

— TOWN OF —
GRIMSBY

APPLICATION FOR
SUBDIVISION OR CONDOMINIUM

Revised: April 2024

The Application Process

1. Pre-consultation Meeting

Prior to submitting an application, the Applicant must apply for a Pre-consultation meeting. This meeting will allow for Town departments including Planning, Public Works, Building, and other provincial and regional agencies to provide preliminary guidance and confer with the applicant about any additional requirements or studies.

2. Submission of a Complete Application

NOTE: The applicant and/or their authorized representative is required to make an appointment to submit their completed application. Email planning@grimsby.ca to make an appointment.

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 make recommendations. If the form or plans are incomplete or inaccurate, the application will be returned for completion or correction prior to processing.

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 Committee and Council. The Town may impose conditions in granting Draft Plan Approval. One of the conditions will likely be an agreement and an associated letter of credit.

NOTE: Once the plan has received draft approval, the applicant will be responsible to make arrangements to circulate all relevant documents and submissions to other agencies in order to work toward clearance of draft plan conditions and final 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.

Subdivision or Condominium Application Checklist

1. Mandatory Pre-consultation Meeting

2. Completed 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).

3. Affidavit

The person signing the Solemn Declaration must appear before a Commissioner of Oaths and must show proof of identity via government issued photo identification such as a driver's licence, or passport. The person signing the affidavit must sign the document in the presence of the Commissioner.

Please note that an appointment is required to see the Commissioner. Contact Town Hall at 905-945-9634 or email clerks@grimsby.ca to inquire about appointment availability.

4. Acknowledgement and Agreement of Registered Owner

5. Draft Plan

One (1) physical and one (1) high quality digital copy is required. Draft plans shall be Arch D (24" x 36"). 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.

- The boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor.
- The locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts.
- 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.
- The purpose for which the proposed lots are to be used.
- The existing uses of all adjoining lands.
- The approximate dimensions and layout of the proposed lots.
- If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units.

- 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.
- The availability and nature of domestic water supplies.
- Soil condition.
- 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
- The municipal services available or to be available to the land proposed to be subdivided.
- The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.
- Any additional supporting documentation or report(s) that speak to the above items as required.

6. Detailed SketchUp Drawing File

One (1) detailed SketchUp drawing file (.skp)

7. Planning Report Requirements

One (1) physical and one (1) digital copy of a planning 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.
- 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 are foreseen, consultation with the appropriate Agency is recommended.
- Outline how opportunities for affordable housing are to be provided in the proposed subdivision.
- Describe the proposed project's conformity with Provincial Policy
- Describe the proposed project's conformity with the Regional Official Plan
- 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.
- A description of any sustainable features included in the proposed development.
- 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.

8. Engineering Requirements

As part of a Condominium or Subdivision Application the following Plans/Reports will be required as part of a complete application submission:

- Functional Servicing Report
- Stormwater Management Report
- Geotechnical Report
- Site Plan
- Pre and Post Stormwater Drainage Area Plan
- Site Servicing Plan
- Lot Grading and Drainage Plan
- Erosion and Sediment Control Plan
- Construction Management Plan
- Traffic Impact Study
- Environmental Impact Study (information purposes only)
- Noise (Acoustic and Vibration) Study (information purposes only)

Please be advised that Town staff will provide the specific plan/report requirements.

9. 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/town-hall/rates-and-fees.aspx>). 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. Please contact the Region of Niagara with respect to these fees.

Phone: 905-980-6000

Toll-free: 1-800-263-7215

10. Notice Sign(s)

The applicant is responsible for the erection of a public notification sign(s) in a location on the subject lands which is clearly visible to the public. The sign must conform to the design specifications as described in the Notice Signboard Template document (<https://www.grimsby.ca/en/doing-business/planning-resources.aspx>). Digital photograph(s) of the erected sign(s) must be provided to the Planning Department. Staff of the Town Planning Department will assist in choosing a suitable location or locations.

11. Supporting Studies, as indicated in Pre-Consultation Meeting

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.

12. Electronic copies of all required items sent to planning@grimsby.ca

— TOWN OF —
GRIMSBY

APPLICATION FOR
SUBDIVISION OR CONDOMINIUM

Revised: April 2024

For Office Use Only

Date Received

Date Application Deemed Complete

Application Reviewed by

1. Pre-Consultation Meeting

Pre-Consultation Meeting Date

2. Type of Application

Plan of Subdivision

- New Draft Plan of Subdivision
- Modification of Approved Draft Plan
- Extension of Approved Draft Plan
- Clearance of Conditions

Plan of Condominium

- Common Elements* Vacant Land Condominium Standard Condominium
- Extension of Draft Plan of Condominium Approval Leasehold

If the proposal is a Common Elements* condominium, please provide details of the proposed common elements below or on a separate sheet.

3. Details of the Subject Lands

Municipal Address

Legal Description

Are there any: easements, restrictions, or other covenants applicable to the property? If yes, provide a description of each easement, restriction or covenant, and its effect.

4. Registered Owner (as shown on the deed and title of the property)

Name		Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

5. Authorized Agent or Solicitor (if one has been authorized)

Name		Company Name		Municipality	
Mailing Address		Unit #	Postal Code		
Province	Email	Telephone			

Contact for all future correspondence (select one): Registered Owner Authorized Agent

6a. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name		Company Name		Municipality	
Role to application (consultant, surveyor, lawyer, etc.)					
Mailing Address		Unit #	Postal Code		
Province	Email	Telephone			

6b. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name		Company Name		Municipality	
Role to application (consultant, surveyor, lawyer, etc.)					
Mailing Address		Unit #	Postal Code		
Province	Email	Telephone			

7. Access (select all that apply)

Identify how the subject lands will be accessed:

- | | | |
|---|---|--|
| <input type="checkbox"/> Regional road | <input type="checkbox"/> Other public road | <input type="checkbox"/> Private road |
| <input type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway | <input type="checkbox"/> Right of way/Easement |

8. Servicing (select all that apply)

Identify how the subject lands will be serviced:

Water

- Municipal water
- Private individual well
- Private communal well
- Lake or other waterbody
- Other: _____

Wastewater

- Municipal wastewater
- Private individual septic
- Private communal septic
- Other: _____

Stormwater

- Sewers
- Ditches/swales
- Other: _____

Will the plan permit development of more than five lots or units on privately owned and operated individual or communal wells?

- Yes No

Will the plan permit development of five or more lots or units on privately owned and operated individual or communal septic systems?

- Yes No

Will the plan permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems where 4500 litres of effluent or less would be produced per day as a result of the development being completed?

- Yes No

9. Land Use

Identify the existing use(s) of the subject lands:

If known, what was the previous use of the subject lands?

What is the proposed use of the subject lands?

10. Proposed Buildings, Structures, and Uses (if applicable)

Identify the proposed use(s) of the subject lands:

Proposed Land Use(s)	Number of Units	Number of lots and blocks	Area (ha)	Density (units/ha)	Number of parking spaces	Condominium Applications Only	
						Date of Construction	Floor Coverage
Single 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)							
Apartment (a building containing 3 or more dwelling units each with access via a common corridor)							
Seasonal Residential							
Mobile Home							
Other Residential:							
Commercial							
Industrial							
Institutional							
Parks and Open Spaces							
Roads							
Other:							
TOTAL							

11. Additional Information for Condominium Applications

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

Has a site plan agreement been entered into? Yes No

Has a building permit for the proposed condominium been issued? Yes No

Is the proposed condominium under construction or has been completed? Yes No

If yes, when was the date of completion?

Is this a conversion of an existing building containing residential rental units? Yes No

If yes, what are the number of units to be converted?

12. Provincial Conformity

Explain how the proposed plan is consistent with policy statements issued under Section 3(1) of the Planning Act.

Is the proposed plan within the Greenbelt Plan? If yes, explain how the proposed plan conforms or does not conflict with the Greenbelt Plan.

Is the proposed plan within the Niagara Escarpment Plan? If yes, explain how the proposed plan conforms or does not conflict with the Niagara Escarpment Plan.

13. Regional/Municipal Conformity

Identify the current Niagara Region Official Plan designation(s) of the subject lands and explain how the proposed plan conforms with the Niagara Region Official Plan:

Identify the current Municipal Official Plan designation(s) of the subject lands and explain how the proposed plan conforms with the Municipal Official Plan.

Identify the current Municipal Zoning Bylaw regulation(s) of the subject lands:

14. Previous Applications (if applicable)

If known, have the subject lands ever been the subject of an application under the Planning Act:

- Plan of Subdivision: Yes No
- Consent: Yes No
- Minor Variance: Yes No
- Approval of Site Plan: Yes No
- Official Plan Amendment: Yes No
- Zoning Bylaw Amendment Yes No
- Ministers Zoning Order Yes No

If yes to any of the above, identify the application information below:

Application Type	File Number	Status of the Application

15. Concurrent Applications (if applicable)

If known, are the subject lands the subject of a concurrent application (by the applicant and/or owner) under the Planning Act for:

- Plan of Subdivision: Yes No
- Consent: Yes No
- Minor Variance: Yes No
- Approval of Site Plan: Yes No
- Official Plan Amendment: Yes No
- Zoning Bylaw Amendment Yes No
- Ministers Zoning Order Yes No

If yes to any of the above, identify the application information below:

Application Type	File Number	Status of the Application

16. Archaeological Potential

Do the subject lands contain any areas of archaeological potential? Yes No

17. Affordable Housing

Does the application propose to include an affordable housing component for this development? Yes No

If yes, please describe below:

Affidavit

I, _____ OF THE _____
Applicant Name *Name of City, Town, or Township etc.*

IN THE _____, SOLEMNLY DECLARE THAT
Name of Regional Municipality

the information and material contained within this application, including this form and all documents that accompany it, is accurate and complete. 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.

Declared before me in _____ in the _____
Name of Regional Municipality *Name of City, Town, or Township etc.*

on this ____ day of _____, 20____
Month *Year*

Signature of Applicant or Authorized Agent

Signature of Commissioner of Oaths

Acknowledgement of Agreement of Registered Owner

I (we), _____, REGISTERED OWNER(S) OF THE SUBJECT LANDS,
Name of Registered Owner(s)

ACKNOWLEDGE AND AGREE AS FOLLOWS:

- i. I am the registered owner of the Subject Lands.
- ii. All information requested on this form is collected and maintained under the authority of the *Planning Act*, R.S.O 1990, c. P.13 for the purpose of creating a record that is available to the general public within the meaning of section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- iii. I hereby grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.
- iv. Employees and agents of the Town to which this application is made ("the Municipality"), Niagara Region, and any relevant commenting agency may enter onto the Subject Lands, without notice, to view, survey, and/or photograph the Subject Lands to obtain information required by the Municipality to process this application.
- v. All information and material requested on this form and/or obtained by entering onto the Subject Lands is required by the Municipality to process this application and will be used for that purpose.
- vi. For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the 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 and correspondence purposes. Questions about this collection should be directed to the Town Clerk, Town of Grimsby, 160 Livingston Ave, Grimsby, Ontario L3M 0J5, telephone 905-945-9634.

Signature of Registered Owner

Date

The section below is only to be completed by the Corporate Owner or an Agent of the Corporate Owner (if applicable).

Name: _____

Date: _____

I have the authority to bind the corporation.

Owner's Authorization of an Agent

If an agent is employed, the Owner(s) must complete the following:

I (we) _____,
Name of Registered Owner(s)

REGISTERED OWNER(S) OF THE SUBJECT LANDS, hereby authorize

Name of Agent

to prepare and submit an Application for Condominium or Subdivision for approval.

Signature of Registered Owner

Date