



Town of Milton
 150 Mary Street
 Milton, Ontario
 L9T 6Z5

Tel: 905-878-7252
 www.milton.ca

Application for Subdivision/Condominium Approval

As prescribed under Section 50 of the Planning Act R.S.O. 1990, C.P.13, as amended and Section 50 of the Condominium Act.

The Town of Milton is dedicated to meeting the needs of our customers. To obtain documents in an alternate format such as Braille, large print, electronic or plain language, contact the Town's Accessibility Coordinator.

Type of Application		(Please Check)		
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Residential	<input type="checkbox"/> Industrial		
<input type="checkbox"/> Condominium	<input type="checkbox"/> Standard	<input type="checkbox"/> Phased Standard	<input type="checkbox"/> Common Element	<input type="checkbox"/> Vacant Land
	<input type="checkbox"/> Nested	<input type="checkbox"/> Condominium Exemption <i>(must meet Town policies)</i>		

Office Use Only:

Date Received:	File Name:	File No. :
Date Deemed Complete:		
Date Circulated:		

1. COMPLETE APPLICATION includes both prescribed and required information as follows:

Information **prescribed** by O.Reg. 544/06, as amended, is mandatory, **must** be provided including the declaration. Without it, the application **could** be refused.

Submission Requirements ~ Checklist

One (1) original, of the completed application form.

- **Thirty (30) copies of the draft plan with key maps** (folded to 8½" x 14" size). For mapping information requirements, refer to Development Application Guidelines Package and Section 51(17) of the *Planning Act*.
- **Application Fee(s):** Refer to the current Development Application Fee Schedule, available at the Planning Department or on-line at www.milton.ca. Please note that the processing of the cheque for Town fees does not constitute your application to be deemed complete.
- **One (1) reduced copy** (11" x 17") of each plan for reproduction purposes (must be legible).
- **Pre-consultation Form** completed and signed by the Town of Milton, Halton Region and Conservation Halton.
- **Two (2) copies of all documents in pdf format on compact discs or USBs** provided to the Town of Milton. Draft Plan of Subdivision to also be provided in CAD version as well as PDF.
- **Ten (10) copies** of all supporting planning, technical and background information reports shown as required by the final Preconsultation Form and this application form. (Town Planning Staff to confirm requirements, as they can vary with the type and circumstances of each application).
- Please indicate the reports and/or studies that accompany this application (and supply **ten (10) copies** of each):

- | | |
|--|---|
| <input type="checkbox"/> Planning Justification Report | <input type="checkbox"/> Storm Water Management |
| <input type="checkbox"/> Agricultural Impact Assessment | <input type="checkbox"/> Tree Inventory & Preservation Study |
| <input type="checkbox"/> Servicing | <input type="checkbox"/> Traffic/Transportation Impact Analysis |
| <input type="checkbox"/> Hydrogeology/Soils/Geotechnical | <input type="checkbox"/> Noise and Vibration |
| <input type="checkbox"/> Market Impact Study | <input type="checkbox"/> Financial Impact Study |
| <input type="checkbox"/> Top-of-Bank Demarcations | <input type="checkbox"/> Archaeological |
| <input type="checkbox"/> Environmental Impact/Audit | <input type="checkbox"/> Shadow Analysis |
| <input type="checkbox"/> OPA Justification Report | <input type="checkbox"/> Opportunities & Constraints Mapping |
| <input type="checkbox"/> Park Concept Plan | <input type="checkbox"/> Draft Zoning By-law and Schedule |
| <input type="checkbox"/> Other (Specify below): | <input type="checkbox"/> Public Consultation Strategy |

2. APPLICANT INFORMATION <i>(Complete the information below and indicate one Prime Contact.)</i>			
Registered Owner(s)			
Last Name	First Name	Company Name	
Street Address			Unit Number
Municipality	Province	Postal Code	Email
Telephone Number	Fax		Cell Number
Applicant/Agent <i>Authorized by Owner(s)</i>			
Last Name	First Name	Company Name	
Street Address			Unit Number
Municipality	Province	Postal Code	Email
Telephone Number	Fax		Cell Number
Solicitor			
Last Name	First Name	Company Name	
Address			
Telephone Number	Fax		Email
Planning Consultant			
Last Name	First Name	Company Name	
Address			
Telephone Number	Fax		Email
Ontario Land Surveyor			
Last Name	First Name	Company Name	
Address			
Telephone Number	Fax		Email
Engineer			
Last Name	First Name	Company Name	
Address			
Telephone Number	Fax		Email
Primary contact for ALL future correspondence: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant			

3. PROPERTY INFORMATION *Applications submitted without completed property information will not be circulated.*

Lot	Concession	Geographic Township
Registered Plan	Lot/Block	Reference Plan
Municipal Address	Assessment Roll	
Describe any easements, rights-of-way or restrictions applicable to the subject land(s)		

4. PROPOSED LAND USE *(Please complete the following table)*

Proposed Uses	No. of Residential Units	No. of Lots/ Blocks		Area in Hectares	Density Proposed (Specify Units Per Hectare)	Parking Provided	Condominium Applications Only	
		Lots	Blocks				Bedroom Count	Floor Coverage (metres sq)
RESIDENTIAL								
Detached Dwellings								
Semi-detached Dwellings								
Row, Townhouse Dwellings (Multiple Attached)								
Apartments Residential - less than 2 bedrooms - 2 bedrooms or more								
Other (Specify)								
NON RESIDENTIAL								
Neighbourhood Commercial	Nil				Nil		Nil	
Other Commercial	Nil				Nil		Nil	
Industrial	Nil				Nil		Nil	
Local and Community Park	Nil				Nil		Nil	
Open Space and Hazard Lands	Nil				Nil		Nil	
Institutional (Specify)	Nil				Nil		Nil	
Road Allowances	Nil				Nil		Nil	
Other (Specify)	Nil				Nil		Nil	
TOTAL								

ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY:

New Building
Describe Condominium Details *(Cover Letter is Acceptable):*

Has site plan been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has a Site Plan Agreement been entered into? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has a building permit been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan File #: _____	Is the proposed development under construction? <input type="checkbox"/> Yes <input type="checkbox"/> No	If construction complete, indicate date of completion:

Existing Building

Is this a conversion of an existing building containing rental residential units? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, indicate the number of units to be converted. _____ UNITS
Does this proposal comply with the <i>Rental Housing Protection Act</i> ? If this building does contain rental residential units, this application must be submitted to the local municipality, not to the Region, pursuant to the <i>Rental Housing Protection Act</i> . <input type="checkbox"/> Yes <input type="checkbox"/> No	

5. STATUS OF OTHER PLANNING APPLICATIONS

What is the land use designation of the site in the approved Regional Official Plan (and/or NEC Plan or Parkway Belt West Plan, if applicable)?

Has a separate application for a Regional Official Plan (and/or NEC Plan or Parkway Belt West Plan) Amendment been made?

Yes No File # _____ Other (explain) _____

Is the area regulated by the flood and fill regulations of the applicable Conservation Authority?

Yes No

Has this been confirmed by Conservation Authority staff?

Yes No

What is the land use designation of the site in the approved Town of Milton Official Plan?

Has a separate application for a Local Official Plan Amendment been made?

Yes No File # _____ Other (explain) _____

Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent?

Yes No Unknown

If YES, and if known, indicate the application file number and the decision made on the application.

Is the subject land presently also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment application?

Yes No Unknown

If YES, and if known, indicate the application file number and the status of the application(s).

Does the proposal conform with the existing:

Regional Official Plan? Yes No Town of Milton Official Plan? Yes No

If NO, separate applications for a local and/or Regional Official Plan Amendment must be completed and submitted with this application.*

NOTE: Section 6 of this application deals with all of the Servicing aspects of the proposal. Does this proposal conform with all servicing policies (i.e. phasing plans) of the approved Town of Milton Official Plan?

Yes No

***WHERE AN OFFICIAL PLAN AMENDMENT (OPA) IS REQUIRED, A PLANNING JUSTIFICATION REPORT MUST BE SUBMITTED INDICATING HOW THE PROPOSAL CONFORMS AND WHY AN OPA SHOULD BE SUPPORTED.**

What is the existing zoning of the subject lands?

Does the proposal conform to the existing zoning?

Yes No

If NO, a separate application for a zoning amendment must be completed and submitted, together with a draft by-law and schedule.

6. SERVICING				
	YES	NO	STUDIES REQUIRED NOW	ATTACHED
WATER SUPPLY AND SEWAGE				
<i>Public Services (Halton Region responsibility):</i>				
Municipal sanitary sewers			None	n/a
Municipal piped water			None	n/a
<i>Private Services:</i>				
Wells and/or sceptors for a residential subdivision only, with five or fewer lots (or units)			A hydrogeological study	
Wells and/or sceptors for a residential subdivision only, with six or more lots (or units)			A justification study required including information on known water quality problems, depth of overburden, and soil types	
Any development on individual private services not covered in 6.3 and 6.4			A hydrogeological study	
STORM DRAINAGE (Town of Milton responsibility)				
Sewers			A storm water management study	
Ditches, swales				
Other (specify)				
ROADS AND ACCESS				
Public road			Traffic management study may be required later (see Local clearance letters)	
Private road			Not usually permitted	n/a

7. AFFORDABLE HOUSING INFORMATION

Not Applicable

Applications that include permanent housing (i.e. not seasonal) complete 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.

HOUSING AFFORDABILITY

Housing Type	# of Units	Unit Size (sq. ft.) and/or Lot Frontage	Estimated Selling Price/Rent
Single Detached			
Link/Semi Detached			
Row or Townhouse			
Apartment Block			
Other Types or Multiples			

For Example: Semi-detached - 10 units at 1,000 sq. ft./5.5 metres + \$119,900

Is there any other information that may relate to the affordability of the proposed housing, or the type of housing needs served by the application?

Yes

No

If YES, explain below or on a separate page

8. REGARD FOR PROVINCIAL POLICY STATEMENT

Information and supporting documentation should be provided to indicate how regard has been had for the Provincial Policy Statement.

NOTE: Effective April 1, 1996, Halton Region is the review agency and is responsible for protecting provincial land use policy interests (per Memorandum of Understanding between the Province and Halton Region).

SIGNIFICANT FEATURES CHECKLIST

Features or Development Circumstances	If a feature, is it on site or within 500m? OR if a development circumstance does it apply?	If a feature, specify distance in metres	Potential Information Needs
	Indicate YES or NO		
Non-farm development near designated urban areas or rural settlement areas			Demonstrate sufficient need for 20 yr. projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹		_____metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²		_____metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres		_____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 Plant		_____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.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater		_____metres	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
High voltage electric transmission line		_____metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors			Will the corridor be protected?
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			Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations		_____metres	Will development hinder continuation of extraction?
	If a feature, is it on site or within 500m? OR if a		Potential Information Needs

8. REGARD FOR PROVINCIAL POLICY STATEMENT

Features or Development Circumstances	development circumstance does it apply?	If a feature, specify distance in metres	
	Indicate YES or NO		
Existing pits and quarries		_____metres	Will development hinder continued operation or expansion?
Significant wetlands		_____metres	Demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species		_____metres	Demonstrate no negative impacts.
Significant fish habitat, valley lands, areas of natural and scientific interest, wildlife habitat		_____metres	Demonstrate no negative impacts.
Sensitive groundwater recharge areas, headwaters and aquifers			Demonstrate that groundwater recharge areas, headwaters 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.
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. (relates to Milton) Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA. (relates to Milton)
Hazardous sites ⁴ and rehabilitated mine sites		_____metres	For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be made concurrently.
Contaminated sites			Assess an inventory of previous uses in areas of possible soil contamination.

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 hazards. These hazards may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (Karst topography).

8. REGARD FOR PROVINCIAL POLICY STATEMENT

For each feature or development circumstance of potential concern identified in "The Significant Features Checklist", identify how regard was had to the Provincial Policy Statement. Explain below or attach on a separate page.

9. LAND USES FOR THE SITE AND SURROUNDING AREA

Location and area of land adjoining or adjacent to the subdivided in which the owner has an interest.

What is the current use of the subject land?

What were the previous uses of the subject land, if known?

Potential Contaminated Site:

Has there been an industrial or commercial use of the site or adjacent land?

Yes No Last Year of Use _____

Has there been filling on the site?

Yes No

Is there any reason to believe that the site may have been contaminated by former uses either on the site or on adjacent sites? (e.g. gas station, petroleum or other fuel stored on site or adjacent to site)?

Yes No

If YES, an environmental investigation including all former uses of the site and, if appropriate, the adjacent site, to the satisfaction of the Region of Halton, is required. A qualified consultant must prepare this study. Report Attached?

Yes No

If NO, on what basis did you come to this determination?

Are any of the water, sewage and road works associated with the proposed development subject to the provisions of Schedule C of the MEA Class Environmental Assessment for Municipal Projects?

Yes No

If YES, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the *Planning Act* and the *Environmental Assessment Act*?

Yes No

Subsurface Rights: Are the subsurface right and the surface rights to the property held by the same owner?

Yes No

If NO, who owns the subsurface rights? (*The owner of the subsurface rights must complete the associated declaration on Page 11*)

Is there a woodlot and/or significant trees existing on the subject property?

Yes No

Is the subject property considered a heritage resource?

Yes No

PROPERTY OWNER APPOINTMENT AND AUTHORIZATION OF AGENT (if applicable)

I/We, the undersigned, being the registered property owner of:

Address/Legal Description

hereby authorize _____
Authorized Agent Name/Company

As my agent for the purpose of submitting this application to the Town of Milton Planning and Development and acting on my/our behalf in relation to this application. The authority granted by this Agent Appointment and Authorization shall continue until I/we shall have revoked such authority in writing, and delivered such written revocation to the Town of Milton's Planning and Development Department. No such revocation shall; however invalidate any action taken by me/our agent prior to the date the Town of Milton Planning and Development Department received such written revocation.

I have authority to bind the Corporation or Partnership, if applicable.

Signature of Property Owner/Signing Officer

Print Name

Date

PROPERTY OWNER ACKNOWLEDGEMENT OF PUBLIC INFORMATION AND PERMISSION TO ENTER PROPERTY

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the Town of Milton provides public access to all Planning Act applications and supporting documentation submitted to the Town.

I/We, the undersigned, being the registered property owner of:

Address/Legal Description

hereby acknowledge and agree that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of information and Protection of Privacy Act*, R.S.O. 190, c. M.56, as amended or substituted from time to time. I hereby consent to the Town of Milton making this request and its supporting documentation available to the general public, including copying, posting on the Town's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the release of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I/We hereby irrevocably authorize and consent to the Town of Milton to enter upon the above-noted property at any reasonable time for the purpose of evaluating merits of the application.

I have authority to bind the Corporation or Partnership, if applicable.

Signature of Property Owner/Signing Officer

Print Name

Date

DECLARATION OF AGENT/APPLICANT

I, _____, of the _____ in the _____
Name City/Town Region

solemnly declare that all of the statements and attached documentation contained within the application are accurate and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

Signature of Agent/Applicant Print Name Date

DECLARED BEFORE ME at _____ in the _____
City/Town Region

this _____ day of _____, 20_____.

A Commissioner, etc. Name/Stamp of Commissioner etc.

THE COMPLETED APPLICATION PACKAGE MUST BE SUBMITTED TO:

**Director, Development Review
The Corporation of the Town of Milton
Development Services Department
150 Mary Street, Milton Ontario L9T 6Z5**