



Development Services Department
60 Snyder's Road West
Baden, ON N3A 1A1
519-634-8444
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www.wilmot.ca/planning

Submission: 30T-_____

Under S.51 of the Planning Act

Date Received: _____

APPLICATION FOR DRAFT PLAN OF SUBDIVISION

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.

SUBMISSION REQUIREMENTS:

- ☐ Application form (completed and signed)
- ☐ Proposed draft plan (as described below)
- ☐ 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, 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, showing the matters described in the subsection
- 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

PLANNING REPORT

All proposed plans of subdivision applications must be accompanied by a Planning Report and include the following:

- a) **Introduction** - A general discussion of the subject area that is under consideration and any pertinent background information.
- b) **General Description** - A legal description of the property including location, size and physical features.
- c) **Consistency and Conformity** - A discussion of the proposed plan of subdivision's consistency with Provincial Planning Statement and conformity with the Township Official Plan (including the Regional Official Plan) and Zoning By law.
- d) **The Concept** - A brief description of a theme, market orientation or special aspects to the physical layout of the subdivision.
- e) **Road Patterns** - A description of the principal road pattern with regard to public transit and traffic flow, hierarchy of internal streets, and proposed street names.
- f) **Site Development** - A description of the elements in the plan such as walkways/trail network, utilization of watercourses, area grading, and treatment of low lying wet lands and organic soils.
- g) **Land Use Pattern** - A discussion of proposed densities, location of housing types, commercial facilities, schools, parks etc., and the relationship of these land uses to the natural features of the site. A discussion of existing buildings or structures on site, if any, those intended for demolition or retention including a review of heritage impact.
- h) **Statistical Analysis** - A calculation of density ranges, service and commercial facilities, schools, parks and open space, churches, major roads, community centre, etc., with sizes noted and percentage of land proposed for each use. This analysis will assist in determining school and servicing requirements and overall population densities.
- i) **Utilities and Engineering** - A discussion of sanitary sewers or sewage disposal, water supply/distribution, lands below Regional floodlines, urban drainage and stormwater management, master drainage plan and conformity, watershed study and conformity, and gas, hydro, telephone servicing. At the initial review stage this information will be of a preliminary nature but will indicate an awareness of conditions to be resolved between the applicant/developer and the applicable public body.
- j) **Boundary Conditions** - A discussion of existing land use and environmental conditions at least 20 metres (64 feet) beyond the subject area. Such a discussion shall be sufficiently thorough to ensure that no impediment is caused by the development for any adjacent lands.
- k) **Environmental Assessment (EA)** - What services and facilities are covered by EA Act and under which schedule will these projects be assessed?
- l) **Staging and Phasing of Development** - An estimate should be included as to phasing and timing of development with direction from the applicant regarding how the subdivision registration (final approval) will be staged and how servicing and development will be phased within each registration.
- m) **Noise Impacts** - A discussion of how the plan has been designed to address impacts from nearby road, rail or stationary noise sources. The discussion should also identify the manner in which mitigation, if any, may be implemented.
- n) **Odour Impacts** - A discussion of how the plan has been designed to address impacts from existing or proposed odour sources in the vicinity of the subject site. The discussion should also identify how any mitigation measures may be implemented.
- o) **School Accommodation** – A discussion of the availability of and access to school sites for the proposed development. Where a school site is needed, as identified by the schoolboard(s), the options for the location of the site.

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 CONSULTATION3.1 Was the draft plan of subdivision 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 required information and materials for a complete application.**4.0 PROPOSED SERVICING INFORMATION**

4.1 Type of access (check where appropriate):

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

4.2 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

4.3 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.

4.4 Type of Storm Drainage (check where appropriate):

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

NOTE: a preliminary stormwater drainage report is required for all types of storm drainage.

4.5 Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act? ☐ Yes ☐ No

If yes, do you want the notice of public meeting to be modified to stated that the public meeting will address requirements of both the Planning Act and Environmental Assessment Act? ☐ Yes ☐ No

5.0 CURRENT LAND USE AND DESIGNATION

5.1 How is the subject land currently designated in the applicable official plan?

Regional Official Plan: _____

Wilmot Official Plan: _____

5.2 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.

5.3 How is the subject land currently zoned? _____

5.4 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.

5.5 Has the subject land been subject to any other planning application(s) (plan of subdivision, consent, minor variance, site plan, official plan amendment, zoning by-law or Minister's zoning order)? ☐ Yes ☐ No

If yes, indicate file number(s) and the status of the application(s): _____

6.0 Current Site Conditions

6.1 What is the current use of the subject land? _____

6.2 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? _____

6.3 If yes to Question 6.2, 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

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

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

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

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

6.5 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: _____

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

If yes, please describe: _____

6.7 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

6.8 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.

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

6.10 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)?

6.11 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:

7.0 PROPOSED LAND USE

7.1 Proposed Land Use Chart:

To be completed only if this table is not 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					N/A
Semi-detached					N/A
Street Townhouse					
Multiple Residential					
Apartment					
Seasonal Residence					
Mobile Home					
Other Residential					

(specify): _____					
Commercial				N/A	
Industrial				N/A	
Park	N/A			N/A	N/A
Open Space	N/A			N/A	N/A
Stormwater Management	N/A			N/A	N/A
Institutional (specify): _____					
Roads					
Walkway					
Other (specify): _____					
Other (specify): _____					

NOTE: For lotless blocks, the minimum and maximum units must be identified

7.2 What is the gross residential unit density per hectare for the total land area subject to this application?

7.3 What is the gross residential unit density per hectare for the total land area subject to this application minus those lots, blocks, roads etc. being created for a public purpose?

8.0 OTHER INFORMATION AND MATERIALS

8.1 Proposed strategy for consulting with the public with respect to the application:

☐ The public consultation process will follow the Planning Act statutory requirements

Additional strategy (if any): _____

8.2 How does the application address affordable housing? _____

8.3 Is the plan consistent with the policy statements issued under subsection 3(1) of the Planning Act:

☐ Yes ☐ No

8.5 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.

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 ACKNOWLEDGEMENT, AUTHORIZATION, AND AFFIDAVIT

10.1 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

10.2 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

10.3 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