

SUBDIVISION APPLICATION GUIDE

application for approval under Section 51 of the Planning Act, R.S.O. 1990

Rev Mar/11

A. APPLYING FOR SUBDIVISION APPROVAL

The attached application form is to be used only when applying to the Town of Caledon for subdivision plan approval. The application must be completed in full and submitted together with the draft plan and application fee (see Fee Schedule attached to this guide) in accordance with Section 51 of the *Planning Act*. In order to meet processing time frames the applicant is advised that pre-consultation with appropriate authorities during completion of the application is key to ensure identification of all issues and in particular requirements for supporting documentation reports.

B. USING THE APPLICATION FORM

1. The attached application form must be fully completed including the applicants' affidavit and registered owners certificate and returned to the Town of Caledon together with twenty-five (25) photo-stat copies. Please ensure that you keep a copy for your files.
2. The application should be completed by the applicant or his authorized agent. The written authorization of the registered owner and affidavit of the applicant must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form certain infrastructure projects to service plans of subdivision are subject to the provisions of the *Environmental Assessment Act*. The applicant is advised to consult with their engineering consultant to provide determination in this matter.
5. Where additional support materials such as environmental, noise abatement, planning or engineering reports are required five (5) copies of all supporting technical reports and background information must be submitted with the application.

C. DRAFT PLANS

The *Planning Act* requires that the applicant shall provide as many copies of a draft plan as may be necessary and shows all information required under Section 51(17). The plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and include the applicants' certificate. Please note that all draft plans must be submitted in metric units. To carry out the review of the application, a minimum of 25 copies individually folded to 8 ½ x 11 of the draft plan, together with two (2) reductions at 8 ½ x 11 on photographic paper (KP5) will be required. If further copies are needed, the applicant will be notified. The applicant shall also provide 3 ½ inch diskette(s) containing the draft plan in a geo-referenced file compatible with the Town's GIS/AutoCAD mapping systems. The Town uses the ArcView GIS and AutoCAD Version 14, and drawings will be accepted in 'dwg', 'shp' or 'dxf' format. Please include a file name, contact name and phone number on the label of each diskette. If assistance is required please contact the Manager of Information Technology for direction.

D. INFORMATION TO BE SHOWN ON THE DRAFT PLAN UNDER SECTION 51(17) OF THE PLANNING ACT, R.S.O., 1990

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- (c) 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;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed lots;
- (g) natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the lands proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided; and
- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

E. DEALING WITH THE APPLICATION

1. After accepting the application as complete, (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the Town will confer with Town Departments and appropriate ministries, commissions and authorities, and with others who may be concerned, to obtain information and recommendations.
2. After an evaluation of the plan and the recommendations from other bodies, as noted above, conditions may be imposed by the Town in granting draft approval of the plan (approval in principle).
3. Section 51(39) of the *Planning Act* provides that any person or public body may, not later than 20 days after the giving of notice, appeal the decision to the Ontario Municipal Board.
4. The agencies affected by the conditions must indicate to the Town that they have been fulfilled to their satisfaction prior to the approval of the final plan for registration.

F. CONCURRENT CLASS EA PROJECT APPROVAL

Section 6 of the *Environmental Assessment Act* prevents draft approval until the requirements of Section 5(1) have been fulfilled. Section 7 of the subdivision application requires that any Schedule C water, storm drainage, sewage or road projects be identified and the location and dimensions of such projects must be shown on the subdivision plan, in the key plan, separately on the plan.

G. FEES

The Town of Caledon fee for a plan of subdivision is as follows:

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|----|---|-----------------------------------|
| a) | Plan of Subdivision (Residential) | \$5,000 plus \$508/unit |
| b) | Plan of Subdivision (Industrial/Commercial) | \$5,000 plus \$5,000/gross ha |
| c) | Plus additional fee, if applicable | |
| | ▪ Annual carrying fee for inactive files | \$ 1,000 |
| | ▪ Extension of draft approval | \$ 5,000 |
| | ▪ Referral of plan to Ontario Municipal Board | \$ 150 |
| | ▪ Registration of each phase of a plan | \$ 1,500 |
| | ▪ Revised draft approved plan requiring recirculation | \$ 5,000 |
| | ▪ Revisions requiring re-circulation | \$ 5,000 |
| d) | Administration Fee paid at registration: | |
| | ▪ Filed on or before Feb. 5, 2008 | 7% of works |
| | ▪ Filed on or after Feb. 6, 2008 to on or before Jan. 31, 2011 | 0% of works |
| | ▪ Filed on or after Feb. 1, 2011 | 6% of works minus application fee |
| e) | Amendment to registered Subdivision Agreement | \$ 1,000 plus costs |
| f) | Each Subdivision Agreement/Grading Agreement/Pre-Servicing Agreement/Development Agreement | \$ 5,000 plus costs |
| g) | Non-Routine Subdivision Agreement requiring more than 70 hours of work, inclusive or Grading Agreement/Pre-Servicing Agreement/ Development Agreement or both law clerk and solicitor time | \$ 5,000 each plus time and costs |
| h) | When a plan of subdivision requires the preparation of three (3) agreements (Subdivision Agreement, Grading Agreement and Pre-servicing Agreement), the fee for a total of three agreements | \$ 12,000 plus costs |
| i) | Registration of a draft plan of subdivision and compliance documents | \$ 3,000 plus costs |
| j) | Where the municipality, through the Legal Services Department, has retained outside counsel, at the request of the developer/owner, to expedite the preparation of any of a Grading, Pre-Servicing, Subdivision or Development Agreement or the registration of the draft plan of subdivision and compliance documents the developer/owner shall pay the minimum fee for the preparation of the agreements set out above or the registration, and shall, in addition, pay the total cost, including fees, disbursements, and taxes, charged by outside counsel to the municipality. | |

NOTE: HST is applicable to items d), f), g), h) and i) above.

NOTE: The fee for the preparation of any of a Subdivision, Pre-Servicing, Grading or Development Agreement shall be payable in advance and the Legal Services Department shall not commence preparation of the agreement until full payment of the fee has been received.

A cheque in the amount of \$15,000 is to be included with the application, made payable to the Region of Peel.

Conservation Authority Subdivision Review Fee is collected by the Conservation Authority.