



APPLICATION GUIDE

Approval of Plan of Subdivision or Condominium Description

Introduction

The process for submitting an application for approval of a plan of subdivision is provided for under Section 51 of the **Planning Act** and for approval of a plan of condominium under Section 9 of the Condominium Act. The Council of the County of Haliburton is the approval authority for all such applications in the County of Haliburton, effective March 14, 2006. Applications are to be made using the attached form.

Preconsultation

It is the responsibility of the applicant to research and evaluate the development proposal against the criteria set out in the **Planning Act**, the Provincial Policy Statement, the Official Plan and the Zoning By-law. The applicant should meet with the local municipality to discuss the appropriateness of the proposal in the context of these documents.

Completing the Application

The information in the attached form that **must** be provided by the applicant is indicated by **black arrows** (→) on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 544/06 made under the **Planning Act** and the required information identified in the Official Plan for the County of Haliburton. If the mandatory information, including the draft plan and appropriate fee, are not provided, the Council of the County of Haliburton will return the application or refuse to further consider the application.

The application form also sets out other information (eg. technical information or reports) that will assist the Council of the County of Haliburton and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to conduct a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Draft Plan

Section 51(17) of the **Planning Act** requires a draft plan, drawn to scale, to show the following:

- the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- the location, 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;
- 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;
- the nature and porosity of the soil;
- 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; and
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Concurrent Class EA Project Approval

Section 6 of the **Environmental Assessment Act** prevents draft approval until the requirements of Section 5(1) have been fulfilled.

Section 9.2 of the subdivision application requires that any Schedule C water, storm drainage, sewage or road projects be identified and the location and dimensions of such projects must be shown on the subdivision plan, in the key plan, separately on the plan.

Please Attach

- 10 completed application forms (1 original and 9 copies);
 - 15 copies of the draft plan with key maps, folded to 8-1/2" X 14" size;
 - 3 copies of the draft plan reduced to 8-1/2" by 14";
 - 1 computer disk containing a digitized copy of the proposed draft plan in DXF or DWG format;
 - 5* copies of the information/reports if indicated as needed when completing the relevant sections of this form, including the following:
 - generalized planning report which outlines, among other things, conformity with the relevant Official Plan, Zoning By-law and Provincial Policies
 - generalized storm water management plan
 - hydrogeological study where development will be serviced by private or communal water
 - lot size assessment where development will be serviced by private septic systems
 - servicing options report
- * Note: 1 copy of the information/reports should be in an electronic format suitable for reproduction.
- 1 copy of the registered transfer/deed for the subject lands.
 - The applicable fee as indicated on the County's Fee Schedule.

Please Note: The local municipality, where the development proposal is situated, may charge an additional fee for review of the plan of subdivision/condominium. Please contact the local municipality for more information.

Processing the Application

Once the application is deemed complete, the Council of the County of Haliburton is required to give notice of the application to the public and to certain persons and public bodies. At least one public meeting will be held.

After the application has been evaluated and information and recommendations from the appropriate persons, public bodies and interested parties has been obtained, the Council of the County of Haliburton will make a decision to either "draft approve" or "refuse" the subdivision application. Written notice of its decision will be sent within 15 days with a 20-day appeal period to follow.

If draft approval is given, there will be conditions stipulated and these conditions must be fulfilled in order to obtain final approval and registration. In addition, draft approval may also include a lapsing provision which establishes a time frame within which the conditions must be met or the draft approval will lapse.

The applicant can appeal the application to the Ontario Municipal Board if a decision has not been made within 180 days of the receipt of the complete application.

For Help

For more information on the **Planning Act**, the subdivision process or provincial policies, please see the *Citizens' Guide to Subdivisions* and the *Provincial Policy Statement* available from [Publications Ontario](#), tel.: 1-800-668-9938, or visit the [Ministry of Municipal Affairs and Housing](#) web site.

To help you complete the application form and prepare a good draft plan, please consult your local municipality. You can also contact the Director of Planning at the County of Haliburton Administration Building, 11 Newcastle Street, P. O. Box 399, Minden, Ontario K0M 2K0, Telephone: (705) 286-1333 or 1-866-886-8815, Ext. 222.