



**PROCEDURES MANUAL**  
**PLANS OF SUBDIVISION & CONDOMINIUM**

## STEP 1 - PRESUBMISSION

1. **Activity:** Preliminary meetings between Developer/Consultant/Municipality /Public Agencies

→ **Action by:** Local Municipality and/or County

**Procedures:**

→ i) Review and discuss conformity of proposal to local Official Plan.

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**NOTE:** *If the application does not conform to the local Official Plan, an Official Plan amendment will be required. This is to be initiated by the applicant and approved BEFORE a plan of subdivision can receive draft plan approval.*

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→ ii) Discuss the relevance of Section 3 and Section 51(24) of the Planning Act and how these may have an impact on the proposed development.

→ lii) Discuss any other relevant planning issues (i.e. services to be assumed ultimately by the local municipality or existing servicing capacity if the local municipality provides water and sewage services, the need for additional studies to be submitted with the application, etc.)

→ iv) Explain the plan of subdivision/condominium process and provide a copy of this manual together with an application form and guide (**County application form only**).

→ v) Make the developer aware of the *Land Titles Act* and the *Registry Act* and that they should investigate the requirements of these Acts and any other appropriate land registry requirements.

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**NOTE:** *It is recommended that the developer retain professional services to prepare the submission for STEP 2.*

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## **STEP 2 - PRECONSULTATION**

1. **Activity:** Receipt of Initial Application

→ **Action by:** Local Municipality

**Procedures:**

- i) Application received in mail or by hand delivery.
- ii) Ensure adequate number of copies of the concept plan and completed application form required for internal circulation have been submitted, together with any required fee set by the local municipality.

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**NOTE:** *For most proposals, all studies submitted in support of the application will be peer reviewed by the County's Municipal Plan Review Consultants.*

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- iii) Review application to ensure the required information for the local review has been provided and determine if additional information has been submitted or will be required in order to allow for a thorough review of the application.
- iv) Review the local Official Plan to determine if the application is in conformity with the Plan.
- v) If the application is not complete, the Local Municipality will forward a letter to the applicant/agent requesting additional information. No further action will take place on the file until all of the required information is submitted.
- vi) Once the applicant/agent has submitted all of the required information, the circulation for the preconsultation process will commence. The circulation may include review of the application by the Local Municipality's planning consultant and engineer.

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**NOTE:** *The fee charged by the Local Municipality may include a deposit against which the Local Municipality may charge any professional fees and expenses incurred by the Local Municipality in reviewing the application.*

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- vii) Review the application for conformity to local municipal planning documents and the Provincial Policy Statement.
- viii) Identify and advise the applicant of any additional information which may be required by the County to constitute a "complete" application.

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**NOTE:** *The County may still require additional information other than that identified by the Local Municipality.*

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- ix) Upon completion of the preconsultation process, provide the applicant with written confirmation of the local municipality's preliminary position.

### STEP 3 - SUBMISSION OF FORMAL APPLICATION

1. **Activity:** Receipt of formal application and review to ensure it is “complete” and determine conformity with local Official Plan.

**Action by:** Development Services Coordinator/Planner

**Time Frame:** Within 30 days of receipt of the formal application.

**Procedures:**

- i) Application received in mail or by hand delivery (**County application form only**).
- ii) Ensure the required 15 copies of the subdivision/condominium plan, 3 reduced copies of the plan on 8½” x 14” paper and 10 completed application forms (1 original and 9 photocopies) have been submitted, together with the required fee.

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**NOTE:** *In addition to the application fee, the County will require a deposit against which the County will charge any professional fees and expenses incurred in reviewing the application.*

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- iii) Identify the Municipal Plan Review Consultant and advise that an application has been received.
- iv) Within 30 days of receipt of the application, review the application to ensure the prescribed information has been provided and determine if additional information has been submitted or will be required in order to allow for a thorough review of the application. The Development Services Coordinator/Planner may consult with the Municipal Plan Review Consultant to clarify requirements for additional information.
- v) Determine if the application is in conformity with the local Official Plan. Confirm the status of any Official Plan amendment(s) if one has been required.
- vi) Once all of the prescribed information is received, the application will be date stamped on the day it is considered to have been “complete”.

## **STEP 4 – NOTICE OF COMPLETE APPLICATION**

### **A. If Application is Not Complete**

1. **Activity:** Notice to Applicant and Clerk of the Local Municipality

**Action by:** Development Services Coordinator/Planner

**Time Frame:** Within 30 days after the applicant pays the fee

**Procedures:**

- i) Once a determination on the completeness of an application has been made the Development Services Coordinator/Planner will forward a letter to the applicant and the Clerk of the Local Municipality. If the application is not complete, no further action will take place on the file and no file number will be assigned until all of the required information is submitted. The 180-day timeframe for the County to make a decision on the application will not start until all of the prescribed information has been received.
- ii) If the application is not considered complete, the County or the applicant may make a motion to the Ontario Municipal Board (OMB) for a determination on whether the outstanding information and material is reasonable to request or has, in fact, been provided. The decision of the OMB is final.

### **B. Failure to Make a Determination**

1. **Activity:** Failure to Make a Determination on the Completeness of the Application within 30 days of Receipt

**Action by:** Applicant/Agent

**Procedures:**

- i) If the Development Services Coordinator/Planner fails to make a determination within 30 days on the completeness of the application, the applicant/agent may make a motion for direction to the Ontario Municipal Board for a determination on whether the outstanding information and material is reasonable to request or has, in fact, been provided. The decision of the OMB is final.

### **C. If Application is Complete**

1. **Activity:** Assign File Number

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) If the application is deemed “complete”, a file number will be assigned based on the following standardized system:

The file number shall consist of a County code “46”, the letter “T” for plans of subdivision or the letters “CD” for plans of condominium, the year in which the

application was filed and a number starting with 001 at the beginning of each year. For example the first plan of subdivision application received in 2004 would be assigned the file number 46-T-04001

- ii) Open new file for the application and note the date of complete application on the file tracking sheet.

**2. Activity:** Notice to Applicant and Clerk of the Local Municipality

**Action by:** Development Services Coordinator/Planner

**Time Frame:** Within 30 days after the applicant pays the fee

**Procedures:**

- i) Once an application has been determined to be complete, a letter will be forwarded to the applicant and the Clerk of the municipality in which the land is located. The 180-day timeframe for the County to make a decision will start.

**3. Activity:** Forward File to Municipal Plan Review Consultant

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) Forward the complete file, with assigned File Number, to the Municipal Plan Review Consultant.

**4. Activity:** Commence Review of Application

**Action by:** Municipal Plan Review Consultant

**Procedures:**

- i) Upon receipt of the file, the Municipal Plan Review Consultant shall identify those reports which will require review and ensure that review is undertaken.

## STEP 5 - CONSULTATION

### A. Full Circulation:

1. **Activity:** Circulation List is Prepared and Notice of Complete Application Given

**Action by:** Development Services Coordinator/Planner

**Time frame:** Within 15 days of giving affirmative notice (as per Step 4(C)(2)i)

#### **Procedures:**

- i) Development Services Coordinator/Planner prepares the circulation list consisting of those public agencies which are prescribed in the Regulations under the *Planning Act* and any other public agencies which the County feels may have an interest in the approval of the proposed development.
- ii) Draft the Notice of Complete Application.
- iii) The Development Services Coordinator/Planner gives Notice of Complete Application to members of the public and prescribed agencies in accordance with the requirements of Section 51(19.4)(a) of the *Planning Act* and Ontario Regulation 544/06, as amended.
- iv) The Notice of Complete Application is sent to the agencies together with at least one copy of the draft plan. A copy of the application will also be sent along with any other material that may be required to ensure a complete assessment of the application. **Agencies will be given a minimum of 30 days to comment on the application.**
- iv) Where the applications will result in an amendment to the local Official Plan or a Zoning By-law amendment, the local municipality may be requested to give Notice of Application and Notice of Public Meeting and hold a public meeting as required under the *Planning Act* (Section 51(21)). When this action is requested by the County, the local municipality may withhold submitting its formal comments until 30 days after the public meeting but are encouraged to submit its comments sooner, if possible. The local municipality will be provided a specific timeframe to complete this function.

2. **Activity:** Prepare Public File

**Action by:** Development Services Coordinator/Planner

#### **Procedures:**

- i) The Development Services Coordinator/Planner prepares a public file which will consist of:
  - a. The application, with all personal information related to address, telephone number and signatures deleted. Information for the agent may be included if the agent provides written permission under separate covering letter.
  - b. One copy of all reports submitted in support of the application.

**3. Activity:** Notice of Application and Public Meeting and Hold the Public Meeting

**Action by:** Development Services Coordinator/Planner

**Time Frame:** At least 14 days before a decision is made

**Procedures:**

- i) The Development Services Coordinator/Planner prepares the Notice of Application and the Notice of Public Meeting using the format set out by the County.
- ii) The Development Services Coordinator/Planner provides Notice of Application to members of the public in accordance with the requirements of Section 51(20)(a) of the *Planning Act* and Ontario Regulation 544/06, as amended.
- iii) The Development Services Coordinator/Planner provides Notice of a Public Meeting to members of the public and required agencies in accordance with the requirements of 51(20)(b) of the *Planning Act* and Ontario Regulation 544/06, as amended.

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**NOTE:** *The Development Services Coordinator/Planner may provide both notifications at the same time under one combined Notice.*

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iv) The public meeting will be held at a location to be determined by the Development Services Coordinator/Planner in consultation with the CAO.

v) The County will strive to hold the public meeting as early as possible in the process.

**4. Activity:** Notification of Circulation to the Applicant/Agent

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) The Development Services Coordinator/Planner provides a list of the circulated agencies to the applicant/agent.

**B. Limited Circulation:**

**1. Activity:** Compilation of Limited Circulation List

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) If the application is a resubmission of a previously circulated file, the Development Services Coordinator/Planner may compile a shortened circulation list after consulting the original file and ensuring that replies are not more than 12 months old. If replies are greater than 12 months old, a full recirculation of the plan may be carried out. This will be reviewed on a case-by-case basis. Where a file has been closed and a new application has been submitted, the application must proceed with a full circulation.



- ii) If it is determined that a limited circulation is necessary, the Development Services Coordinator/Planner shall give notice advising of the reasons for a limited circulation and have it sent to:
  - a) Applicant/Agent
  - b) County CAO
  - c) Local Municipality
  - d) The circulated agency(s)

**C. No Circulation:**

**1. Activity:** Determination Not to Circulate Revised Plan

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) The Development Services Coordinator/Planner may determine that no circulation is required for applications which are revisions of a previously circulated plan to which minor technical changes have been made.

**2. Activity:** Notification of Intent not to Circulate a Revised Plan

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) If it is determined that additional comments are not required on a revised application, the Development Services Coordinator/Planner shall give notice advising of the reasons for not circulating and have it sent to:
  - a) Applicant/Agent
  - b) County CAO
  - c) Local Municipality

**D. Response Period:**

**1. Activity:** Response Period for Circulation

**Action by:** Public Agencies and Development Services Coordinator/Planner

**Procedures:**

- i) Public agencies will be required to provide their comments within 30 days from the date of circulation (as per Step 5(A)(1) iv) with the exception of the local municipality which may be permitted to provide its comments after the holding of a public meeting.
- ii) Seven days prior to the end of the 30-day circulation period, the Development Services Coordinator/Planner may fax a reminder notice to the public agencies that have yet to submit their comments.

2. **Activity:** Receipt of Agency Comments

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) When agency comments are received, they are thoroughly reviewed by the Development Services Coordinator/Planner to determine if any action is needed. The Development Services Coordinator/Planner regularly consults with the Municipal Plan Review Consultant on the status of the circulation and any problems which may arise from the agency responses.
- ii) At the end of the 30-day circulation period, the Development Services Coordinator/Planner reviews all of the replies and determines which agency comments are outstanding.

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**NOTE:** *If no comments are received, this will be considered to be an indication that the agency has no comments or concerns regarding the application.*

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3. **Activity:** Status Letter to Owner/County Council

**Action by:** Development Services Coordinator/Planner and Municipal Plan Review Consultant

**Procedures:**

- i) At the completion of the circulation period, the Development Services Coordinator/Planner, in consultation with the Municipal Plan Review Consultant, will provide a status letter to the applicant/agent along with copies of all comments received to date. The Development Services Coordinator/Planner may, depending on the circumstances, request that the status letter be prepared by the Planner on the Municipal Plan Review Consultant. The letter should outline any areas of concerns which will need to be resolved prior to draft plan approval.
- ii) A copy of the subdivision application, a reduced version of the draft plan and a copy of the status letter together with copies of letters received from all agencies and the public will also be provided to the County Clerk for inclusion as an information item on the County Council agenda.
- iii) After the notification of status, the applicant/agent will be kept up to date on the progress of the application as necessary.

## STEP 6 - OBJECTIONS TO APPLICATION

1. **Activity:** Objections to the Application

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) Review the status of the file with the Municipal Plan Review Consultant in order to determine the extent of the objection.
- ii) Development Services Coordinator/Planner advises the applicant/agent and the local municipality of the objection. In the interest of attempting to resolve issues as early as possible, the Development Services Coordinator/Planner will advise the applicant/agent of any objections as soon as they are received. This will provide additional time for the applicant/agent to try and resolve the objection with the concerned parties.

**Action by:** Applicant/Agent

**Procedures:**

- i) Contact the objector to determine if the concern can be addressed and advise the Development Services Coordinator/Planner of the outcome.

2. **Activity:** Issue Resolved to Objector's Satisfaction

**Action by:** Development Services Coordinator/Planner and Objector

**Procedures:**

- i) The Development Services Coordinator/Planner keeps in contact with the applicant/agent and the objector to determine if the issue has been resolved to their satisfaction. The objector will be requested to advise the Development Services Coordinator/Planner if their position changes. A copy of the letter will also be provided to the applicant/agent and the local municipality.
- ii) The Development Services Coordinator/Planner keeps in contact with the Municipal Plan Review Consultant and may enlist the assistance/guidance of members of the Municipal Plan Review Consultant as required from time to time.

3. **Activity:** Issue Not Resolved to Objector's Satisfaction

**Action by:** Municipal Plan Review Consultant/Development Services Coordinator/Planner

**Procedures:**

- i) The Development Services Coordinator/Planner advises the Municipal Plan Review Consultant that the issue has not been resolved to the satisfaction of the objector and provides copies of all correspondence on the matter to the Municipal Plan Review Consultant.
- ii) If a resolution to the objector's concerns is not possible, proceed to STEP 8.

## STEP 7 - APPLICATION IS WITHDRAWN

1. **Activity:** Application is Withdrawn

**Action by:** Applicant and Development Services Coordinator/Planner and Municipal Plan Review Consultant

**Procedures:**

- i) The applicant informs the Development Services Coordinator/Planner, in writing, that the application is being withdrawn.
- ii) The Development Services Coordinator/Planner provides notice to the following parties and provides reasons for the withdrawal, if known:
  - a) County CAO
  - b) Local Municipality
  - c) All circulated agencies
  - d) Municipal Plan Review Consultant
  - e) County Council
- iii) The Municipal Plan Review Consultant closes the file and forwards final invoice to the Development Services Coordinator/Planner.
- iv) Upon receipt of the final invoice from the Municipal Plan Review Consultant, the Development Services Coordinator/Planner will ensure that all outstanding accounts in connection with the review of the application have been remitted and paid against the deposit made by the developer to the County. When all financial obligations have been paid, the Development Services Coordinator/Planner will requisition a cheque in the amount of the balance, if any, remaining on deposit will forward a letter attaching the cheque.

## STEP 8 - EVALUATION OF AGENCY COMMENTS & SUGGESTED CONDITIONS

1. **Activity:** Preparation of Technical Report

**Action by:** Development Services Coordinator/Planner and Municipal Plan Review Consultant

**Procedures:**

- i) The Development Services Coordinator/Planner reviews file to ensure all replies, including the required information relating to the public meeting, have been received within the required timeframes prior to preparation of the report. Agencies which have not provided comments will be considered to have no concern or objection on the application.
- ii) The Development Services Coordinator/Planner reviews all comments and conditions received from agencies and the public, undertakes an analysis of the proposal in light of the agency/public comments, planning principles and policies, and formulates a recommendation with conditions of approval. The evaluation will take the form of a technical report which will be structured as follows:
  - a) Site location of the subject property.
  - b) Proposal - description of the proposed number of lots, dwelling units, etc.
  - c) Background - date application received, circulated, etc.
  - d) Official Plan and Zoning By-law - evaluation of conformity with existing designations and notation of application(s) for amendments, if applicable.
  - e) Provincial Interests - evaluation of conformity under Section 2 of the Planning Act and the Provincial Policy Statement.
  - f) Agency Comments - brief summary of replies received from each agency with specific reference to those expressing objections, those imposing conditions of approval, etc.
  - g) Public Meeting - brief summary of the public meeting and its outcome and review of written concerns/objections, if any.
  - h) Planning Review - evaluation of proposal including detailed discussion of any problems that may arise, or action required to alleviate the problems including the resolution of any agency concerns or comments. A thorough review of the proposal with respect to the criteria set out in Section 51(24) of the Planning Act will also occur at this stage.
  - i) Conclusions - feasibility of proposal based on planning review.
  - j) Recommendations - suggested recommendations to grant draft plan approval with certain conditions; or to refuse the application with valid, clearly explained reasons; or to defer a decision on the application in order to attempt to resolve a major concern with regards to the application.
  - k) If the recommendation is to approve, the conditions of draft approval will be referenced in the recommendation and attached as an appendix to the report.
- iii) The Development Services Coordinator/Planner will review and discuss the report and the recommendations, together with the wording of any conditions, with the Municipal Plan Review Consultant prior to finalizing the technical report.

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**NOTE:** *A recommendation for approval shall not be given if an Official Plan amendment is associated with the draft plan and it has yet to be approved by the County of Haliburton or OMB.*

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- iv) Any conditions that have been requested by any agency should be worded by the agency concerned and included. The Development Services Coordinator/Planner may consult with the Municipal Plan Review Consultant and shall ensure that requested conditions are applicable, able to be implemented, and in the appropriate format.

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**NOTE:** *If a proposed plan is not covered by appropriate zoning, a condition will always be imposed, indicating that final approval will not be given until the appropriate zoning is in effect. (A list of other standard conditions is included as Appendix "A" of these guidelines.)*

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- v) The technical report will be forwarded to the Municipal Plan Review Consultant for review and comment.

**2. Activity:** Review of Technical Report

**Action by:** County Council

**Procedures:**

- i) When the technical report is in its final form, it will be signed by the Development Services Coordinator/Planner. The report will then be placed on the next County Council agenda.
- ii) A copy of the technical report will be circulated, electronically, to all members of County Council.
- iii) The applicant/agent and the local municipality will be circulated a copy of the technical report so that they are aware of the recommendation. They will also be afforded the opportunity to attend the County Council meeting as a delegation.

## STEP 9 - FAILURE TO MAKE DECISION

1. **Activity:** Failure to Make a Decision Within 180 days

**Action by:** Applicant/Agent and Development Services Coordinator/Planner

**Procedures:**

- i) The applicant/agent may file a notice of appeal to the OMB with the County Clerk, or designate, if County Council has not made a decision within 180 days of receipt of the complete application. **The notice of appeal must be on the proper form and accompanied by the required OMB fee.**
- ii) The Development Services Coordinator/Planner will forward to the OMB the material required by the *Planning Act* within 15 days of receipt of the notice of appeal.
- iii) If an appeal is withdrawn, the OMB will notify the County and County Council may proceed to make a decision relating to the application.

## STEP 10 - REFUSAL OR APPROVAL OF THE DRAFT PLAN

### A. Review and Recommendation by the County Council:

1. **Activity:** County Council Considers Technical Report

**Action by:** County Council

**Procedures:**

- i) Review the Technical Report and pass a resolution to:
  - a) refuse the application with reasons: or
  - b) approve the draft plan subject to the necessary conditions: or
  - c) defer the application for further technical review.

### B. Refusal of the Draft Plan:

1. **Activity:** Notice of Decision to Refuse Draft Plan

**Action by:** CAO and Development Services Coordinator/Planner

**Procedures:**

- i) If County Council refuses to give approval to the draft plan, the Development Services Coordinator/Planner shall, not later than 15 days after Council's decision, give notice in the manner prescribed in O. Reg. 544/06, as amended. Notice shall be provided to:
  - a) the applicant;
  - b) each person or public body that made a written request to be notified of the decision in respect of the draft plan;
  - c) the municipality in which the land to be subdivided is situate; and
  - d) any other person or public body prescribed.
- ii) The notice shall outline the procedures for appealing the decision to the OMB. Any person or public body may appeal County Council's decision not later than 20 days after the day that the giving of written notice has been completed.
- iii) If appeals are received, the Development Services Coordinator/Planner shall notify the Municipal Plan Review Consultant and shall forward the prescribed material to the Ontario Municipal Board (OMB) within 15 days of the last day for filing notice of appeal.
- iv) Where no appeal is filed, the decision of County Council is deemed to have been made on the day after the last day for appealing the decision. The Development Services Coordinator/Planner shall make a sworn declaration that the Notice of Decision was given in the manner prescribed and that no notice of appeal was filed during the 20-day appeal period.
- v) Where all appeals are dismissed by the OMB or withdrawn, the OMB shall advise the County. The decision of County Council is then deemed to have been made on the day after the day the last outstanding appeal has been dismissed or withdrawn.



2. **Activity:** Closure of File

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) When notice is received, pursuant to STEP 10(B)(1)(iv) or (v), that there have been no appeals to the decision to refuse the plan, or appeals to the OMB have been withdrawn, the Development Services Coordinator/Planner shall inform the applicant/agent in writing that the file has been closed and that Council's decision is final.

**C. Approval of the Draft Plan Subject to the Necessary Conditions**

1. **Activity:** Notice of Decision to Approve Draft Plan with Conditions

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) If County Council gives approval to the draft plan with conditions, the Development Services Coordinator/Planner shall, not later than 15 days after Council's decision, give notice in the manner prescribed in O.Reg. 544/06, as amended. Notice shall be provided to:
  - a) the applicant;
  - b) each person or public body that made a written request to be notified of the decision in respect of the draft plan;
  - c) the municipality in which the land to be subdivided is situate; and
  - d) any other person or public body prescribed.
- ii) The notice shall outline the procedures for appealing the decision to the OMB. Any person or public body may appeal Council's decision not later than 20 days after the day that the giving of written notice has been completed.

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**NOTE:** ***The applicant or any public body may, at any time before the approval of the final plan, appeal any of the conditions imposed.***

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- iii) If appeals are received, the Development Services Coordinator/Planner shall notify the Municipal Plan Review Consultant and shall forward the prescribed material to the Ontario Municipal Board (OMB) within 15 days of the last day for filing notice of appeal.
- iv) Where no appeal is filed, the decision of County Council is deemed to have been made on the day after the last day for appealing the decision. The Development Services Coordinator/Planner shall make a sworn declaration that the Notice of Decision was given in the manner prescribed and that no notice of appeal was filed during the 20-day appeal period.
- v) Where all appeals are dismissed by the OMB or withdrawn, the OMB shall advise the County. The decision of County Council is then deemed to have been made on the day after the day the last outstanding appeal has been dismissed or withdrawn.

2. **Activity:** Endorsement and Signing of the Draft Plan

**Action by:** Subdivision Signing Authority

**Procedures:**

- i) After the appeal period has expired and no appeals have been received, at least 10 copies of the plan are stamped with the draft plan approval stamp (Appendix "B") using indelible ink, and the copies shall then be signed by the Subdivision Signing Authority on behalf of the Approval Authority (Refer to STEP 10(B)(1)(iv) or (v) to determine the exact date of approval.)

3. **Activity:** Circulation of Approved Draft Plan with Conditions

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) The Development Services Coordinator/Planner shall forward a copy of the conditions of draft plan approval and a copy of the stamped plan to the following:
  - a) Applicant/agent
  - b) Local Municipality
  - c) County Solicitor
  - d) Circulated Agencies (copy of conditions only - copy of stamped plan only if requested)
  - e) Municipal Plan Review Consultant
  - f) Planning Approvals Department will retain two copies of the stamped plan

**D. Deferral of the Draft Plan**

1. **Activity:** Council Decision to Defer the Draft Plan

**Action by:** County Council and CAO and Development Services Coordinator/Planner

**Procedures:**

- i) County Council defers draft plan together with reasons (i.e. further studies).
- ii) CAO provides written notice of Council's decision, including a certified copy of the Council resolution, to the Development Services Coordinator/Planner.
- iii) Development Services Coordinator/Planner provides written notice of Council's decision to:
  - a) Applicant/Agent
  - b) Local Municipality
  - c) Development Services Coordinator/Planner

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**NOTE:** *A decision to defer the draft plan does not constitute a decision under Subsection 51(31) of the Planning Act and is therefore open to appeal under the provisions of Subsection 51(34) of the Act.*

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**2. Activity:** Further Review of Draft Plan

**Action by:** Municipal Plan Review Consultant and Development Services  
Coordinator/Planner

**Procedures:**

- i) The Development Services Coordinator/Planner, in consultation with the Municipal Plan Review Consultant, shall undertake further review of the application with the owner and any affected local or Provincial agencies. Depending on the circumstances, the application may be returned to an earlier stage in the process, and may be recommended for approval or refusal.

## STEP 11 - CONDITIONS OF DRAFT PLAN APPROVAL CHANGED

1. **Activity:** Request Made to Amend the Draft Plan Conditions

**Action by:** Municipal Plan Review Consultant and County Council and Development Services Coordinator/Planner

**Procedures:**

- i) If a request is received to modify the conditions of draft plan approval, the Development Services Coordinator/Planner shall review the request and solicit written comments from the agency which requested the original condition.
- ii) The Development Services Coordinator/Planner prepares a report and recommendation for consideration by the County Council.
- iii) The applicant/agent will be advised by the Development Services Coordinator/Planner of the recommendation included in the report.

2. **Activity:** Decision Made by County Council

**Action by:** County Council and CAO and Development Services Coordinator/Planner

**Procedures:**

- i) County Council reviews the recommendation from the report and decides to refuse or approve the amendments to the draft plan conditions.
- ii) The CAO provides written notice of Council's decision, including a certified copy of the Council resolution, to the Development Services Coordinator/Planner.
- iii) The Development Services Coordinator/Planner shall, within 15 days of Council's decision to change the draft plan conditions, give notice of the change to:
  - a) the applicant/agent;
  - b) each person or public body that made a written request to be notified of changes to the conditions;
  - c) the municipality in which the land to be subdivided is situate; and
  - d) any other person or public body prescribed.
- iv) The Development Services Coordinator/Planner is not required to give notice as stipulated in (iii) if, in the opinion of County Council, the change to conditions is minor.

3. **Activity:** Appeal of Changes to Draft Plan Conditions

**Action by:** Person/Public Body/CAO

**Procedures:**

- i) Any person or public body may appeal any of the changed conditions to the OMB. The notice of appeal must set out the reasons for the appeal and be accompanied by the OMB fee.

- ii) If the person appealing the changed conditions is other than the applicant or a public body, the appeal must be filed not later than 20 days after the day that the giving of written notice is completed. The required OMB fee must be submitted with the appeal.
- iii) If an appeal is received, the Development Services Coordinator/Planner will, within 15 days of the last day of appeal under (ii) or within 15 days after an appeal is received from the applicant or public body, forward the required information and fee to the OMB.
- iv) If all appeals are withdrawn, the OMB shall notify the County and the decision of County Council shall be deemed to have been made on the day after the day all appeals have been withdrawn.

## **STEP 12 - MONITORING PROGRESS OF APPROVED DRAFT PLAN/WITHDRAWAL OF DRAFT APPROVAL**

**1. Activity:** Monitoring Progress of Draft Approval

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) Section 51(32) of the Planning Act allows the approval authority to provide that approval will lapse if the plan does not receive final approval within a specified timeframe, being not less than three years from the date of draft plan approval. This being the case, the Development Services Coordinator/Planner shall monitor the progress of negotiations between the developer, local municipality and public agencies on a biannual basis.
- ii) If it appears that the development will not be finalized within the specified timeframe, the applicant may request an extension which will then be subject to the procedures outlined in STEP 10 (Refusal or Approval of the Draft Plan) of this manual.

**2. Activity:** Withdrawal of Draft Plan Approval

**Action by:** Municipal Plan Review Consultant; Local Municipality; County Council; Development Services Coordinator/Planner

**Procedures:**

- i) If, after consultation with the applicant/agent and/or local municipality, the Development Services Coordinator/Planner, in consultation with the Municipal Plan Review Consultant, determines that draft plan approval should be withdrawn, a report will be prepared providing the reasons for withdrawal of approval and such report will be forwarded to County Council for consideration. A copy of the report will also be forwarded to the local municipality and the applicant/agent and they shall be afforded the opportunity to attend as delegation before the County Council to discuss the matter.
- ii) County Council may decide to withdraw draft plan approval of the subdivision.
- iii) If draft plan approval is withdrawn, the Development Services Coordinator/Planner shall notify the following parties:
  - a) applicant/agent;
  - b) all agencies and individuals who received the original circulation;
  - c) local municipality; and
  - d) Municipal Plan Review Consultant.

## STEP 13 - CLEARANCE OF CONDITIONS OF DRAFT APPROVAL

1. **Activity:** Clearance of Conditions of Draft Plan Approval

**Action by:** Owner and Development Services Coordinator/Planner

**Procedures:**

- i) It is the responsibility of the **owner** to ensure that all of the necessary clearance letters are forwarded to the Development Services Coordinator/Planner, **with a copy to the local municipality**, quoting the subdivision file number.
- ii) The Development Services Coordinator/Planner, in consultation with the Municipal Plan Review Consultant, will review the clearance letters to ensure that they are consistent with applicable conditions of draft approval that require clearance.

2. **Activity:** Clearance of County Conditions

**Action by:** Development Services Coordinator/Planner and Department Heads

**Procedures:**

- i) The appropriate Department Head will ensure that confirmation, in writing, is provided to the Development Services Coordinator/Planner and applicant stating whether the owner has fulfilled those conditions which must be arranged directly with the County.

3. **Activity:** Clearance of Municipal Conditions

→ **Action by:** Local Municipality

**Procedures:**

- i) The Local Municipality shall provide written confirmation as to whether the Owner has fulfilled those conditions which must be arranged directly with the local municipality or any authority which the municipality represents. Clearance of local municipal conditions is also confirmed through the execution of a Subdivision Agreement between the owner and the municipality, and, if necessary, the appropriate Utilities Commission.

4. **Activity:** Clearance of Conditions from Outside Agencies

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) The Development Services Coordinator/Planner shall monitor receipt of clearance letters from any agencies which have imposed a condition.

## STEP 14 - LAND REGISTRY REQUIREMENTS

1. **Activity:** Title Verification

**Action by:** Applicant's Solicitor

**Procedures:**

- i) The registration of all new plans of subdivision within the County of Haliburton is subject to the requirements of the *Registry Act* (or *Land Titles Act*, as the case may be) and other appropriate land registry requirements. This can be a lengthy process and the developer is advised to make himself aware of the requirements of the *Registry Act* (or *Land Titles Act*, as the case may be) and any other land registry requirements early in the subdivision process.



## STEP 15 - FINAL APPROVAL OF PLAN

### A. Final Approval:

1. **Activity:** Review of Information Necessary for Final Approval

**Action by:** Development Services Coordinator/Planner and Subdivision Signing Authority

#### **Procedures:**

- i) The Development Services Coordinator/Planner reviews the file and ensures the Department is in receipt of:
  - a) notification from the Local Municipality indicating execution of the Subdivision Agreement and the clearance of municipal conditions;
  - b) letters of clearance from all other affected agencies, i.e. those agencies which imposed conditions of approval.
  - c) the following plans which have been submitted by the OLS:
    - 1 original
    - 4 transparent mylar duplicates of the original
    - 6 white paper copies;
  - d) One copy of the executed Subdivision Agreement.
- ii) The final plan is reviewed by Development Services Coordinator/Planner to ensure that:
  - a) the plan is the same as the draft approved plan or the approved revised draft plan;
  - b) the plan includes a statement clearly indicating which lands are to be dedicated to the local municipality or County, if required;
  - c) the plan has been signed and dated by the OLS;
  - d) the plan has been signed and dated by the owner;
  - e) there is sufficient spaced on the plan to endorse it without infringing on any part of the plan.

The Development Services Coordinator/Planner may, at his/her discretion, refer the final plan to the Municipal Plan Review Consultant for review.

- iii) Once the Development Services Coordinator/Planner is satisfied that all requirements have been met, a report is prepared and submitted to Subdivision Signing Authority recommending approval of the plan. If the Subdivision Signing Authority is also satisfied that the plan is ready for approval the Subdivision Signing Authority will proceed with the endorsement and final signing of the Plan on behalf of the Approval Authority.

2. **Activity:** Endorsement and Final Signing of the Plan

**Action by:** Development Services Coordinator/Planner and Subdivision Signing Authority

**Procedures:**

- i) The Development Services Coordinator/Planner will ensure that there are sufficient monies on deposit to offset any outstanding accounts. Once all financial obligations to the County have been satisfied, the plan will be signed in indelible ink by the Subdivision Signing Authority.

**3. Activity:** Notification of Final Approval

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) The Development Services Coordinator/Planner will provide notification of Final Approval to:
  - a) applicant/agent;
  - b) OLS;
  - c) County Council;
  - d) All circulated agencies, including the Local Municipality.

**B. Registration:**

**1. Activity:** Plans Forwarded to Land Registrar

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) After Final Approval has been endorsed on the plan, the original and all necessary duplicates except for one white paper print and one copy of the Subdivision Agreement are hand delivered or sent by bonded courier to the Land Registrar. The paper print and one copy of the Subdivision Agreement are retained by the Development Services Coordinator/Planner for the Plan of Subdivision file.

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**NOTE:** *Only the Development Services Coordinator/Planner/designate or a bonded courier shall be permitted to hand deliver the final plans to the Registry Office.*

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**3. Activity:** Registration of Plans at the Local Registry Office

**Action by:** Applicant/Agent and Land Registrar

**Procedures:**

- i) The applicant/agent is responsible for attending at the Land Registry Office and paying the required fee for the registration of the Plan. **Registration will not commence until the payment has been made.**
- ii) When the Land Registrar accepts the registration payment, assigns the proper plan number and signs the original plan and duplicates, the plan is then considered to be registered and shall be distributed by the Land Registrar in the following manner:

- a) Land Registrar retains the original;
- b) sends one transparent copy to the Development Services Coordinator/Planner
- c) sends one transparent copy and two white prints to the Regional Assessment Office;
- d) sends one transparent copy to OLS
- e) send one transparent copy to the Local Municipality; and
- f) sends one paper print to the OLS (Association of Ontario Land Surveyors).

**3. Activity:** Registration of Subdivision Agreement

→ **Action by:** Local Municipality

**Procedures:**

- i) When the Final Plan has been registered in the Land Registry Office, the Local Municipality ensures that the Subdivision Agreement is registered against the title to the newly subdivided lands and provides a copy to the Development Services Coordinator/Planner.

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**NOTE:** *If a final plan of subdivision is approved by the County, but is not registered within 30 days of the date of approval, the County may withdraw its approval of the plan pursuant to Section 51(59) of the Planning Act.*

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**4. Activity:** Forwarding Copies of the Final Plan

**Action by:** Development Services Coordinator/Planner and O.L.S.

**Procedures:**

- i) The applicant's O.L.S. provides 10 paper prints of the registered plan to the Development Services Coordinator/Planner.
- ii) The Development Services Coordinator/Planner forwards copies as necessary to the Local Municipality for distribution to those parties possessing copies of the Subdivision Agreement.

One paper print is placed in the Development Services Coordinator/Planner's Plan of Subdivision file for reference. When applicable, one paper copy is also provided to the County Roads Department for the Roads Department's file.

## **STEP 16 - CLOSING THE FILE**

1. **Activity:** Closing the File

**Action by:** Development Services Coordinator/Planner

**Procedures:**

- i) Before closing the file, the Development Services Coordinator/Planner will prepare a statement of the deposit held by the County, itemizing the charges made by the County against the deposit. The Development Services Coordinator/Planner will requisition a cheque in the amount of any balance held on account and shall forward the cheque along with the above statement to the applicant/agent.

## APPENDIX "A"

### LIST OF STANDARD SUBDIVISION/CONDOMINIUM CONDITIONS

**Note:** *Conditions applied to each draft plan approval will differ. The following is provided as information only and represents the most common potential conditions. It is not intended to represent all possible conditions and not all conditions will be applicable.*

1. That this approval applies to the draft plan (**insert drawing number**), prepared by (**insert firm name**), dated (**insert date**), which shows a total of (**insert number and type of lots**) lots (**identify lots**) and (**insert number and type of blocks**) blocks (**identify blocks**).
2. That the road allowance(s) included in this draft plan shall be shown and dedicated as public highways.
3. That the street(s) shall be named to the satisfaction of the municipality.
4. That (**insert amount of land/sufficient land/Block No.**), to widen (**road/highway**), shall be shown and dedicated as public highways on the final plan.
5. That (**insert amount of land**) from the centre line of (**name road**) shall be shown and dedicated as public highways on the final plan.
6. That a 0.3 metre reserve adjacent to, but outside of the widened limit of (**name road**), as shown on the draft plan, shall be conveyed to the municipality.
7. That a 0.3 metre reserve adjacent to, but outside of the widened limit of (**name highway**), as shown on the draft plan, shall be conveyed to the Province of Ontario, Ministry of Transportation, (See note (**note no.**)).
8. That prior to final approval, the owner shall submit to the Ministry of Transportation for approval, a copy of a drainage plan showing the intended treatment of the calculated runoff.
9. That prior to final approval, the owner shall:
  - a) Submit to the Ministry of Transportation a traffic report, containing the anticipated peak hour turning volumes at the proposed street entrance to Hwy. # (**insert #**), and;
  - b) Enter into an agreement with the Ministry of Transportation, in respect of responsibility for street entrance and related highway improvements.
10. That the temporary turning circles as shown on the draft plan be shown on the final plans as blocks. These shall be conveyed to the municipality until the extension of the road allowance, when the blocks shall be conveyed without charge to the owners of abutting lots.

11. That any dead ends and open sides of road allowance created by this draft plan shall be terminated in 0.3 metre reserves to be conveyed to, and held in trust, by the municipality.
12. That the day lighting triangles, as shown on the draft plan, shall be shown and dedicated as public highways on the final plan.
13. That Block(s) (**name blocks**) as shown on the draft plan, shall be shown and dedicated as public walkways on the final plan.
14. That the road allowance (**include description**) in this draft plan of subdivision shall be properly closed (and conveyed to the owner) prior to final approval. (The closed road allowance shall be identified as part of the lots on the final plan.) (See note (**note no.**)).
15. That the owner convey up to 5% of the land included in the plan to the municipality for park purposes. This shall include (**name block(s) or lots**).
16. That the owner conveys up to (**5% residential, 2% commercial/industrial**) of the land included in the plan to the municipality or the appropriate authority for park or other public recreational purposes. This shall include (**name block(s) or lots**).
17. That the owner convey up to 5% of the land included in the plan to the municipality for park purposes. Alternatively, the municipality may require cash-in-lieu of all or a portion of the conveyance.
18. That the owner conveys up to (**5% residential, 2% commercial/industrial**) of the land included in the plan to the municipality or appropriate authority for park or other public recreational purposes. Alternatively, the municipality may require cash-in-lieu of all or a portion of the conveyance.
19. That prior to final approval by the County, we are to be advised by (**name party**) that this proposed (**subdivision or condominium**) conforms to the zoning by-law in effect.
20. That the County be satisfied that Block (**insert number**) has been set aside as a (**public or separate**) school site.
21. That the owner agrees in writing to satisfy all the requirements, financial and otherwise, of the municipality concerning the provision of roads, installation of services and drainage.
22. That the subdivision agreement between the owner and the municipality contain a provision that (**this subdivision or insert lot number**) shall not be developed except in conjunction with the (**subdivision/condominium file number or identify adjacent lands**).
23. That prior to final approval by the County, the owner has (**transferred or acquired**) (**identify lands**) (**to or from**) the adjacent lands.

24. That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
25. That prior to final approval the owner shall enter into an agreement with **(insert name of appropriate utility authority)**, wherein the owner agrees to **(insert stipulation(s))**.
26. That the subdivision agreement between the owner and the municipality contain phasing arrangements to the satisfaction of the municipality.
27. That the subdivision agreement between the owner and the municipality contain a provision that a **(specify portion)** interest in **(specify blocks)** be conveyed to each of the purchasers of **(specify lots)**.
28. That the subdivision agreement between the owner and the municipality:
  - a) contain a provision that lots will be made suitable for subsurface sewage disposal systems to the standards of **(name authority)**.
  - b) require that all agreements of purchase and sale for **(all lots (Lots\_\_\_ to\_\_\_ ))** provide notice that the importation of suitable fill may be required to construct subsurface sewage disposal systems to the satisfaction of the **(name authority)**.
  - c) contain a provision wherein the owner agrees to prepare **(all lots (Lots\_\_ to\_\_\_ ))** by leveling or importing suitable fill to construct a subsurface sewage disposal system to the satisfaction of the **(name authority)**.
29. That the subdivision agreement between the owner and the municipality shall provide for the installation of a piped water supply system subject to the approval of the Ministry of the Environment, furthermore, shall provide for the municipality to assume ownership and operation of the system.
30. That prior to final approval, a copy of the fully executed subdivision agreement between the developer and the municipality containing provisions with the recommendations of the hydrogeologist's report, as approved by the County, shall be provided to the County of Haliburton.
31. That prior to final approval by the County, we are to be advised by the municipality that a noise report has been prepared and provision for the intended noise attenuation measures has been incorporated into the subdivision agreement between the owner and the municipality, to the satisfaction of that municipality.
32. That the subdivision agreement between the owner and the municipality contain the following provisions, with wording acceptable to **(name authority)**, wherein the owner agrees:
  - a) before commencing any grading or construction on any lot, to have prepared a detailed report, drawings and site plans acceptable to both the municipality and the **(name authority)**, which will show:
  - b) the means whereby storm drainage will be accommodated, and the means

whereby erosion and siltation will be contained and minimized, both during and after the construction period.

- d) to apply the provision of condition (**insert condition number**) above to the construction of roads and services.
  - e) to carry out, or cause to be carried out, the works recommended in the reports described in condition(s) (**insert condition number(s)**) above.
33. That prior to final approval by this County, a heritage resource impact assessment has been carried out by a consultant licensed under the *Ontario Heritage Act*, to the satisfaction of the Ministry of Culture, Tourism and Recreation.
34. That prior to final approval by the County, the owner shall, at his own expense, independent of the provisions of the *Statute Labour Act*, construct, grade and surface the road(s) and provide drainage on this subdivision to a standard not less than the requirements of the municipality.
35. That prior to final approval by the County, the owner shall, pursuant to section 118 of the *Land Titles Act*, R.S.O. 1990, cause an entry to be made on the parcel register for the land to be subdivided to read as follows:
- No transfer shall be made or charge created of any lot or block on any plan of subdivision registered on any of the land in this parcel unless the written consent of the Subdivision Signing Authority for the County of Haliburton is obtained.
- See note (**insert note number**) for an explanation of when the consent of the Subdivision Signing Authority for the County of Haliburton and/or the withdrawal of this restriction, will be granted.
36. That the subdivision agreement between the owner and the municipality be registered against the lands to which it applies once the plan of subdivision has been registered.
37. That prior to final approval by the County, we are to be advised by the (**agency name**) that the owner has agreed to, or complied with, the municipality's requirements concerning construction of the development, landscaping, parking facilities, access for fire protection and maintenance of the complex.
38. That prior to final approval by the County, we are to be advised in writing by the (**agency name**), how condition(s) (**condition number(s)**) has/have been satisfied.

See note (**note number**) below for address of agencies.

#### NOTES TO DRAFT APPROVAL.

1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Haliburton County Planning Department, quoting the application file number.



2. We suggest that you make yourself aware of section 144 of the *Land Titles Act* and subsection 78(10) or the *Registry Act*.

Subsection 144(1) of the *Land Titles Act* requires that a plan of subdivision of land that is located in a land titles division be registered under the *Land Titles Act*. Exceptions to this provision are set out in subsection 144(2).

Subsection 78(10) of the *Registry Act* requires that a plan of subdivision of land that is located only in a registry division cannot be registered under the *Registry Act* unless that title of the owner of the land has been certified under the *Certification of Titles Act*. Exceptions to this provision are set out in clauses (b) and (c) of subsection 78(10).

3. It is suggested that the municipality register the subdivision agreement as provided by subsection 51(6) of *The Planning Act*, R.S.O. 1990 against the land to which it applies, as notice to prospective purchasers.
4. Private sewage disposal facilities must be approved by the Municipality, or its agent in certain areas, in accordance with Ontario Regulation 403/97 as amended, made under the *Building Code Act*, S.O. 1992.
5. Inauguration, alteration, extension or replacement of new or existing water works or sewage works requires Ministry of the Environment approval under sections 52 and 53 of the *Ontario Water Resources Act*, R.S.O. 1990. Subsurface sewage disposal systems with sewage flows of 10,000 litres/day and greater require Ministry of the Environment approval under section 53 of the *Ontario Water Resources Act*, R.S.O. 1990.
6. After registration, the owner must obtain permits from the Ministry of Transportation for all access points to Provincial highways, all encroachments of utilities, buildings, structures and signs within their area of control. Normal Ministry setbacks from their right-of-way limits are 7.5 metres (25 feet) for dwellings and 14 metres (45 feet) for most commercial/industrial buildings. (Setbacks can be greater adjacent to controlled access highways.)
7. It is the policy of the Ministry of Transportation to compensate owners for dedication of major widenings and new highway rights-of-way when funds become available. No compensation is made for that portion of any widening which is 8.1 metres or less in width or for minor visibility triangles.
8. The Ministry of Transportation uses a 0.3 metre reserve to notify the public that access to the Provincial highway will not be granted across the reserve. It should be shown as a block on a final plan outside the highway right-of-way. Deeds in duplicate conveying this reserve to the "Queen in the right of the Province of Ontario as represented by the Minister of Transportation" together with the proposed final plan should be sent to:

Ministry of Transportation  
Eastern Regional Office  
Postal Bag 4000  
355 Counter Street  
Kingston On K7L 5A3

ATTN: Planning & Design Section  
Corridor Control Office  
(613) 544-2220, Ext. 4162

All existing entrances crossing a 0.3 metre reserve must be removed at the owner's expense after registration of the plan.

10. The Section 118 Land Titles entry requirement (**Condition No.** ) is being applied to ensure that no lots in this subdivision are sold until the appropriate zoning is in effect, until (**insert other reasons**).

The consent of the Subdivision Signing Authority for the County of Haliburton and/or the withdrawal of the restriction, shall be granted when all of these requirements are met.

11. A shoreline road closing by-law is necessary as a result of this application. When preparing the appropriate road closing by-law, the municipality should ensure that the present high water mark is identified on the survey accompanying the by-law. Lands below the present high water mark should not be included in the final plan since they should remain in public ownership.

12. Clearances are required from the following agencies:

**(insert agency names, addresses, etc.)**

If the agency condition concerns (a) condition(s) in the subdivision agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan.

14. If final approval is not given to this plan, within three years of the draft approval date, and no extensions have been granted, draft approval shall lapse under subsection 51(32) of the *Planning Act*, R.S.O. 1990. If the owner wishes to request an extension to draft approval, a written explanation, together with a resolution from the local municipality, must be received by the County prior to the lapsing date.
15. Please note that an updated review of the plan, and revisions to the conditions of approval, may be necessary if an extension is to be granted.
16. All measurements in subdivision and condominium final plans must be presented in metric units.
17. When the Zoning By-law required in condition (**insert number**) is being prepared, reference to this subdivision application T-file number should be included in the explanatory note. This will expedite the Haliburton County Planning Approvals Department's and other agencies' consideration of the by-law.
18. In addition, the following notification(s) should be included in all Agreements of Purchase and Sale:
  - a) that the importation of fill may be required to make the lots suitable for subsurface sewage disposal systems;

- b) water from (**name waterbody**) should be adequately filtered and disinfected prior to being used for human consumption and domestic purposes;
19. For your information, easements required for utility or drainage purposes should be granted to the appropriate authority.
20. The final plan approved by the County of Haliburton must be registered within 30 days or the Council may withdraw his approval under subsection 51(21) of the *Planning Act*, R.S.O. 1990.
21. This plan of subdivision/condominium, file no. (**insert file number**), has been identified as having an affordable housing component, namely the following Lots/Blocks/Units:

Lot(s) (**insert lots**)

Block(s) (**insert blocks**)

Unit(s) (**insert units**)

A copy of the conditions of draft approval and notes thereto should be submitted to the Real Property Branch of the Ministry of Consumer and Commercial Relations to ensure priority review of the related title application or condominium approval. For additional information on this process, please contact the Ministry of Consumer and Commercial Relations at:

Manager  
Surveys, Mapping and  
Title Examination Section  
Real Property Registration Branch  
4<sup>th</sup> Floor  
393 University Ave  
Toronto, On M7A 2H6

**APPENDIX "B"**

**APPROVAL STAMPS**

**CONDOMINIUM EXEMPTION:**

Parts \_\_\_\_\_ of this description are exempted under Section 9 of the Condominium Act this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

**PLAN OF CONDOMINIUM:**

**Draft Approval Stamp**

This draft plan of condominium is approved under subsection 51 of the Planning Act and Section 9 of the Condominium Act on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

**Final Approval Stamp**

This final plan of condominium is approved under subsection 51 of the Planning Act and Section 9 of the Condominium Act on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

**PLAN OF SUBDIVISION:**

**Draft Approval Stamp**

This draft plan of subdivision is approved under Section 51 of the Planning Act on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

**Final Approval Stamp**

This final plan of subdivision is approved under Section 51 of the Planning Act on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_