

Submission: 30CDM-\_\_\_\_\_

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

*Under S.51 of the Planning Act*

## **APPLICATION FOR PLAN OF CONDOMINIUM**

The information in this form is prescribed in Schedule 1 to Ontario Regulation 544/06 made under the Planning Act. This Information must be provided with the appropriate fee(s). If the information and fee(s) are not provided, the Township will return the application or refuse to further consider the application until the information and fee(s) have been provided.

For assistance completing the application, please contact Development Services: [planning@wilmot.ca](mailto:planning@wilmot.ca).

### **SUBMISSION REQUIREMENTS:**

- ☐ Application form (completed and signed)
- ☐ Proposed draft plan (as described below)
- ☐ Overlay plan (proposed condominium plan overlaid on site plan if applicable)
- ☐ Other required information, reports and studies (as identified during Pre-submission Consultation)
- ☐ If subject lands are within a Source Protection Area, Notice of Source Protection Plan Compliance (Section 59 Notice) obtained online: <https://taps.regionofwaterloo.ca/>
- ☐ Required fees (payable to the Township of Wilmot): For current fees visit: <https://www.wilmot.ca/en/doing-business/Planning-Fees.aspx>
- ☐ Region of Waterloo review fee in the form of a cheque made payable to the Region of Waterloo. For current Regional fees, please visit <https://www.regionofwaterloo.ca/en/doing-business/applications.aspx>
- ☐ Digital submission of all materials online (<https://www.wilmot.ca/en/doing-business/development-application-submission.aspx>), via email to [planning@wilmot.ca](mailto:planning@wilmot.ca), or submitted by USB (PDF format).  
**Paper copies are not required**

Grand River Conservation Authority (GRCA) review fees may apply if the subject property is regulated by the GRCA. The GRCA will invoice the applicant/agent directly. For current GRCA fees, please visit <https://www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx>.

### **DRAFT PLANS**

Plans must be drawn on a single sheet, to scale with all measurements in metric units and include:

- All items identified in Subsection 51(17) of the Planning Act, as amended
- A key map, at a scale of not less than 1cm to 100m on the proposed draft plan
- The location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) located on or adjacent to the subject land
- The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way
- The location and nature of any easement affecting the subject land
- The minimum and maximum density by residential type for all lots and blocks in which residential units may be permitted
- An area or block measuring not less than 9cm x 7cm on the title/information block of the plan in which the Township may affix the draft approval stamp and signature

1.0 APPLICANT INFORMATION

1.1 Name of Registered Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred method of communication: ☐ Regular mail ☐ Email

1.2 Name of Authorized Agent(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred method of communication: ☐ Regular mail ☐ Email

2.0 LOCATION OF THE SUBJECT LAND

Lot(s): \_\_\_\_\_ Concession: \_\_\_\_\_ Block: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s) and/or Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part(s): \_\_\_\_\_

Municipal Address: \_\_\_\_\_

2.1 Particulars of the Property (in metric units)

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

3.0 PRE-SUBMISSION CONSULTATION

3.1 Was the draft plan of condominium reviewed through Pre-submission Consultation? ☐ Yes ☐ No

If yes, please include a copy of the Record of Pre-submission Consultation.

**NOTE:** A Pre-Submission Consultation is **strongly encouraged** to scope the information and materials required for a complete application.

4.0 DESCRIPTION OF CONDOMINIUM PROPOSAL

4.1 Indicate which type of approval is being sought:

☐ Standard Condominium ☐ Common Element Condominium ☐ Phased Condominium

☐ Condominium Conversion ☐ Vacant Land Condominium ☐ Leasehold Condominium

4.2 Describe the condominium proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.3 If this proposal is a condominium conversion, does the building contain rental residential units?

☐ Yes ☐ No If yes, indicate:

Number of units to be converted: \_\_\_\_\_ Number of units currently occupied: \_\_\_\_\_

5.0 STATUS OF OTHER APPLICATIONS

5.1 Has the land ever been the subject of any other planning application?

	Application Type	File Number	Status
<input type="checkbox"/>	Site Plan Approval		
<input type="checkbox"/>	Plan of Subdivision		
<input type="checkbox"/>	Consent		
<input type="checkbox"/>	Minor Variance		
<input type="checkbox"/>	Official Plan Amendment		
<input type="checkbox"/>	Zoning By-law Amendment		
<input type="checkbox"/>	Minister's Zoning Order		

**NOTE:** Common Element Condominiums can only be established on a block within a registered plan of subdivision.

5.2 Has a Section 41 Site Plan Agreement been entered into? ☐ Yes ☐ No

5.3 Has a building permit been issued for any units within the proposed plan? ☐ Yes ☐ No

5.4 Has construction of the development started? ☐ Yes ☐ No

If yes, indicate: Start date:\_\_\_\_\_ Completion date (or expected):\_\_\_\_\_

**NOTE:** Should occupancy occur prior to draft plan approval, the condominium may be considered a condominium conversion and be subject to Regional Official Plan policy 3.A.5.

6.0 PROPOSED LAND USE CHART

Complete this section only if this chart has not been included on the draft plan.

Proposed Land Use	Number of Units	Lots/Blocks on Draft Plan	Area (ha) of Proposed Use	Density (Units per hectare)	Number of Parking Spaces
Single Detached					
Semi-detached					
Street Townhouse					
Multiple Residential					
Apartment					
Seasonal Residence					
Mobile Home					
Other Residential (specify): _____					
Commercial				N/A	
Industrial				N/A	
Other (specify): _____					
TOTALS:					

7.0 CURRENT LAND USE AND DESIGNATION

Complete this section only if Site Plan Approval has not been received or a Building Permit has not yet been issued.

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

7.2 How is the subject land currently designated in the applicable official plans?

Regional Official Plan: \_\_\_\_\_

Wilmot Official Plan: \_\_\_\_\_

7.3 Does the proposed development require an amendment to the Official Plan(s)? ☐ Yes ☐ No  
**NOTE:** If an Official Plan Amendment is required, it must be submitted prior to or concurrently with this application.

7.4 How is the subject land currently zoned? \_\_\_\_\_

7.5 Does the proposed development require an amendment to the Zoning By-law? ☐ Yes ☐ No  
**NOTE:** If a Zoning By-Law amendment is required, it must be submitted prior to or concurrently with this application.

**8.0 CURRENT SITE CONDITIONS**

Complete this section only if Site Plan Approval has not been received or a Building Permit has not yet been issued.

8.1 Type of access (check where appropriate):

☐ Provincial highway ☐ Regional road ☐ Township road ☐ Private road ☐ Right-of-way

8.2 Type of water supply proposed (check where appropriate):

☐ Publicly owned/operated piped water system ☐ Privately owned/operated individual well  
☐ Privately owned and operated communal well ☐ Other means

8.3 Type of sewage disposal proposed (check where appropriate):

☐ Publicly owned/operated sanitary sewer ☐ Privately owned/operated individual septic  
☐ Privately owned/operated communal septic\* ☐ Other means

\*If selected, and if more than 4,500 litres of effluent would be produced per day as a result of the development being complete, a servicing options report and hydrogeological report must accompany the application.

8.4 Type of Storm Drainage (check where appropriate):

☐ Sewers ☐ Ditches or swales ☐ SWM Pond ☐ Infiltration Trenches ☐ Other means

8.5 Has the grading of the subject land substantially changed? ☐ Yes ☐ No

8.6 Is there reason to believe the surface or subsurface of the subject land may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☐ No

If yes, what information was used to determine the answer? \_\_\_\_\_

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

8.7 If yes to Question 8.6, an Environmental Audit of the site including a previous use inventory showing all former uses of the subject land, and the adjacent land, is required.

Is the Environmental Audit attached? ☐ Yes ☐ No

8.8 Do the lands contain any areas of archeological potential? ☐ Yes ☐ No

If yes, is an Archeological Assessment and a Conservation Plan attached? ☐ Yes ☐ No

8.9 Are there any existing buildings on the subject lands? ☐ Yes ☐ No

If yes, are they to be demolished? ☐ Yes ☐ No

8.10 Are any buildings, structure or features on the subject lands or adjacent lands designated under the Ontario Heritage Act or in the process of being designated? ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

8.11 Are there any existing easements or restrictive covenants affecting the subject land? ☐ Yes ☐ No

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

8.12 Are there significant wetlands, as designated in the Township Official Plan (including the Regional Official Plan) located on the subject property or within 120m of the subject property? ☐ Yes ☐ No

8.13 Are the lands located within a Source Protection Area? ☐ Yes ☐ No

If yes, please provide a copy of the Notice of Source Protection Plan Compliance (Section 59 Notice) obtained from the Regional Municipality of Waterloo.

8.14 Is the subject land located within 300m of a rail line? ☐ Yes ☐ No

8.15 Is the subject land located within (check where appropriate):

- ☐ 70m of a Class I industry (small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operation only)?
- ☐ 300m of a Class II industry (medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)?
- ☐ 1000m of a Class III industry (processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions)?

8.16 List any approvals or permits previously issued in support of the proposed draft plan prior to submission of this application (i.e. access, fill, construction and alteration to waterways permit, archaeological study) and provide copies of documentation:

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

**9.0 ENVIRONMENTAL SCREENING QUESTIONNAIRE**

9.1 Was the subject property ever used for industrial purposes? ☐ Yes ☐ No ☐ Uncertain

If yes, please describe approximate dates and types of industry: \_\_\_\_\_  
\_\_\_\_\_

9.2 Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? ☐ Yes ☐ No ☐ Uncertain

If yes, please describe approximate dates and types of commercial activity: \_\_\_\_\_  
\_\_\_\_\_

- 9.3 Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?  
☐ Yes ☐ No ☐ Uncertain
- If yes, please describe approximate dates and description of waste materials: \_\_\_\_\_
- \_\_\_\_\_
- 9.4 Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required?)  
☐ Yes ☐ No ☐ Uncertain
- If yes, please summarize details: \_\_\_\_\_
- \_\_\_\_\_
- 9.5 Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?  
☐ Yes ☐ No ☐ Uncertain
- If yes, please describe the nature of the suspected contamination: \_\_\_\_\_
- \_\_\_\_\_
- 9.6 Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?  
☐ Yes ☐ No ☐ Uncertain
- 9.7 Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property?  
☐ Yes ☐ No ☐ Uncertain
- If yes, please summarize details: \_\_\_\_\_
- \_\_\_\_\_
- 9.8 Does the property have or ever had a water supply well, monitoring well, geothermal well?  
☐ Yes ☐ No ☐ Uncertain
- If yes, please provide details: \_\_\_\_\_
- 9.9 Does this property use or has it ever used a septic system?  
☐ Yes ☐ No ☐ Uncertain
- 9.10 Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?  
☐ Yes ☐ No ☐ Uncertain
- 9.11 Will lands be dedicated to the Township or Region as part of this application (including road allowances, daylight triangles)?  
☐ Yes ☐ No ☐ Uncertain

**10.0 OTHER INFORMATION AND MATERIALS**

- 10.1 How does the application address affordable housing? \_\_\_\_\_
- \_\_\_\_\_
- 10.2 Is the plan consistent with the policy statements issued under subsection 3(1) of the Planning Act:  
  
☐ Yes ☐ No
- 10.3 Is there any other information that you think may be useful to the Township or other agencies in reviewing this application? If so, explain below or state where the information can be found in the Planning Report.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

11.0 ACKNOWLEDGEMENT, AUTHORIZATION, AND AFFIDAVIT

11.1 Acknowledgement

I/We understand that receipt of this application by the Township of Wilmot does not guarantee it to be a complete application. Further review of this application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application submitted.

Once the application is deemed to be fully complete, the application fee will be deposited, the application will be circulated for agency comments, a notice of public meeting will be mailed to neighbouring property owners within 120 metres of the subject property, and a notice of development application sign will be posted in front of the subject property.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property during regular business hours for the purposes of conducting site visits, including photographs, which are necessary for the evaluation of this application.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

11.2 Authorization

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed.

I/We, \_\_\_\_\_, owner of the land that is the  
subject of this application, hereby authorize \_\_\_\_\_  
to make this application and to act on my/our behalf.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

11.3 Affidavit

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_  
solemnly declare that the information contained in this application is true and that the information  
contained in the documents that accompany this application in respect of the above Sections is true.

Declared before me

At the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Owner/Agent