

OFFICE USE ONLY

Application #: \_\_\_\_\_ Ward #: \_\_\_\_\_ File Lead: \_\_\_\_\_

Application Received (dd/mm/yyyy): \_\_\_\_\_ Fee Received: \$ \_\_\_\_\_

Client Service Centre Staff: \_\_\_\_\_



PLAN OF SUBDIVISION

APPLICATION FORM

Section 51 of the Planning Act, RSO 1990, as amended (O.Reg. 544/06)

Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of The Planning Act, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business and Technical Support Services, Planning, Development and Building Services Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 52815.

SECTION 1: BACKGROUND INFORMATION

\* Mandatory Field

\*Site Address or Location:

\_\_\_\_\_

Have you pre-consulted with City Staff?  Yes  No

If Yes, please indicate the date of the pre-consultation (dd/mm/yyyy): \_\_\_\_\_

For any and all previously approved, and concurrent development application(s), please list application numbers:

Application #'s: \_\_\_\_\_

Applicant/Agent Information:

Company name: \_\_\_\_\_

\*Contact name: \_\_\_\_\_

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

\*Telephone: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

Registered Property Owner Information:  Same as above

\*Name: \_\_\_\_\_

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

\*Telephone: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

**SITE DETAILS**

Legal Description:

What is the land currently used for?

Lot frontage:

m

Lot depth:

m

Lot area:

m<sup>2</sup>

**OR**

Lot area: (irregular lot)

m<sup>2</sup>

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**PROPOSAL DETAILS**

**Development Information**

Proposed Land Uses	Number of Units	Number of Lots or Blocks Shown on the Plan	Number of Parking Spaces	Total Area of Land Occupied by Use (in Hectares)
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**Residential Dwellings (Refer to [Zoning-By-Law](#) for dwelling-type definitions)**

Detached	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semi-detached	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Townhouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stacked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apartment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Park and Open Space	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roads	n/a	<input type="text"/>	n/a	<input type="text"/>
<b>Totals:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Non-Residential**

Institutional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commercial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industrial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**COMMUNITY NOTIFICATION**

Have you contacted the Ward Councillor to explain this proposal?

Yes

No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal?

Yes

No

If **Yes**, indicate the name of the Registered Community Organization(s):

SECTION 2: APPLICATION TYPE AND FEES

Please don't hesitate to visit the Plan of Subdivision website for more information.

Fees must be paid in full at the time of application submission.

Please select and fill in only one of the three options for fee payment below.

Application for New Development

- 1. a) From 1 to 40 Dwelling Units \$67,912.66
- 1. b) From 1 to 40 Dwelling Units Plus Non-Residential Uses \$82,521.66
- 2. a) From 41 to 250 Dwelling Units \$120,524.66
- 2. b) From 41 to 250 Dwelling Units Plus Non-Residential Uses \$135,133.66
- 3. a) 251 or More Dwelling Units \$146,473.66
- 3. b) 251 or More Dwelling Units Plus Non-Residential Uses \$161,082.66
- 4. Non-Residential Uses \$56,766.66

NOTE: If any fields were completed within the Non-Residential Section of Page 3, then the applicant is required to choose from 1.b), 2.b), 3.b) or 4.

**PLUS Initial Engineering Design Review and Inspection Fee**

- Value of Infrastructure and Landscaping <= \$300,000 **\$5,000.00**
- Value of Infrastructure and Landscaping > \$300,000 **\$10,000.00**

**PLUS Initial Conservation Authority Fee**

- Initial Conservation Authority Fee \$4,120.00

**OR**

Revision of an Existing Application

- Manager Approval \$10,230.42  
(Initial Engineering Design Review and Inspection fee and Initial Conservation Authority fee not applicable)

**OR**

Extension of an Existing Application

- Manager Approval \$6,704.00  
(Initial Engineering Design Review and Inspection fee and Initial Conservation Authority fee not applicable)

Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

Fees Total:

## SECTION 3: SUBMISSION REQUIREMENTS

**Study and plan requirements are outlined for the applicant during Pre-Consultation. Pre-Consultation is mandatory for all new Draft Plan of Subdivision proposals. If your application is not subject to Pre-Consultation you are strongly encouraged to contact the Planning, Development and Building Services Department to discuss study and plan submission requirements. If you fail to consult with staff, the City cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays. A [help guide](#) can be viewed in order to prepare studies and plans, as well as gather information on general development considerations.**

### Standard Plans and Studies (mandatory submission requirements)

- Draft Plan of Subdivision
- Plan of Survey
- Electronic copies of the Draft Plan of Subdivision in AutoCAD or MicroStation CAD format. (See Technical Requirements below.)
- Public Consultation Strategy

### Potential Plans and Studies (may be required at time of submission or as a condition of draft approval)

#### Engineering

- Composite Utility Plan
- Geotechnical Study
- Grading and Drainage Plan
- Hydrogeological and Terrain Analysis
- Noise Control Study
- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Rail Proximity Study
- Site Servicing Study
- Slope Stability Study
- Transportation Impact Assessment
- Water Budget Assessment
- Wellhead Protection Study

#### Planning / Design

- Archaeological Assessment
- Heritage Act Acknowledgement Report
- Heritage Impact Assessment
- Impact Assessment Study - Mineral Aggregate
- Impact Assessment Study - Mining Hazards
- Impact Assessment Study - Waste Disposal Sites/ Former Landfill Sites
- Landscape Plan
- Minimum Distance Separation
- Parking Plan
- Planning Rationale
- Preliminary Construction Management Plan

- Site Plan
- Urban Design Brief

### **Environmental**

- Environmental Impact Study
- Tree Conservation Report

*If a Tree Conservation Report and Environmental Impact Study are required, the Tree Conservation Report should be included within the Environmental Impact Study*

### **Technical Requirements**

- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400 or 1:500).
- Many of the plans and studies collected in support of this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.
- Electronic copies of all required studies and the Draft Plan of Subdivision must be supplied in Adobe .PDF format and accompany your application submission. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file.
- Electronic document names should match the study/plan names contained in Section 3 of this form. These documents will be made publicly available on the City's Development Applications Search Tool.
- The Draft Plan of Subdivision must be referenced to the Horizontal Control Network and signed by the property owner.
- The Draft Plan of Subdivision, and any subsequent revisions must be supplied in AutoCad or MicroStation CAD (computer aided design) format, in metric units, with reference bearing identified and labelled. If possible, the Plan must also be georeferenced and provided in grid format ie. coordinated in MTM zone 9, NAD83. Linework must clearly indicate perimeter of subdivision and each lot, block or part internal to the subdivision with clear text labels.

### **Financial Requirements**

- Large signs describing the proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$1,023.78). Additional signage, if required will be invoiced to the applicant at a cost of \$510.76 per sign.
- Additional fees may be required throughout the development review process, including, but not limited to, parkland dedication, peer review of technical reports, Conservation Authority fees, agreements and associated fees and applicable securities.

**SECTION 4: DECLARATIONS**

**Authorization by the Owner allowing the Applicant to submit the Application**

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

I,  am the owner of the land that is subject of this application and I authorize  to make this application on my behalf.

Date (dd/mm/yyyy):  \_\_\_\_\_  
Signature of Owner

**Affidavit or Sworn Declaration that the Information is Accurate**

The person carrying out the application (Registered Property Owner or Applicant) must complete the sworn declarations in this section:

I, , of the City of  agree to abide by all City and Planning Act requirements in consulting with the public and do solemnly declare that all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of The Canada Evidence Act. I acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review.

**SWORN (or Declared) BEFORE ME**

At

This  day of ,

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

\_\_\_\_\_  
Signature of Applicant or Owner



**SECTION 5: ENVIRONMENTAL SITE ASSESSMENT**

**Part 1: Statement of the Site Owner Concerning Environmental Site Assessment (ESA)**

The Owner / Applicant must complete Section A, regardless of whether a Phase 1 ESA has been completed for the site.

Where an ESA is required, the Owner or Applicant and the Consultant responsible for preparing the study, must complete both Sections A and B below.

**Section A:**

I acknowledge that the City of Ottawa is not responsible for the identification and / or remediation of contaminated sites. I also agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise related to the site or any other lands impacted by the site, that I will not make any claim whatsoever against the City of Ottawa, its respective directors, officers, employees, or agents, or any of the foregoing, for or in respect of any loss, damage, injury or costs.

**Section B:**

This is to certify that as the Owner / Applicant of the site, I have hired

as the principal consultant to undertake a Phase 1 Environmental Assessment. I have undertaken reasonable inquiry into the previous ownership and uses of the property and to the best of my knowledge I have provided to the principal consultant, information relevant to the principal consultant's investigation of the environmental condition of the site. I agree to provide copies of the said Phase 1 Environmental Site Assessment on request.

Name:

Address:

Date (dd/mm/yyyy):

\_\_\_\_\_  
Signature of Applicant or Owner

SECTION 5: ENVIRONMENTAL SITE ASSESSMENT (continued)

Part 2: Affidavit of Principal Consultant Concerning Environmental Site Assessment

I, [ ] , of the City of [ ]

MAKE OATH AND SAY AS FOLLOWS:

I am a qualified person as defined by Ontario Regulation 153/04, as amended

I am the [ ] , of [ ]

and have personal knowledge of the matters set out below.

I, [ ] , was retained or employed as the principal environmental consultant to undertake or supervise the Phase 1 Environmental Site Assessment of the site located at [ ]

The assessment activities at the site have been completed in accordance with Ontario Regulation 153/04, as amended.

- I am employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.
- I am not employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.

Findings of the said Phase 1 Environmental Site Assessment are that:

- There **are no** issues of actual or potential environmental concern with respect to soil and / or groundwater quality or potentially contaminating activities as defined by O. Reg 153/04 as amended and a Phase 2 Environmental Site Assessment will not be required; or
- There **are** issues of actual or potential environmental concern with respect to soil and / or groundwater quality and/or potentially contaminating activities as defined by O. Reg 153/04 as amended, and a Phase 2 Environmental Site Assessment is required to investigate the identified issues.

SWORN (Or Declared) BEFORE ME

At the [ ] , of [ ] ,

In the [ ] ,

This [ ] day of [ ] , [ ]

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

\_\_\_\_\_  
Signature of Consultant

Address of consultant: [ ]

Telephone # of consultant: [ ]

**SECTION 6: UNDERTAKING FOR ONTARIO LAND TRIBUNAL**

TO: CITY OF OTTAWA

FROM: Name:

Address:

SUBJECT: APPLICATION FOR PLAN OF SUBDIVISION

Address of Site:

Where the City of Ottawa substantially supports the application for a Plan of Subdivision,

Name of Applicant:

Hereby undertakes to pay, in accordance with section 19 of the Planning Fees By-Law, as amended, of the City of Ottawa, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to an upset limit of \$10,000 in respect of preparation for and attendance at a Ontario Land Tribunal hearing, until the matter is finally resolved by the said Tribunal.

It is hereby acknowledged that "hearing" shall include all attendances before the Tribunal in respect of the said application whether in person, telephone conference call or other means as directed by the Tribunal.

Dated at Ottawa this  day of , .

Please complete 1 or 2.

For Applicants and Individuals

1

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
(Please print Name)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
(Please print Name)

For Corporations and Companies

2

\_\_\_\_\_  
Corporate name (if applicable)

\_\_\_\_\_  
(Authorized Signature) I have the authority to bind the Corporation

\_\_\_\_\_  
(Please print Name and Title)