SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM

Complete Application

The 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 hard copy of the completed application form

• Two hard copies and a digital (PDF) copy of the draft plan

• Two hard copies and a digital (PDF) copy of each of the required information/reports

• Application fee

• One hard copy and a digital (PDF) copy of the Planning Justification Report

• One hard copy of the current deed and PIN

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. Additional hard copies of the required documents may be requested.

Application Fees

Payment of application fees can be made by cheque, bank draft or e-transfer to lmoyer@sepsdplanningboard.ca. If paying by cheque, please make it payable to the SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD.

Mailing Address:

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

Office Location:

Township of Perry Office
1695 Emsdale Road,
Emsdale, ON P0A 1J0

Tel/Fax.: 705-787-5070

Email: lmoyer@sepsdplanningboard.ca

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM

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.

1. Application Information

1.1 Name of Owner(s):		Telephone Number:
Mailing Address:	P.O. Box	City/Town
Email Address:		Postal Code
1.2 Name of Agent – to be contacted if different than the Owner(s):		Telephone Number:
Mailing Address:	P.O. Box	City/Town
Email Address:		Postal Code

1.3 Name of Owner(s) of the sub-surface rights if different from the surface rights owners(s):

2. Description/Location of the Subject Land (Complete Applicable boxes in Section 2.1)

2.1 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.:

2.2 Are there any easements or restrictive covenants affecting the subject lands? ☐ Yes ☐ No

If yes, describe each easement(s) or covenant(s) and its effect. Use a separate page if necessary.

3. Designation of Lands | Current and Proposed Land Use

3.1 Has there been consultation with the Planning Board prior to submitting this application?

☐ Yes ☐ No If yes, and if known, indicate the file number_____

3.2 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.)

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

3.4 Have you provided with this application a list, together with the related materials, of the submission requirements identified in the pre consultation? (All materials required in the official plan for complete application must be provided when applying.)

☐ Yes ☐ No ☐ Attached

▸ **3.5** The current designation(s) of the subject land in the applicable Official Plan:

▸ **3.6** Explain how this application conforms to the applicable Official Plan:

3.7 What is the present zoning, if any, of the subject lands?

3.8 What is the current use of the subject lands?

3.9 What are the surrounding land uses?

East	West
North	South

3.10 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 Element ☐ Leasehold

3.11 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					
	Semi Detached					
	Multiple Attached					
	Apartment					
	Seasonal					
	Mobile Home					
	Other (specify)					
Commercial						
Industrial						
Park, Open Space		nil			nil	nil
Institutional (specify)						
Roads		nil			nil	nil
Other (specify)						
Totals						

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

4.1 Has there been an industrial, commercial, or agricultural use, on the subject land or adjacent land? ☐ Yes ☐ No

If yes, specify the uses.

	Yes	No	Unknown
4.2 Has the grading of the subject land been changed by adding earth or other material(s)?	☐	☐	☐
4.3 Has a gas station been located on the subject land or adjacent land at any time?	☐	☐	☐
4.4 Has there been petroleum or other fuel stored on the subject land or adjacent land?	☐	☐	☐

4.5 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site? Yes ☐ No ☐ Unknown ☐

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

4.7 If yes to (4.1), (4.2), (4.3), (4.4), or (4.5), 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

4.8 If yes to (4.1), (4.2), (4.3), (4.4), or (4.5), 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.

5. Northern Ontario Growth Plan (2011)

5.1 Does the proposal conform/not conflict with the policies contained in the Northern Ontario Growth Plan (2011)? ☐ Yes ☐ No

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

5.2 Is the subject land the subject of a proposed amendment to the Northern Ontario Growth Plan (2011)? ☐ Yes ☐ No

If yes, specify the file number and status of the application.

6. Status of Current and Other Applications under the Planning Act

6.1 Has the subject land ever been the subject of a planning application?

(Including applications before the Ontario Land Tribunal (OLT)) ☐ Yes ☐ No

Official Plan Amendment	☐ 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 the application.
Consent	☐ Yes	☐ No	If yes and if known, indicate i) file number and ii) status of the application.
Site Plan	☐ Yes	☐ No	If yes and if known, indicate i) file number and ii) status of the application.
Zoning By-law Amendment	☐ Yes	☐ No	If yes and if known, indicate i) file number and ii) status of the application.
Minor Variance	☐ Yes	☐ No	If yes and if known, indicate i) file number and ii) status of the application.
Minister's Zoning Order Amendment	☐ Yes	☐ No	If yes and if known, indicate i) file number and ii) status of the application.

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

7. Provincial Policy

7.1 Is the proposed development consistent with the Provincial Planning Statement 2024 (PPS) issued under subsection 3(1) of the Planning Act?

☐ Yes ☐ No (See Appendix 2 for more information on the PPS 2024.)

7.2 Explain how the application is consistent with the Provincial Planning Statement 2024.
Attach a separate page if necessary.

7.3 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

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

7.5 Table E is a checklist (not a substitute for the PPS 2024) to assist in identifying areas of provincial interest that may apply to your application. Please check the appropriate boxes in Table E 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.

8. Housing Affordability

8.1 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 page.

Table B – 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				

8.2 What is the municipality/planning board's minimum target, or provincial target established in the Northern Ontario Growth Plan (2011), for the provision of housing which is affordable to low and moderate income households?

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

8.4 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.

8.5 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

9. Archaeology

9.1 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:

- Known archaeological resources? ☐ Yes ☐ No
  (Archaeological resources include artifacts, archaeological sites and marine archaeological sites.)
  (Refer to the PPS for the definition.)
- Areas of archaeological potential? ☐ Yes ☐ No
  (Areas of archaeological potential means areas with the likelihood to contain archaeological resources.)
  (Refer to the PPS for the definition.)

9.2 If yes to 9.1, 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:

9.3 Are the reports attached? ☐ Yes ☐ No If no, discuss the reasons with the Planning Board

10. Servicing

10.1 Indicate the nature and porosity of the soil on the subject lands.

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

a) In Table C, 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?

b) In Table C, 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?

c) Provide a list of available servicing reports/information. ☐ Attached

Have these reports been submitted with your application? ☐ Yes ☐ No

Indicate on the list the reports that are included with the application

10.3 Hauled Sewage

Is development proposed on a privately owned and operated individual or communal septic system? ☐ Yes ☐ No

If yes, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage resulting from the proposed development. Refer to Table C on next page.

10.4 Is there municipal support for the allocation of uncommitted reserve servicing capacity to the subject application?

Sewage ☐ Yes ☐ No Water ☐ Yes ☐ No

Table C – Sewage Disposal and Water Supply

Type of Servicing	Reports/Information Required [select appropriate boxes where applicable]	
Sewage Disposal	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	Development of five or more lots/units would require a servicing options reports and a hydrogeological report. Development of less than five lots/units and generating effluent of more than 4,500 litres per day would require a servicing options and hydrogeological report.
	c) Privately owned and operated individual septic system d) Privately owned and operated communal septic system	Development of five or more lots/units would require a servicing options report and a hydrogeological report. Development of less than five lots/units and generating effluent of more than 4,500 litres per day would require a servicing options and hydrogeological report. Development of less than five lots/units and generating effluent of 4,500 litres or less per day would require a hydrogeological report.
	e) Other	To be described by applicant.
Hauled Sewage		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.
Water Supply	a) Publicly owned and operated piped water system	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)	A communal or individual well system for the development of more than five lots/units would require a servicing options reports and a hydrogeological report. Communal well systems for non-residential development may need a hydrogeological report.
	d) Lake or other water body	A Permit to Take Water may be required.
	e) Other	To be described by applicant.

Notes

11. Access

11.1 Indicate below in a) and b) the proposed access to the subject land.

Note the information that may be required, as indicated in Table D below.

a) The proposed road access would be by: ☐ Provincial highway ☐ Municipal Road maintained all year
☐ Municipal road maintained seasonally ☐ Other public road ☐ Right of way ☐ No road access ☐ Other

b) Is water access proposed? ☐ Yes ☐ 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. ☐ Attached

12. Storm Water Management

12.1 Indicate in a) below the proposed type of stormwater management for the subject land.

Provide/attach the servicing reports/information as indicated in Table D and required in b) below.

a) The proposed stormwater management would be by: ☐ Sewers ☐ Ditches ☐ Swales ☐ Other

b) Is the stormwater management report attached? ☐ Yes ☐ No

If not attached as a separate report, in what report can it be found?

13. Garbage Disposal

13.1 Describe the available or proposed garbage disposal for the proposed development.

Table D - Road/Water Access and Stormwater Management

Services	Reports/Information Required	
Storm Drainage	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.
Road Access	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.
Water Access		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.

14. Additional Information for Condominium Application Only

General Information for all types of condominium	**Yes**	**No**
▸ **14.1** Has a site plan for the proposed condominium been approved?	☐	☐
▸ **14.2** Has a site plan agreement been entered into?	☐	☐
▸ **14.3** Has a building permit for the proposed condominium been issued?	☐	☐
▸ **14.4** Has construction of the development started?	☐	☐
▸ **14.5** If construction is completed, indicate the date of completion _____		
▸ **14.6** Is the building currently occupied?	☐	☐
▸ **14.7** Is this a conversion of a building containing rental residential units? If yes, indicate the number of units to be converted, _____ units.	☐	☐
▸ **14.8** Has the Municipality approved this conversion?	☐	☐

Information specific to each type of condominium apart from the standard condominium

14.9 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.

14.10 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.

14.11 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.

14.12 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.

14.13 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.

15. Consultation with the Public

15.1 Is there a proposed strategy for consulting with the public with respect to the application. ☐ Yes ☐ No
If yes, explain below or attach a separate page with this information.

16. Other Information

16.1 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, attach a separate page with this information.

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

17. Consent of the Owner to the Use and Disclosure of Personal Information

I/we, _____ am/are the owner(s) 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/we 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

_____ _____
Date Signature of Owner

18. Authorizations

18.1 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.

Authorization of Owner for Agent to Make the Application

I/we, _____, am/are the owner(s) of the land that is the subject of this application for approval of a plan of subdivision (or condominium description).

I/we authorize _____to make this application on my/our behalf.

_____ _____
Date Signature of Owner

_____ _____
Date Signature of Owner

18.2 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.

Authorization of Owner for Agent to Provide Personal Information

I/we, _____ am/are the owner(s) 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/we authorize _____ as my/our 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

_____ _____
Date Signature of Owner

19. Affidavit or Sworn Declaration (Applicant or Agent if Authorized in Section 18)

I/we, _____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 Signature of Owner or Agent

_____
Signature of Owner or Agent

20. Applicant's Checklist: Have you remembered to:	
i) Attach:	Yes
One hard copy of the completed application form? (Ensure you have a copy for yourself)	☐
Two hard copies, at a minimum, of the draft plan?	☐
Digital (pdf) copy of the draft plan?	☐
Two hard copies and a digital (pdf) copy of each of the reports as indicated in the application form?	☐
The required fee, either a certified cheque or money order, payable to the Southeast Parry Sound District Planning Board?	☐
One hard copy of the Planning Justification Report?	☐
One copy of the proposed strategy for consulting with the public with respect to the application?	☐
One hard copy of the current deed and PIN? (Provide copy for benefitting lands as well if applicable)	☐
ii) Check that the application form is signed and dated by the owner/agent?	☐

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 Office
1695 Emsdale Road
Emsdale, ON P0A 1J0

APPENDIX 1

Table E below is a checklist (not a substitute for the PPS 2024) to assist in identifying areas of provincial interest that may apply to your application. Please check (✓) the appropriate boxes in Table E, 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.

Table E - Significant Features Checklist

Development Circumstances OR Features of Interest to the Province	**a) If a feature/land use, is 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**
Class 1 industry[1]			If sensitive land use is proposed within 70 m from the boundary lines, a noise/odour particulate study will be needed.
Class 2 industry[2]			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[3]			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.
Closed/active landfill site(s)			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. 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. If proposal is on a closed landfill that is 25 years old or less, approval under Section 46 of the Environmental Protection Act is required and should be obtained prior to any Planning Act approval.
Sewage treatment plant and waste stabilization pond			Need for a noise/odour/feasibility study if the proposal is for a sensitive land use and the property line is within: • 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 • 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 • 400 m from the boundary line of a waste stabilization pond.
Provincial highway			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 Public Transportation and Highway Improvement Act. If the proposal is located within 400 metres of a provincial highway, a traffic impact study and a stormwater management report would be required by the Ministry of Transportation.

Development Circumstances OR Features of Interest to the Province	**a) If a feature/land use, is 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: • 1000 m of a main railway line or of any provincial highway; • 250 m of a secondary railway; • 100 m of other railways or a freeway right of way; and • 50 m of a provincial highway right-of-way.
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: • not preclude or hinder the expansion of existing operations, or their continued use, or establishment of new resource operations, or access to the resources; • not be incompatible for reasons of public health, public safety, or environmental impacts; OR • 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.
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: • 1000 m of the property boundary line (or licensed area) of any land designated for or an existing pit, or • 1000 m of the property boundary line (or licensed area) of any land designated for or an existing quarry. 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: • not preclude or hinder the expansion of existing operations, or their continued use, or establishment of new resource operations or access to the resources; • not be incompatible for reasons of public health, public safety or environmental impacts; or • 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

Development Circumstances OR Features of Interest to the Province	**a) If a feature/land use, is 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 120 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 valley lands 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 valley lands, 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 120 m? Is any lake trout lake on the subject lands or within 300 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: • 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.
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. • 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. 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 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			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. 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. 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 properly will be conserved. 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.
Human-made hazards[4] including mine hazards, mineral aggregate operations and high forest fire hazards			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. Are the subject lands on or within 75 m of existing un-decommissioned oil and gas works? Are the subject lands on or within 1000 m of a salt solution mining well? Are the subject lands within 300 m of an abandoned pit or 500 m of an abandoned quarry? Demonstrate how the hazard(s) will be addressed.
Mine hazards, former mining operations, or rehabilitated and abandoned mine sites			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.
Non-operating mine site within 1000 metres			Was the mine rehabilitated? Have potential impacts been addressed? If within 1000 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.
Rehabilitated and abandoned mine sites			If proposal is on, adjacent to, or within 1000 m, consult with the Ministry of Northern Development and Mines. Progressive and final rehabilitation will be required to accommodate subsequent land uses.

Development Circumstances OR Features of Interest to the Province	a) If a feature/land use, is 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
Contaminated sites			To determine potential soil contamination, there is a need for a Phase 1 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. 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. Refer to Appendix 2 for more information.
Natural Hazards			Development should generally be directed to areas outside of hazardous lands and hazardous sites. Is your development proposal within: • a dynamic beach hazard? • the defined portions of the one-hundred-year flood level along the connecting channels of the Great Lakes? • areas that would be inaccessible as a result of flooding, erosion, or dynamic beach hazards and a floodway? Is your proposal subject to limited exceptions such as: • safe access appropriate for the nature of the development and the natural hazard? • Special Policy Area? • uses which by their nature must locate In the floodway? 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.
Natural Hazards Cont'd			Are the subject lands within or partially within: 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)? 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)? iv) a special policy area shown in an approved official plan? v) the flood fringe in an area subject to the two-zone concept of floodplain management? 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.
Crown lands[5]			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. Contact the Ministry of Natural Resources District Office regarding the actual acquisition or use of Crown lands.

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

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 Parry Sound District 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 the "Northern Ontario Growth Plan 2011":

Planning and development applications must conform/not conflict with the policies in Northern Ontario Growth Plan 2011.

Consistency with the Provincial Planning Statement 2024 (PPS):

The Provincial Planning Statement 2024 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 Provincial Planning Statement (2024) page of the Ontario Provincial website: https://www.ontario.ca/page/provincial-planning-statement-2024.

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.

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 option and a hydrogeological report.

Communal well systems for the development of more than five lots/units would need a servicing option and a hydrogeological report.

Communal well systems for non-residential development may need a hydrogeological report.

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 https://www.ontario.ca/page/brownfields-redevelopment 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 shorelines.

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 Actor contact your local Ministry of Environment for more details.

THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD
SUBDIVISION/CONDOMINIUM APPLICATION
COST ACKNOWLEDGEMENT AGREEMENT

This Agreement made this_____day of _____, 20____.

BETWEEN: _____

(hereinafter referred to as the "Applicant")

- and –

The Southeast Parry Sound District Planning Board

(hereinafter referred to as the "Board")

WHEREAS a subdivision/condominium application has been submitted for:

_____;
(hereinafter referred to as the "Subject Lands")

AND WHEREAS this Agreement is entered into pursuant to the provisions of Resolution No. 28/25, No. 14/26, and No. 22/26 of the Board;

AND WHEREAS this agreement witnesses that in consideration of the mutual covenants set out below, the Applicant agrees as follows:

1. Applicant Responsibilities – The Applicant agrees to provide the Board with the following:
    a. Any information in the Applicant's possession concerning the planning aspects of the application;
    b. All surveys, drawings, sketches or plans, deeds & parcel abstracts as required to process the application;
    c. Payment of all required application fees; and
    d. Payment of all fees and disbursements incurred by the Board in connection with the application, including, but not limited to, planning reports, advertisement, legal, engineering, or other consultants, exceeding $4,000.

2. Board's Responsibilities – The Board agrees to:
    a. Process the application in accordance with the requirements of the Planning Act, R.S.O 1990, Chapter P.13;
    b. Cover all fees and disbursements incurred by the Board in connection with the application, including, but not limited to, planning reports, advertisement, legal, engineering, or other consultants, up to $4,000.
    c. Advise the Applicant when additional costs for fees and disbursements will be required to process the application; and
    d. Provide the Applicant with evidence with respect to breakdowns of figures, costs incurred, time charges and disbursements.

AND WHEREAS the Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Board, payment for which have been made by the Board or invoices for which have been received by the Board;

AND WHEREAS the Board shall cease all work on the application if the cost of processing and reviewing the application exceeds the fee on account, until the applicant provides an interim payment to cover the Board's costs;

AND WHEREAS it is a policy of the Board as expressed in this agreement that in the event of any appeal or referral to the Ontario Land Tribunal, the Applicant is responsible for the cost of the Board's legal, planning and other professional witness fees for preparation and attendance at the hearing;

AND WHEREAS the Applicant must pay a $3,000 deposit prior to the Board's involvement with any Ontario Land Tribunal hearing;

NOW THEREFORE THIS AGREEMENT WITNESSETH the parties hereto agree as follows:

This Agreement shall not be construed as acceptance or approval by the Board of the application and nothing herein shall require or be deemed to require the Board to approve the application.

This Agreement, together with the Board's Fee Schedule comprise the whole of the understanding and are not subject to, or in addition to, any other agreements, warranties, or understandings, whether written, oral or implied.

IN WITNESS WHEREOF the parities hereto have signed under the hands of their duly authorized officers.

OWNER OR AUTHORIZED AGENT

Dated this _____ day of _____, 20____.

_____ _____

Witness Owner or Agent

_____ _____

Witness Owner or Agent

THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

Dated this _____ day of _____, 20____.

_____

Secretary-Treasurer or Chairperson