

# APPLICATION FOR APPROVAL OF PLAN OF SUBDIVISION OR PLAN OF CONDOMINIUM UNDER SECTION 51 OF THE PLANNING ACT

This application must be typed or printed in black or blue ink, completed entirely and signed.

Have you formally consulted with the City of Brantford prior to submitting this application?

Yes  No

Name of Planner: \_\_\_\_\_ Date: \_\_\_\_\_

If yes, please attach the record/notes of Formal Pre-Consultation to the application. Refer to Part IX of this application form for additional submission requirements.

Have the required studies, plans, or reports been submitted?  Yes  No

**Incomplete applications and any application fees will be returned. A separate cheque must be submitted with application for a complete application review. The Fee Schedule is available on the City of Brantford's Planning Fees webpage.**

Withdrawal of applications is required in writing and fees are returned pending the stage application is in. Once notices are circulated, no fees will be refunded.

### OFFICE USE ONLY

File No.: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Related Files: \_\_\_\_\_

Date Deemed \_\_\_\_\_

Complete: \_\_\_\_\_

**Application for Approval of (check off all that apply):**  Condominium Description (specify type)

Plan of Subdivision

a)  Standard Condominium

Conversion from Rental to Condominium

b)  Common Element Condominium

Redline Revision

c)  Phased Condominium

d)  Vacant Land Condominium

Is this a resubmission of an earlier plan?  Yes  No  Unknown

If yes please indicate File # \_\_\_\_\_.

## PART I – CONTACT INFORMATION

**1. Name of Applicant<sup>1</sup>** \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

City/Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

<sup>1</sup> If the applicant is a numbered company, also provide the name of a principal of the company.

**2. Name of Agent** \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

City/Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

**3. Name of Property Owner<sup>2</sup>** \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

City/Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

**When was the property acquired by the owner?** \_\_\_\_\_



<sup>2</sup> It is the responsibility of the owner or applicant to notify the Planner of any changes in ownership within 30 days of such a change.

4. **Name of Ontario Land Surveyor** \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City/Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

5. **Please specify to whom all communications should be sent.**<sup>3</sup>  Applicant  Agent  Owner  Surveyor

<sup>3</sup> Unless otherwise directed, all correspondence, notices, etc. in respect of this development application will be forwarded to the Applicant noted above, except where an Agent is employed, then such will be forwarded to the Applicant and Agent provided that their contact information is included on this form.

**Collection of Personal Information:**

Personal information collected and recorded through written submissions on this subject, is collected under the authority of the *Municipal Act, 2001*, as amended, and the *Planning Act, 1990 R.S.O. 1990, c.P.13* and will be used by Members of Council or Committee and City of Brantford staff in their consideration of this matter. The written submissions, including names and contact information and the associated reports arising from the public participation process, will be made available to the public, including publishing on the City's website. Video recordings of the all Public Meetings may also be posted to the City of Brantford's website. Questions about this collection should be referred to the City Clerk or the Manager of Development Planning, Planning Department, City of Brantford, 58 Dalhousie Street, Brantford, Ontario, N3T 2J2, 519-759-4150.

**PART II – GENERAL PROPERTY DESCRIPTION**

1. **Municipal Address** \_\_\_\_\_

2. **Encumbrances**

Are there any mortgages, easements or restrictive covenants affecting the subject land?  Yes  No

If yes, provide names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject lands and describe the easement or covenant and its effect.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Legal Description (fill in the parts that are applicable only)**

Registered Plan No. \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_  
Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_  
Former Township \_\_\_\_\_ Concession \_\_\_\_\_ Lot(s) \_\_\_\_\_

4. **Particulars of Property (in metric units)**

Frontage/Width (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_ Area (m<sup>2</sup>/ha) \_\_\_\_\_

5. **Current Official Plan designation(s)** \_\_\_\_\_

6. **Current Zoning** \_\_\_\_\_

7. **Will the plan, as proposed, require an amendment either to the Official Plan and/or the applicable Zoning By-laws?**

Yes  No

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_



**8. Existing Use of Property**

Agricultural  Commercial  Industrial  Institutional  Residential  Vacant  Other(s) \_\_\_\_\_

How long have the lands been used/employed for these use(s)? \_\_\_\_\_

**9. Previous Use of Property**

Agricultural  Commercial  Industrial  Institutional  Residential  Vacant  Other(s) \_\_\_\_\_

If Industrial or Commercial, specify use: \_\_\_\_\_

**Details of Previous Uses**

	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material, i.e. has filling occurred?			
Has a gas station been located on the subject land or adjacent lands at any time?			
Has there been petroleum or other fuel stored on the subject land or adjacent lands?			
Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?			
Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands?			
Have the lands or adjacent lands ever been used as a weapons firing range?			
Is the nearest boundary line of the subject lands within 500 metres (1,640 feet) of the fill area of an operational/non-operational landfill or dump?			
If there are existing or previously existing buildings, are there any building materials remaining on site which are potentially hazardous to public health (i.e., asbestos, PCB's)			
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?			

**What information did you use to determine the answers to 8 above?**

\_\_\_\_\_

If **previous use of property** is industrial or commercial or if **YES** to any of Section 8, a previous use inventory showing all former uses of the subject land, or if appropriate, the land adjacent to the subject land is required.

Is the previous use inventory attached?  Yes  No

**10. List any Existing Buildings or Structures on the Property**

Type of Buildings or Structures	All Yard Setbacks (m)				Building Dimensions (m)	Ground Floor Area (m <sup>2</sup> )	Height (m)	When Built	To Be Retained	To Be Removed/ Demolished
	Front	Rear	Side	Side						
1.										
2.										
3.										

Are these buildings to be retained, demolished, or otherwise removed? \_\_\_\_\_

Are any of the current units rented? \_\_\_\_\_

\_\_\_\_\_



# PART III – DETAILS OF THE PROPOSAL

## 1. Proposed Land Use

Proposed Land Use	Number of units or dwellings	Number of Lots and/or Blocks on the draft plan	Area (ha)	Density (units/dwellings per ha)	Number of Parking Spaces
Detached Residential					
Semi-Detached Residential					
Row/Townhouse					
Apartment Residential					
Other Residential (specify)					
Commercial					
Park, Open Space					
Institutional (specify)	<b>NIL</b>			<b>NIL</b>	<b>NIL</b>
Roads					
Other (specify)	<b>NIL</b>			<b>NIL</b>	<b>NIL</b>
<b>TOTALS</b>					

Please use the following definitions for residential buildings:

Detached Residential: a single detached dwelling unit.

Semi-Detached Residential: a residential building containing 2 dwelling units.

Row/Townhouse: a residential building containing 3 or more units with individual access to the street or private road.

Apartment Residential: a building containing 3 or more dwelling units each with access to the street via a common corridor.

**Provide a complete written description of the application with details of the proposed development including, but not limited to: proposed use(s), development details (i.e. height/storeys, floor area(s), number of parking/loading spaces, lot coverage, landscape area, etc). Indicate type of business proposed including the proposed number of employees, if an industrial plan of subdivision or condominium.**

**If additional space is needed, attach a separate page.**

---



---



---

## 2. If this application has the effect of increasing the number of residential dwelling units on the subject lands, please complete the following:

Total Area \_\_\_\_\_ (hectares)

Total Area \_\_\_\_\_ (hectares) (Gross)<sup>1</sup>

Total Area \_\_\_\_\_ (hectares) (Net)<sup>2</sup>

Total Number of Residential Dwelling Units Proposed \_\_\_\_\_

Proposed Density \_\_\_\_\_ (units/gross hectare)

\_\_\_\_\_ (units/net hectare)

Are the subject lands located within the Built Boundary as indicated in the Official Plan?  Yes  No



1 **Gross Residential Hectare** means the area of land measured in hectares utilized for residential dwelling units including: the lot area; local residential roads; local parks, including walk-ways and bicycle ways; public and separate elementary schools; churches and other institutions such as daycare centres and nursing homes; convenience commercial facilities; and local municipal facilities such as fire halls. The area excludes Major Collector, Minor Arterial and Major Arterial Roads and required widenings thereto, where identified, and Hazard Lands.

2 **Net Residential Hectare** means that portion of the lands utilized for residential dwelling units, including the lot area.

Total Number of Residential Dwelling Units Existing \_\_\_\_\_ and Proposed \_\_\_\_\_

Proposed Density \_\_\_\_\_ (units/net hectare)

Are the subject lands located within the Built Boundary as indicated in the Official Plan?  Yes  No

3. (a) If a building(s) exists, is it occupied?  Yes  No

(b) If yes, what type of occupancy?

Commercial  Institutional  Other (please specify) \_\_\_\_\_  
Industrial  Residential

4. **Servicing, Drainage and Access**

Indicate what services are available:

**Water Supply**

- Municipal water
- Communal wells
- Individual wells
- Other (describe below)

**Sewage Treatment**

- Municipal sewers
- Communal system
- Septic tank and tile bed
- Other (describe below)

**Storm Drainage**

- Storm sewers
- Open ditches
- Other (describe below)

If other describe: \_\_\_\_\_

Indicate what services are proposed:

**Water Supply**

- Municipal water
- Other (describe below)

**Sewage Treatment**

- Municipal sewers
- Other (describe below)

**Storm Drainage**

- Storm sewers
- Open ditches
- Other (describe below)

If other describe: \_\_\_\_\_

**Has the existing drainage on the subject lands been altered?**

- Yes  No

**Does a legal and adequate outlet for storm drainage exist?**

- Yes  No  Unknown

**Are the subject lands within an area that is subject to the regulations of the Grand River Conservation Authority (GRCA)?**

- Yes  No

**Have you pre-consulted with the Grand River Conservation Authority (GRCA)?**

If yes, please note that the GRCA may require additional fees for the processing of your application. For more information, please consult their webpage at [www.grandriver.ca](http://www.grandriver.ca).

Yes  No

**Existing or proposed access to subject lands:**

Unopened road  Provincial highway  Municipal road  Other (describe below)

If other, describe: \_\_\_\_\_

Name of road/street: \_\_\_\_\_

**PART IV – STATUS OF OTHER PLANNING APPLICATIONS**

	Yes	No	Unknown
Has the subject land ever been the subject of a previous application for approval of a plan of subdivision? If yes, and if known, indicate the application file number and the decision made on the application.			
Is the subject land also the subject of a proposed Official Plan amendment that has been submitted for approval? If Yes, and if known, indicate the application file number and the status of the application.			
Is the subject land also the subject of an application for approval of a site plan, minor variance, zoning bylaw, or zoning order amendment application? If Yes, and if known, indicate the application file number and the status of the application.			
If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?			
Is the water, sewage, or road works associated with the proposed development subject to the provisions of the <i>Environmental Assessment Act</i> ?			

**PART V – PREVIOUS USE OF THE PROPERTY**

**1. Previous Use of Property**

Agricultural  Commercial  Industrial  Institutional  Residential  Vacant  Other(s) \_\_\_\_\_

If Industrial or Commercial, specify use: \_\_\_\_\_

Details of Previous Uses	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material, i.e. has filling occurred?			
Has a gas station been located on the subject land or adjacent lands at any time?			
Has there been petroleum or other fuel stored on the subject land or adjacent lands?			
Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?			
Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands?			
Have the lands or adjacent lands ever been used as a weapons firing range?			
Is the nearest boundary line of the subject lands within 500 metres (1,640 feet) of the fill area of an operational/non-operational landfill or dump?			
If there are existing or previously existing buildings, are there any building materials remaining on site which are potentially hazardous to public health (i.e., asbestos, PCB's)			
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?			

**What information did you use to determine the answers to the above questions?**

\_\_\_\_\_

\_\_\_\_\_

If **previous use of property** is industrial or commercial or if **YES** to any of Section 1, a previous use inventory showing all former uses of the subject land, or if appropriate, the land adjacent to the subject land is required.

Is the previous use inventory attached?  Yes  No



**2. Heritage Features**

Are there any buildings or structures on the subject lands that are subject to a Heritage Easement or have been designated under Part IV or Part V of the Ontario Heritage Act?  Yes  No

Are there any buildings or structures on *the abutting lands* that are subject to a Heritage Easement or have been designated under Part IV or Part V of the Ontario Heritage Act?  Yes  No

If yes to either of the above, a Heritage Impact Assessment may be required, as per the Brantford Official Plan. Is a Heritage Impact Assessment attached?  Yes  No

**PART VI – PROVINCIAL AND MUNICIPAL POLICY**

**1. Is this application consistent with the Policy Statements issued under subsection 3(1) of the *Planning Act*?**

Yes  No

**2. Is the subject land within an area designated or identified under any of the following:**

Growth Plan for the Greater Golden Horseshoe	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Waterfront Master Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intensification Area as identified in the Official Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Secondary Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Downtown Master Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other (specify) _____		

**3. Explain how the proposed draft plan of subdivision/condominium is consistent with the Provincial Policy Statement (PPS) (Incorporate as part of Planning Justification Report).**

---



---



---



---

**4. Does this application propose to remove land from an employment area as designated in the Official Plan?**  Yes  No

**5. Significant Features**

All applications under the Planning Act are subject to review for regard to the Provincial Policy Statement issued by the Province of Ontario. Complete the following table and be advised of the potential information requirements in the noted section. If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.

**TABLE – SIGNIFICANT FEATURE CHECKLIST**

Use or Feature	Is it on site or within 500 m?		Specify Distance in Metres	Potential Information Needs
	Yes (X)	No (X)		
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 <sup>1</sup>				Assess development for residential and other sensitive uses within 70 metres
Class 2 industry <sup>2</sup>				Assess development for residential and other sensitive uses within 300 metres
Class 3 industry <sup>3</sup> within 1000 metres				Assess development for residential and other sensitive uses within 1000 metres
Landfill Site				Address possible leachate, odour, vermin and other impacts
Sewage Treatment Plant				Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization Pond				Assess the need for a feasibility study for residential and other sensitive land uses
Active Railway Line				Evaluate impacts within 100 metres Noise study prepared? Consultation with CN?
Controlled access highways or freeways, including designated future routes				Evaluate impacts within 100 metres
Electric transformer station				Determine possible impacts within 200 metres
High voltage electric transmission line				Consult Brantford Power
Transportation and infrastructure corridors				Will the corridor be protected? Noise study prepared?
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operations? Noise & dust study completed?
Existing Pits and Quarries				Will development hinder continued operation or extraction? Noise and dust study completed?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations?
Significant wetlands or potentially significant wetlands				Development is not permitted within Provincially Significant Wetlands. Provide Environmental Impact Study (see App.III in Official Plan)
Significant portions of habitat of endangered species & threatened species				Provide Environmental Impact Study (see App.III in Official Plan)
Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat				Provide Environmental Impact Study. (see App.III in Official Plan) Tree Inventory? Tree Preservation Plan?
Significant groundwater recharge areas, headwaters and aquifers				Demonstrate that these features will be protected
Significant landscapes, vistas, significant cultural heritage landscapes				Development should conserve significant landscapes, vistas, 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. Archeological assessment to be provided, including a conservation plan if required.
Abandoned landfill sites				Which category? Investigation/remedial measures
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains, Floodway Policy Area Special Policy Area (SPA1), (SPA2)				Must meet the Official Plan policies
Hazardous sites <sup>4</sup>				Demonstrate that hazards can be addressed (slope study, flood line study)
Contaminated sites				Inventory of previous uses in areas of possible soil contamination, record of site condition, affidavit
Agricultural Operations				Development to comply with the minimum distance separation formulae and Official Plan policies

**Table Notes:**

Class 1 industry: small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

Class 2 industry: medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

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.



Hazardous sites: property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils, unstable bedrock, or steep slopes.

**6. Endangered Species Act Requirement**

The Ministry of Natural Resources recommends that municipalities advise proponents to undertake a preliminary ecological site assessment for Species at Risk and their habitat. It is important that you, as the applicant, be aware of the Endangered Species Act and how it may affect your development application. It will be at your discretion to undertake an informal assessment of your property to get a better understanding of the type of species that inhabit your property and if any of these species are classified as species at risk. This will help you to determine if there is a need for a formal assessment to accompany your development application. Further information is attached in Appendix A of this form, and you can also consult Planning Staff, the MNR district office at 519-826-4255 or the MNR SAR website at <https://www.ontario.ca/page/species-risk> .

Are you aware of any species at risk in your property?  Yes  No

If so, have you undertaken an informal assessment?  Yes  No

Is a formal assessment necessary?  Yes  No

**7. Please provide any additional information which may assist staff and other agencies in reviewing this application. If Additional space is required, attach a separate page or include in the Planning Justification Report.**

---

---

---

---

---

**8. Please provide details of the Owner/Applicant's proposed strategy for consulting with the public with respect to the application. (Complete for Subdivision Applications only).**

---

---

---

---

---

9. Have you attached the Development Review meeting notes?  Yes  No

**PART VII – ADJACENT LANDS**

**1. Uses Adjacent to the Subject Lands**

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

**2. Does the applicant own or have a legal interest in any adjacent lands?**  Yes  No

If yes provide the following for the adjacent lands:

Assessment Roll No. \_\_\_\_\_

Legal Description \_\_\_\_\_



Frontage (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_ Area (m<sup>2</sup>/ha) \_\_\_\_\_

**3. Related Planning Applications – Adjacent Lands**

**(a) Is there an application(s) by the applicant for lands within 120 metres of the subject lands for any of the following:**

- Minor Variance  Yes  No
- Consent  Yes  No
- Amendment to Official Plan  Yes  No
- Amendment to Zoning Bylaw  Yes  No
- Minister's Zoning Order  Yes  No
- Approval of a Plan of Subdivision  Yes  No
- Approval of a Plan of Condominium  Yes  No
- Site Plan  Yes  No

**(b) If the answer to part (a) above, is Yes, the following information must be provided:  
(If multiple applications, attach a separate page)**

- (i) File Number(s) \_\_\_\_\_
- (ii) Name of the approval authority considering the application(s) \_\_\_\_\_
- (iii) Land(s) affected \_\_\_\_\_
- (iv) Purpose of Application(s) \_\_\_\_\_
- (v) Status of the Application(s) \_\_\_\_\_

**PART VIII – ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY**

**1. New Buildings**

**a) Has a building permit been issued for the proposed condominium?**

Yes Date Issued: \_\_\_\_\_  No

**b) Is the building fully constructed, or is it now under construction?** If construction is completed, indicate the date of completion:

\_\_\_\_\_

**c) Are any units within the building occupied, or have any units ever been occupied?**

Yes Number of Units: \_\_\_\_\_  No

**2. Existing Buildings**

**a) Does this application involve conversion of a building containing rental residential units?**

Yes Number of units to be converted: \_\_\_\_\_  No

**b) Are existing tenants willing to purchase?**

Yes (if yes, provide documentation signed by tenants)  No

**3. Site Plan Control Approvals**



- a) Has a Site Plan for the proposed condominium been approved?  Yes  No File : \_\_\_\_\_
- b) Has a Site Plan Agreement been entered into?  Yes  No File: \_\_\_\_\_
- c) Has a building permit for the proposed condominium been issued?  Yes  No
- d) Has construction of the development started?  Yes  No

If construction is completed, indicate the date of completion: \_\_\_\_\_

- e) Is this a conversion of a building containing rental residential units?  Yes  No
- f) If rental residential units exist, please provide the number of units being rented.

## PART IX – SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT

All information must be submitted electronically in a pdf format via USB or through an appropriate web-based file share program.

Please check the list below:

1.  One (1) copy of the completed pre-consultation notes.
2.  One (1) copy of all required studies, plans or reports identified through the preconsultation process, in both paper and electronic (PDF) format. Note, the Planning Justification Report must be prepared and signed by a Registered Professional Planner.
3.  One (1) copy of the completed, signed application form and fee (cash or cheque only).
4.  One (1) copy of the cover letter outlining the purpose of the application.
5.  One (1) copy of the planning justification report.
6.  One (1) copy of a plot plan or a boundary description sufficient to identify the subject property.
7.  One (1) copy of a plot plan illustrating existing site conditions, drawn to a scale of not less than 1 cm = 5 m (1:500) and showing the following information:
  - (a)  the boundaries and principal dimensions of the property;
  - (b)  the location of any easements, deed restrictions, encroachments, or public regulations (other than those of the Zoning Bylaw or Official Plan) which may limit the use of the land;
  - (c)  for each existing building or structure: the type of building or structure; the setback from the front lot line, rear lot line and side lot lines; the height in metres of the building or structure; and the dimensions and/or floor areas of the building or structure.
8.  One (1) copies of a plot plan illustrating proposed development, drawn to a scale of not less than 1 cm = 5 m (1:500) showing:
  - (a)  for each proposed building or structure: the type of building or structure; the setback from the front lot line, rear lot line and side lot lines; the height in metres of the building or structure; and the dimensions or floor area of the building or structure;
  - (b)  the approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - (c)  the current uses on land that is adjacent to the subject land;
  - (d)  the location, width and name of any roads within or abutting the subject lands, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
  - (e)  existing topography of the property and adjacent streets with a contour interval not more than 0.75 m;
  - (f)  proposed topographic elevation and finished grades of the property and adjacent streets;
  - (g)  lot coverage and gross floor areas in square metres for all buildings and structures;
  - (h)  outline of all planting beds, buffer planting, lawn areas to be seeded and sodded, and any other landscaping or site improvements, including the identification of all trees, shrubs and other plant materials to be installed and/or retained on

the site;

- (i)  any proposed subdivision of the property;
  - (j)  location and dimensions of off-street parking areas and parking structures, the number of parking spaces to be provided, and ingress and egress to public streets;
  - (k)  any pylon signs, fascia signs, light standards, etc., and their location;
  - (l)  garbage collection and other outdoor storage areas.
9.  One (1) copy of:
- (a)  Elevation plans of proposed buildings showing height, number of storeys and general appearance, drawn to a scale of not less than 1 cm = 1 m (1:100);
  - (b)  Conceptual internal floor layout plans and, for residential uses, a statement describing the number or type of apartments, number of bedrooms, average floor area, and use of any ancillary space.
10.  Reductions of each plan submitted under Exhibits 7, 8 and 9, reduced to an 8 ½" x 11" (21.5 cm x 28 cm) size, of a quality suitable for reproduction.
11.  Electronic files of all reports and plan submissions in PDF in accordance with the City of Brantford requirements in a pdf format via USB.
- The fees are determined in the pre-consultation comments to the applicant. The fee for Site Plan Control Approval is set by the Development Application Fee Schedule available on the City of Brantford's Planning Fees webpage.
12. The required fee made payable to the City of Brantford. by cash or cheque only). Fees are subject to change.

## **PART X – NOTIFICATION SIGN REQUIREMENTS**

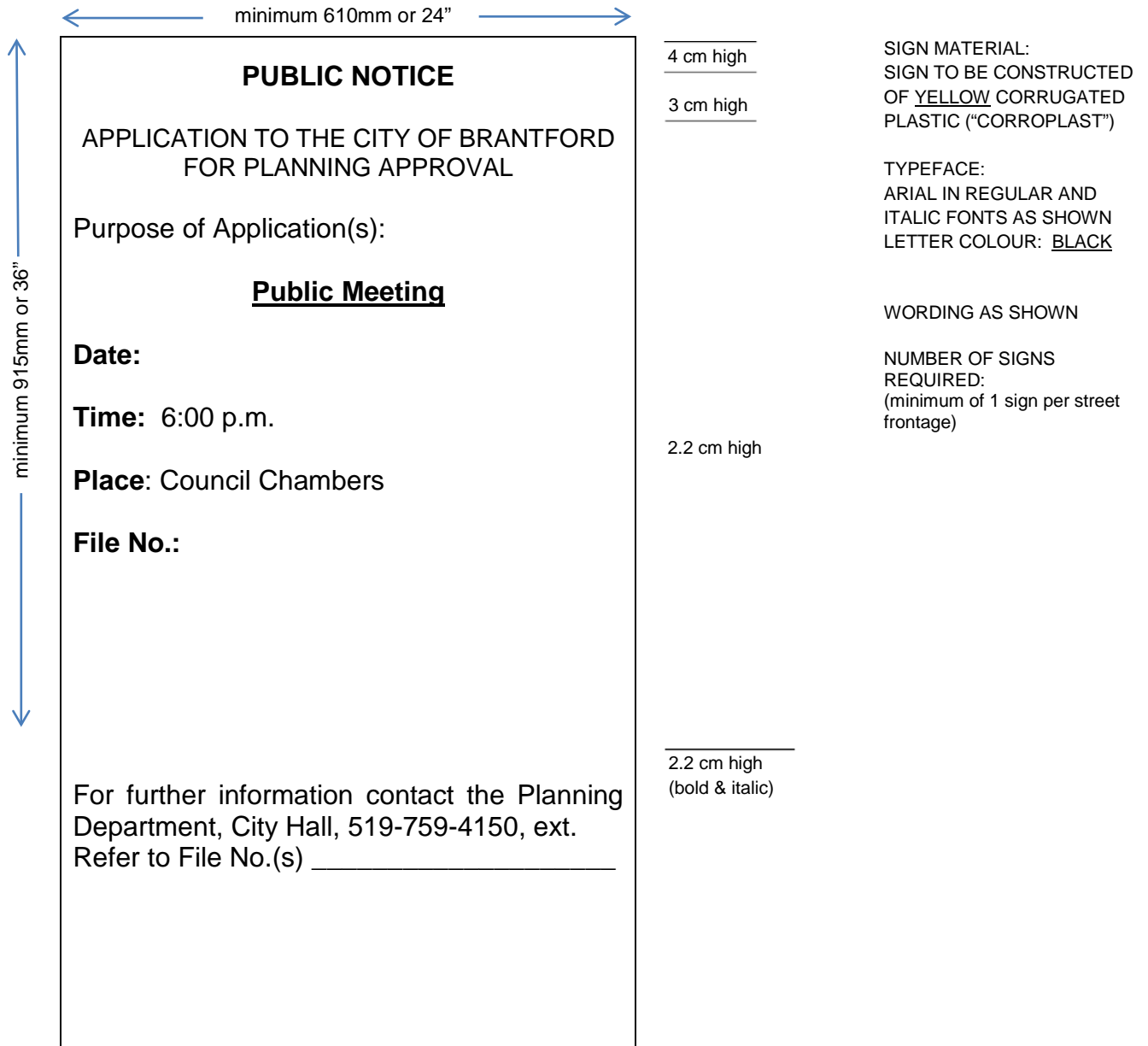
For the purpose of public notification and in order for staff to locate your lands, you must post a sign to indicate the intent and purpose of your development application.

It is your responsibility to:

1. Post a minimum of one sign per frontage in a conspicuous location on the subject lands.
2. Ensure one sign is posted at the front of the subject lands no more than 2.0 metres above grade.
3. Notify the Planner when the sign is in place in order to avoid processing delays and provide a photo of the sign.
4. Maintain the sign until the development application is finalized whereupon you will remove the sign.

Planning staff will provide direction as per the number of required signs as well as the wording shown on the public notice sign. The general specifications for the sign are shown below:

# PUBLIC NOTICE SIGN SPECIFICATON FOR APPLICATIONS (file numbers)



**SPECIAL INSTRUCTIONS:**

For more information contact \_\_\_\_\_ once the signs have been erected.

## PART XI - ACKNOWLEDGEMENT

### 1. PERMISSION TO ENTER SUBJECT LANDS

Permission is hereby granted to City of Brantford staff and their consultants to enter the premises subject to this development application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of  Owner  Applicant  Agent

### 2. FREEDOM OF INFORMATION

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of Brantford to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I, \_\_\_\_\_, the Owner, hereby agree and acknowledge  
(Print name of Owner)

That the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes 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. 1990, c.M.56, I hereby consent to the City of Brantford making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of  Owner  Applicant  Agent

### 3. ACKNOWLEDGEMENT CLAUSES

- a. I hereby apply for draft plan of subdivision/condominium approval. I understand that final registration of the plan is required before a building permit can be issued.
- b. I acknowledge that the City of Brantford is not responsible for identification and remediation of any contamination on the property, which is the subject of this Application – by reason of its approval to this Application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**4. AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_, of the \_\_\_\_\_

in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of  Owner  Applicant  Agent

\_\_\_\_\_  
Signature of a Commissioner, etc.

**5. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed.

**Authorization of Owner for Agent  
to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to act as my agent in this matter and to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_  
Date

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



## ENDANGERED SPECIES ACT REQUIREMENTS

**What is the Endangered Species Act?** The Endangered Species Act, Bill 108 (ESA) is a new Act that replaces the old ESA. The new ESA protects three times as many species as the old Act; uses science-based decision-making for status assessment of species at risk, protects both species and habitat; recognizes the importance of private land stewardship activities; recognizes Aboriginal interests and includes “flexibility tools” – permits, agreements, for a range of activities otherwise prohibited under the act. These tools enable activities that would not otherwise be permitted, as long as the intent is stewardship, protection, or rehabilitation of the species.

**There are a range of municipal activities which potentially affect the Endangered Species Act and Species at Risk (SAR) and their habitats. These are:**

- Planning and development application review;
- Infrastructure projects such as roads and buildings;
- Maintenance activities such as rights of way and drains.

The Endangered Species Act and the Provincial Policy Statement (PPS) each provide for the protection of Species at Risk and their habitats, but there are some key differences. The intent is for the definition of significant habitat (PPS 2005) and general habitat (ESA 2007) to protect the same habitat. The Ministry of Natural Resources (MNR) has authority to update significant habitat under the PPS as new information becomes available. The Ministry of Natural Resources will work closely with the planning authority and the Ministry of Municipal Affairs and Housing (MMAH) to help achieve coordination of Endangered Species Act 2007 and Planning Act (PA) processes. The Ministry of Natural Resources will advise municipalities and proponents on matters related to the Endangered Species Act.

**There are four ways in which endangered species can be classified:**

- Special Concern
- Threatened
- Endangered
- Extirpated

Once species are classified “at risk”, they are added to the Species at Risk in Ontario (SARO) List.

**What does this mean to you, the applicant?**

It is important that you be aware of the foregoing information and educate yourself on the Endangered Species Act and how it may affect your development application. As the applicant, it will be at your discretion to undertake an informal assessment of your property to get a better understanding of the type of species that inhabit your property and if any of these species are classified as species at risk, as noted above. This will then help you to determine if there is a need for a formal assessment to accompany your development application. For further clarification you can speak to one of the Planners in the Planning Department or contact the MNR District Office Species at Risk Biologist or District Planner or visit the MNR SAR website: <https://www.ontario.ca/page/species-risk>.

The Ministry of Natural Resources recommends that municipalities advise proponents to undertake a preliminary ecological site assessment for Species at Risk and their habitat. Proponents seeking approvals under the Planning Act are responsible for ensuring they follow all relevant laws in Ontario, including the Endangered Species Act. Proponents should continue to follow early consultation and application procedures in place for the One Window Planning Service and Municipal Plan Review. Proponents should consult with the municipality/Conservation Authority and MNR as appropriate, to determine what Endangered and Threatened species information is available. The Species at Risk (SARO) list is the primary source of information about the status of species at risk in Ontario. MNR's Natural Heritage Information Centre is the central provincial database for species at risk occurrence information.