



# TOWN OF GRIMSBY

## APPLICATION FOR SUBDIVISION OR CONDOMINIUM APPROVAL

Rev: June 2021

The attached application form is for use when applying to the **Town of Grimsby** for subdivision or condominium approval. It has been designed based on the provisions of Section 51 of The Planning Act and Regulations made under the Planning Act.

Attached to the application form is an itemized list of requirements that must be submitted with an application. This includes:

1. Original Application Form (plus 1 copy)
2. Draft Plan (2 copies)
3. Reduced Plan (1 copy)
4. Background Information Report (3 copies)
5. Engineering Report (3 copies)
6. Application Fees
7. Evidence of Notice Sign (photograph)
8. Supporting Studies (where required, to be specified at pre-consultation meeting)
9. Electronic copies of all required items (sent via [zendto.grimsby.ca](mailto:zendto.grimsby.ca))

It is the responsibility of the owner to research and evaluate the site and proposal to ensure that development will meet the health, safety and welfare interests of future residents. Appropriate study must be undertaken prior to submission for approval, which should be reflected in the application form. This information will assist in a quick and comprehensive assessment of the application. If further studies are required, the applicant will be notified. If the form or plans are incomplete or inaccurate, the application will be returned for completion or correction prior to processing.

### **THE APPLICATION PROCESS**

#### **1. Application:**

After accepting a complete application, the Town will circulate copies to Town Departments, Provincial and Regional agencies, commissions, authorities and others who may be concerned, to obtain information, comment and recommendations.

#### **2. Public Meeting:**

For subdivision applications, a public meeting is required as part of the review process. Prior to the public meeting, notice will be sent to landowners within 120 metres of the subject lands.

An open house may also be required prior to the statutory public meeting. This requirement will be at the discretion of Town Staff.

#### **3. Evaluation & Draft Approval:**

After evaluating the application and considering all input received, Town staff will prepare a report and recommendation for consideration by the Town Planning & Development Committee and Council. The Town may impose conditions in granting approval of the draft plan (draft approval).

#### **4. Final Approval:**

The conditions of draft approval must be fulfilled prior to the approval of the final plan. The agencies affected by the conditions must indicate, in writing, that the condition(s) have been met to their satisfaction.

#### **5. Appeal:**

The Planning Act provides that an application for subdivision approval may be appealed to the Ontario Municipal Board under Section 51(34), (39), (43) and (48) of the Planning Act, R.S.O. 1990, cP 13, as amended.



# TOWN OF GRIMSBY

## APPLICATION FOR SUBDIVISION OR CONDOMINIUM

### 1. APPLICANT INFORMATION

Please check the box next to the person or firm to where correspondence should be directed.

**REGISTERED OWNER:**

Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

(Tel): \_\_\_\_\_ Fax: \_\_\_\_\_ E Mail \_\_\_\_\_

**AGENT, SOLICITOR OR PLANNING CONSULTANT:**

Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

(Tel): \_\_\_\_\_ Fax: \_\_\_\_\_ E Mail \_\_\_\_\_

**ONTARIO LAND SURVEYOR:**

Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

(Tel): \_\_\_\_\_ Fax: \_\_\_\_\_ E Mail \_\_\_\_\_

### 2. PROPERTY DETAILS

a) Location of Property: \_\_\_\_\_  
(street address, if any)

\_\_\_\_\_  
(Lot & Concession or Reference Plan and Part Nos.)

b) Easements or Covenants: are there any easements or restrictive covenants that affect the property  Yes  No

If so, describe each. \_\_\_\_\_

\_\_\_\_\_

**3. PROPOSED LAND USE**

Proposed Land Use							Condominium Applications Only	
INTENDED USE	RESIDENTIAL UNITS	NUMBER OF LOTS AND/OR BLOCKS	HECTARES	DENSITY PROPOSED (SPECIFY UNITS/HECTARE)	PARKING PROVIDED	DATE OF CONSTRUCTION	FLOOR COVERAGE	
Detached Residential								
Double or Semi-detached Residential (residential building containing two dwelling units)								
Row & Town Housing (a residential building containing 3 or more units with individual access)								
Apartments (a building containing 3 or more dwelling units each with access via a common corridor)								
Seasonal Residential								
Mobile Home								
Commercial, Other								
Industrial								
Park or Open Space								
Roads								
Institutional (specify)								
Other (specify)								
<b>TOTAL</b>								

**4. PLANNING INFORMATION**

- a) Regional Plan Designation \_\_\_\_\_
- b) Grimsby Official Plan Designation \_\_\_\_\_
- c) Current Zoning \_\_\_\_\_
- d) Has the subject land ever been the subject of one of the following applications?
 

Official Plan Amendment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Zoning By-law Amendment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minor Variance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plan of Subdivision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Site Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer to any of the above is yes, indicate the file number and the status of the application \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR APPLICATIONS FOR CONDOMINIUM APPROVAL ONLY \***

- f)\* Has the Town approved a site plan for the proposed condominium?  Yes  No
- Has a site plan agreement been entered into?  Yes  No
- Has a building permit been issued?  Yes  No
- Is the building under construction?  Yes  No

- g)\* Is there an existing residential rental building being converted to a condominium dwelling?

Yes  No

**NOTE:** If the building to be converted includes one or more rental units, the owner must comply with the Residential Tenancies Act 2006, as amended

**5. ACCESS**

Will access to the subject lands be to a publicly maintained road?  Yes  No  
 If yes, identify the proposed roadway. If no, what provision is there for access to the site?

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**6. SERVICING**

Indicate what services are proposed:

- |   |   |  |
|---|---|--|
| <p>a) Water Supply</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> municipal water</li> <li><input type="checkbox"/> individual wells</li> <li><input type="checkbox"/> other (describe)</li> </ul> | <p>b) Sewage Treatment</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> municipal sewers</li> <li><input type="checkbox"/> ** septic tanks</li> <li><input type="checkbox"/> other (describe)</li> </ul> | <p>c) Storm Drainage</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> sewers</li> <li><input type="checkbox"/> open ditches</li> <li><input type="checkbox"/> other (describe)</li> </ul> |
|---|---|--|

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\*\* If septic tanks are proposed, is fill necessary to meet Medical Officer of Health standards?

Yes  No

If "yes", specify where it is obtainable. \_\_\_\_\_

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If other servicing problems are foreseen, what are they? \_\_\_\_\_

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What solutions are proposed? \_\_\_\_\_

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**7. ARCHEOLOGICAL RESOURCES**

Does the subject land contain any areas of archeological potential?

Yes    No

If the plan would permit development on land that contains known archeological resources or areas of archaeological potential;

- (a) an archaeological assessment prepared by a person holds a license that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act; and
- (b) a conservation plan for any archaeological resources identified in the assessment.

**8. PROVINCIAL POLICY**

(a) Is the plan consistent with the policy statements issued under subsection 3(1) of the Planning Act?

Yes    No

If not, explain in attached letter/report.

(b) Is the subject land within an area of land designated under the Greenbelt Plan, Places to Grow Plan or Niagara Escarpment Plan?

Yes    No

If the answer to (b) is yes, does the plan conform to or does not conflict with the applicable plan?

Yes    No

Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the Region of \_\_\_\_\_ solemnly declare that all the above statements contained in the within 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 Region of \_\_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**10. OWNER'S AUTHORIZATION**

If an agent is used, the owner must also complete the following or a similar authorization on the face of the draft plan.

I, \_\_\_\_\_ being the registered owner of the subject lands hereby authorize \_\_\_\_\_ to prepare and submit a draft plan of subdivision/condominium for approval.  
(type or print name of agent)

\_\_\_\_\_  
Signature Day Month Year

**11. AUTHORIZATION OF OWNER FOR AGENT TO PROVIDE PERSONAL INFORMATION**

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.

I, \_\_\_\_\_ am the owner of the land that is subject to this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize as my agent for the application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Signature Day Month Year

**12. CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

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

I, \_\_\_\_\_ am the owner of the land that is subject to this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or 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.

\_\_\_\_\_  
Signature Date Month Year

# APPLICATION REQUIREMENTS

The Planning Act (S.51(19)) provides that the approval authority may refuse to accept or further consider the application until the prescribed information and materials, the required fee and the draft plans are received. The following items are required to be submitted.

**1. Application Form:**

One (1) original and one (1) copy of the Town of Grimsby Application for Subdivision or Condominium Approval, signed by the owner and agent (if any).

**2. Draft Plans:**

A minimum of two (2) copies are required. Draft plans shall be folded *not larger than 11" x 14"*. The draft plans shall be signed by the owner and surveyor.

The Planning Act (S.51(17)) requires that the following be shown on the draft plans.

- a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- d) the purpose for which the proposed lots are to be used;
- e) the existing uses of all adjoining lands;
- f) the approximate dimensions and layout of the proposed lots;
- g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- h) the availability of nature of domestic water supplies;
- i) the nature and porosity of the soil;
- j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- k) the municipal services available or to be available to the land proposed to be subdivided; and
- l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

**3. Reduced Plan:**

One (1) legible paper print of the draft plan reduced to letter (8½" x 11") or legal (8½" x 14") size.

**4. Background Information Report:**

Three (3) copies of a background information report shall be submitted. The background information report shall address each of the following:

- Provide an appraisal and evaluation of the site, describing the existing land uses, vegetation, topography and drainage on the site and on adjacent lands.
- Environmental effects – describe any adverse environmental effects from the development on the surrounding area, such as traffic, noise, odours, pollution of water bodies, runoff, etc. Outline measures taken to mitigate adverse environmental effects. Examples may include buffering, berms, setbacks, etc. In agricultural areas, refer to the Agricultural Code of Practice. Where potential adverse environmental impacts area foreseen, consultation with the Ministry of Environment & Energy is recommended.
- Outline how opportunities for affordable housing are to be provided in the proposed subdivision.
- Local Official Plan policies for the site and surrounding neighbourhood and whether the Official Plan needs to be amended.

- Status of adjacent lands, including current use, development or redevelopment proposals, etc.
- Proposed integration of roadways within subdivision and vehicular circulation pattern in the surrounding area.
- Location of parklands and other public lands (other than travelled roadways) in the vicinity of the site.
- Likely uses of all lots and blocks within the subdivision and the number of people to be accommodated.
- All information provided by agencies and departments consulted by the applicant.
- Location of schools serving the subdivision and access routes to those schools.

**NOTE:** Where possible, the above should be shown on the draft plan as well as being included in this report.

**5. Engineering Report:**

Three (3) copies of an engineering report which provides an inventory of existing and proposed facilities to serve the proposed development, including:

- roadways
- water mains
- sanitary sewers
- storm sewers, including any stormwater management (quantity & quality)
- facilities
- sidewalks
- any other servicing issue applicable to the site.

**6. Application Fees:**

**Planning & Development**

A cheque made out to the Town of Grimsby in accordance with the fee schedule (Refer to the Rates & Fees section of Town of Grimsby website: <https://www.grimsby.ca/en/doing-business/resources/Documents/2021-Rates-and-Fees/2021-Planning.pdf>).

***\*Applicants should contact the Planning Department to confirm fees prior to submitting an application.***

**NPCA Review fees**

Where Niagara Peninsula Conservation Authority (NPCA) review is required, additional fees will be required.

***\*Please contact the NPCA directly with respect to fees.***

**The Region of Niagara**

A cheque made out to the Region of Niagara should be submitted to the Town of Grimsby at the time of application (Fee schedule refers to the Development Applications, Forms and Fees section of Region of Niagara website

[https://www.niagararegion.ca/business/fpr/forms\\_fees.aspx](https://www.niagararegion.ca/business/fpr/forms_fees.aspx) )

**7. Notice Sign:**

The owner is responsible for erecting at least one notice sign on the lands to be subdivided.

The sign must have a minimum display area of 50 square feet. All signs shall include the following components:

- a) Town of Grimsby identification;
- b) the words "Public Notice" in bold lettering;
- c) the words "Proposed Subdivision" and the name, if any, of the subdivision;
- d) a subdivision map, coloured and drawn to show subdivision pattern, proposed land uses, roadways, pedestrian ways, prominent natural features;
- e) a legend and an arrow indicating the north direction;
- f) at the bottom of the sign, the following must be included:  
"This proposed plan of subdivision has been submitted to the Town of Grimsby for approval.



ADDITIONAL INFORMATION regarding the proposed plan of subdivision or, to obtain a copy of the written notice of the application, contact the Town of Grimsby Planning Department, 160 Livingston Avenue, P.O. Box 159, Grimsby, Ontario, L3M 4G3, 905-945-9634.”

- g) the sign must be dated prominently. The date to be used should be on or about the date of posting. Revised signs must include a revision date.
- h) the following colour scheme should be used on all signs:

Residential

Single family detached	yellow
Semi-detached	orange
Townhouses	dark orange
Apartments	brown
<u>Commercial</u>	red
<u>Industrial</u>	purple
<u>Park/Open Space</u>	green
<u>Institutional</u>	blue

The sign must be prominently displayed on the property and legible from abutting roadways. If the property abuts more than one major roadway, and the subdivision is of substantial size, a sign will be required for each frontage on a major roadway.

Staff of the Town Planning Department will assist in choosing a suitable location or locations.

Prior to the proposed plan being circulated, the Planning Department must be in possession of a coloured photograph which shows the sign or signs on the property.

**8. Supporting Studies:**

The Planning Act (S.51(18)) provides the approval authority may require that the applicant provide other information that is required to assess the application. This includes such information as noise studies, traffic studies, etc. A pre-consultation meeting may be required to determine complete application requirements. Applicants should consult with the Planning Department in this regard.