Redline Major revision to draft (public notice)	700.00
vi) Redline Minor revision to draft (no public notice)	350.00
D. Minor Redline Revisions to Draft Plan Approval (changes to condition(s) of draft approval initiated by applicant) – no public notice required	1,430.00
E. Major Redline Revision to Draft Plan Approval (redline and/or changes to condition(s) of draft approval initiated by applicant) – public notice required	2,377.00
F. Extension to Draft Plan Approval	1,430.00
G. Exemption From Draft Plan Approval For Condominium	1,536.00
H. Dormant Draft Approved Subdivisions – annual file maintenance fee after 3 <sup>rd</sup> year	334.00
I. Application Recirculation (to Agencies) Fee	188.00
J. Application deferral at Applicant's request	320.00



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K. Re-circulation of Public Notice	554.00
L. Condominium conversion	4,760.00
M. Conservation Authorities' Fee:	For lands located within Conservation Authorities' (Niagara Peninsula Conservation Authority, Grand River Conservation Authority, or Long Point Region Conservation Authority) watersheds, please contact planning staff, or refer to the Zoning By-law Interactive Map via the County's website.
N. Additional Fees for legal costs:	
i) Ontario Land Tribunal (OLT) Appeal	2,755.00
ii) Preparation of OLT Appeal Record	237.00
O. Agreements	
Subdivision/Condo:	
i) Administration fee	954.00
ii) Minimum agreement preparation fee (with pre-servicing agreement)	9,840.00
iii) Minimum agreement preparation fee (without pre-servicing agreement)	8,655.00
iv) Review for 3 <sup>rd</sup> & subsequent reviews (each review)	1,745.00
v) Street naming for subdivisions	834.00
vi) Development (with or without services)	1,587.00
viii) Discharge of a registered agreement	1,190.00
ix) Subdivision or development assumption by-law	3057.00
x) Final Approval of Plan of Subdivision or Condominium	1587.00
xi) Clearance of Conditions of Final Approval	1,268.00
xxi) Amendments after registration	1,587.00



**P. SUBMISSION OF COMPLETE APPLICATION/FOR MORE INFORMATION**

For submitting a complete application, getting additional information or assistance in completing this application, please contact a Planner. In case reference to Haldimand County maps is required to complete the application, they are available at the County website: [www.haldimandcounty.ca](http://www.haldimandcounty.ca). Complete applications can be submitted at the following office Monday to Friday between 8:30 am and 4:30 pm:

Haldimand County Planning and  
Development Division  
53 Thorburn Street South  
Cayuga ON N0A 1E0  
Phone: (905)-318-5932