



**OFFICE USE ONLY**

APPLICATION NO. \_\_\_\_\_

ASSESSMENT ROLL NO. \_\_\_\_\_

DATE LODGED \_\_\_\_\_

**CITY OF BRANTFORD**

**APPLICATION FOR APPROVAL OF PLAN OF SUBDIVISION  
OR PLAN OF CONDOMINIUM**

*NOTE: This form is to be completed in quadruplicate*

To: General Manager of Community Development  
City of Brantford City Hall  
100 Wellington Square, P.O. Box 818  
BRANTFORD, Ontario  
N3T 5R7

THIS FORM HAS EIGHT (8)  
PAGES AND ONE (1)  
SCHEDULE.

Pursuant to Section 51 of the Planning Act R.S.O. 1990 (as amended), I/We hereby submit an Application to the Corporation of the City of Brantford for:

- PLAN OF SUBDIVISION APPROVAL, and enclose the required fee of \$ \_\_\_\_\_
- PLAN OF CONDOMINIUM APPROVAL, and enclosed the required fee of \$ \_\_\_\_\_

*Permission is hereby granted to municipal staff of the Corporation of the City of Brantford to enter the premises subject to this Application for the purposes of making inspections associated therewith, during normal and reasonable working hours.*

*Under the Planning Act, R.S.O. 1990, c.p. 14 s 1.0.1 all information and material that is required to be provided to the City of Brantford respecting planning applications shall be made available to the public.*

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

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

**PLEASE PRINT**

**SECTION 1 - APPLICANT INFORMATION:**

**1.1** Name of Applicant and Full Mailing Address

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

Postal Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.2** Name of Applicant's Agent, Planning Consultant, and/or Consultant Engineer and full mailing address.

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

Postal Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.3** Name of Registered Owner(s) of Subject Land(s) and Full Mailing Address

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

Postal Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.4** Name of Ontario Land Surveyor and full mailing address.

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

Postal Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.5** Party who is to be contacted about the application: (check one)

Applicant  Agent, Planning Consultant, Consultant Engineer  Owner  Surveyor

**NOTE:** (a) All registered owners of subject land must sign this application

(b) Unless otherwise directed, all correspondence, notices, etc., in respect of this application will be forwarded to the Applicant noted above, except where an Agent is employed, such will be forwarded to the Agent.

**SECTION 2 - LOCATION OF LANDS PROPOSED TO BE SUBDIVIDED**

**2.1** Municipal Address (if applicable) \_\_\_\_\_

**2.2** Legal Description:

Concession Number(s) \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Registered Plan Number(s) \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_

Reference Plan Number(s) \_\_\_\_\_ Part Number(s) \_\_\_\_\_

CITY OF BRANTFORD

Description formerly of the Township of Brantford, in the County of Brant?  Yes  No

**2.3** Are there any easements or restrictive covenants affecting the subject land?

Yes  No If yes, describe the easement or covenant and its effect.

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

**2.4** Area of Land(s) to be subdivided \_\_\_\_\_ hectares.

**SECTION 3 - PROPOSED AND CURRENT LAND USE**

**3.1** Proposed Land Use:

*Complete Table A on proposed land use.*

Please use the following definitions for residential buildings.

Detached Residential - a single family detached dwelling unit

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

Row/Townhouse - residential buildings containing 3 or more units with individual access to the street

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

**TABLE A - PROPOSED LAND USE**

<i>Proposed Land Use</i>	<i>Number of units or dwellings</i>	<i>Number of Lots and/or Blocks on the draft plan</i>	<i>Area (ha)</i>	<i>Density (units/dwellings per ha)</i>	<i>Number of parking spaces</i>
<i>Detached Residential</i>					<sup>(1)</sup>
<i>Semi Detached Residential</i>					<sup>(1)</sup>
<i>Multiple Attached Residential</i>					
<i>Apartment Residential</i>					
<i>Seasonal Residential</i>					
<i>Mobile Home</i>					
<i>Other Residential (specify)</i>					
<i>Commercial</i>					
<i>Industrial</i>					
<i>Park, Open Space</i>	<b>NIL</b>			<b>NIL</b>	<b>NIL</b>
<i>Institutional (specify)</i>					
<i>Roads</i>	<b>NIL</b>			<b>NIL</b>	<b>NIL</b>
<i>Other (specify)</i>					
<b>TOTALS</b>					

<sup>(1)</sup> *Complete only if for approval of Condominium Description*

3.2 (a) Current Use of Subject Land: \_\_\_\_\_

(b) Are there any existing buildings or structures on the lands proposed to be subdivided?  Yes  No

If yes, are these buildings to be retained, demolished or otherwise removed?

\_\_\_\_\_

\_\_\_\_\_

**SECTION 4 - PLANNING INFORMATION FOR THE SITE:**

4.1 Current Official Plan designation(s) \_\_\_\_\_

4.2 Current Zoning \_\_\_\_\_

4.3 Will the plan, as proposed, require an amendment either to the Official Plan and/or applicable Zoning Bylaws?

4.4  Yes  No  Don't Know

If Yes, please specify \_\_\_\_\_

\_\_\_\_\_

**SECTION 5 - STATUS OF OTHER PLANNING APPLICATIONS:**

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

Yes  No  Unkown

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

5.2 Is the subject land also the subject of a proposed Official Plan or Plan amendment that has been submitted for approval?  Yes  No  Unkown

If Yes, and if known, indicate the file number and the status of the application.

5.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning bylaw or zoning order amendment application?

Yes  No  Unkown

If Yes, and if known, indicate the type of application, the file number and the status of the application.

5.4 If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

5.5 Are the water, sewage or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act?  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

**SECTION 6 - ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICANTS ONLY:**

**6.1 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 now occupied or have any units ever been occupied?  
 Yes No. of Units \_\_\_\_\_  No

**6.2 Existing Buildings**

(a) Does this application involve conversion of a building containing rental residential units?  
 Yes  No If Yes, indicate the number of units to be converted \_\_\_\_\_ units.

(b) Are existing tenants willing to purchase?  Yes  No  Don't know  
 (Provide documentation as signed by tenants, if answer is yes)

(c) Does the Rental Housing Protection Act apply to the buildings?  
 Yes  No  Don't know

**6.3 Site Plan Control Approvals**

(a) Has a site plan for the proposed condominium been approved?  Yes  No

(b) Has a Site Plan Agreement been entered into?  Yes  No

**6.4 Exemption**

Are you applying for an exemption pursuant to Section 50(3) of the Condominium Act?

Yes  No If Yes, please attach formal request for such exemption as signed by the owner or authorized agent.

**SECTION 7 - SERVICING:**

Utilities and services for the proposed subdivision/condominium: (check with an "X")

**7.1 Access to the subject lands provided by:**

	<u>Existing</u>	<u>Proposed</u>
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other Public Road or Right-of Way	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> By Water	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>7.2</b> Water Supply provided by:</p> <p><input type="checkbox"/> Publicly owned and operated piped water system</p> <p><input type="checkbox"/> Privately owned and operated individual or communal well</p> <p><input type="checkbox"/> A lake or other water body</p> <p><input type="checkbox"/> Other means (specify) _____</p>	<p><b><u>Existing</u></b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><b><u>Proposed</u></b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>7.3</b> Sanitary Sewage Disposal provided by:</p> <p><input type="checkbox"/> Publicly owned and operated septic system</p> <p><input type="checkbox"/> Privately owned and operated individual or communal septic system</p> <p><input type="checkbox"/> Privy or other means (specify) _____</p>	<p><b><u>Existing</u></b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><b><u>Proposed</u></b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>7.4</b> Storm Water Drainage provided by:</p> <p><input type="checkbox"/> Sewers</p> <p><input type="checkbox"/> Ditches</p> <p><input type="checkbox"/> Swales</p> <p><input type="checkbox"/> Other means (specify) _____</p>	<p><b><u>Existing</u></b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><b><u>Proposed</u></b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>7.5</b> If privately operated services are proposed, have the necessary approvals been obtained from the Medical Officer of Health for these services?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No (If Yes, attach copies of appropriate certificates)</p>		

**SECTION 8 - OTHER INFORMATION:**

*It is the applicant's responsibility to provide all background information, reports and other materials to satisfy local municipal requirements, and to support due regard to Provincial Policy Statements pursuant to Section 3 of the Planning Act.*

**8.1** PLEASE CHECK THOSE EXHIBITS YOU ARE PROVIDING WITH THIS APPLICATION

EXHIBIT 1 - Draft Plan (minimum of 25 copies)

EXHIBIT 2 - Reduced Copy of Draft Plan on 8 1/2" x 11" Paper

Digital copy of the draft plan in AutoCAD format on Compact Disc

**8.2** Identify any supporting documents/reports being submitted along with this application (5 copies each):

\_\_\_\_\_

\_\_\_\_\_

**8.3** Is there any other information that you think may be useful to the Municipality or other agencies in reviewing this application? If so, explain on a separate page.

**SECTION 9 - SWORN DECLARATIONS:**

**AUTHORIZATION BY OWNER(S)**

*As owner(s) of the property referred to in this application I (we) authorize and direct that \_\_\_\_\_ shall act on my (our) behalf to do and perform all things necessary with this application. And this shall be your good and sufficient authorization for so doing.*

*Dated at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_.*

\_\_\_\_\_  
**OWNER**

\_\_\_\_\_  
**OWNER**

**DECLARATION**

*I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_, do solemnly declare that all above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true, and knowing it has the same force and effect as if made under oath and by virtue of the "CANADA EVIDENCE ACT".*

**I FURTHERMORE ACCEPT THE OBLIGATIONS TO OBTAIN, ERECT, AND MAINTAIN THE PUBLIC NOTICE SIGN(S) AS SET OUT IN SCHEDULE "A" ATTACHED HERETO AND FORMING PART OF THIS APPLICATION.**

**DECLARED** before me at the \_\_\_\_\_ of

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

\_\_\_\_\_ this \_\_\_\_\_

day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**COMMISSIONER OF OATHS**

NO APPLICATION SHALL BE DEEMED RECEIVED BY THE GENERAL MANAGER OF COMMUNITY DEVELOPMENT UNTIL SUCH TIME AS ALL OF THE PRESCRIBED INFORMATION IS RECEIVED BY HIM, AND AN OFFICIAL ACKNOWLEDGMENT OF ITS RECEIPT ISSUED BY HIM.

**SEE SCHEDULE "A" FOR ACKNOWLEDGMENT OF ACCEPTANCE BY THE COMMISSIONER OF COMMUNITY DEVELOPMENT.**

## SCHEDULE "A"

### PUBLIC NOTICE SIGN REQUIREMENTS

In an effort to improve public awareness of proposed developments which require certain types of Planning Approval by the Corporation of the City of Brantford, City Council now requires that public notice signs be posted on the site subject to the application.

The following policies apply to the posting of such signs:

1. No application for site-specific amendment to the City's Official Plan or Comprehensive Zoning Bylaw shall be processed until a public notice sign is erected on the lands subject to the application.
2. City Council shall not consider an application for approval of a draft plan of subdivision or a draft plan of condominium until a public notice sign is erected on the lands subject to the application.
3. The applicant shall be responsible for obtaining the required number of signs, erecting them in a location approved by the City's Commissioner of Community Development, and maintaining them in place until the holding of the first public meeting in the process of consideration of the application. The applicant shall be responsible for removing the sign(s) following City Council deciding on the application. All of these obligations of the applicant are to be at no cost to the City.
4. The Commissioner of Community Development shall approve of the wording shown on the public notice sign.
5. One public notice sign shall be placed within 3 metres of every street which the subject property abuts and shall be clearly visible from the street. The bottom of the sign shall not be more than 2.0 metres above grade.
6. Where the subject property has more than 75m of frontage on a given street, the Commissioner of Community Development shall have the discretion of requiring the placement of additional signs.

***THE FORM REPRODUCED ON THE REVERSE SIDE OF THIS SHEET, ONCE COMPLETED BY THE GENERAL MANAGER OF COMMUNITY DEVELOPMENT, OUTLINES THE SPECIFICATIONS FOR THE PUBLIC NOTICE SIGN(S) REQUIRED FOR THE APPLICATION OF WHICH THIS "SCHEDULE "B" FORMS A PART.***

**PUBLIC NOTICE SIGN SPECIFICATION  
FOR  
APPLICATION \_\_\_\_\_**

minimum 610mm or 24"

**PUBLIC NOTICE**

APPLICATION TO THE CITY OF  
BRANTFORD  
FOR  
PLANNING APPROVAL

A \_\_\_\_\_  
application has been made to permit the development of  
this site for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Council will hold a public meeting regarding the  
proposed development.

*For further information regarding the date of the public  
meeting and the details of the application, contact the  
Planning Division, City Hall, 759-4150, referring to:*

Application Number \_\_\_\_\_

**4 cm high**

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**3 cm high**

---



---



---

**2.2 cm high**

---



---

**2.2 cm high  
(italic)**

---

**2.2 cm high**

SIGN MATERIAL:  
**SIGN TO BE CONSTRUCTED  
OF YELLOW CORRUGATED  
PLASTIC ("CORROPLAST")**

TYPEFACE:  
**HELvetica IN REGULAR  
AND ITALIC FONTS AS SHOWN  
LETTER COLOUR: BLACK**

WORDING: AS SHOWN

NUMBER OF SIGNS  
REQUIRED: \_\_\_\_\_

minimum 915mm or 36"

minimum font heights

**SPECIAL INSTRUCTIONS:**

APPLICATION RECEIVED BY THE PLANNING DEPARTMENT FOR REVIEW:

DATE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

THIS APPLICATION ACCEPTED AS COMPLETE FOR TRANSMITTAL TO THE CLERK'S OFFICE and The  
**Public Sign Specifications as Shown above Approved**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**GENERAL MANAGER OF COMMUNITY DEVELOPMENT**