

A Homeowner's Guide to  
New Residential Subdivisions



This brochure has been prepared to provide answers for new homeowners on the most frequently asked questions of Builders, Developers, Town Departments and Agencies with respect to new residential subdivisions. It defines certain terms used in connection with new subdivisions, and answers a variety of questions about respective rights and obligations, key contacts, and information about Tarion (formerly the Ontario New Home Warranty Program).



## Key Development Contacts

Town of Caledon 905.584.2272

**Planning & Development**

General Enquiries ext. 4228  
Subdivisions ext. 4231

**Building & Enforcement**

Building Permits ext. 4233  
Bylaw & Property ext. 4220

**Town Clerk**

General Enquiries ext. 4218

**Public Works & Engineering**

General Enquiries ext. 4238

**Recreation**

General Enquiries ext. 4235

**Corporate Services**

General Enquiries ext. 4216  
Tax Collection ext. 4750

Region of Peel

General Enquiries 905.791.7800  
[www.region.peel.on.ca](http://www.region.peel.on.ca)

Tarion

905.455.0500  
[www.tarion.com](http://www.tarion.com)

# FAQS

## FREQUENTLY ASKED QUESTIONS



### UNDERSTANDING THE TERMS

#### **What is a Subdivision Agreement?**

In Caledon, a Subdivision Agreement (Development Agreement) is an agreement between the Developer and the Town which clearly sets out the obligations of the Developer for the construction of roads, storm sewers, parks, open spaces and other areas.

#### **What does Final Acceptance and/or "Assumption" of a new subdivision mean? What is the approximate time frame/procedure for this to occur?**

Final Acceptance and/or "Assumption" of the subdivision by the Town occurs when the municipality assumes responsibility for the maintenance of all municipal services (roads, parks, sewers, sidewalks, street lighting, etc.). This typically occurs within three to five years after the construction of the subdivision or when the Town is satisfied that the Developer's obligations have been fulfilled, usually two years after the final coat of pavement has been applied throughout the subdivision. Until Final Acceptance of the subdivision by the Town, the Developer is responsible for all municipal services and the upkeep of the streets except for snow clearance and garbage/recycling pick-up.

#### **What does it mean to wait for "Final Lot Grading Certification" and what is the approximate time frame/procedure for this to occur?**

A consulting professional engineer working on behalf of the Developer must certify that the final grading of the lots in the subdivision conform with the overall drainage plan approved by the Town's Public Works & Engineering Department. This certification is carried out after the property has been graded and sodded.

## MUNICIPAL GUIDELINES

### **Can I apply for a Parking Permit?**

Generally, there is a 3-hour parking by-law in effect on all Town and Regional streets unless otherwise signed. Parking is prohibited on all streets between 2:00 a.m. and 6:00 a.m. Temporary parking permission is granted by telephoning the Town Hall to assist with overnight parking visitors, construction and driveway repairs. Caledon parking tickets can be paid over the telephone by Visa or MasterCard.

### **Who can I call for snow clearing information?**

Snow clearing is undertaken by the Town's Public Works & Engineering Department.

### **Who can I call regarding school issues such as timing of construction of new schools and busing?**

Please contact Peel/Dufferin School Transportation Services at 905.890.6000 for information regarding schools and busing for both Public and Separate School Boards. Decisions as to when and where to build schools are made by the school boards.

### **When will municipal garbage pick-up commence?**

#### **Where can I get my recycling boxes?**

For information concerning garbage/recycling pick-up and recycling boxes for new residents, call the Region of Peel Wasteline at 905.791.9499.

### **Who is responsible for cleaning roadways?**

Under the terms of the Subdivision Agreement, the Developer and/or Builder is responsible for keeping the roads as clean as possible during the construction of homes. Contact the Builder for complaints of debris, mud or dust. Questions can also be directed to the Town's Public Works & Engineering Department.

### **Will there be a hydro box, sidewalk, community mailbox or streetlight in front of my property?**

Information concerning the placement of utility boxes, sidewalks, community mailboxes, streetlights, etc. in front of your property can be obtained from either the Developer or the Builder of the subdivision. Alternatively, such information is available from the Town's Public Works & Engineering Department. Concerns or enquiries regarding community mailboxes can be made to Canada Post Delivery Planning at 905.339.3401.



## PROPERTY EXPECTATIONS

### **When will the Builder complete the grading, sodding and any unfinished exterior work (e.g. painting, steps, caulking, porch, deck)?**

Due to seasonal availability of sod, grading and sodding works may be delayed some months after occupancy of your home. It is advantageous that sodding of your lot not be carried out immediately after construction, as this time frame allows any settlement to occur on your lot and minimizes corrective works later on. With respect to completing any unfinished exterior work, you should contact your Builder for the timing of these items and copy Tarion with all communications with your Builder about deficiencies.

### **I gave my Builder a deposit when I bought my home. The Builder told me that the Town is holding onto this money. When do I get my money back?**

Sometimes the Builder will require a deposit which they hold onto prior to closing the sale of your home, to ensure the homeowner does not adversely alter the grading of the lot prior to certification. The Town does not require the Builder to take these deposits because the Town maintains the Developer's securities for lot grading until it assumes responsibility for the services in the development. Check your Agreement of Purchase and Sale with the Builder to see when the Builder is to return the deposits, if any, and for any additional warning clauses and information that may apply to the lot/street/subdivision.

### **When will the Developer plant the street trees?**

Planting takes place in the spring and fall each year after the sod is laid by the Builder. The design is based on Council approved road cross-sections: for local roads, the location is usually on Town property on the street side of the sidewalk and the trees are spaced an average of 10m apart. Trees are sometimes placed on private property due to utilities, streetlights or proximity to driveway. This means that not every lot will receive a municipal street tree. The Town reserves the right to choose the species of tree or not to plant at all.

### **When will the Developer/Builder install my fence/deck?**

The Subdivision Agreement registered on title of your lot may refer to fences to be installed by the Developer. Such fencing may include perimeter fencing in the subdivision, such as acoustical fencing and chain link fencing adjacent to open space and/or parks. The completion of decks, porches, etc. are the responsibility of the Builder. You should contact your respective Developer or Builder as necessary for the timing of completion of these items.

### **When can I construct a fence, pool, patio, shed or deck on my property?**

Your Agreement of Purchase and Sale with your Builder may contain a clause stating: *"The Purchaser (homebuyer) shall not alter the grading or drainage pattern of the land (lot) in any way and shall not construct any fences, pools, patios, decks, sheds or similar structure prior to final grading approval without the Vendor's (Builder's) consent"*. The purpose of this clause is to prevent fencing, pools and other works from hindering the Builder's workers and equipment from completing any grading and rectification works. In several instances, Builders have required homeowners to dismantle fences, decks, sheds, etc., and the builder does not re-erect such structures. Homeowners should not install any landscaping, or construct any fence-

## RESPONSIBILITIES

### **What is the Developer's responsibility?**

The Developer is responsible for grading and drainage, construction of sewers, water mains, roads, tree planting, curbs and sidewalks as well as street lighting. The Developer enters into a Subdivision Agreement with the Town for completion of such works associated with the subdivision.

### **What is the Builder's responsibility?**

The Builder who has purchased lots from the Developer then sells the home and lot to the purchaser. The Builder is responsible for constructing your house, the grading and sodding of the lot, driveways and maintaining clean roads and a clean building site.

### **Who do I contact for problems and deficiencies in my new home and lot?**

Your Builder is responsible for any deficiencies in your new house, lot and schedule of completion. It is important to record all complaints about your new home in writing to both your Builder and Tarion. First, give your Builder a chance to act on your complaints. If the Builder fails to respond, notify Tarion and request assistance within the proper time frame of the warranty. For more information, contact Tarion at 905.455.0500 or at [www.tarion.com](http://www.tarion.com).



ing, decks, sheds or a pool that may alter the grading and/or drainage of their lot or neighbouring lots unless approval is granted by the Developer. Until final lot grading approval, any alterations to grade must conform to the requirements of the Town and pose no impact to the overall drainage patterns in the area.

**Do I need a building permit for a shed, deck, fence, pool, or to finish my basement, or for the installation of an air conditioner?**

To determine whether a building permit is required for any construction project you wish to undertake, contact the Town's Building & Enforcement Department or visit the Town's website, which contains information about applying for a building permit. In addition, you should contact the Planning & Development Department to ensure compliance with the requirements of the Town's zoning by-law. A useful publication entitled "Building Permits – A Homeowners Guide" is available either on the Town's website or at the Town's Building & Enforcement Department counter. Information and permit applications for erecting a swimming pool enclosure can also be obtained from the Town's Building & Enforcement Department. Please note, the Subdivision Agreement affecting your lot may also restrict the location of an air conditioner on your property. Should you have any concerns about noise from an air conditioning unit, please contact the Building & Enforcement Department.

**Can I install a gate in the black vinyl fence located at the rear of my property?**

This fence separates your property from a park, public walkway, tree protection area, storm water management pond, open space, hazard land or school. The fences are required under the Subdivision Agreement and the homeowner may not alter the fence in any way, including private gates, in order to protect the public lands.

### **When will my driveway be paved?**

If your Agreement of Purchase and Sale indicates that the Builder will pave the driveway, you should contact your Builder with respect to the timing of completion.

### **Can I widen my driveway?**

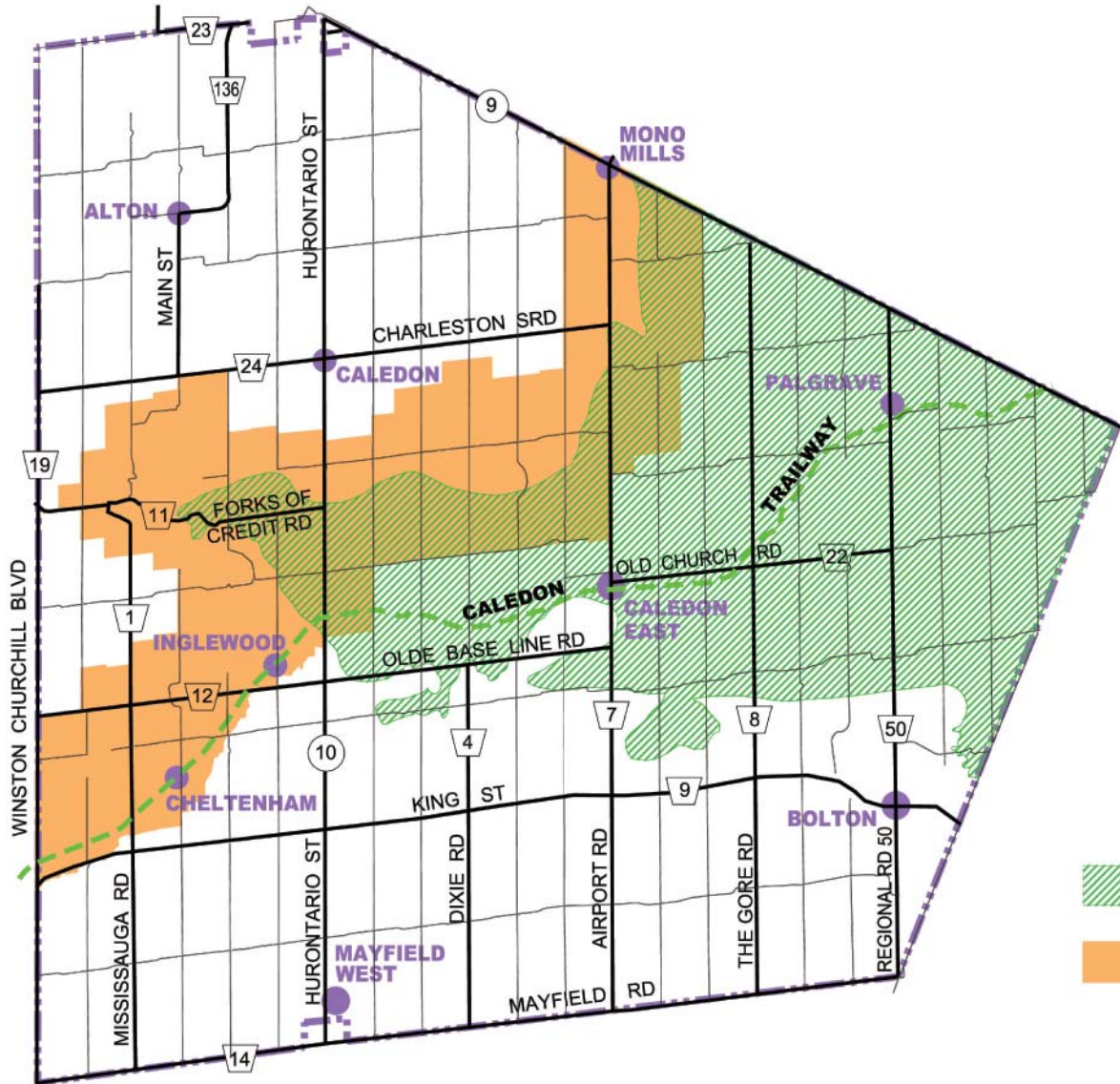
All driveway locations are carefully considered. Generally, driveways can only be located in front of the garage and widening of driveways is not permitted. For further information about widening driveways, contact the Planning & Development Department. If you are permitted to widen the driveway, you will need to purchase a "Road Occupancy Permit" from the Public Works & Engineering Department. If your subdivision is not yet assumed by the Town, you must also obtain the Developer's permission to widen your driveway.



## **PROPERTY TAXES**

### **What is a Supplementary Tax Bill and when is it issued?**

A Supplementary Tax Bill is an additional bill issued by the Town which reflects any increase in taxes resulting from additions or improvements to your property. Owners of newly constructed homes are initially assessed for the value of land only, but are responsible for full taxes from the date of possession. The Municipal Property Assessment Corporation (MPAC) will issue a supplementary assessment for the value of your home effective the date of possession. MPAC may take up to two years to issue a supplementary assessment. Until the Town receives the assessment information from MPAC, we cannot issue a tax bill, and consequently there may be a considerable time lapse from the actual possession date until you receive the Supplementary Tax Bill from the Town. This Supplementary Tax Bill is retroactive to the date of possession. Supplementary Tax Bills may be issued with effective dates for the current taxation year and/or the two prior taxation years. It is possible you could receive tax bills for three years of taxes altogether. For more information, call the Town's Tax Collection Department.



- OAK RIDGES MORAINÉ**
- NIAGARA ESCARPMENT COMMISSION**



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TOWN OF CALEDON**

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