

**Note to applicants:** This application form is to be used when the Southeast Parry Sound District Planning Board is the approval authority for the proposed plan of subdivision or condominium description. In this form, the term "subject land" means the land to which a proposed plan of subdivision/condominium applies.

### **Complete Application**

The **mandatory** information in this form that **must** be provided by the applicant is indicated by **black arrows** on the left side of the section numbers. This information is prescribed in Schedule 1 to *Ontario* Regulation 544/06 made under *the Planning Act* and includes a number of studies that may be required as part of the application.

This information **must** be provided with the **appropriate fee** and the draft **plan** for the proposed subdivision/condominium. If the mandatory information, together with the draft plan and fee, is not provided, the Planning Board may refuse to accept or further consider the application.

### **Other Information**

This application form also sets out **other** information that may be needed, such as technical information or reports. To ensure the quickest and most complete review, this other information should be submitted at the time of application. In the absence of this other information, it may not be possible to do a complete review which may result in delay and possible refusal of the application.

Municipal official plans may also contain provisions for additional information relating to submission of an application.

Filling out the application form does not replace the need for early consultation with the Municipality and Planning Board. See below for information on early consultation.

### **Early Consultation**

Prior to formally submitting an application, the applicant and/or agent(s) are strongly encouraged to contact the Municipality and Planning Board to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with staff and discuss what supporting documents and information may be required.

### **Submission of the Application**

The Planning Board needs:

- One copy of the completed application form
- 12 copies of the draft plan
- Digital (pdf) copy of the draft plan
- 2 copies of the draft plan on 11" x 17" paper
- Digital (pdf) copy and 6 paper copies each of the required Information/reports
- Application fee

**Measurements must be in metric units,**

Submission of digital report(s)/electronic copies is encouraged but this does not replace the Planning Board's requirement for hard copies.

### **For Help**

To help you complete the application form and prepare a good draft plan, please consult your local Municipality and/or the Planning Board office as shown below.

Mailing Address:

Southeast Parry Sound District Planning Board  
P.O. Box 310  
Kearney, ON P0A 1M0

Office Location:

Township of Perry/Information Centre Building  
1695 Emsdale Road  
Emsdale, ON P0A 1J0

Tel/Fax.: 705-787-5070

email: [Imoyer@sepsdplanningboard.ca](mailto:Imoyer@sepsdplanningboard.ca)

**Please print to complete and select the appropriate boxes ( ), as required  
Mandatory information is indicated by the black arrow**

<b>1. Application Information</b>				
▶ <b>1.1</b> Name of owner(s). An owner's authorization is required in Section 17.1, if applicant is not the owner.				
Name of owner(s)		Home telephone	Business telephone	
Address		Postal code	Fax no.	
E-mail address				
▶ <b>1.2</b> Agent/Applicant - Name of the person to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)				
Name of contact person		Home telephone	Business telephone	
Address		Postal code	Fax no.	
E-mail address				
<b>1.3.</b> Name of owner(s) of the sub-surface rights if different from the surface rights owner(s)				
<b>2. Description/Location of the Subject Land (complete applicable boxes in section 2.1)</b>				
▶ <b>2.1</b> District		Municipality	Geographic/Former Township	
Concession number(s)	Lot number(s)		Registered plan no.	Lot(s)/block(s)
Reference plan no.	Part number(s)	Parcel number(s)	Name of street/road	Street no.
▶ <b>2.2</b> Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe each easement(s) or covenant(s) and its effect. Use a separate page if necessary.				
<b>3. Designation of Lands   Current and Proposed Land Use</b>				
<b>3.1</b> Name of the official plan				
▶ <b>3.2</b> The current designation(s) of the subject land in the applicable official plan				

**3.3** What is the present zoning, if any, of the subject land?

**3.4** If the land is covered by a Minister's Zoning Order (MZO), what is the regulation number?

**3.5** If the land is covered by a MZO, what uses are permitted by the order?

**3.6** What is the current use of the subject land?

**3.7** What are the surrounding land uses?  
 East

West

North

South

► **3.7** Check whether this application is for approval of:  Plan of Subdivision or  Condominium Description.

Indicate the type of condominium proposed:  
 Standard  Amalgamations  Vacant Land  Phased  Common Elements  Leasehold

► **3.8 Complete Table A**

**Table A - Proposed Land Use**

Proposed Land Use		Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (ha.)	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential	Detached					(1)
	Semi detached					(1)
	Multiple attached					
	Apartment					
	Seasonal					
	Mobile home					
	Other (specify)					
Commercial						
Industrial						
Park, open space		nil			nil	nil
Institutional (specify)						
Roads		nil			nil	nil
Other (specify)						
<b>Totals</b>						

(1) Complete only if for approval of condominium description

**Previous/Former Uses of Site and Adjacent Land (History)**

**3.9** Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent land? Yes  No  Unknown   
If yes, specify the uses.

	Yes	No	Unknown
<b>3.10</b> Has the grading of the subject land been changed by adding earth or other material(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.11</b> Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.12</b> Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.13</b> Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3.14** What information did you use to determine the answers to the above questions on former uses?

**3.15** If yes to any of (3.9), (3.10), (3.11), (3.12), or (3.13), an Inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.  
Is the inventory of previous uses attached? Yes  No  If the inventory is not attached, why not?

**3.16** If yes to (3.9), (3.10), (3.11), (3.12), (3.13) or (3.14), was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed? Refer to Appendix 2.

Yes  No  if no, why not? Explain on a separate page, if necessary.

**4. Consultation with the Planning Approval Authority / Municipality / Planning Board**

**4.1** Has there been consultation with the Planning Board prior to submitting this application?  
 Yes  No If yes, and if known, indicate the file number \_\_\_\_\_

**4.2** Have you consulted with the municipality on the application's conformity to the Official Plan?  Yes  No  
If yes, attach a letter/documentation from the municipality on the proposal's conformity to the Official Plan.  Attached  
(If an Official plan amendment is needed, it should be submitted prior to or concurrently with this application.)

**4.3** Have you discussed with the municipality/planning board the official plan 'submission requirements for a plan of subdivision/condominium'?  
 Yes  No

**4.4** Have you provided with this application a list, together with the related materials, of the submission requirements identified in the official plan?  
(All materials required in the official plan for complete application must be provided when submitting an application.)

Yes  No  Attached If no, why not? Please explain.

\_\_\_\_\_

**5. Additional Information for Condominium Applications Only**

**A. General information for all types of condominium**

**Yes No**

- ▶ **5.1** Has a site plan for the proposed condominium been approved?  Yes  No
- ▶ **5.2** Has a site plan agreement been entered into?  Yes  No
- ▶ **5.3** Has a building permit for the proposed condominium been issued?  Yes  No
- ▶ **5.4** Has construction of the development started?  Yes  No
- ▶ **5.5** If construction is completed, indicate the date of completion \_\_\_\_\_
- ▶ **5.6** Is the building currently occupied?
- ▶ **5.7** Is this a conversion of a building containing rental residential units?  Yes  No  
If yes, indicate the number of units to be converted, \_\_\_\_\_ units,
- 5.8** Has the municipality approved the conversion?

If yes, attach a council resolution to this effect from the municipality.

**B. Information specific to each type of condominium apart from the standard condominium**

- 5.9 Amalgamations** (where two or more corporations may amalgamate.)  
Include the following with your application: a plan showing the relationship of the condominiums to be amalgamated; the file numbers; the approval dates; and any other relevant information.
- 5.10 Vacant Land** (condominium in which each owner may decide what type of structure, if any, will be built on his or her lot.) This kind of development may, for example, be suitable for a mobile home development.  
Include information on the proposed servicing and the status of required permits, etc.
- 5.11 Phased** (condominium development which will allow a single condominium to be built in phases.)  
Include a summary outline of the number of units and common elements to be developed in each specific phase and any common elements that would be available in subsequent phases.
- 5.12 Common Elements** (condominium with the following features: the common elements are defined; the land is not divided into units; the homes could be freehold; facilities such as a recreational centre or roads and sewers could be common elements.)  
Include a map showing the freehold properties outside the specific condominium site. Identify common elements and property ownerships.
- 5.13 Leasehold** (condominium where the initial term of the lease of the land must be from 40-99 years and the leasehold unit owner could sell the unit without the consent of the landlord.)  
On a separate page, provide information on what happens at the end of the lease period. Include dates.

**6. Provincial Plans**

- ▶ **6.1** Is the subject land for the proposed development located within an area of land designated in any provincial plan (Example: Oak Ridges Moraine Conservation Plan, the Greenbelt Plan, the Growth Plan for the Greater Golden Horseshoe, the Parkway Belt West Plan, the Niagara Escarpment Plan, or the Central Pickering Development Plan)?  Yes  No

**6.2** If yes, identify which provincial plans(s) and explain the current designations(s) of the subject land(s).

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- 6.3** If yes, does the proposal conform/not conflict with the policies contained in the provincial plan(s)?  Yes  No

If yes, please explain. Attach a separate page, if necessary. Submit a copy of a planning report, if applicable.

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- 6.4** Is the subject land the subject of a proposed amendment to a provincial plan? If yes, what is the applicable provincial plan? Specify the file number and status of the application.  Yes  No
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**7. Status of Current and Other Applications under the Planning Act**

► **7.1** Has the subject land ever been the subject of a planning application, including applications before the Ontario Municipal Board (OMB) or the Local Planning Appeal Tribunal (LPAT), for approval of either:

**Amendment to the Official Plan**     Yes     No

If yes and if known, indicate i) file number and ii) status of the application

**Plan of Subdivision**     Yes     No    If yes and if known, indicate i) file number and ii) status of application

**Consent**     Yes     No    if yes and If known, indicate i) file number and ii) status of application

**Site Plan**     Yes     No    If yes and if known, Indicate i) file number and ii) status of application

**Zoning By-law Amendment**     Yes     No    If yes and if known, indicate i) file number and ii) status of application

**Minor Variance**     Yes     No    If yes and if known, indicate i) file number and ii) status of application

**Minister's Zoning Order Amendment**     Yes     No    If yes and if known, indicate i) file number, and ii) status of the request.

Note: Please provide list(s) of the relevant applications on a separate page and attach to this form. For those applications before the OMB/LPAT, provide the OMB/LPAT file number and the status of appeal.

**8. Provincial Policy**

► **8.1** Is the proposed development consistent with the **Provincial Policy Statement (PPS)** issued under subsection 3(1) of the *Planning Act*?  
 Yes     No    (See Appendix 2 for more information on the PPS.)

**8.2** Explain how the application is consistent with the PPS. Attach a separate page if necessary.

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**8.3** 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 property?     Yes     No

**8.4** Have any studies been completed to assess the impacts of the proposed development on any existing natural heritage features and adjacent lands?     Yes     No

**8.5 Table B** is a checklist (not a substitute for the PPS) to assist in Identifying areas of provincial Interest that may apply to your application. Please check the appropriate boxes in Table B in Appendix 1.

The last column is **additional information** associated with each feature or development circumstance that may be needed to process an application. Applicants are encouraged to submit supporting documentation with the application.

**9. Housing Affordability**

**9.1** For applications that include permanent housing, complete **Table C - 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 page.

**Table C - Housing Affordability**

For example: semi-detached - 10 units; 1000 sq. ft. 15.5 metres, \$140,000

Housing Type	Number of Units	Unit Size and/or Lot Frontage	Estimated Selling Price/Rent	Canada Mortgage and Housing Corporation (CMHC) Average Price (Rent for Current Year)
Semi-detached				
Link/Semi-detached				
Row or townhouse				
Apartment block				
Other types or multiples				

**9.2** What is the municipality/planning board's minimum target, or provincial target established in a provincial plan, for the provision of housing which is affordable to low and moderate income households?

**9.3** What is the municipality/planning board's development standards for residential intensification, redevelopment and new residential development?

**9.4** Explain how the proposed development would assist in:

- i) achieving the municipality/planning board's targets for residential intensification and redevelopment; and
  - ii) Implementing the municipality/planning board's development standards and policies for residential intensification and redevelopment.
- Attach a separate page if necessary.

**9.5** 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, please explain in Section 15.1 or attach a separate page.

**10. Archaeology**

- ▶ **10.1** Does the subject land contain any known archaeological resources or areas of archaeological potential?  Yes  No  
If yes, does the plan propose to develop lands within the subject lands that contain:
- o known archaeological resources?  Yes  No
  - o areas of archaeological potential?  Yes  No

- ▶ **10.2** If yes to 10.1, the following reports must be prepared:
- a) an archaeological assessment that is prepared by a person who holds a licence that is effective with respect to the subject land and issued under Part 6 (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and
  - b) a conservation plan for any archaeological resources identified in the assessment.

Titles of reports:

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- 10.3** Are the reports attached?  Yes  No If no, discuss the reasons with the Planning Board

**Notes:** 1. Archaeological resources include artifacts, archaeological sites and marine archaeological site. Refer to the PPS for the definition.  
2. Areas of archaeological potential means areas with the likelihood to contain archaeological resources. Refer to the PPS for the definition.

**11. Servicing**

- 11.1** Indicate in a) and b) below the proposed type of servicing for the subject land. Select from Table D the appropriate type of servicing. Provide/attach a separate page with the names of the relevant servicing information and/or reports indicated in Table D and as requested in c) below.

- ▶ a) In Table D, select the relevant boxes in the right column,  
Indicate the proposed type of sewage disposal system - whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, or other means?

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- ▶ b) In Table D, select the relevant boxes in the right column.  
Indicate the proposed type of water supply system - whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means?

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- c) Provide a list of available servicing reports/information.  Attached  
d) Have these reports been submitted with your application?  Yes  No

Indicate on the list the reports that are Included with the application.

**11.2 Hauled Sewage**

If development is proposed on a privately owned and operated individual or communal septic system, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage resulting from the proposed development. Refer to Table D below.

- 11.3** Is there municipal support for the allocation of uncommitted reserve servicing capacity to the subject application?  
Sewage  Yes  No Water  Yes  No



**Table D - Sewage Disposal and Water Supply**

Type of Servicing	Reports/Information Required [select appropriate boxes where applicable]	
<b>Sewage Disposal</b>	a) Publicly owned and operated sanitary sewage system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient uncommitted reserve sewage system capacity to service the development at the time of draft approval. The reserve sewage system capacity shall also include treatment capacity for hauled sewage from Individual on-site sewage systems.
	b) Public communal septic	<b>Development of five or more lots/units</b> would require a servicing options report <sup>6</sup> and a hydrogeological report <sup>2</sup> . <b>Development of less than five lots/units and generating effluent of more than 4,500 litres per day</b> would require a servicing options and hydrogeological report <sup>2</sup> .
	c) Privately owned and operated individual septic system d) Privately owned and operated communal septic system	<ul style="list-style-type: none"> <li>▶ <b>Development of five or more lots/units</b> would require a servicing options report<sup>1</sup> and a hydrogeological report<sup>2</sup>.</li> <li>▶ Development of <b>less than five lots/units and generating effluent of more than 4,500 litres per day</b> would require a servicing options and hydrogeological report<sup>2</sup>.</li> <li>▶ Development of <b>less than five lots/units and generating effluent of 4,500 litres or less per day</b> would require a hydrogeological report<sup>1</sup>.</li> </ul>
	e) Other	To be described by applicant.
<b>Hauled Sewage</b>		If development is proposed on privately owned and operated individual or communal septic systems, applicant must provide evidence in the application showing either:  i) Municipal confirmation of sufficient uncommitted reserve sewage system capacity, at the time of draft approval, for treatment of septage resulting from the proposed development, OR ii) Confirmation (i.e., letter) from a commercial enterprise (private provider) for hauled sewage (septage) indicating that capacity is available, at the time of draft approval, to accommodate the specific proposal.
<b>Water Supply</b>	a) Publicly owned and operated piped water system	<input type="checkbox"/> Applicants must provide evidence in their application that there is municipal confirmation of sufficient reserve water system capacity to service the development at the time of draft approval.
	b) Privately owned and operated individual well(s) c) Privately owned and operated communal well(s)	<ul style="list-style-type: none"> <li>▶ A communal or individual well system for the development of <b>more than five lots/units</b> would require a servicing options report<sup>s</sup> and a hydrogeological report.<sup>1</sup></li> <li><input type="checkbox"/> Communal well systems for <b>non-residential development</b> may need a hydrogeological report.<sup>1</sup></li> </ul>
	d) Lake or other water body	A Permit to Take Water may be required.
	e) Other	To be described by applicant.

<b>12. Access</b>		
12.1 Indicate below in a) and b) the proposed access to the subject land. Note the information that may be required, as indicated in Table E below.		
▶ a) The proposed road access would be by: <input type="checkbox"/> Provincial highway <input type="checkbox"/> Municipal road maintained all year <input type="checkbox"/> Municipal road maintained seasonally <input type="checkbox"/> Other public road <input type="checkbox"/> Right of way <input type="checkbox"/> No road access <input type="checkbox"/> Other		
▶ b) Is water access proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, on a separate page, describe the parking and docking facilities to be used, the approximate distance of these facilities from the subject land and the nearest public road access. <input type="checkbox"/> Attached		
<b>13. Stormwater Management/Drainage</b>		
13.1 Indicate in a) below the proposed type of stormwater <b>management</b> for the subject land. Provide/attach the servicing reports/information as indicated in Table E and required in b) below.		
a) The proposed stormwater management would be by: <input type="checkbox"/> Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other		
b) Is the stormwater management report attached? <input type="checkbox"/> Yes <input type="checkbox"/> No If not attached as a separate report, in what report can it be found?		
<b>14. Garbage Disposal</b>		
14.1 Describe the available or proposed garbage disposal for the proposed development.		
Table E - Road/Water Access and Stormwater Management		
<b>Services</b>	<b>Reports/Information Required</b>	
<b>Storm Drainage</b>	a) Sewers	i) A stormwater management plan is recommended, and should be prepared concurrently with any hydro-geological report for submission with the application. ii) A stormwater management plan may be needed prior to final approval of a plan of subdivision or prior to site plan approval.
	b) Ditches c) Swales d) Other	A stormwater management plan may be needed.
<b>Road Access</b>	a) Provincial highway	Application to MTO for an Access Permit should be made prior to submitting this application (See Appendix 2). An Access Permit is required from MTO prior to commencing development.
	b) Municipal or other public road maintained all year	Detailed road alignment and access will be confirmed when the development application is made.
	c) Municipal road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads.
	d) Right of way	Access by right of ways and private roads are not usually permitted, except as part of a condominium.
<b>Water Access</b>		A letter is required from the owner(s) of a commercially operated parking and docking facility indicating that capacity is available to accommodate the specific proposal,

**15. Other Information**

**15.1** Is there any other information that may be useful to the Planning Board in reviewing this development proposal (e.g., information relating to housing affordability, requirements and policies in the municipal official plan, or efforts made to resolve outstanding objections or concerns by area resident(s), the municipality, other)?

If so, explain below or attach a separate page with this information.

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► **15.2** The original or certified copy of any other information and materials, as required by the official plan of the municipality/planning board, must be provided with this application.

**15.3** Where applicable and relevant information is available in a planning report submitted to council, or in a technical study/report(s) prepared for the proposal, please provide the name, section and page number if you have referenced the study/report(s) in any of the questions above.

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**16. Affidavit or Sworn Declaration**

► 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 \_\_\_\_\_

(lower-tier municipality)

(upper-tier municipality)

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_  
**Applicant**

**17. 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 authorization set out below must be completed.

**► 17.1 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

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

**17.2 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 for the purposes of the *Freedom of*

*Information and Protection of Privacy Act*. 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

**18. Consent of the Owner**

Complete the consent of the owner' concerning personal information set out below.

**Consent of the Owner to the Use and Disclosure of 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 for the purposes of the *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 of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

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

**19. Submission of Application**

Date of application to the Planning Board \_\_\_\_\_

**20. Applicant's Checklist: Have you remembered to:**

- |  |                          |
|--|--------------------------|
| i) Attach:   | Yes                      |
| • I copy of the completed application form?<br>(ensure you have a copy for yourself)   | <input type="checkbox"/> |
| • Twelve copies, at a minimum, of the draft plan?  | <input type="checkbox"/> |
| • Digital (pdf) copy of the draft plan?  | <input type="checkbox"/> |
| • Two copies of the draft plan on 11" X 17" paper?   | <input type="checkbox"/> |
| • Digital (pdf) copy and 6 paper copies each of the reports as indicated in the application form?                              | <input type="checkbox"/> |
| • The required fee, either a certified cheque or money order, payable to<br>the Southeast Parry Sound District Planning Board? | <input type="checkbox"/> |
| ii) Check that the application form is signed and dated by the owner/agent?  | <input type="checkbox"/> |

**Note:**

Submission of digital report(s)/electronic copies is encouraged but this does not replace the Planning Board's requirement for hard copies.

**Forward Complete Application to:**

Mailing Address:

Southeast Parry Sound District Planning Board  
P.O. Box 310  
Kearney, ON P0A 1M0

Office Location:

Township of Perry/Information Centre Building  
1695 Emsdale Road  
Emsdale, ON P0A 1J0

**APPENDIX 1**

**Table B** below is a checklist (not a substitute for the PPS) to assist in identifying areas of provincial interest that may apply to your application. Please check (V) the appropriate boxes in **Table B**, where applicable.

The last column is additional information associated with each feature or development circumstance which may be needed to process an application.

Applicants are encouraged to submit supporting documentation with the application.

<b>Table B - Significant Features Checklist</b>			
<b>Development Circumstances OR Features of Interest to the Province</b>	<b>a ) If a feature/land use, is on site or within 500 metres? OR b) If a development circumstance, does it apply?</b>	<b>If a feature/land use, specify distance from site (in metres)</b>	<b>Additional information that may be needed</b>
Class 1 industry <sup>1</sup>			If sensitive land use is proposed within 70 m from the boundary lines, a noise/odour/particulate study will be needed.
Class 2 industry <sup>2</sup>			If sensitive land use is proposed within 300 m from the boundary lines, a noise/odour/particulate study or other studies will be needed.
Class 3 industry <sup>1</sup>			If sensitive land use is proposed within 1000 m from the boundary lines, an assessment of the full range of Impacts and mitigation measures will be needed.
Landfill site(s): closed/active landfill			<p>If sensitive land use is proposed, and if within 500 m of the perimeter of the fill area, studies including leachate and groundwater impacts, noise, methane gas control, odour, vermin and other impacts will be needed.</p> <p>The proponent may also be requested to provide other information such as age and size of landfill site; type of waste disposed on site; projected life of site; size of buffer area; amount of truck traffic per day, etc.</p> <p>If proposal is on a closed landfill that is 25 years old or less, approval under Section 46 of the Environmental <i>Protection Act</i> is required and should be obtained prior to any Planning Act approval.</p>
Sewage treatment plant and waste stabilization pond			<p>Need for a noise/odour/feasibility study if the proposal is for a sensitive land use and the property line is within:</p> <ul style="list-style-type: none"> <li>• 100 m from the periphery of the noise/odour-producing source structure of a sewage treatment plant (SIP) producing less than 500 cubic metres of effluent per day; or</li> <li>• 150 m from the periphery of the noise/odour-producing source structure of a STP producing greater than 25,000 cubic metres of effluent per day; or</li> <li>• 400 m from the boundary line of a waste stabilization pond.</li> </ul>
Provincial highway			<p>Consult with the Ministry of Transportation In order to assess whether direct access to the provincial highway will be permitted. If so, permits will be required for all proposed buildings/land use and entrances within the permit control area in accordance with the <i>Public Transportation and Highway Improvement Act</i>.</p> <p>If the proposal is located in proximity to a provincial highway, a traffic impact study and a stormwater management report would be required by the Ministry of Transportation.</p>

Development Circumstances OR Features of interest to the Province	a) If a feature/land use, is it on site or within 500 metres? OR b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in metres)	Additional information that may be needed
Airports where Noise Exposure Forecast (NEF) or Noise Exposure Projection (NEP) greater than 30			If the proposal is to redevelop existing residential uses and other sensitive land uses, or infill of residential and other sensitive land uses in areas above 30 NEF/NEP, assess feasibility of proposal by demonstrating no negative impacts on the long-term function of the airport.
Active railway lines and major highways			A noise feasibility study may be needed to determine possible noise Impacts and appropriate mitigation measures if sensitive land use is proposed within: <ul style="list-style-type: none"> <li>• 500 m of a main railway line or of any provincial highway;</li> <li>• 250 m of a secondary railway;</li> <li>• 100 m of other railways or a freeway right of way; and</li> <li>• 50 m of a provincial highway right-of-way.</li> </ul>
Electricity generating station, hydro transformers, railway yards, etc.			If a sensitive land use is proposed, and if within 1000 metres, a noise study may be needed to determine possible noise impacts and appropriate mitigation measures.
High voltage electric transmission line			Consult the appropriate electric power service/utility for required buffer/separation distance.
Transportation, other infrastructure, utility and hydro corridors			For all corridors, demonstrate that the proposed development in planned corridors would not preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.
Agricultural operations			If development is proposed outside of a settlement area, it must comply with the Minimum Distance Separation Formulae.
Mineral mining operations and petroleum resource operations and known petroleum resources			If within 1000 m, demonstrate that development and activities would: <ul style="list-style-type: none"> <li>• not preclude or hinder the expansion of existing operations, or their continued use, or establishment of new resource operations, or access to the resources;</li> <li>• not be incompatible for reasons of public health, public safety or environmental impacts; OR</li> <li>• serve a greater long-term public interest if the resource use is not feasible, and address issues of public health, public safety and environmental impacts.</li> </ul>
Mineral aggregate operations, and known deposits of mineral aggregate resources			If a sensitive land use is proposed, a feasibility study is needed to determine noise, dust/particulate and hydrogeology if within: <ul style="list-style-type: none"> <li>• 1000 m of the property boundary line (or licensed area) of any land designated for or an existing pit, or</li> <li>• 1000 m of the property boundary line (or licensed area) of any land designated for or an existing quarry.</li> </ul> If within 1000 m of a known deposit of sand and gravel or a bedrock resource, the applicant needs to demonstrate that development and activities would: <ul style="list-style-type: none"> <li>• not preclude or hinder the expansion of existing operations, or their continued use, or establishment of new resource operations or access to the resources;</li> <li>• not be incompatible for reasons of public health, public safety or environmental impacts; or</li> <li>• serve a greater long-term public interest if the resource use is not feasible, and</li> <li>• address issues of public health, public safety and environmental impacts.</li> </ul>

Development Circumstances OR Features of Interest to the Province	a) If a feature/land use, is it on site or within 500 metres? OR b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in metres)	Additional information that may be needed
Significant wetlands in Ecoregions 5E, 6E and 7E; Significant coastal wetlands; Significant habitat of endangered species and threatened species			Development and site alteration are not permitted in these features. Are any significant wetlands, significant coastal wetlands or unevaluated wetlands present on the subject lands or within 120 m? Are any known significant habitats present on the subject lands or within 50 m? Has there been preliminary site assessment to identify whether potentially significant habitats are present?
Significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E			Development and site alterations are not permitted in the feature, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Are any significant wetlands, significant coastal wetlands or unevaluated wetlands present on the subject lands or within 120 m?
Significant woodlands and valleylands south and east of the Canadian Shield; Significant wildlife habitat; Significant Areas of Natural and Scientific Interest			Development and site alteration are not permitted in the feature unless no negative impacts on the natural features or their ecological functions have been demonstrated. Are any significant woodlands, significant valleylands, significant wildlife habitat, and Areas of Natural and Scientific Interest (ANSIs) on the subject lands or within 50 m? If yes to the above, an environmental impact study may be needed.
Fish habitat			Development and site alteration are not permitted in fish habitat except in accordance with provincial and federal requirements. Is any fish habitat on the subject lands or within 15 m? Is any lake trout lake on the subject lands or within 30 m? If yes to the above, an environmental impact study may be needed.
Adjacent lands to natural heritage features and areas			Development and site alteration are not permitted on adjacent lands to natural heritage features unless: <ul style="list-style-type: none"> <li>the ecological function of the adjacent lands has been evaluated; and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.</li> </ul>
Sensitive surface water features and sensitive groundwater features			Development and site alteration are restricted in or near sensitive surface water features and sensitive groundwater features. Demonstrate suitable mitigation measures and/or alternative development approaches to protect, improve or restore sensitive surface water features, sensitive groundwater features and their hydrologic functions.
Water quality and quantity			For all plans of subdivision/condominium proposals, a stormwater management plan or an assessment is generally required to determine potential impacts on water quality and quantity. <ul style="list-style-type: none"> <li>If the proposal is adjacent to a water body such as a lake or stream, wetland, spring, or ground water recharge area, an impact assessment on the water body may be needed.</li> </ul> Development adjacent to a lake trout lake must address other requirements.



Development Circumstances OR Features of Interest to the Province	a) If a feature/land use, is it on site or within 500 metres? OR b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in metres)	Additional information that may be needed
Cultural heritage and archaeology			<p>Significant built heritage resources and significant cultural heritage landscapes shall be conserved; adverse Impacts on these resources are to be mitigated. Development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if significant archaeological resources have been conserved by removal and documentation, or by preservation on site.</p> <p>Where significant archaeological resources must be preserved on site, only development and site alteration which maintain the heritage integrity of the site may be permitted.</p> <p>Development and site alteration may be permitted on adjacent lands to protected heritage property if it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.</p> <p>Mitigation measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by proposed adjacent development or site alteration.</p>
Human-made hazards <sup>4</sup> including mine hazards, mineral aggregate operations and high forest fire hazards			<p>Development proposed on abutting or adjacent to lands affected by mine hazards, oil, gas and salt hazards, or former mineral mining operations, mineral aggregate operations, or petroleum resource operations may be permitted only if rehabilitation measures to address and mitigate known or suspected hazards are under-way or have been completed.</p> <p>Are the subject lands on or within 75 m of existing un-decommissioned oil and gas works?</p> <p>Are the subject lands on or within 1000 m of a salt solution mining well?</p> <p>Are the subject lands within 300 m of an abandoned pit or 500 m of an abandoned quarry?</p> <p>Demonstrate how the hazard(s) will be addressed.</p>
Mine hazards, former mining operations, or rehabilitated and abandoned mine sites			<p>If proposal is on, adjacent to, or within 1000 m of mine hazards, former mining operations, rehabilitated mine sites, abandoned mine sites, or AMIS identified sites, progressive and final rehabilitation will be required to accommodate subsequent land uses. All work must be completed to the satisfaction of the province.</p>
Non-operating mine site within 1000 metres			<p>Was the mine rehabilitated? Have potential impacts been addressed?</p> <p>If within 1 000 m, demonstrate to the satisfaction of the Ministry of Northern Development and Mines that the mine has been rehabilitated OR all potential impacts have been investigated and mitigated.</p>
Rehabilitated and abandoned mine sites			<p>If proposal is on, adjacent to, or within 1000 m, consult with the Ministry of Northern Development and Mines.</p> <p>Progressive and final rehabilitation will be required to accommodate subsequent land uses.</p>
Contaminated sites			<p>To determine potential soil contamination, there is a need for a Phase I Environmental Site Assessment (ESA) as per applicable regulation of the Ministry of the Environment, A Phase 2 Environmental Site Assessment is needed if the site has potential for soil contamination.</p> <p>Remediation of contaminated sites shall be undertaken, as necessary, prior to any activity on the site(s) associated with any proposed new sensitive use such that there will be no adverse effects. A Record of Site Condition (RSC) is required where a more sensitive use is proposed.</p> <p>Refer to Appendix 2 for more information.</p>

Development Circumstances OR Features of Interest to the Province	a) If a feature/land use, is it on site or within 500 metres? OR b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in metres)	Additional information that may be needed
Natural Hazards			<p>Development should generally be directed to areas outside of hazardous lands and hazardous sites.</p> <p>Is your development proposal within:</p> <ul style="list-style-type: none"> <li>• a dynamic beach hazard?</li> <li>• the defined portions of the one hundred year flood level along the connecting channels of the Great Lakes?</li> <li>• areas that would be inaccessible as a result of flooding, erosion, or dynamic beach hazards and a floodway?</li> </ul> <p>Is your proposal subject to limited exceptions such as:</p> <ul style="list-style-type: none"> <li>• safe access appropriate for the nature of the development and the natural hazard?</li> <li>• Special Policy Area?</li> <li>• uses which by their nature must locate in the floodway?</li> </ul> <p>Where development is permitted in portions of hazardous lands and hazardous sites not subject to the above prohibitions, flood-proofing, protection works standards and access standards must be adhered to. In addition, vehicles and people need to have a way to safely enter and exit the area, hazards cannot be created or aggravated and there can be no adverse environmental impacts.</p> <p>Are the subject lands within or partially within:</p> <ul style="list-style-type: none"> <li>i) hazardous lands adjacent to the shorelines of the Great-Lakes - St. Lawrence River System and large inland lakes (Includes flooding, erosion and dynamic beach hazards)?</li> <li>ii) hazardous lands adjacent to river, stream and small inland lake systems (includes flooding and erosion hazards)? hazardous sites (Includes unstable soils and unstable bedrock)?</li> <li>iv) a special policy area shown in an approved official plan?</li> <li>v) the flood fringe in an area subject to the two zone concept of floodplain management?</li> </ul> <p>If your proposal is in a hazardous area, demonstrate how the hazards will be avoided, or where appropriate, addressed through standards and procedures such as flood-proofing and protection works.</p>
Crown lands <sup>5</sup>			<p>Consult your local regional Municipal Services Office as the first point of contact for assistance in dealing with planning issues relating to proposals requiring the acquisition or use of Crown lands.</p> <p>Contact the Ministry of Natural Resources District Office regarding the actual acquisition or use of Crown lands.</p>

Notes:

1. Class 1 industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 industry- medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. 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.
4. Hazardous Sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazard, These hazards may include unstable soils (sensitive marine clays - Leda, organic soils) or unstable bedrock (Karst topography).  
Other hazards - "abandoned pits and quarries": pits and quarries for which a licence or permit was never in force at any time after December 31, 1989.
5. Certain areas of Crown lands are identified by the Ministry of Natural Resources as being of special interests such as lake access points, Distances quoted in Table B above are approximate and are intended for your guidance in assessing your application.

**Appendix 2**  
**Some General Requirements for Development Applications**  
**Where the Southeast Parry Sound District Planning Board is the Approval Authority**

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### **Planning Application Fees**

Fees are required for permit(s) and certificate(s) of approval and set by individual permitting agencies. There is also an application processing fee for plans of subdivision/condominium to be submitted to the Southeast Planning Board (a certified cheque or money order payable to the Southeast Parry Sound District Planning Board) at the time of submission of the application. Please see the attached Fee Schedule for more details.

### **Early Consultation**

Prior to formally submitting an application, the applicant and/or agent(s) are strongly encouraged to contact the Municipality and Planning Board to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with Municipal and Planning Board staff and discuss what supporting documents and information may be required..

### **"Conformity to/does not conflict with" Provincial Plans:**

Planning and development applications must conform/not conflict with the policies in provincial plans.

### **Consistency with the Provincial Policy Statement (PPS):**

The Provincial Policy Statement provides policy direction on matters relating to land use planning and is intended to protect provincial interests. The Planning Act requires that decisions affecting planning matters "shall be consistent with" with the PPS which supports a comprehensive, integrated and long-term approach to planning in Ontario, and recognizes linkages among policy areas. The PPS is intended to be read in its entirety and the relevant policies are to be applied to each situation. For more information, visit the Ministry of Municipal Affairs and Housing website: [www.mah.gov.on.ca](http://www.mah.gov.on.ca).

### **Conformity to Official Plan**

Assessment/review of a plan of subdivision/condominium is based on land use planning legislation, policies and principles and potential social, economic and environmental impacts. A major consideration is conformity to the official plan policies. Applicants are advised to determine if the proposed development is in conformity with official plan policies by discussing the proposal with their Municipality and Planning Board.

### **Some Commonly Required Permits and Approvals:**

#### ***Part 8 Permit/Certificate of Approval for Sewage System***

Plans of subdivision/condominium proposed on small, private sewage servicing systems, generating 10,000 or less litres of effluent per day on one lot, require a Part 8 Permit under the Building Code issued by either the local municipality, public health unit (HU) or area conservation authority (CA) where it exists and there is no health unit. The municipality, local health unit or conservation authority administers Part 8 of the Building Code that sets out the standards for locating accepted kinds of sewage/septic systems on a lot. Prior to issuing a permit, the health unit would inspect the property, may stake the septic system site and recommend to the planning approval authority whether a servicing options report and/or a hydrogeological report is required.

Plans of subdivision/condominium proposed on larger sewage systems that generate more than 10,000 litres of effluent per day on one lot would require a Certificate of Approval from the Ministry of Environment (MOE) under the *Ontario Water Resources Act*. Some larger private or communal sewage treatment systems are also subject to the *Environmental Assessment Act* (generally where there is a surface water discharge).

If servicing works associated with the proposed development are subject to the provisions of the *Environmental Assessment Act*, the notice of public meeting for the EA application should follow the "Integration with the Planning Act" process and state that the public meeting would address the requirements of both the *Planning Act* and the *Environmental Assessment Act*. For more information on larger private or communal sewage treatment systems, contact your regional Ministry of Municipal Affairs and Housing- Municipal Services Office.

### ***Communal Systems***

Communal septic systems for the development of five or more lots/units would require a servicing options and hydrogeological report. Communal septic systems proposed for the development of less than five lots/units and generating effluent of more than 4,500 litres per day would need a servicing options and a hydrogeological report.

Communal well systems for the development of more than five lots/units would need a servicing options and a hydrogeological report. Communal well systems for non-residential development may need a hydrogeological report.

Where communal services are proposed (water and/or sewage), **need for confirmation**, through a signed letter of acceptance, that the municipality or other public body would assume ownership and maintenance of these systems.

Proposal for Servicing: if the project requires a Class EA under the *Environmental Assessment Act*, contact the Ministry of the Environment to discuss the proposal.

**Entrance Permits:**

Any plan of subdivision/condominium that is in close proximity to a provincial highway or has the potential to impact upon a provincial highway, would require entrance permit from the Ministry of Transportation issued under the *Public Transportation and Highway Improvement Act*. Contact your local Ministry of Transportation office to obtain information on permit requirements.

**Record of Site Condition (RSC) for Contaminated Sites**

Proposals for sensitive land uses on sites with potential soil contamination would require the completion of an environmental site assessment (ESA) by a qualified person to determine the extent of contamination and to recommend actions for site remediation.

A change in activity regardless of the zoning could also trigger the need for an RSC as applicable law under the Building Code. A RSC is required when changing from industrial, commercial or community use to a more sensitive land use, such as residences or schools. For more information on contaminated sites, refer to Ontario Regulation 153104 (Records of Site Condition - Part XV.1) made under the *Environmental Protection Act and Ontario Brownfields* website at [www.on.ca/brownfields](http://www.on.ca/brownfields) or contact your local Ministry of the Environment.

**Permit for Alteration to Shoreline**

If a proposal has potential to impact fish habitat or cause alteration to a shoreline, a permit would be required prior to any site alteration(s) or erecting of structures. Permits would be required from a local conservation authority or, if there is no conservation authority, the Ministry of Natural Resources. Applicants are advised to discuss their proposal with the Municipality/Planning Board. You may be directed to contact your local conservation authority or the Ministry of Natural Resources office, as required, prior to making a formal application under the *Planning Act*.

**Work Permit under the Public Lands Act**

In accordance with *Public Lands Act* regulation 453/96, work permits from the Ministry of Natural Resources are required for the construction of trails, roads, water crossings and structures that would be located on any public lands under the administration and control of the Ministry of Natural Resources. The same regulation also requires work permits for filling, dredging, removal of aquatic vegetation, and structures occupying over 15 sq. meters of a shore land.

"Shore lands" include the beds of most navigable waters which are normally Crown owned, as well as adjacent private shore lands if they are contiguous with Crown owned lands. Therefore, a work permit is required from the Ministry of Natural Resources for 'in water' work on most navigable waters, as well as any adjoining private shore lines.

**Permit to Take Water**

Section 34 of the *Ontario Water Resources Act* provides that "no person shall take more than a total of 50,000 litres of water in a day" for wells or surface water supply without a permit issued by a Director of the Ministry of the Environment. Applicants must fulfill related conditions of draft approval prior to obtaining any environmental approvals (Certificate of Approval, Permit to Take Water, etc.). Please refer to Section 34 of the *Ontario Water Resources Act* or contact your local Ministry of Environment for more details.