



INFORMATION AND PROCEDURES

The attached application is to be used by persons or public bodies as an application for approval of draft plan of subdivision or condominium. In the application, "subject land(s)" means the land(s) that is the subject of this application. This application and any attached supporting documentation contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the Municipal Act, as amended, and the Planning Act, as amended, and will be used in the processing of the application for approval of a draft plan of subdivision or condominium.

This Guide has been prepared by the Township of King Planning Department to provide a general outline of the procedures involved in the processing and review of an Application for approval of a draft plan of subdivision or condominium in the Township of King. The purpose of the Guide is to familiarize the Applicant of the responsibilities of both the proponent and the Municipality under the provisions of the Planning Act, as amended.

Pre-consultation

Pre-consultation prior to submission of an application is a critical component of the processing of an application. All applicants must pre-consult with Planning Department staff prior to submitting an application to discuss information requirements and clarify any issues related to the processing of the application. Please contact the Planning Department to coordinate your pre-consultation meeting (905-833-5321 or planninginfo@king.ca). The Planning Department may recommend a certain amount of pre-consultation with certain commenting public bodies or agencies which may have jurisdictional interests in the proposal.

Information and Supporting Documentation Requirements

The Municipality's responsibilities in dealing with Application for a proposed draft plan of subdivision or condominium include specified time frames in which the application must be processed in terms of both the required Public Meeting and Notice thereof, and a Council decision. The Municipality's responsibilities do not begin until such time as a "Complete Application" has been filed.

The Applicant's responsibilities are to ensure that the Draft Plan of Subdivision or Condominium Application is not submitted or filed with the Township until such time as the proposal constitutes a Complete Application. The Complete Application is prescribed under Provincial regulations pursuant to the Planning Act and also supplemented by the Township of King's specific requirements.



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A "Complete Application" to for a proposed Draft Plan of Subdivision or Condominium in the Township of King shall constitute all of the information and supporting materials outlined in this application form below, and the accompanying pre-consultation letter, resulting from the required pre-consultation meeting with the Township Planning Department.

Fees: All applicable fees, as detailed in this application and/or as cited in the Township's Fees and Charges By-law, as amended from time to time, must be submitted with the completed application.

Additional Fees

The applicant should be aware that additional Municipal Fees associated with the review process may include the following:

- Advertising costs associated with the publication of the Notice of Draft Plan of Subdivision or Condominium Application in local newspapers, in the event that the proposal warrants a larger circulation;
- Township of King peer review fees including independent professional consultants which may be retained at the discretion of the Township to review submissions associated with the application and may include the Township's Engineer, Solicitor or Hydrogeologist, environmental consultants, landscape architects or others. Planning staff will usually be in a position to advise upon submission of the application whether such additional costs are to be anticipated.
- In the event that Council requires an additional Public Meeting beyond that which is required by the Planning Act, an additional fee is payable in accordance with the Township's current Fees and Charges By-law, as amended from time to time.
- In the event that the proposed Draft Plan of Subdivision or Condominium Application is supported and approved by Township Council, the application form requires the proponent to acknowledge and agree to cover all Municipal costs associated with an Ontario Municipal Board appeal where such decision is challenged.

Agency/Public Circulation and Consultation

Immediately upon receipt of the complete application, the applicant is required to prepare a "proposed Draft Plan of Subdivision/Condominium" notice sign board which is to be erected on the subject property in accordance with instructions provided by Township staff (i.e. location and number of signs). The basic specifications for the Notice Sign Boards are appended to this application form. The Planning Department will then identify a list of external agencies, public bodies, and internal Township departments which may have an interest in the proposal. The proposed draft plan and application are circulated to these agencies/departments for review and



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comment. The following is the contact information for York Region and the Conservation Authorities.

<p>Toronto & Region Conservation Authority 5 Shoreham Drive North York, Ontario M3N 1S4 T: 416-661-6600</p>	<p>Lake Simcoe Region Conservation Authority 120 Bayview Parkway, P.O. Box 282 Newmarket, Ontario L3Y 4X1 T: 905-895-1281</p>
<p>Region of York 17250 Yonge Street, Box 147 Newmarket, Ontario L3Y 6Z1 T: 905-895-1231</p>	

Notice of Application and Public Meeting

Once the application has been deemed complete, the applicant, and those persons prescribed by the Planning Act will receive Notice that the application has been received and deemed complete. In accordance with the Planning Act and Ontario Regulation 544/06, all applications for approval of draft plan of subdivision or condominium must undergo a public consultation process involving notification to all registered landowners and tenants within 120 metres (400 ft.) of the lands subject to the application.

The Public Meeting may be held no sooner than 20 days from the date of the giving of Public Notice. The Planning Department prepares a report which is placed on Council's Agenda for the statutory Public Meeting. The Planning Department report will include and incorporate any comments which have been received as a result of the agency circulation. In addition, any concerns expressed by the public as a result of the advance notice will be addressed in the staff report. The Planning Department's report may also contain recommendations for Council's consideration and is made available to the applicant and the public in advance of the Public Meeting.

Council Decision

Following receipt and consideration of the Planning Department's report(s), submission by members of the public wishing to speak to the matter, and submissions by the applicant or his/her agent, the Council may elect to (i) approve the application (ii) approve the application subject to certain conditions and/or revisions/modifications* (iii) defer the application or (iv) refuse the application.

*Note: In the event that a change to the proposed draft plan following the Public Meeting, or in the case where the proposed draft plan is revised significantly from what was originally



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circulated and/or advertised, the Council shall consider the matter of whether further Notice is required. An additional public meeting may be required by Council in some instances, depending on the extent of changes or modifications to the draft plan.

Appeals and the Ontario Municipal Board

The applicant may appeal a decision of King Township Council or Region of York Council to the Ontario Municipal Board, in accordance with the provisions of the Planning Act. Persons and/or agencies other than the applicant may also appeal a decision of King Township Council or Region of York Council to the Ontario Municipal Board, in accordance with the provisions of the Planning Act. If there is an appeal of the decision on the application for approval of a draft plan of subdivision or condominium to the Ontario Municipal Board, then a decision by the Ontario Municipal Board will be final.

A schematic flow chart displaying the review process is appended to these guidelines to illustrate the various stages of review.

Conformity with Statutes, Regulations, and By-laws

The application must demonstrate conformity with all applicable statutes, regulations, by-laws, and requirements of any government authority or agency. The proposed development must conform to the Ontario Building Code, and all relevant regulations, and the Township of King accepts no responsibility for any lack of compliance therewith.

Parkland

Owners/applicants are advised that the Township may impose as a condition of approval that land, in an amount in accordance with the provisions of the Planning Act, is to be conveyed to the Township for park or other public recreational purposes, and where the Township imposes a condition regarding parkland conveyance, the Township may, in lieu of accepting such conveyance, require the payment of money by the owner of the land to the value of the land otherwise required to be conveyed, in accordance with the provisions of the Planning Act, and the Township's current Cash-in-lieu of Parkland By-law, as amended from time to time.

Development Charges

Owners/applicants are advised that Development Charges payable to King Township, the Region of York, and both the Public and Separate School Boards are required upon application for a Building Permit in accordance with King Township's current Development Charges By-law, as amended from time to time. Contact the Building Department (905-833-5321) to determine the Township rate/cost prevailing at such time. For Regional and School Board rates, please contact the individual agencies.

These Guidelines may be Detached from the Application Form and Retained by the Applicant.



SUBMISSION OF APPLICATION

Submission of this application constitutes consent for the Township of King, and circulated agency representatives to inspect the subject lands or premises, and to carry out any inspections, tests, and investigations as may be required.

Completeness of this Application Form: When this application form is submitted, ALL of the following must be provided by the applicant for the application to be considered complete:

- One (1) original copy of this application form, including all the information requested herein with original signatures;
- One (1) original copy and five (5) copies of the Pre-consultation Letter and submission of all requested items from the pre-consultation meeting, with original signatures;
- Five (5) copies of the original application form, including all appendices;
- Ten (10) copies of all any background reports and/or technical documentation as determined at the pre-consultation meeting and as required under approved Township and/or Region of York policy documents;
- Thirty-five (35) copies each of the draft plan, survey, and plans/drawings of the subject lands, folded to a size suitable for mailing, illustrating the following information in accordance with Section 51(17) of the Planning Act, and as identified in the pre-consultation meeting;
 - a) The location, municipal address, size, and type of all existing and proposed buildings/structures and all yard setback distances including lot area and full dimensions of the lands;
 - b) The approximate location of natural and artificial features on the subject lands (buildings, railways, roads, above ground services such as hydrants or hydro poles, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, and septic tanks), and that which is adjacent to the subject lands which may affect the application;
 - c) The current uses on the land that is adjacent to the subject land;
 - d) The location, width, and name of any roads within or abutting the subject land, and indicate whether it is an unopened road allowance, public travelled road, a private road, or a right-of-way;
 - e) The location and nature of any easement affecting the subject land; and
 - f) Details of the proposed land use(s) on the subject land. Surveys shall be up-to-date, and be prepared by a qualified Ontario Land Surveyor (O.L.S.).
- Five (5) reduced copy of the draft plan, survey, and all required plans/drawings;



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- Ten (10) copies of the Functional Servicing Report, in accordance with Township of King's Design Criteria;
- Ten (10) copies of the Environmental Site Assessment;
- Five (5) Disks with digital/electronic copies of the entire submission (including plans, drawings, and copies of technical studies/reports);
- A non-refundable Planning Department Application Fee, in accordance with the current Township of King Fees & Charges By-law, as amended from time to time, payable to the Township of King;
- A non-refundable Application Fee, in accordance with and the current Township of King Fees & Charges By-law, as amended from time to time, where the proposal requires private servicing;
- A non-refundable Application Processing fee payable to the Region of York, where applicable; and
- A non-refundable Application Processing fee payable to the applicable Conservation Authority, where applicable.

When the above noted information has been received, this submission will be evaluated in order to determine if it is complete. If a pre-consultation meeting has not been held, or if any of the prescribed information and/or processing fee(s) is not provided, King Township Planning Department may return the application form, or refuse to consider the application, until such time as the above noted information has been provided.

Please refer to Appendix 1 for additional details regarding plan/drawing requirements.



APPLICANT'S ACKNOWLEDGEMENTS:

The Applicant hereby acknowledges:

- That this application and the attached supporting documentation and materials contains information collected and maintained for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- That personal information on this application form is collected under the authority of the Municipal Act, as amended, the Planning Act, as amended, and will be used for the purpose of processing this application;
- That conceptual development plans and/or drawings submitted within this application are not reviewed for compliance with the Ontario Building Code and/or related regulations;
- That all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application;
- That additional approvals from King Township and/or other agencies may be required;
- Additional fees and/or charges (including but not limited to building permit fees, sign permit fees, parkland dedication fees, development charges, sanitary sewer capital charges) associated with any development approved in conjunction with this application may be required;
- That the applicant may be required to pay reasonable legal fees associated with the processing of this application and the preparation and registration of agreements when such agreements are required;
- That additional costs associated with the processing of this application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the Township but retained where expertise is required in a certain area of study (e.g. environmental, servicing, marketing, noise); and
- That additional information, and/or materials may be required, and therefore the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted;
- That there are no outstanding orders, infractions or violations of any kind on the lands subject to this application; and
- That no site works shall be commenced until the required approvals have been granted, and all other applicable permits and/or approvals have been obtained, and all required fees, invoices, levies, and securities have been paid or posted.



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SHADED AREAS FOR OFFICE USE ONLY	
FILE NUMBER	19-
RELATED APPLICATIONS	
DATE RECEIVED	
APPLICATION FOR	<input type="checkbox"/> Draft Plan of Subdivision <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Draft Plan of Condominium <input type="checkbox"/> Standard <input type="checkbox"/> Common Element <input type="checkbox"/> Vacant Land <input type="checkbox"/> Leasehold <input type="checkbox"/> Phased <input type="checkbox"/> Other _____

1. CONTACT INFORMATION

Name & Company	Mailing Address & Postal Code	Contact Information
Registered Owner ¹ :		Phone 1:
		Phone 2:
		Email:
		Fax:
Applicant ² :		Phone 1:
		Phone 2:
		Email:
		Fax:
Agent (Consultant/Solicitor):		Phone 1:
		Phone 2:
		Email:
		Fax:
Encumbrancer (mortgages, holds, charges):		Phone 1:
		Phone 2:
		Email:
		Fax:

¹ If there is more than one Owner, please attach a separate page with the required information. If the Owner is a numbered company, provide the name and address of the principal Owner.

² Owner's authorization if required if the Applicant is not the Owner.



1.1 Please indicate to whom all correspondence relating to the application should be sent (select one only). This person will act as the Application Coordinator.

- Owner Applicant Agent

2. SUBJECT LANDS INFORMATION

Municipal Address (Street # & Name)			
Registered Plan(s)	Lot(s)/Block(s)	Reference Plan(s)	Part(s)
Assessment Roll #(s)	Lot(s)	Concession(s)	
Statistics for Subject Lands:	Area (m ² or ha)	Frontage (m)	Depth (m)
Date Subject Lands Acquired:			

2.1 Are there any easements, rights-of-way, restrictive covenants, etc. affecting the subject lands?

- YES No

If YES, please identify below, and indicate on a survey, and all accompanying plans/drawings, the nature of the easement, right-of-way, restrictive covenant etc.

2.2 Does the subject land contain any areas of archaeological potential?

- YES NO

If YES, and the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the following is required:

- a) an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part IV (Conservation of Resources of Archaeological value) of the Ontario Heritage Act; and
- b) a conservation plan for any archaeological resources identified in the assessment.



3. APPLICATIONS

3.1 Please indicate whether this land, or land within 120 metres of this land, is or has been the subject of any other applications under the Planning Act.

OTHER APPLICATIONS	SUBJECT LANDS			ADJACENT LANDS		
	YES	NO	FILE NO.	YES	NO	FILE NO.
Amendment to Local Official Plan						
Amendment to Regional Official Plan						
Zoning By-law Amendment						
Consent						
Site Plan Approval						
Minor Variance						
Minister's Zoning Order						
Functional Servicing/Development Area Study						

3.2 If YES has been answered one or more times in Section 3.3 above, please specify the lands affected, the name of the approval authority considering the application, the purpose of the application, the status of the application, and the effect of the application on the proposed amendment on a separate page. Is the separate page attached?

YES NO Not Applicable

3.3 Has the subject land been subject to a site plan agreement previously?

YES NO Not Applicable

If YES, please provide the date of the Agreement and the associated file number:

3.4 Does the proposed use/development required approval(s) from other agencies/levels of government (e.g. Conservation Authority, Provincial Ministry, Federal Agency)?

YES NO Not Applicable

If YES, please specify: _____



4. DETAILS OF APPLICATION

4.1 What are the current uses of the subject lands?

4.2 Provide the length of time the uses on the subject lands have continued.

4.3 Are there any buildings or structures on the subject lands?

YES NO

If YES, please complete the following table:

TYPE	EXISTING BUILDING OR STRUCTURE		
	Number 1	Number 2	Number 3
Setbacks – Front (m)			
Setbacks – Rear (m)			
Setbacks – Side (m)			
Setbacks – Side (m)			
Floor Area (m ²)			
Height (m)			
Date of Construction			

Attached separate sheet if additional space is required

4.4 Please provide a brief description of the adjacent land uses:

- a) North: _____
- b) East: _____
- c) South: _____
- d) West: _____

4.5 How are the subject lands currently designated and zoned³?

- a) York Region Official Plan _____
 - i. Amendment Required? YES NO

³ Include references to any site-specific amendments and/or by-laws, where applicable



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ii. If YES, status of application to amend the York Region Official Plan:

b) King Township Official/Community Plan:

i. Document: _____

ii. Designation: _____

iii. Amendment Required? YES NO

iv. Concurrent Application Submitted? YES NO Not Applicable

c) King Township Zoning By-law:

i. Document: _____

ii. Zone: _____

iii. Amendment Required? YES NO

iv. Concurrent Application Submitted? YES NO Not Applicable

4.6 Does the proposed use/development affect lands within an identified source water protection area?

YES NO

4.7 Watershed Conservation Area (check all that apply):

Lake Simcoe Region Conservation Authority		Toronto & Region Conservation Authority	
<input type="checkbox"/>	Regulated*	<input type="checkbox"/>	Regulated*
<input type="checkbox"/>	Partially Regulated*	<input type="checkbox"/>	Partially Regulated*
<input type="checkbox"/>	Not Regulated	<input type="checkbox"/>	Not Regulated

*Prior to the issuance of a building permit, the Applicant will be required to obtain a permit from the applicable Conservation Authority for works or related works which occur within a regulated area. Please contact the Conservation Authority directly for details and specific requirements.



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4.8 Complete the following table for the proposed plan of subdivision or condominium:

Proposed Land Use(s)	Number of Dwelling Units	Number of Lots and/or Blocks on the Plan	Area (hectares)	Net Density (Units/dwellings per hectare)	Number of Parking Spaces
Detached Residential					(Condo only)
Semi-detached Residential					(Condo only)
Multiple Attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile Home					
Other Residential (specify)					
Commercial					
Industrial					
Institutional (specify)					
Park, Open Space	N/A			N/A	N/A
Roads	N/A			N/A	N/A
Other (specify)					

4.9 Additional Information for **Condominium Applications only**:

Has a site plan for the proposed condominium been approved?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has a site plan development agreement been entered into?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the grading of the subject land been changed either by the addition of earth or other fill material?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Number of parking spaces provided?		
Has a building permit for the proposed condominium been issued?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has construction of the development started?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If construction has been completed, indicate the date of completion		



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Is this a conversion of a building containing rental residential units? If YES, indicate the number of units to be converted: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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5. PROVINCIAL POLICY STATEMENT AND PROVINCIAL PLANS

5.1 Is the proposed amendment consistent with the provincial policy statement(s) issued under Section 3 of the *Planning Act*?

YES NO

5.2 Is the subject land designated under any Provincial Plan(s) (e.g. Oak Ridges Moraine Conservation Plan, Greenbelt Plan, or Growth Plan for the Greater Toronto Horseshoe)?

YES NO

If YES, does the proposed amendment conform to or does not conflict with the Provincial Plan or Plans?

YES NO

Explain:

6. SERVICING

	EXISTING	PROPOSED
Water Supply System	<input type="checkbox"/> Municipal	<input type="checkbox"/> Municipal
	<input type="checkbox"/> Individual Well	<input type="checkbox"/> Individual Well
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:
Sewage Disposal System	<input type="checkbox"/> Municipal	<input type="checkbox"/> Municipal
	<input type="checkbox"/> Individual septic system	<input type="checkbox"/> Individual septic system
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:
Stormwater	<input type="checkbox"/> Storm sewers	<input type="checkbox"/> Storm sewers
	<input type="checkbox"/> Ditches/swales	<input type="checkbox"/> Ditches/swales
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:



6.1 Would the proposed plan permit development of more than five lots or units on privately owned and operated individual or communal wells and septic systems?

- YES NO Not Applicable

If YES, a Servicing Options Report and a Hydrogeological Report are required.

6.2 Would the proposed plan permit development of fewer than five lots or units on privately owned and operated individual or communal septic system, and more than 4500 litres of effluent would be produced per day as a result of the development being completed?

- YES NO Not Applicable

If YES, a Servicing Options Report and a Hydrogeological Report are required.

6.3 Would the proposed plan permit development of fewer than five lots or units on privately owned and operated individual or communal septic system, and 4500 litres of effluent or less would be produced per day as a result of the development being completed?

- YES NO Not Applicable

If YES, a Hydrogeological Report is required.

- Required servicing information is attached.

NOTE: Consult the appropriate approval authority (Township Planning Department or Region of York) about the scope of servicing reports expected prior to undertaking the preparation of any report.

7. ACCESS

7.1 Please indicate the method of access to the subject lands:

- Township Road/Right-of-way
 Regional Road
 Provincial Road
 Private Road/Right-of-way
 Water Access
 Other, explain: _____



7.2 If access to the subject lands is proposed by water only, please indicate the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

Required information is attached.

8. MINIMUM DISTANCE SEPARATION (MDS)

8.1 Minimum Distance Separation is applied to lands being considered for non-agricultural designations. Are there one (1) or more livestock barns or manure storage facilities located within 2000 metres (6,561 feet) of the boundary of the subject land?

YES NO

If YES, please complete the Minimum Distance Separation – Data Sheet attached to this application.

9. OTHER INFORMATION

9.1 Is there any other information you think may be useful to the Township or other agencies in reviewing this application? If so, explain on a separate page and attach. Is a separate page attached?

YES NO

10. AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be complete.

10.1 Authorization of Owner for Agent to make Application

I, _____, am the Owner of the land that is the subject of this planning document and I authorize _____ to make this application on my behalf, and for the purpose of the Municipal Freedom of Information and Protection of Private Act to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner



10.2 Consent of the Owner

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, _____
am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I also agree to allow the Township, its employees and agents to enter upon the subject property for the purposes of conducting survey, inspection, and tests that may be necessary to the application.

Date

Signature of Owner

10.3 Payment of Fees

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any external consulting fees and expenses (e.g. legal, engineering, landscape architectural, planning etc.) incurred by the Township of King during the processing of this application, in addition to all applicable application fees set by the Township of King.

Date

Signature of Owner

NOTE: All invoices will be sent to the person indicated in Section 1 of this application identified as the primary contact for correspondence, unless otherwise requested.



10.4 Acknowledgement of the Owner for Ontario Municipal Board Appeals

The Owner acknowledges and agrees, in the event Council approves the application and it is appealed to the Ontario Municipal Board (OMB) by a third party, the Owner agrees to reimburse the Township for all costs incurred by the Township, including any municipal cost and disbursements for legal counsel and external consultants, for preparation and attendance at an OMB hearing, where the Township is requested to defend the decision of Council. The Owner further acknowledges and agrees to provide a cash security deposit to the Township upon notice of appeal of the application to the OMB by a third party.

Date

Signature of Owner

11. AFFIDAVIT

The following affidavit must be completed prior to submitting this application.

I, _____, of the _____ in the Regional Municipality of/City of _____ solemnly declare that the information contained in this application, attachments, and accompanying reports are true, and I make this solemn declaration conscientiously believing 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 _____ in the Regional Municipality of/City of _____ this _____ day of _____, _____.

WITNESS

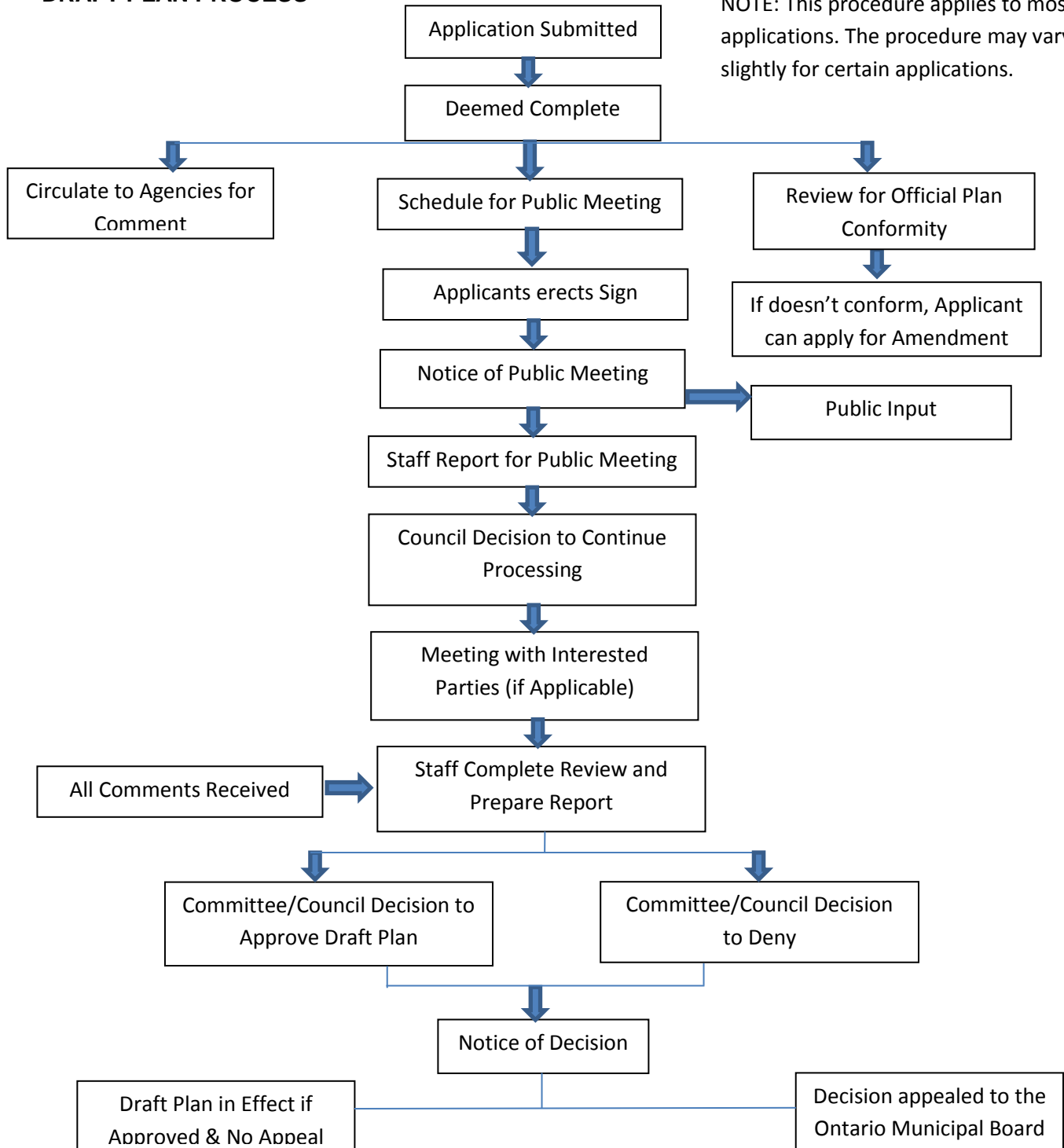
REGISTERED OWNER(S) OR AGENT



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DRAFT PLAN PROCESS

NOTE: This procedure applies to most applications. The procedure may vary slightly for certain applications.





APPENDIX 1: PLANS/DRAWINGS REQUIREMENTS FOR DRAFT PLAN OF SUBDIVISION

Plans and drawings submitted in support of an application for approval of draft plan of subdivision or condominium shall include the following information, in accordance with Section 51(17) of the Planning Act. All Applicants are advised to pre-consult with the Planning Department prior to the submission of this Application. More specifically, plans and drawings shall include, but not be limited to the following:

- All Plans and Drawings shall include the following elements:**
 - Title Block including:
 - Project Title
 - Address/Name of development
 - Owner Name
 - Contact Information and qualifications of Author/Designer
 - Professional Seal
 - Key Plan – including:
 - location and use of abutting properties
 - major roads, and buildings
 - all of the lands 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
 - the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part
 - Metric Scale, North Arrow
 - Legend
 - Property limits, bearings, and all site dimensions
 - Date of drawing issuance
 - Revision Information (date, number, nature)
 - Existing uses for all abutting lands
 - Roads, widenings, easements, rights of way, reserves, site triangles
 - Curbs, sidewalks, walkways, ramps
 - Above ground utilities, existing and proposed



- Draft Plan** shall include:
 - Boundaries of the land to be subdivided, certified by an Ontario Land Surveyor
 - Purpose for which all lots/blocks are to be used, and associated dimensions
 - Locations, widths, and names of proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts
 - Existing uses of all adjoining lands
 - Natural features, and topography, and artificial features such as buildings, or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands, and wooded areas within or adjacent to the land proposed to be subdivided;
 - Location of natural features in accordance with the applicable Conservation Authority policy (e.g. Conservation Authority staked and approved top-of-bank, contiguous valley vegetation and Conservation Authority approved long-term stable top-of-slope, engineered floodline and associated buffers)
 - The availability and nature of domestic water supplies
 - The nature and porosity of the soil
 - Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided
 - The municipal services available or to be available to the land proposed to be subdivided
 - The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.
 - Site Statistics Chart including: gross area, net area, lot coverage (% of gross/net area), number and type of units, ownership intent (freehold, condominium, rental)
 - Phasing of development
- Additional Information for Draft Plans of Condominium**
 - Proposed exclusive use areas of the common element
 - Roadways and pedestrian access to proposed private units
- Engineering Submission for Draft Plan Approval** shall include:
 - Contour Plan
 - Grading & Drainage Plans
 - Servicing Plans
 - Soils Investigation



- Hydrogeologic Report
- Functional Servicing Report, including but not limited to the following considerations:
 - Roadway alignments, cross sections and intersections
 - Roadway structures
 - Works in proximity to watercourses
 - Railway crossings
 - Parkland development
 - Watermains and sanitary sewers
 - Major trunk sewers
 - Storm drainage systems
 - Sanitary drainage systems
 - Water distribution systems
 - Pumping station locations
 - Lot grading and design
 - Noise attenuation measures
 - Servicing capacities
 - Erosion and sediment control
 - All details, calculations, costs, alternatives, and recommendations necessary to evaluate the proposed development
 - Demonstration that servicing design does not limit future development, where the land proposed to be subdivided forms part of a larger future development area
- All Plans/Drawings** shall be prepared by qualified professionals (e.g. engineers, architects, landscape architects etc.)
- All Plans/Drawings** should be of the same scale, size and orientation, where possible, and relate/conform to all other plans/drawings
- All Plans/Drawings** shall indicate all dimensions in metric

NOTE: Prior to the submission of this Application, applicants, accompanied by their consulting engineer, shall pre-consult with the Township's Planning and Engineering & Public Works Departments to discuss the proposed application and establish supporting documentation requirements. Contact the Township Planning Department to arrange this pre-consultation meeting.



**SITE SCREENING QUESTIONNAIRE
KING TOWNSHIP
PLANNING DEPARTMENT**

SITE SCREENING QUESTIONNAIRE

TO BE COMPLETED WITH ALL DEVELOPMENT APPLICATIONS SUBMITTED TO THE TOWNSHIP OF KING PLANNING DEPARTMENT

This form must be completed for all development applications where a Phase 1 Environmental Site Assessment in accordance with the Ministry of Environment and Energy's Guideline for Use at Contaminated Sites in Ontario **is not provided.**

SUBJECT LANDS:

Registered Owner: _____

Municipal Address: _____

Township Lot: _____ Concession: _____

Part/Lot: _____ Registered/Reference Plan: _____

Tax Roll No.: _____

SITE AND PROPERTY HISTORY:

Condition	Yes	No
Is the application on lands or adjacent to lands previously used for Industrial uses?		
Is the application on lands or adjacent to lands previously used for commercial uses where there is a potential for site contamination, e.g., a gas station or a dry-cleaning plant?		
Is the application on lands or adjacent to lands where filling has occurred?		
Is the application on lands or adjacent to lands where there may have been underground storage tanks or buried waste on the property?		
Is the application on lands or adjacent to lands that have been used as an orchard, and where cyanide products may have been used as pesticides?		
Is the application on lands or adjacent to lands previously used as a weapons firing range?		
Is the nearest boundary of the application within 500 metres (1,640 feet) of the fill area of an operating or former landfill or dump?		
If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (e.g. asbestos, PCB's etc.)?		
Is there any other reason to believe that the lands may have been contaminated based on previous land use?		



**SITE SCREENING QUESTIONNAIRE
KING TOWNSHIP
PLANNING DEPARTMENT**

If the answer to any of the above Questions was Yes, a Phase 1 and Phase 2 Environmental Site Assessment, in accordance with the Ministry of Environment and Energy’s Guideline for Use at Contaminated Sites in Ontario, is required. PLEASE SUBMIT TWO COPIES WITH YOUR APPLICATION.

Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? If Yes, please submit two copies of the Phase 1 Assessment with the application.	Yes	No
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DECLARATION:

The Township of King Planning Department strongly encourages property owners to consult with a Professional Engineer prior to the completion of the Site Screening Questionnaire. Further, the Township of King will not accept any responsibility or assume any liability for damages to the subject property or adjacent properties as a result of the provision of incorrect information.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site is contaminated.

Consulting Engineer:

Name (PleasePrint): _____

Signature: _____ Date: _____

Name of Firm: _____

Address: _____

Telephone: _____ Fax: _____

Property Owner, or Authorized Officer:

Name (Please Print): _____

Signature: _____ Date: _____

Name of Company (If Applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____ Fax: _____



**MINIMUM DISTANCE SEPARATION DATA SHEET
KING TOWNSHIP
PLANNING DEPARTMENT**

MINIMUM DISTANCE SEPARATION (MDS) I DATA SHEET

This form must be completed and submitted with a development application for a new non-farm use within 1000 metres (3,280 feet) for a Type A land use and 2000 metres (6,561 feet) for a Type B land use* of an existing livestock facility. Complete one (1) sheet for each different set of buildings used for housing livestock.

Owner of Livestock Facility: _____

Telephone: _____ Email: _____

Municipal Address (including postal code):

Lot: _____ Concession: _____

What is the closest distance from livestock facility to the boundary of the subject lands? _____ metres

What is the closest distance from manure storage to the property boundary of the subject lands? _____ metres

How many tillable hectares where a livestock facility is located? _____ ha

Type of Livestock		Manure System (check one box)				
		Existing Housing Capacity #	Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Dairy	<input type="checkbox"/> Milking Cows					
	<input type="checkbox"/> Heifers					
Beef	<input type="checkbox"/> Cows (Barn Confinement)					
	<input type="checkbox"/> Cows (Barn with Yard)					
	<input type="checkbox"/> Feeders (Barn Confinement)					
	<input type="checkbox"/> Feeders (Barn with Yard)					
Swine	<input type="checkbox"/> Sows					
	<input type="checkbox"/> Weaners					
	<input type="checkbox"/> Feeder Hogs					



**MINIMUM DISTANCE SEPARATION DATA SHEET
KING TOWNSHIP
PLANNING DEPARTMENT**

Type of Livestock		Manure System (check one box)				
		Existing Housing Capacity #	Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Poultry	<input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layer Chickens <input type="checkbox"/> Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (> 10 kg) <input type="checkbox"/> Meat Turkeys (5-10 kg) <input type="checkbox"/> Meat Turkeys (<5 kg) <input type="checkbox"/> Turkey Breeder Layers					
Horses	<input type="checkbox"/> Horses					
Sheep	<input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
Mink	<input type="checkbox"/> Adults					
Veal	<input type="checkbox"/> White Veal Calves					
Goats	<input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
Other						

Applicant Name: _____

Applicant Signature: _____ Date: _____

Applicant Telephone: _____ Email: _____

*Type A land uses are typically characterized by uses that have a lower density of human occupancy, habitation or activity such as residential dwellings on lots zoned agriculture, rural residential, residential or other similar zoning. Type B land uses are typically characterized by uses that have a higher density of human occupancy, habitation or activity such as areas designated in an official plan as settlement area for residential plans of subdivision, high intensity recreation, institutional or commercial.