

# Condominium Application Guide

(Application for approval under Section 51 of the *Planning Act, R.S.O. 1990*)

## A. Applying for Condominium Approval

The attached application form is to be used only when applying to the Town of Caledon for condominium plan approval. The application must be completed in full and submitted together with the required application information, fees, reports and plans listed below, to the Town of Caledon Development Approval and Planning Policy Department.

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 the number of copies identified on the DART form. 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, copies of all supporting technical reports and background information must be submitted with the application in accordance with the DART form.

## 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 in metric units, and include the applicants' certificate. To carry out the review of

the application, material copies (in accordance

with the DART Form) are to be individually folded to 8 ½ x 11, together with two (2) reductions of each drawing, 8 ½ x 11 in size, on photographic paper (KP5) will be required. If further copies are needed, the applicant will be notified. The applicant shall also provide a compact disc containing the draft plan in a geo-referenced file (NAD 27) in 'dwg', 'shp' or 'dxf' format. Please include a file name, contact name and phone number on the label of the disc. If assistance is required please contact the Development Approval and Planning Policy Department 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 condominium and of existing highways on which the proposed condominium abuts;
- (c) on a small key plan, on a scale of not less than 1 cm to 100 metres, all of the land adjacent to the proposed condominium that is owned by the applicant or in which the applicant has an interest, every condominium adjacent to the proposed condominium 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.



6311 Old Church Road  
Caledon, ON L7C 1J6  
www.caledon.ca

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## **E. Fees**

- a) A cheque in the amount of the appropriate Town of Caledon fee, made payable to the Town of Caledon. Please refer to the Fee By-law.
- b) A cheque in the amount of the appropriate Region of Peel fee is also collected by the Town, made payable to the Region of Peel.
- c) Conservation Authority Condominium Review Fee is collected by the Conservation Authority.

## **F. Signing the Property**

The applicant shall erect a sign in accordance with the requirements of Schedule II and file with the Development Approval and Planning Policy Department a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Director of Planning and Development.

## **G. Dealing with the Application**

1. After accepting the application as complete as per the Planning Act, (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 internal Town Departments and external agencies who may be concerned, to obtain information and comments.
2. Following evaluation of the plan and the comments from internal departments and external agencies, as noted above, conditions may be imposed by the Town in granting draft approval of the plan (approval in principle).
3. Sections 51(39) of the Planning Act also provides the opportunity for any person, including the applicant or a public body, to appeal the decision of the Town to the Ontario Municipal Board. It is recommended that the applicant acquaint him/herself with the provisions of the Planning Act in this regard.
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.

## **H. 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 6 of the condominium application requires that any Schedule C water, storm drainage, sewage or road projects be identified

# Condominium Application Form

This application for approval under Section 51 of the Planning Act must be fully completed to the satisfaction of the Town of Caledon, before the formal processing of the application will begin.

## For Office Use Only

Major:  Minor:  Surcharge:

Town File Number Assigned: \_\_\_\_\_

Corresponding Condominium File Number: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Complete Application Accepted: \_\_\_\_\_

Application Fee Attached:

## 1. Site and Legal Description

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
Lot/Block: Blocks 118, 152-154, 165, 167, 178, 181 & 182 Registered Plan: 43M-1251  
Part: \_\_\_\_\_ Reference Plan: \_\_\_\_\_  
Street and Number: 9023 5th Sideroad  
Dimensions (metric): Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: 2.81 ha (6.94 ac)  
Date Property was Acquired by Current Owner: \_\_\_\_\_  
Roll Number: 2124-010-0071-2600  
PIN Number: 112093

## 2. Applicant Information

Agent Name: KLM Planning Partners Inc. Attn: Keith MacKinnon  
Address: 64 Jardin Drive, Unit 1B City: Concord Postal Code: L4K 3P3  
Phone: 905.669.4055 Fax: 905.669.0097  
Email: kmackinnon@klmplanning.com

Applicant Name: Same as Owner  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Registered Owner: Villa Lago Residence Inc. [REDACTED]  
Address: [REDACTED] City: [REDACTED] Postal Code: [REDACTED]  
Phone: [REDACTED] Fax: [REDACTED]  
Email: [REDACTED]

Ontario Land Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### Please note:

All correspondence, notices, etc. initiated by the Town in respect of this application will, unless otherwise requested by law, be directed to the applicant's agent noted above except where no agent is employed, then it will be directed at the applicant. Where the registered owner is a numbered company, please indicate a project or development name.



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**3. Proposed Land Use**

Intended Use	No. of Units	Bedroom/Unit				Floor Area (m <sup>2</sup> )
		1	2	3	4	
Detached single family residential						
Double or semi-detached residential						
Multiple units						
Row and townhousing	104					
Commercial						
Industrial						
Other (specify)						
Total parking provided		Total number of units per hectare				
Total area of plan						

**4. Official Plan Status**

Current Official Plan Land Use Designation: High Density Residential and Mixed Lot/Medium Density Residential  
 Applicable Secondary Plan: South Hill Land Use Plan Schedule C-2

Does this condominium application conform to these plans? Yes  No   
 Has an associated Official Plan Amendment application been submitted? Yes  No

*If yes, please provide:*

Town of Caledon File Number: \_\_\_\_\_  
 Status of Application: \_\_\_\_\_

*If Council has adopted an associated Official Plan Amendment that relates to this condominium application, please provide:*

Town of Caledon File Number: \_\_\_\_\_  
 Official Plan Amendment number: \_\_\_\_\_

**5. Zoning By-law Status**

Current Town of Caledon Zoning Designation: MP-310 & RT-67

Does this condominium application conform to the zoning provisions? Yes  No   
 Has an associated Rezoning application been submitted? Yes  No

*If yes, please provide:*

Town of Caledon File Number: \_\_\_\_\_  
 Status of Application: \_\_\_\_\_

**6. Status of Other Applications Under the Planning Act**

- a) Are the lands subject to any other application under the *Planning Act* including an Official Plan Amendment, a Zoning By-law Amendment, a minor variance, a consent, an application for exemption from part lot control or a Minister's Zoning Order?

Yes  No

**If yes, please provide:**

Type of Application(s): Zoning, Site Plan and Draft Plan of Subdivision being filed concurrently  
Name of Approval Authority(s): \_\_\_\_\_  
File Number(s): \_\_\_\_\_  
Status of Application(s): \_\_\_\_\_

- b) Have the subject lands been subject to a previous application for a plan of condominium?

Yes  No

**If yes, please provide:**

File Number(s): \_\_\_\_\_  
Outcome of Application(s): \_\_\_\_\_

- c) Date of Site Plan Approval: \_\_\_\_\_ Site Plan File Number: \_\_\_\_\_

- d) Date on which a building permit was issued: \_\_\_\_\_

**7. Provincial Plan Status**

- a) Is the subject land within a Provincial Plan?

Yes  No

**If yes, please specify** which plans and the conformity of the proposal to the policies within the applicable plans:

Provincial Policy Statement and Places to Grow Growth Plan for the Greater Golden Horseshoe  
\_\_\_\_\_  
\_\_\_\_\_

**8. Other Development Information**

- a) Is this a rental building being converted to a condominium? Yes  No   
b) Is the building(s) under construction? Yes  No

**If no**, please provide the date construction was completed: \_\_\_\_\_

- c) Describe the access to the site via public road(s): \_\_\_\_\_  
\_\_\_\_\_

- d) Does the owner own additional lands adjacent to the draft plan? Yes  No

**If yes**, please show the lands on the draft plan key plan.

**9. Current Land Use**

- a) What is the current use of the subject land? Vacant  
b) How long have these uses continued on the lands? Unknown  
c) Has there been any previous industrial or commercial use on the subject lands?

Yes  No

**If yes, please specify:** \_\_\_\_\_

- d) Has the grading on the subject land been changed by adding or removing material?

Yes  No

**If yes, please specify:** \_\_\_\_\_

- e) Has there ever been a gas station or other fuel dispensing/storage facility on the subject land?

Yes  No

**If yes, please specify:** \_\_\_\_\_

- f) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent lands?

Yes  No

**If yes, please specify:** \_\_\_\_\_

## 10. Proposed Servicing

Complete the following in full including whether all identified technical information requirements are attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

### SEWAGE DISPOSAL

Service Type	Development Proposed	Y/N	Action Required	Attached
Municipal piped sewage system	Any development on municipal service	Y	Confirmation of service capacity will be required during processing	
Municipal or private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological report	
Other	To be described by applicant		To be determined	

### WATER SUPPLY

Municipal piped water system	Any development on municipal service	Y	Confirmation of service capacity will be required during processing	
Municipal or private communal water system	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Individual private wells	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

### STORM DRAINAGE

Piped sewers	Any development on piped service	Y	Preliminary stormwater management plan. Stormwater management study may be required during application processing.	
Open ditches or swales	Any development on non-piped service			

### ROADS AND ACCESS

Public roads	All development	Y	Traffic study may be identified during application processing	
All municipal or provincial collector and arterial roads	Development within 50 metres		Noise feasibility report	

### UTILITIES

Easements and restrictive covenants	Any adjacent or on site		All existing easements and covenants to be shown and effect described on the draft plan	
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**11. Environmental Assessment Act**

Are any water, sewage, or road works associated with the proposed development considered as Schedule C works under the Environmental Assessment Act?

Yes  No

*If yes*, such works must be identified and described on the plan of condominium and the applicant must demonstrate how requirements of the Act will be addressed.

**12. Development or Servicing Agreements**

a) Is a Development or Condominium (Water) Servicing Agreement required between the Developer and the Region?

Development Agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Servicing Agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Both	Yes <input type="checkbox"/>	No <input type="checkbox"/>

b) Has a Condominium (Water) Servicing Agreement been executed and registered on title?

Yes  No

*If yes, please provide* the date of registration: \_\_\_\_\_

**13. Environmental Effects**

What measures (i.e. buffering, berms, setbacks, etc.) will be taken to eliminate any adverse environmental effects (i.e. traffic, noise, odours, pollution of nearby water bodies, run-off, etc.) on the proposal development or the adjacent area? Where potential adverse environmental effects are foreseen, consultation with the appropriate agencies recommended.

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**14. Additional Information**

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#### 14. Site Features and Constraints Concerning Matters of Provincial Interest

The following features are matters of Provincial Interest and/or relate to Provincial Policy Statements. Please indicate if they are located on the subject property or abutting property and advise if the required technical information to demonstrate consistency with Provincial Policy is attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
1.1.1	Non-farm development outside of urban areas and designated settlement areas or expansions of same	Development proposed outside of or the expansion of these areas requires a Justification Analysis Study.			✓	
1.1.3	Class 1 industry. (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)	A feasibility study is needed for: a) residential and other sensitive uses within 70 metres of a Class 1 industry or vice-versa.			✓	
	Class II Industry. (Medium scale, processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)	b) residential and other sensitive uses within 300 metres of a Class II industry or vice-versa; and			✓	
	Class III industry within 1000 metres. (Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions)	c) residential and other sensitive uses within 1000 metres of a Class III industry or vice-versa.			✓	
	Landfill site	A landfill study to address leachate, odour, vermin and other impacts is needed.			✓	
	Sewage treatment plant	A feasibility study is needed for residential and other sensitive uses.			✓	
	Waste stabilization pond				✓	
	Active railway lines	Within 100 metres, a feasibility study is needed for development.			✓	
	Controlled access highways or freeways, including designated future ones				✓	
1.1.3	Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	A feasibility study is needed for: a) Group 1 uses (residential) between the 28 and 35 NEF/NEP contour. At or above the 35 NEF/NEP contour development may not be permitted. b) Group 2 uses (office/commercial) at or above the 30 NEF/NEP contour. c) Group 3 uses (industrial) at or above the 35 NEF/NEP contour.			✓	
	Electric transformer stations	Within 200 metres, a noise study is needed for development.			✓	



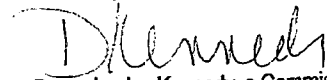
Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
1.2.1	Affordable Housing	Encourage housing forms and densities designed to be affordable to moderate and lower income households.				
1.3.3	Transportation and infrastructure corridors	The continuous linear characteristics of significant transportation and infrastructure corridors and rights-of-way to be protected.			✓	
2.1.3	Prime agricultural land	Only agricultural, secondary and agricultural related uses are permitted within prime agricultural area designations. Removal of lands from prime agricultural areas will require a Justification Study.			✓	
2.1.4	Agricultural operations	A separation distance calculation under the Minimum Distance Separation Formula for non agricultural uses to be complied with and submitted concurrently with the application.			✓	
2.2.3.2	Existing pits and quarries	It must be demonstrated that proposed development will not preclude the continued use of existing pits and quarries.				
2.2.3.3	Protection of mineral aggregate resources	Within or adjacent to mineral aggregate resources areas, justification is needed for non-mineral aggregate development.				
2.3.1	Significant portions of habitat of endangered and threatened species	Within this feature development is not permitted. Within 50 metres an Environmental Impact Study is needed.				
2.3.1	Significant woodlands and valleylands, significant areas of natural and scientific interest (ANSI), significant wildlife habitat, fish habitat	Except for fish habitat and valleylands, within these features or within 50 metres of the feature, an Environmental Impact Study is needed for proposed development. Within 30 metres of a valleyland, an Environmental Impact Study is needed which must include fish habitat.				
2.3.1	Significant wetlands	Within significant wetlands development is not permitted. Within 120 metres, an Environmental Impact Study is needed.				
2.3.3	Diversity of natural features and their natural connections	Within 50 metres of a significant natural corridor an Environmental Impact Study is needed.				
2.4.1	Surface water, groundwater, sensitive groundwater recharge/discharge areas, headwaters and aquifers	It must be demonstrated that the quality and quantity of these features will be protected or enhanced.				
2.5.1	Significant cultural heritage landscapes and built heritage resources	Development to conserve significant cultural heritage landscapes and built heritage resources.				

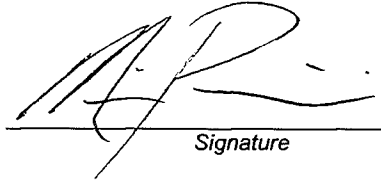
Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
2.5.2	Significant archaeological resources	In areas containing significant archaeological potential and resources, these resources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development.				
3.1.1	Erosion hazards and unstable soils or bedrock	Areas of unstable soils or bedrock and within the 100 year erosion limit of ravines, river valleys and streams, development should be restricted.				
3.1.2	Flooding hazards	Within the regulatory shoreline, a feasibility study is needed, but within defined portions of the dynamic beach and defined portions of the 100 year flood level along connecting channels, development is not permitted.				
3.1.2	Flood plains	Where one zone flood plain management is in effect, development is not permitted within the flood plain. Where two-zone flood management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.				
3.2.1	Mine hazards or former mineral resource operations	Development on or adjacent to such features will only be permitted if satisfactory rehabilitation measures have been completed.				
3.2.2	Contaminated sites	In areas of possible soil contamination, an inventory of previous uses is needed and site restoration to ensure no adverse effect.				

**15. Affidavit of Applicant**

I, Michael Paradisi of the City of Toronto in the Province of Ontario solemnly declare that all above statements contained within the application are true, and I make this solemn declaration conscientiously believe it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act."

Declared before me at the City of Vaughan in the Region of York this 10 day of June 20 16

  
Draga Louise Kennedy, a Commissioner  
etc., Regional Municipality of York for  
KLM Planning Partners Inc.  
A Commissioner of Oaths  
Expires September 3, 2018

  
Signature

**16. An Applicant's Certificate Shall be Provided and Signed on the Draft Plan**

**17. Registered Owner's Authorization**

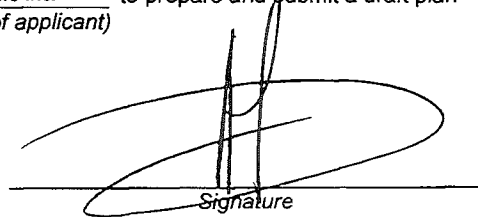
The owner(s) must complete the following:

As of the date of this application, I (we), Villa Lago Residences Inc. being the registered owner(s) of  
(type or print name)

the subject lands hereby authorize, KLM Planning Partners Inc. to prepare and submit a draft plan  
(type or print name of applicant)

condominium for approval.

May 30, 2016  
Date

  
Signature

