

— TOWN OF —  
**GRIMSBY**

APPLICATION FOR FINAL APPROVAL OF  
SUBDIVISION OR CONDOMINIUM

Revised: April 2024

**The Application Process**

**1.**     Submit Complete Application

After accepting a complete application, the Town will circulate copies to Town departments, Agencies, and the Region.

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

**2.**     Satisfying Draft Plan Conditions

Prior to giving Final Approval, the Town must receive written correspondence that any Draft Plan conditions outlined by agencies or Town departments have been met to their satisfaction.

**3.**     Final Approval

The Town will issue Final Approval once all Draft Plan conditions have been satisfied.

## Final Approval Application Requirements Checklist

- 1. Completed Original Application Form** 

One (1) original and one (1) copy of the Town of Grimsby Application form for Final Approval, signed by the owner and agent (if any).
- 2. Affidavit** 

The person signing the affidavit 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](mailto:clerks@grimsby.ca) to inquire about appointment availability.
- 3. Final Draft M-Plan and Surveyor's Certificate** 

One (1) physical copy, and one (1) high quality digital copy of the Surveyor's Certificate
- 4. Detailed SketchUp Drawing File** 

Detailed SketchUp drawing, in .skp file format.
- 5. List of all Conditions and how each Condition has been met** 

One (1) Digital Copy
- 6. Plans/Studies Required for the Clearance of Conditions** 

One (1) Digital copy of each plan/study.
- 7. 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> )

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
- 8. Electronic copies of all required items sent to** 

[planning@grimsby.ca](mailto:planning@grimsby.ca)

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Revised: April 2024

<b>For Office Use Only</b>	
Date Received	Date Application Deemed Complete
Application Reviewed by	

<b>1. Purpose of Application</b>
<p>Please select one box</p> <p><input type="checkbox"/> Final Approval of a Draft Plan of Subdivision</p> <p><input type="checkbox"/> Final Approval of a Draft Plan of Condominium*</p> <p>*For Condominiums only, please identify the Type of Condominium to be registered:</p> <p><input type="checkbox"/> Standard Condominium</p> <p><input type="checkbox"/> Vacant Land Condominium</p> <p><input type="checkbox"/> Common Elements Condominium</p>

<b>2. Registered Owner</b> (as shown on the deed and title of the property)			
Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

<b>3. Authorized Agent or Solicitor</b> (if one has been authorized)			
Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	
Contact for all future correspondence (select one): <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent			

<b>4a. Other Parties</b> (consultant, surveyor, lawyer, etc.)		
Contact Name	Company Name	Municipality

Role to application (consultant, surveyor, lawyer, etc.)

Mailing Address	Unit #	Postal Code
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Province	Email	Telephone
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**4b. Other Parties** (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality
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Role to application (consultant, surveyor, lawyer, etc.)

Mailing Address	Unit #	Postal Code
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Province	Email	Telephone
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**5. 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.

**6. Planning Information**

Current Zoning

Please note any related applications and file number

## 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. 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.
- iv. 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.
- v. 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 Final Approval.

\_\_\_\_\_  
*Signature of Registered Owner*

\_\_\_\_\_  
*Date*