



**Township of Seguin**  
Application for

**APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM**  
**Under Section 51 of the *Planning Act***

**AS PER BY-LAW 2015-071, APPLICANTS ARE REQUIRED TO PRE-CONSULT WITH THE TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING AN APPLICATION.**

**Note to applicants:** This application form is to be used to be used together with relevant guidelines that may apply to specific types of proposals. In this form the term "subject lands" means the land to which a proposed plan of subdivision/condominium applies.

**APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM**  
**APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached. Cheque made payable to the Township of Seguin.

Please reference current [Planning Fees By-Law](#) for a list of application fees

- One set PDF/AUTOCAD plans of all plans, drawings and reports
- 5 copies of the completed application form.
- 10 copies of the draft plan.
- 3 copies of the draft plan on 8 ½ x 11" paper.
- 5 copies of the information/reports if indicated as needed when completing the relevant sections of this form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographic features
- Review of technical documents/reports if done by an outside agency. Fees incurred in the process will be the responsibility of the applicant to pay
- Sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- 3 Copies of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Planning Department
- If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following is required:
  - a servicing options report; and
  - a hydrogeological report
- Copy of your Deed.

## Completeness of the Application

Fully complete all sections of the 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 the Schedule to Ontario Regulation 196/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information, including the draft plan and fee are not provided, the Municipality will return the application or refuse to further consider the application.

The application form also sets out other information (e.g. technical information or reports) that will assist the Township of Seguin and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused

### TOWNSHIP PROCEDURES:

- A sign will be posted that is clearly visible, approximately 14" x 18" bearing your name, your Application number, lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Township Road.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense

of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for you to attend to the identified submission deficiencies. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin  
5 Humphrey Dr.,  
RR#2 Parry  
Sound, ON, P2A  
2W8 Bus: 705-  
732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**

### **List of Appendices**

1. Emergency Contact References
2. On-Site Sewage System Review – Planning Act Proposal
3. Endangered Species Act (ESA), 2007 Implications for Landowners
4. Parkland Dedication
5. General Requirements for Development Application



**Township of Seguin**  
Application for

**APPROVAL OF A PLAN OF SUBDIVISION OR  
CONDOMINIUM**

<b>OFFICE USE ONLY</b>		Date Stamp:
Application No.: CON- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**ROLL # 4903- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

Did you pre-consult with the Township Planning Department?  Yes  No

*Please submit a copy of your completed "Pre-Consultation Form".*

**Pre-consultation Date:** \_\_\_\_\_

**Attending Planner:** \_\_\_\_\_

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only. Copies of correspondence will be sent to all parties and filed according to Township procedure.*

Primary Contact: \_\_\_\_\_

**a) ► Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

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

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**b) ► Agent:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**c) Planner:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**d) Surveyor:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**e) Solicitor:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**f) Engineer:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **2. ► DESCRIPTION OF SUBJECT LANDS**

**a) Concession(s):** \_\_\_\_\_

**b) Lot(s):** \_\_\_\_\_

**c) Registered Plan No. :** \_\_\_\_\_ **Lot(s)/Block(s):** \_\_\_\_\_

**d) Reference Plan No. :** \_\_\_\_\_ **Part(s):** \_\_\_\_\_

**e) Geographic Township (former municipality):** \_\_\_\_\_

**f) Civic Address:** \_\_\_\_\_

**g)** Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

**h)** Official Plan (current designation of subject lands): \_\_\_\_\_

**i)** Zoning (current zoning of subject lands): \_\_\_\_\_

**j)** The subject land has been the subject of a Minister's Zoning Order:

Yes       No

If yes, indicate the Ontario Regulation number of the order: \_\_\_\_\_

File Number \_\_\_\_\_ Status of application \_\_\_\_\_

**k)** Are there any easements or right-of-ways affecting the subject lands?

Yes       No

If yes, indicate and describe the purpose of the easement or right-of-ways:

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**l)** The subject land is within an area where zoning with conditions apply:

Yes       No

*If yes, please attach an explanation of how the application conforms to the Official Plan policies relating to the zoning with conditions.*

**m)** The subject land is within an area where the municipality has pre-determined the minimum and maximum density requirement or the minimum and maximum height requirements:

Yes       No

If yes, state the requirements: \_\_\_\_\_

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n) The subject land is within an area of land designated under any provincial plan or plans:

- Yes       No

If yes, does the application conform to or does not conflict with the applicable provincial plan or plans:

- Yes       No

### 3. EXISTING AND PROPOSED USES

a) Date the subject land was acquired by the current Owner: \_\_\_\_\_

b) Current and Existing uses of the subject land: \_\_\_\_\_  
\_\_\_\_\_

c) Length of time that the existing uses have continued: \_\_\_\_\_

d) ► Check whether this application is for approval of:

- Plan of Subdivision  
 A Condominium Description

e) Indicate below the type of condominium proposed.

- Standard  
 Amalgamations  
 Vacant Land  
 Phased  
 Common Elements  
 Leasehold

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

**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 ministry file numbers; the approval dates; and any other relevant information.

**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.



**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.

**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.

**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.

f) What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

g) Proposed uses of the subject land:

► **Complete Table A – Proposed Land Use**

Proposed Land Use		# of Units or Dwellings	# of Lots and/or Blocks on the Draft Plan	Area (ha.)	Density (Units/Dwellings per ha.)	# 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)						
Totals						
(1) Complete only if for approval of condominium description						

**h)** Has there been an industrial or commercial use, or an orchard on the subject land or adjacent land?

Yes       No

If **Yes**, specify the uses.

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**i)** Has the grading of the subject land been changed by adding earth or other material(s)?

Yes       No       Unknown

**j)** Has a gas station been located on the subject land or adjacent land at any time?

Yes       No       Unknown

**k)** Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes       No       Unknown

**l)** Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

Yes       No       Unknown

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

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n) If yes to any (3.h), (3.i), (3.j), (3.k) or (3.l), 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?

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o) If yes to (3.h), (3.i), (3.j), (3.k), (3.l) or (3.m), 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 1.

- Yes       No

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

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#### 4. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY

	Yes	No
a) ► Has a site plan for the proposed condominium been approved?	<input type="checkbox"/>	<input type="checkbox"/>
b) ► Has a site plan agreement been entered into?	<input type="checkbox"/>	<input type="checkbox"/>
c) ► Has a building permit for the proposed condominium been issued?	<input type="checkbox"/>	<input type="checkbox"/>
d) ► Has construction of the development started?	<input type="checkbox"/>	<input type="checkbox"/>
e) ► If construction is completed, indicate the date of completion	<input type="checkbox"/>	<input type="checkbox"/>
f) ► Is the building currently occupied?	<input type="checkbox"/>	<input type="checkbox"/>

## 5. OTHER APPLICATIONS

a) ► Indicate if the subject land is the subject to any applications currently under the Planning Act:

Application	File #	Status
Plan of Subdivision/Condominium		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

## 6. PROVINCIAL POLICY

a) Explain how the application is consistent with the Provincial Policy Statement issued under the subsection 3 (1) of the *Planning Act*.

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### b) Table B - Significant Features Checklist

Features or Development Circumstances	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, specify distance in metres.	Potential Information Needs
	YES ( <input type="checkbox"/> ) NO ( <input type="checkbox"/> )		

Non-farm development near designated urban areas or rural settlement area				Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas
Class 1 industry (footnote 1)			_____ metres	Assess development for residential and other sensitive uses within 70 metres
Class 2 industry (footnote 2)			_____ metres	Assess development for residential and other sensitive uses within 300 metres
Class 3 industry (footnote 3)			_____ metres	Assess development for residential and other sensitive uses within 1000 metres
Land Fill Site			_____ metres	Address possible leachate, odour, vermin and other impacts
Sewage Treatment Plan			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization pond			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses
Active railway line			_____ metres	Evaluate impacts within 100 metres
Controlled access highways or freeways, including designated future ones			_____ metres	Evaluate impacts within 100 metres
Operating mine site			_____ metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			_____ metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?

Airports where noise exposure forecast (NEF or noise exposure projection (NEP) is 30 or greater				Demonstrate feasibility of development above 30 NEF for redevelopment of existing residential uses and other sensitive land uses or infilling of residential and other sensitive land uses.
Electric transformer station			_____ metres	Determine possible impacts within 200 metres
High voltage electric transmission Line			_____ metres	Consult the appropriate electric power service
Transportation and infrastructure corridors				Will the corridor be protected?

Features or Development Circumstances	a) If a feature, is it on site or within 500 metres? Or b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ( <input type="checkbox"/> )	NO ( <input type="checkbox"/> )		
Prime agricultural Land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated
Agricultural operations			_____ metres	Development to comply with the Minimum Distance Separation Formulae
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations			_____ metres	Will development hinder continuation of extraction?

Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations
Existing pits and quarries				Will development hinder continued operation or expansion?
Significant wetlands south and east of the Canadian Shield			_____ metres	Development is not permitted
Significant wetlands in the Canadian Shield			_____ metres	Demonstrate no negative impacts
Significant portions of habitat of endangered and threatened species				Development is not permitted
Significant: fish habitat, woodlands south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat			_____ metres	Demonstrate no negative impacts
Sensitive groundwater recharge areas, headwaters and aquifers			_____ metres	Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development

Features or Development Circumstances	a) If a feature, is it on site or within 500 metres? OR b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES ( )	NO ( <input type="checkbox"/> )		
Great Lakes - St. Lawrence River System And Large Inland Lakes: - within defined portions of dynamic beach and 1:100 year flood level along connecting channels - on lands subject to flooding and erosion				Development is not permitted  Development may be permitted; demonstrate that hazards can be safely addressed
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain Where two-zone flood plain management is in effect, development is not permitted within the floodway Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA
Hazardous sites (footnote 4)				Demonstrate that hazards can be addressed



Rehabilitated mine sites				Application for approval from Ministry of Northern Development and Mines should be made concurrently
Contaminated Sites				Assess an inventory or previous uses in areas of possible soil contamination
Footnotes:				
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).				
For applications that include permanent housing (i.e. not seasonal) 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 on a separate page.				

**c) Table C - Housing Affordability**

For example: Semi-detached – 10 units; 1000 sq. ft./5.5 metres, \$119,900			
Housing Type	# of Units	Unit Size (sq. Ft.) and/or Lot Frontage	Estimated Selling Price/Rent
Semi-Detached			
Link/Semi-Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

**d) Is there any other information which may relate to the affordability of the proposed housing, or the type of housing needs served by the proposal?**

- Yes       No

If **Yes**, explain in Section 11 Other Information, or attach on a separate page.

**7. SERVICES – 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) ► Sewage disposal is provided to the subject land by:
- Private individual sewage system
  - Privately owned/operated communal sewage system
  - Other: \_\_\_\_\_

- b) ► Water is provided to the subject land by:
- Private well
  - Privately owned/operated communal well
  - Lake or other water body
  - Other: \_\_\_\_\_

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

- d) Have these reports been submitted with your application? Indicate on the list the reports that are included with application  Yes  No

Table D - 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 report <sup>1</sup> and a hydrogeological report. <sup>2</sup> Development of less than five lots/units and generating effluent of more than 4,500 litres per day would require a servicing options <sup>1</sup> and hydrogeological report <sup>2</sup> .
	c) Privately owned and operated individual septic system	<ul style="list-style-type: none"> <li>▶ Development of five or more lots/units would require a servicing options report<sup>1</sup> and a hydrogeological report<sup>2</sup>.</li> <li>▶ Development of less than five lots/units and generating effluent of more than 4,500 litres per day would require a servicing options<sup>1</sup> and hydrogeological report<sup>2</sup>.</li> <li>▶ Development of less than five lots/units and generating effluent of 4,500 litres or less per day would require a hydrogeological report<sup>2</sup>.</li> </ul>
	d) Privately owned and operated communal septic system	
	e) Other	To be described by applicant.
Hauled Sewage		<p>If development is proposed on privately owned and operated individual or communal septic systems, applicant must provide evidence in the application showing either:</p> <ul style="list-style-type: none"> <li>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,</li> <li>OR</li> <li>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.</li> </ul>
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)	<ul style="list-style-type: none"> <li>▶ A communal or individual well system for the development of more than five lots/units would require a servicing options report<sup>1</sup> and a hydrogeological report.<sup>2</sup></li> </ul>

Water Supply cont.	c) Privately owned and operated communal well(s)	Communal well systems for non-residential development may need a hydrogeological report. <sup>2</sup>
	d) Lake or other water body	A permit to Take Water may be required. Contact your regional Municipal Services Office for guidance.
	e) Other	To be described by applicant.

Notes:

1. Before undertaking a hydrogeological report, consult with The Township about the assessment required given the nature and location of the proposal. Where communal services are proposed (water and/or sewage), ownership of these services must be assumed by the municipality or a public body through a signed letter of acceptance.

Other notes: See attached Appendix 1 for more information.

- A Building Permit is required for septic systems under Part 8 of the Building Code.
- A certificate of approval is required from the Ministry of the Environment for sewage systems generating more than 10,000 litres of effluent per day.
- Permit to Take Water is required for water taking of more than 50,000 litres of surface and/or ground water per day.
- Servicing projects that require a Class EA under the Environmental Assessment Act should be discussed early with the Ministry of the Environment office.
- Satisfying policy requirements comes first; technical studies and any other requirements are to assist in meeting the policy.

**8. ► ACCESS – Indicate in a) & b) the proposed access to the subject land.**

**Note: the information that may be required, as indicated in Table E below**

**a) Access to the subject land is provided by:** \_\_\_\_\_

- Provincial highway
- Municipal road (year round)
- Municipal road (seasonal)
- Private road / Right-of-Way
- Other road
- Water

**b) If access to the subject land is by water only, indicate the following:**  
*Provide written confirmation of parking and docking facilities.*

**Docking facility:** \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

## 9. ► STORMWATER MANAGEMENT/DRAINAGE

a) Storm drainage is provided to the subject land by:

- Ditches
- Swales
- Natural
- Other: \_\_\_\_\_

Is the preliminary Stormwater management report attached:

- Yes
- No

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

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## 10. GARBAGE DISPOSAL

a) Garbage Disposal: \_\_\_\_\_

<b>Service Type</b>		<b>Potential Information/Reports</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.
	b) Ditches c) Swales d) Other	ii) A stormwater management plan may be needed prior to final approval of a plan of subdivision or prior to site plan approval.

<b>Road Access</b>	a) Provincial highway	Application to MTO for an Access Permit should be made prior to submitting this application (See Appendix 1). 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 on private roads are not usually permitted, except as part of condominium.
<b>Water access</b>		A letter is required from the owner(s) of a commercially operated parking docking facility indicating that capacity is available to accommodate the specific proposal.

**11. OTHER INFORMATION**

- a) Is there any other information that may be useful to the Township in reviewing this development (e.g. Information relating to housing affordability, requirements and policies in the municipal official plan, or efforts 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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- b) The original or certified copy of any other information and materials, as required by the official plan of the municipality, must be provided with this application.

- c) Where in the applicable and relevant information submitted to council or in technical study/report(s) are the questions above addressed.

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**12. DIRECTIONS: HOW TO GET THERE**

Civic Address: \_\_\_\_\_

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**13. ► AUTHORIZATION BY OWNER**

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ the undersigned,  
*Registered Owner(s)*  
being the Registered Owner(s) of the subject land, hereby authorize  
\_\_\_\_\_ to act as my Agent with respect to the  
*Agent*  
preparation and submission of this Application.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**14. ►FREEDOM OF INFORMATION AND PRIVACY**

Personal information contained in this form, collected and maintained pursuant to Section 51 of The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning at the Township of Seguin at (705) 732-4300.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**15. ►DECLARATION OF OWNER/AGENT**

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the  
\_\_\_\_\_ of \_\_\_\_\_ in the  
County/District/Regional Municipality of \_\_\_\_\_ do  
solemnly declare that all of the statements contained in this Application are  
true and I make this solemn declaration conscientiously believing it to be  
true and knowing that it is of the same force and effect as if made under  
oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

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

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp



## **APPENDIX 1**

### **Agency Contact References**

#### **1. Ministry of Transportation**

Pre-Consultation Office Contact

##### **Ministry of Transportation**

Northern Regional Office:  
PO Box 3030  
447 McKeown Ave  
North Bay ON P1B 8L2  
Attn: Planning & Design Section  
Corridor Control Office  
(705) 497-5456  
(705) 497-5223

Huntsville Area Office:  
207 Main Street West  
Huntsville, Ontario P1H 1Z9  
(705) 789-2392

#### **2. North Bay-Mattawa Conservation Authority**

Septic System Installation & Approval (see Appendix 3)

##### **Parry Sound:**

69A Bowes St  
Parry Sound ON  
P2A 2L5  
(705) 746-7566

##### **North Bay:**

701 Oak St.  
North Bay ON  
P1B 9T1  
(705) 474-5420

#### **3. Ministry of Environment, Conservation, and Parks**

North Bay Area Office  
Unit 16 & 17, 191 Booth Rd  
North Bay, ON P1A 4K3  
(705) 497-6865

#### **4. Ministry of Natural Resources and Forestry**

Parry Sound Office  
7 Bay St  
Parry Sound, ON P2A 1S4  
(705) 746-4201

## APPENDIX 2



# **ON-SITE SEWAGE SYSTEM REVIEW – PLANNING ACT PROPOSAL**

## **GUIDELINE**

It is very important to consult with the planning approval authority at the beginning of the planning process before submitting an application. In a growing number of municipalities/planning boards pre-consultation is a requirement. Pre-consultation will ensure you are aware of what information and supporting materials may be required, and what provincial and local interests may need to be addressed as part of your application. Providing complete information when you submit an application will ensure timely consideration of the application. As part of your complete application to the planning approval authority you may require supporting documentation such as an on-site sewage system review.

The required information in this application will allow the North Bay-Mattawa Conservation Authority (NBMC) to review your planning proposal in accordance with Part 8 of the Ontario Building Code (OBC), NBMC policies for lot creation, municipal zoning by-laws and other applicable law. It is the responsibility of the applicant to include all relevant information and documents that establish compliance with such law(s). It is important to note that the NBMC is not the approval authority for planning applications. The NBMC does, however, consult with the appropriate approval authority to ensure they receive the proper information needed to make a decision.

The NBMC will conduct site inspections and provide comments on lots less than 4 ha (10 acres) in size. Lots that are greater than or equal to 4 ha in size may require site inspections if there are constraints associated with development, however, in the majority of cases they are subject to a desktop review. Unless otherwise specified, NBMC on-site sewage system comments are based on the ability of a proposed lot to accommodate development (a single family dwelling, a well, and room to accommodate an initial and a replacement Class 4 on-site sewage system) based on the OBC minimum requirements for a 3-bedroom single family dwelling (with less than or equal to 20 fixture units and less than 200m<sup>2</sup> floor area). On-site sewage system sizing calculations are based on a fully raised system with a T-time of 50. The retained lands are also assessed to ensure that the minimum setbacks as required under the OBC are maintained from proposed lot lines.

To ensure that the application can be processed without delays, the applicant must confirm that the application is complete, with all information requested and forms completed to a level of detail that does not leave any uncertainty.

The applicant **MUST** flag lot lines as to ensure NBMC staff can properly identify all components of the proposed planning application.

### **FEE SCHEDULE** – (SUBMIT WITH APPLICATION)

<b>Planning Comments only (Desktop Review)</b> Lots <b>greater</b> than 4 ha (10 acres) in size with no constraints	<b>\$150.00</b>
<b>Planning Site Inspection + Comments</b> Lots <b>less</b> than 4 ha (10 acres) in size	<b>\$300.00</b>
<b>Subdivision/Vacant Land Condominium Review (Part 8, OBC)</b>	<b>\$1,200.00 for the first 10 lots</b> <b>\$60.00 for each additional lot</b>

## APPENDIX 3

Ministry of  
Natural Resources

Ministère des  
Richesses naturelles

Parry Sound District Office  
Southern Region  
7 Bay Street  
Parry Sound, Ontario P2A 1S4

Telephone: (705) 746-4201  
Facsimile: (705) 746-8828



February 28, 2011

## ENDANGERED SPECIES ACT (ESA), 2007 IMPLICATIONS FOR LANDOWNERS

### WHAT IS THE ESA, 2007?

Ontario is home to more than 30,000 plant and animal species. Most have stable populations, but some have declined or disappeared. Currently, more than 180 species are considered "at risk" because of a variety of threats including habitat loss, pollution, competition from invasive species, climate change and over harvesting.

Ontario's new *Endangered Species Act (ESA), 2007* provides a strong legislative framework for the protection and recovery of Ontario's native endangered and threatened species and their habitats, while balancing the social and economic well-being of citizens and communities.

One component of the *ESA, 2007* is the establishment of the Species at Risk in Ontario (SARO) List. This list identifies species that have been classified as being at risk by the Committee on the Status of Species at Risk in Ontario (COSSARO).

There are two key protection provisions in the *ESA, 2007*:

- Section 9 prohibits killing, harming, harassing, possessing, collecting, buying and selling etc species listed as extirpated, endangered or threatened on the SARO List.
- Section 10 prohibits the damage or destruction of the protected habitat of species listed as extirpated, endangered or threatened on the SARO List.

### DOES THIS AFFECT ME?

The *ESA, 2007* came into force in June 2008 and is binding on everyone including individuals, businesses, municipal governments and the provincial government. This information sheet is designed to assist you in understanding the various responsibilities under the *ESA* when planning or conducting activities that may affect endangered or threatened species and their habitat.

### DEFINITIONS

Species are classified based on five status definitions that include:

**Extinct** – A native species that no longer lives anywhere in the world.

**Extirpated** – A native species that no longer exists in the wild in Ontario but still exists elsewhere.

**Endangered** – A native species facing extinction or extirpation.

**Threatened** – A native species at risk of becoming endangered in Ontario.

**Special Concern**<sup>1</sup> – A native species that is sensitive to human activities or natural events which may cause it to become endangered or threatened.

<sup>1</sup> Special Concern species are listed on the SARO list but are not protected under the *ESA 2007*. However, new Planning Act decisions should ensure that the significant habitat of special concern species is protected as "significant wildlife habitat" (as per the Provincial Policy Statement).

## ROLES AND RESPONSIBILITIES

### Landowners and Development Proponents:

Landowners and development proponents are responsible for ensuring that they follow *all* relevant laws in Ontario including the *ESA*. They may need to take specific action to ensure that land uses or activities would not contravene the *ESA*.

Proponents considering new development or land use activities should consult with the municipality and MNR as appropriate, to determine the potential for endangered or threatened species in an area. Proponents should consider conducting an appropriate level of ecological site assessment<sup>2</sup> where there is potential that an endangered or threatened species or its habitat is present on a site. The purpose of such site assessment is to obtain information on endangered and threatened species and their habitat that may exist on or adjacent to a site, and the nature of these values.

Since the *Building Code Act* does not enable a municipality to withhold issuance of a building permit where the *ESA* could be contravened, the onus is on the proponent to ensure that a development or activity under the authority of a building permit is in compliance with the *ESA*.

### Municipalities:

As with other landowners and development proponents, municipalities are responsible for ensuring that their activities don't contravene the *ESA*.

Municipalities must also continue to ensure that their *Planning Act (PA)* decisions are consistent with the habitat protection direction set out in the Provincial Policy Statement (PPS) and ensure they have adequate information about the potential for listed species and their habitats before making a *PA* decision.

MNR recommends that municipalities check existing available information sources to determine the potential endangered and threatened species whose range encompasses a subject property, and then review available information on the habitat requirements of these species. Where there is a potential that an endangered or threatened species or its habitat is present on or adjacent to a site, MNR recommends that municipalities generally require proponents to undertake an appropriate level of ecological site assessment as described in MNR's *Natural Heritage Reference Manual (2010)*.

Municipalities may also assist by raising awareness with landowners and proponents about the *ESA*, and endangered and threatened species, and could play a valuable role in knowledge transfer, communication and stewardship.

### Ministry of Natural Resources (MNR):

MNR is available to advise municipalities, landowners or development proponents on how to avoid being in contravention with the *ESA* and when authorizations may be required for activities, where there is a potential impact on an endangered or threatened species or its protected habitat.

To assist municipalities and planning boards, MNR's Parry Sound District provided information in 2009 that identified the species at risk that are either known to occur, or presumed to occur, in each geographic township and municipality. The information provided included descriptions of the key habitats and the timing of key life history events for each species. MNR will provide updates as new information becomes available.

MNR's role under the *PA* and One Window Planning Service (OWPS) **was not changed by the *ESA*, 2007** such that MNR does not have a role in reviewing site-specific development applications that are under municipal approval authority unless the municipality makes a request through MMAH. MNR will continue to provide technical advice and approve what is significant habitat for endangered and threatened species for purposes of the *PA* and the PPS.

For more information on the *ESA*, 2007 or to view the Species at Risk in Ontario List, please visit the species at risk website at: [www.ontario.ca/speciesatrisk](http://www.ontario.ca/speciesatrisk) or contact:

Phung Tran, Landscape Planning Biologist  
Telephone: 705-646-5557 E-mail: [phung.tran@ontario.ca](mailto:phung.tran@ontario.ca)

<sup>2</sup> Additional information regarding ecological site assessment may be obtained from MNR's *Natural Heritage Reference Manual, 2<sup>nd</sup> Edition, 2010* at <http://www.mnr.gov.on.ca/en/Business/LUEPS/Publication/249081.html>



## **APPENDIX 4**

### **Parkland Dedication**

#### **Planning Act**

#### **R.S.O. 1990, CHAPTER P.13**

#### **Parkland**

**51.1** (1) The approval authority may impose as a condition to the approval of a plan of subdivision (or consent) that land in an amount not exceeding, in the case of a subdivision proposed for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land included in the plan shall be conveyed to the local municipality for park or.

#### **Parks**

**53.** (13) If, on the giving of a provisional consent, land is required to be conveyed to a municipality for park or other public recreational purposes and the council of the municipality requires the payment of money to the value of the land in lieu of the conveyance, for the purpose of determining the amount of the payment, the value of the land shall be determined as of the day before the day the provisional consent was given. 1994, c. 23, s. 32.

#### **Excerpt From Parkland Dedication By-law 2018-81**

**WHEREAS**, the Council of The Corporation of the Township of Seguin recognizes the importance of providing a consistent approach when addressing the matter of parkland dedication, or alternatively, cash-in-lieu of parkland dedication relating to the development of plans of subdivision, condominium, consents, and the redevelopment of lands.

#### **Appraisal Required**

Policy at this time is to require the proponent to pay for an appraisal from a professional certified for such purposes by the Appraisal Institute of Canada. The Township reserves the right to retain the Appraiser at the applicant's expense as a condition of approval. The Township also reserves the right to obtain a statement of value at the applicant's expense as a condition of approval.

## **APPENDIX 5**

### **Some General Requirements for Development Applications**

#### **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 Township (a certified cheque or money order payable to Seguin Township) 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 staff of the Planning Department of Seguin Township to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with Township staff and discuss what supporting documents and information may be required. Please contact Seguin Township Office to discuss your proposed development.

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

There are several provincial plans such as the Growth Plan for the Greater Golden Horseshoe, Greenbelt Plan, Oak Ridges Moraine Conservation Plan, Central Pickering Development Plan, Parkway Belt West Plan and Niagara Escarpment Plan. 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 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 the Township Planning Department.

### **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 Township 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 Township Office and 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 153/04 (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 Township. 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.



