



# APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM

TO BE COMPLETED BY THE PLANNING DEPARTMENT:			
<i>Date Submitted:</i>	<i>Date Complete:</i>	<i>Fee Rec'd:</i>	<i>File No.:</i>

1.0 Application Information			
<b>1.1 Name of Property Owner(s):</b>			
If a corporation, name and position of Principals			
Address (including Postal Code)			
Tel No.:	Cell No.:	Fax No.:	Email:
<b>1.2 Name of Applicant/Agent:</b>			
Address (including Postal Code)			
Tel No.:	Cell No.:	Fax No.:	Email:
<p><b>Note: If this application is signed by an applicant/agent on behalf of an owner, the owner's written authorization under section 14.0 of this application must be completed. If the owner is a corporation acting without agent, the application must be signed by an officer of the corporation with authority to bind the corporation.</b></p>			

2.0 Pre-Consultation and Supporting Documentation		
2.1	<p>Have you scheduled and completed a mandatory pre-consultation meeting with the City of Brockville Planning Staff as required under Section 6.4.13 of the Official Plan for the City of Brockville?</p> <p style="text-align: right;">Yes                  No</p> <p>If so, please specify the date of the mandatory pre-consultation meeting:    Date: _____</p> <p>If not, please contact the Planning Department to arrange a pre-consultation meeting prior to submitting an Application for Approval of a Subdivision or Condominium. Planning Department Contact: Mr. Jonathan Fauschou, Planner I, (613) 342-8772, ext. 4449; email to: <a href="mailto:jfauschou@brockville.com">jfauschou@brockville.com</a>.</p>	
2.2	<p>At the time of the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision/Condominium, Minor Variance, or Consent, the City may require information as indicated in Appendix 1 attached to this application form.</p>	
2.3	<p>With respect to the submission of this application, the required supporting studies, additional information and materials required to be submitted are those that were discussed and listed as a requirement during the pre-consultation process.</p> <p>Please attach a list of the documents being submitted with the application. One (1) paper copy and one (1) digital (.pdf) copy of each document is required to be provided with the application.</p> <p>Should any of the required documents not be available at the time of submission of your application, please indicate on the list the reason it is not available and a date when the City can expect to be in receipt of the document.</p> <p>Note (1): the application may not be considered to be complete until all reports have been received. Note (2): the City of Brockville reserves the right to request additional studies, information and/or materials.</p>	

<b>3.0 Description of the subject land:</b>			
<b>3.1 Street and Civic Address:</b>			
Copy of Deed for subject property attached, including the Property Identification Number (PIN):		Yes	No
Copy of Survey attached:		Yes	No
Lot Number:		Registered Plan:	
Part Number:		Reference Plan:	
Township Lot:		Concession No.:	
3.2 Are there any easements, rights-of-way or restrictive covenants affection the subject land? If yes, describe each easement or covenant and its effect.		Yes	No
Reference Plan No.	Instrument No.	Purposed of Easement and/or Covenant (eg. Hydro, sewer, pipeline, etc.)	
<b>3.3 Dimensions of Subject Land:</b>			
Frontage (m):		Average Width (m):	
Average Depth (m):		Area (m <sup>2</sup> ):	Hectares:

<b>4.0 Draft Plan of Subdivision</b>
<p><b>A draft plan of the proposed subdivision, drawn to scale and showing the following information, must be submitted with the application:</b></p> <ul style="list-style-type: none"> <li>• The boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;</li> <li>• The locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;</li> <li>• On a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land 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 and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;</li> <li>• The purpose for which the proposed lots are to be used;</li> <li>• The existing uses of all adjoining lands;</li> <li>• The approximate dimensions and layout of the proposed lots;</li> <li>• Natural and artificial features such as buildings or other structures or installations, railways, highways, transmission lines, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;</li> <li>• The availability and nature of domestic water supplies;</li> <li>• The nature and porosity of the soil;</li> <li>• Existing contours of elevations as may be required to determine the grade or the highways and the drainage of the land proposed to be subdivided;</li> <li>• The municipal services available or to be available to the land proposed to be subdivided ; and</li> <li>• The nature and extent of any restrictions affecting the land proposed to be subdivided, including rights-of-way, restrictive covenants or easements.</li> </ul>

<b>5.0 Aboriginal Land Claims</b>				
5.1	Does the proposed development apply to lands subject to any aboriginal land claims or a provincial/aboriginal co-management agreement?	Yes	No	Unknown
If known, provide any information you may have as an attachment to this application (titled and referenced by number).				
5.2	Have you consulted with Aboriginal Peoples on this proposed development?		Yes	No
If yes, provide any information you have on the consultation process and the outcome of the consultation as an attachment to this application (titled and referenced by number).				

<b>6.0 Archaeological Resources or Potential</b>				
6.1	Does the subject land contain any know archaeological resources or areas of archaeological potential?	Yes	No	
If yes, does the plan propose to develop lands within the subject lands that contain:				
	• Known archaeological resources <sup>1</sup> ? (see notes below)	Yes	No	
	• Areas of archaeological potential <sup>2</sup> ? (see notes below)	Yes	No	
6.2	If yes to 6.1, the following reports must be prepared, added to the document list, and attached to this application.			
	a) an archaeological assessment that is prepared by a person who holds a license that is effective with respect to the subject land and issued under Part 6 Conservation of Resources of Archaeological Value) or the Ontario Heritage Act; and			
	b) a conservation plan for any archaeological resources identified in the assessment.			
If the reports are not attached to the application, please provide a date as to when they will be available. The application may not be considered to be complete until such time as the reports are submitted.				
6.3	What information did you use to determine the answers to the above questions on Archaeological Resources and potential?			
<i>Notes: 1. Archaeological resources include artifacts, archaeological sites and marine archaeological site. Refer to the PPS for the definition.  2. Areas of archaeological potential mean areas with the likelihood to contain archaeological resources. Refer to the PPS for the definition.</i>				

<b>7.0 Designation of the Subject Lands and Current and Proposed Land Use</b>	
7.1	Current designation(s) of the subject land(s) under the applicable Official Plan for the City of Brockville:
7.2	Current zoning of the subject land(s):
7.3	If the land is covered by a Minister's Zoning Order (MZO), what is the regulation number?
7.4	If the land is covered by a MZO, what uses are permitted by the order?
7.5	What is the current use of the subject land?

7.6	Surrounding land uses	Official Plan Designation	Zone
	East:		
	West:		
	North:		
	South:		

7.7 Check whether this application is for approval of: **Plan of Subdivision** **Condominium**

Indicate the type of condominium proposed:

**Standard** **Amalgamation** **Vacant Land**

**Common Elements** **Leasehold**

**Phased (if phased condominium, please provide approximate time line for completion)**

**(Refer to Condominium Act, 1998, s.o. 1998, c.19 for definitions.)**

7.8 **Table A – Proposed Land Use (complete the table including each lot/block on the plan)**

Proposed Land Use		Number of Units	Number of Dwellings	Number of Blocks and/or Lots on Draft Plan	Area (ha.)	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential	Detached						
	Semi-Detached						
	Multiple Attached						
	Apartment						
	Secondary Uses						
	Other (specify)						
Commercial							
Industrial							
Park, open space		Nil				Nil	Nil
Institutional (specify)							
Roads		Nil				Nil	Nil
Totals:							

Other (specify):			
7.9	Has there been an industrial or commercial use on the subject land or adjacent lands? If yes, specify the uses and location.	Yes	No      Unknown
7.10	Has the grading of the subject land been changed by adding earth or other material(s)?	Yes	No      Unknown
7.11	Has a gas station been located on the subject land or adjacent land at any time?	Yes	No      Unknown
7.12	Has there been petroleum or other fuel stored on the subject land or adjacent land?	Yes	No      Unknown
7.13	Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent lands?	Yes	No      Unknown
7.14	What information did you use to determine the answers to the above questions on former uses?		
7.15	<p>If yes to any of items 7.9 to 7.13 inclusive, an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is required.</p> <p>The inventory of previous uses is required to be attached to the application. If the inventory is not attached to the application, please provide a date as to when it will be available. The application may not be considered to be complete until such time as the list is submitted.</p>		
7.16	<p>If yes to any of items 7.9 to 7.13 inclusive, was an Environmental Site Assessment (ESA) conducted under the Environmental Assessment Act or has a Record of Site condition (RSC) been filed?</p> <p style="text-align: right;">Yes                  No</p> <p>If <b>yes</b>, provide File Number and attach a copy of the report to the application. File No. _____</p> <p>If <b>not</b>, provide an explanation why an ESA or RSC have not been undertaken</p>		

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**8.0 Status of Other Applications under the Planning Act (respecting the subject lands)**

8.1 Has the subject land ever been, or is it currently, the subject of any other application(s) under the Planning Act?      Yes      No

If yes, specify the file number of the application(s) and status, if known:

Application Type	Yes	No	File No.	Status:
Official Plan Amendment			File No.	Status:
Zoning By-law Amendment			File No.	Status:
Plan of Subdivision			File No.	Status:
Consent			File No.	Status:
Minor Variance			File No.	Status:
LPAT*			File No.	Status
Other:			File No.	Status

\*For those applications before the LPAT, provide the LPAT file number and the status of the appeal.

**9.0 Provincial Policy**

9.1 Is the proposed development consistent with the Provincial Policy Statement (PPS) issued under subsection 3(1) of the Planning Act?      Yes      No

9.2 As part of the Planning Rationale Report to be submitted with this application, explain how the application is consistent with the PPS.

9.3 Has a site assessment been carried out by a qualified person to determine if natural heritage features exist on or within 120 metres of the subject land?      Yes      No

If yes, a copy of the site assessment report is required to be submitted with this application.

9.4 Have any studies been completed to assess the impacts of the proposed development on any existing natural heritage features on adjacent lands? If yes, a copy of each study is required to be submitted with this application.      Yes      No

9.5 Appendix 2 to this application, is a checklist (not a substitute for the PPS) identifying areas of provincial interest that may apply to the requested approval. Please check the appropriate boxes in **Appendix 2** and submit with this application.

**10.0 Housing Affordability**

10.1 For applications that include permanent housing, complete **Table B – Housing Affordability**. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attach a separate sheet.

**Table B – Housing Affordability**

Housing Type	Number of Units	Unit Size and/or Lot Frontage	Estimated Selling Price/ Rent
Single-detached			
Semi-detached			
Link/Semi-detached			
Row or townhouse			continued next page
Apartment Block			
Other types or multiples			

10.2 Explain how the proposed development would assist in:

- i) achieving the municipality's targets for residential intensification and redevelopment; and
- ii) implementing the municipality's development standards and policies for residential intensification and redevelopment.
- iii) providing for affordable housing

Provide a detailed explanation as part of the Planning Rationale Report to be submitted with this application.

10.3 Is there any other information that may relate to the affordability of the proposed housing or the type of housing needs served by the proposal? Yes      No

If yes, provide this information as part of the Planning Rationale Report to be submitted with this application.

## 11.0 Servicing

### 11.1 Water and Sanitary Sewer Services:

In accordance with the Official Plan for the City of Brockville, all development shall only be permitted on full municipal services.

The City shall ensure that both municipal water supply and sewage systems perform within permitted operating standards. The City may require the preparation and approval of a functional servicing report prior to development approval.

### 11.2 Stormwater Management:

Prior to development approval of subdivisions, the City shall require the preparation and approval of a Stormwater Management Plan which is acceptable to the City, the Cataraqui Region Conservation Authority, and the Ministry of the Environment.

The Stormwater Management Plan shall be completed in accordance with the guidelines of the Cataraqui Region Conservation Authority and the current Ministry of the Environment Stormwater Planning and Design Manual.

Has a Stormwater Management Plan been prepared?

Yes

No

If yes, add to the list of reports attached to this application and provide copies as required.

If not, add to the list of reports and explain when the plan will be prepared and submitted.

## 12.0 Access to the Subject Property

12.1 Indicate the proposed primary and secondary access to the subject land:

i) provincial highway, namely:

i) municipal road, namely :

iii) other public road, namely:

iii) right-of-way, namely:

iv) water, namely:

12.2 If access to subject land is by water only, indicate the parking and docking facilities used, or to be used, and the approximate distance of these facilities from the subject land or the nearest public road:



## 13.0 Additional Information

13.1 Is there any additional information that may be useful to the City Planning Department in reviewing this development proposal?  
If so, explain below (attach a separate sheet if needed):

13.2 Where applicable and relevant information is available in a planning or a technical study/report prepared for the proposal, please provide the name, section and page number if you have referenced the study/report in any of the questions in this application.

**14.0 Authorizations of the Owner of the subject lands:**

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

**14.1 Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I authorize \_\_\_\_\_ to make this application on my behalf.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Name & Position (print): \_\_\_\_\_

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 agent is authorized to provide personal information respecting the owner must be included with this form or the authorization set out below must be completed.

**14.2 Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I authorize \_\_\_\_\_, as my agent for this application, 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: \_\_\_\_\_

Name & Position (print): \_\_\_\_\_

**14.3 Declaration of the Owner Respecting Municipal Freedom of Information**

In accordance with the provisions of the Planning Act, it is the policy of the City of Brockville Planning Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation thereto, I \_\_\_\_\_ being the owner of the land that is the subject of this application, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the City of Brockville to post a Notice of Planning Application sign on the subject property and permit access to municipal staff to the subject site for purposes of evaluation of the subject application.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Name & Position (print): \_\_\_\_\_

## 15.0 Affidavit or Sworn Declaration of Applicant

I, \_\_\_\_\_ of the \_\_\_\_\_  
(name) (municipality)

in the province of \_\_\_\_\_, make oath and say (or solemnly declare) that the information required under Schedule 1 to Ontario Regulation 544/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the \_\_\_\_\_ in the \_\_\_\_\_  
(municipality) (county)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

\_\_\_\_\_  
Applicant

## 16.0 Signature of Applicant

Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## 17.0 Notes for Review (provided for your information)

- 17.1. Please ensure that Appendix 1 and Appendix 2 to this Application for subdivision approval are reviewed and completed.
- 17.2. The current application fees for a Subdivision can be found attached in Appendix 3.
- 17.3. Review by the Cataraqui Region Conservation Authority (CRCA) is required for amendments affecting sites within Environmental Protection and Waterfront Categories as depicted on Schedule "B" to the Official Plan for the City of Brockville. The fee for review, as shown in Appendix 4 must be submitted with the application for amendment in order to be considered a complete application. The CRCA fee should be provided in a separate cheque made payable to the Cataraqui Region Conservation Authority.
- 17.4. Should an appeal be lodged with respect to City Council's decision on this application, an additional filing fee (See App. 3) per application is required to be paid by the applicant prior to the appeal being forwarded to the Local Planning Appeal Tribunal (LPAT). In addition, the applicant shall be responsible for 75% of all City of Brockville costs relative to the LPAT Hearing. The noted filing fee shall be credited to the applicant when all costs are calculated.
- 17.5. **Authority to Enter Land and Photograph**  
By signing this document, you agree to grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.



## **Appendix “1”**

### **To Application for Approval of a Plan of Subdivision/Condominium Excerpt from the Official Plan for the City of Brockville**

#### **Subsection 6.4.13 – supporting Studies, Information and Materials for Development Applications**

It shall be the policy of the City that:

1. The City shall pass a by-law requiring that pre-consultation occur prior to the submission of any Official Plan amendment, Zoning By-law amendment, plan of subdivision, condominium or consent application and any subsequent studies referenced in this section.
2. Certain supporting studies, information and materials shall be required as part of a development approval process or as part of a detailed planning study as identified throughout this Plan. The need and timing of such supporting studies, information and materials shall be determined by the City on a site-specific basis in consideration of the site's land use context and regard to the policies of this Plan.
3. Applicants seeking development approval shall be advised of the required supporting studies, information and materials as part of the pre-application consultation process or, if subsequently deemed necessary, prior to scheduling a prescribed public meeting.
4. At the time of the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, plan of subdivision/condominium, minor variance, or consent, the City may require an applicant to submit any of the following information, as applicable:
  - i. Deed and/or Offer of Purchase;
  - ii. Topographic Plan of Survey;
  - iii. Site Plan (Conceptual);
  - iv. Floor Plan and/or Elevations;
  - v. Record of Site Condition (RSC);
  - vi. Functional Servicing Report;
  - vii. Approved Class Environmental Assessment;
  - viii. Geotechnical Study;
  - ix. Tree Survey;
  - x. Draft Plan of Subdivision;
  - xi. Condominium Description; and/or
  - xii. Other materials relevant to the development and lands impacted by the proposed development approval application.

5. During the pre-application consultation process for an Official Plan amendment, Zoning By-law amendment, draft plan of subdivision/condominium, or consent application, the City may identify that the applicant is required to submit any of the following supporting studies at the time of the submission of an application, in accordance with the policies outlined in this Plan and/or accepted professional standards and/or guidelines as applicable:
  - i. Retail Market Impact Study;
  - ii. Municipal Financial Impact Assessment;
  - iii. Urban Design Strategy;
  - iv. Land and/or Marine Archaeological Impact Assessment;
  - v. Hydrogeological Study;
  - vi. Groundwater Impact Assessment;
  - vii. Environmental Impact Study (EIS);
  - viii. Record of Site Condition (RSC);
  - ix. Phase I Environmental Site Assessment (ESA);
  - x. Site Screening Questionnaire, where a Phase 1 Environmental Site Assessment is not required;
  - xi. Noise and/or Vibration Study;
  - xii. Transportation Impact Study;
  - xiii. Parking Study;
  - xiv. Servicing Options Report;
  - xv. Stormwater Management Plan;
  - xvi. Planning Rationale Report;
  - xvii. Built Heritage Impact Study;
  - xviii. Lighting Study;
  - xix. Architectural Design and Massing Drawings that address Signature Architecture and Tall Building Guidelines;
  - xx. Shadow Study; and/or
  - xxi. Other studies relevant to the development and lands impacted by the proposed development approval application.
6. Support Studies may vary in scope, depending upon the size, nature and intent of the development approval application and the site's land use planning context. Applicants of development approval applications shall be advised by the City of the required supporting study contents during the pre-application consultation process.
7. When the pre-application consultation process for a proposed development approval application identifies the need for one or more support studies, the application shall not be considered complete for processing purposes until the required supporting studies, information and materials are prepared and submitted to the satisfaction of the City and/or the Cataraqui Region Conservation Authority. Notification of a complete application shall be given to the applicant and all other parties by the City in accordance with the Planning Act.
8. The City shall ensure that supporting studies, information and materials provided by an applicant of a development approval application that has submitted a complete application for development approval shall be made available to the public for review.

## APPENDIX “2”

### TO APPLICATION FOR APPROVAL OF PLAN OF SUBDIVISION / CONDOMINIUM PROVINCIAL POLICY INFORMATION REQUIREMENTS

Completion of the following will assist the municipality in performing a complete review of the subject proposal.

#### Significant Features Checklist

Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres.  
Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies.  
Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>					Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>					Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres					Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site					Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant					Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond					Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line					Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated future ones					Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station					Determine possible impacts within 200 metres.
High voltage electric transmission line					Consult the appropriate electric power service.
Transportation and infrastructure corridors					Will the corridor be protected? Noise Study prepared?
Significant wetlands or potentially significant wetlands					Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species					Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.					Provide Environmental Impact Study.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites <sup>4</sup>					Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations					Development to comply with the Minimum Distance Separation Formulae and O. P. policies.

<sup>1</sup>**Class 1 Industry** - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

<sup>2</sup>**Class 2 Industry** - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

<sup>3</sup>**Class 3 Industry** - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

<sup>4</sup>**Hazardous sites** - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

**PLANNING FEES 2019** (including Finance Office and Fire Dept.)  
in accordance with City of Brockville By-Law No. 020-2019  
**(Effective April 1, 2019)**  
*(all Planning Fees are tax exempt)*

**APPENDIX "3"**

<b>SUBDIVISION AND CONDOMINIUM APPROVALS</b>	
<i>Applications for Subdivision Approval are required to be submitted with the required fees noted below; including CRCA fees if applicable.</i>	
<b>Application for Subdivision Approval*</b>	\$3,650.00 per application, plus \$75.00/lot, \$250.00/block within the proposed plan
<b>Application for Condominium Approval: (including Condominium Conversions)</b>	\$3,600.00 per application*
<b>Exemptions from Planning Act Approval - Condominiums</b>	\$1,685.00 per submission
<b>Modifications to an Application for Subdivision Requiring a second or subsequent public Meeting</b>	\$715.00 per submission
<b>Amendment to Subdivision or Condominium Agreement</b>	\$530.00 per submission*
<b>Fees for Engineering Review of Subdivisions:</b> less than 50 dwelling units: more than 50 dwelling units:	\$450.00 per submission \$685.00 per submission
<b>Cataraqi Region Conservation Authority (CRCA) Fees:</b>	CRCA fees for review of Planning Applications are attached to this report. Payment of said fees shall be made payable to CRCA.
<b>Appeal – Subdivision and Condominium</b> Should Council grant draft approval in accordance with the proposed subdivision/condominium requested by the applicant and an appeal is lodged to the approval, an additional fee of \$1,685.00 per application is required prior to the appeal being forwarded to the Local Planning Appeal Tribunal.	\$1,685/application  In addition, the applicant shall be responsible for 75% of all City of Brockville costs relative to the LPAT hearing. The noted \$1,685.00 fee per application shall be credited to the applicant when all costs are calculated.
<b>Extension of Draft Plan Approval</b>	\$410.00 per submission
<b>Amendments to Draft Plan Conditions/ Red Line changes</b>	\$530.00 per submission
<b>Deeming of a Plan of Subdivision</b>	\$530.00 per submission*
<b>Removal of Part Lot Control</b>	\$485.00 per request *
<b>Lot releases (Subdivision Agreements)</b>	\$125.00 per release or request*
<b>Processing of a Servicing and Development Agreement</b>	\$1,120.00 per Agreement*

*\*Plus registration fee - \$120.00 (refundable if registered by Applicant)*



**PLANNING FEES 2019 (including Finance Office and Fire Dept.)**  
in accordance with City of Brockville By-Law No. 020-2019  
**(Effective April 1, 2019)**  
*(all Planning Fees are tax exempt)*

**APPENDIX “4”**

**Cataraqui Region Conservation Authority (CRCA)**  
**Plan Review Service Fee Schedule<sup>1,2</sup>**  
**(Effective January 1, 2019)**

<b>Planning Application Type</b> (Privately Initiated Site-Specific Applications)	<b>Fee<sup>3</sup></b>	<b>Notes</b>
<b>Official Plan Amendment</b>	\$665 (minor) <sup>4</sup> \$1,105 (major) <sup>6</sup>	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with an Official Plan Amendment application.
<b>Zoning By-Law Amendment</b>	\$400	
<b>Consent</b>	\$400/lot	Fees for the review of applications required to fulfill a condition of consent approval are waived.
<b>Minor Variance</b>	\$400	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
<b>Development Permit</b>	\$400 (minor) <sup>4</sup> \$1,165 (standard) <sup>5</sup> \$2,210 (major) <sup>6</sup>	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
<b>Site Plan Control</b>	\$390 (minor) <sup>4</sup> \$1,165 (standard) <sup>5</sup> \$2,210 (major) <sup>6</sup>	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
<b>Plan of Subdivision / Condominium</b>	\$3,040 \$1,095 \$735	Application for Draft Plan Approval  Application for Final Plan Approval  Resubmission of lapsed Draft Plan Approval, or Amendment
<b>Property Inquiry – no inspection</b>	\$180	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.
<b>Property Inquiry – with inspection</b>	\$360	

**PLANNING FEES 2019 (including Finance Office and Fire Dept.)**  
in accordance with City of Brockville By-Law No. 020-2019  
**(Effective April 1, 2019)**  
*(all Planning Fees are tax exempt)*

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**Notes:**

1. Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See CRCA Technical Report Review Services Fee Schedule for applicable fees for the review of technical reports.
2. Plan review fees may be reduced with the approval of the CRCA Supervisor of Development Review.
3. Significant amendments to an application or a resubmission within a period of 2 years will be charged a review fee of 50 percent of the current fee. A resubmission after 2 years will be considered a new application and will be subject to the full current fee.
4. Minor refers to applications that are generally minor in nature (e.g. single family residential).
5. Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 ha, additions up to 200 square metres).
6. Major refers to applications that are major development projects (e.g. multiple residential, industrial).

**Cataraqui Region Conservation Authority (CRCA)**  
**Technical Report Review Service Fee Schedule<sup>1,2</sup>**  
**(Effective January 1, 2019)**

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. CRCA review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee <sup>5</sup>	Description
<b>Technical Report – Brief<sup>1</sup></b>	\$360	<b>Normal Review (30 days)</b> <ul style="list-style-type: none"> <li>• Flood plain hydrology analysis</li> <li>• Geotechnical (unstable soils and slopes)</li> <li>• Stormwater management</li> <li>• Environmental impact analysis (EIA)</li> <li>• Environmental impact statements (EIS)</li> <li>• Sediment and erosion control plans</li> <li>• Wetland hydrologic impact analysis</li> </ul>
<b>Technical Report – Standard<sup>2</sup></b>	\$765	
<b>Technical Report – Major<sup>3</sup></b>	\$1,430	
<b>Resubmissions / Revisions<sup>4</sup></b>	50%	

**Notes:**

1. Brief Reports are typically those prepared in the form of a letter of opinion generally relating to the development of a single residential lot.
2. Standard Reports are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
3. Major Reports are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
4. The applicable report fee includes the review of one resubmission. A 50% surcharge is applied for additional submissions.
5. These fees are not subject to taxation.