



## DEVELOPMENT SERVICES AND ENGINEERING DIVISION

# APPLICATION FOR SUBDIVISION / CONDOMINIUM / LIFT PART LOT CONTROL / DEEMING BY-LAWS

### COMPLETENESS OF THE APPLICATION:

*This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the 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 do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

**IT IS MANDATORY THAT ALL INFORMATION & MATERIAL REQUESTED BE SUBMITTED  
AS STATED UNDER THE *PLANNING ACT* AS AMENDED**

### APPLICANT'S CHECKLIST

- |  |                              |
|--|------------------------------|
| Completed application form   | Yes <input type="checkbox"/> |
| Draft plan (to scale) <i>All measurements are to be in metric units only</i>   | Yes <input type="checkbox"/> |
| Information as indicated in the application form   | Yes <input type="checkbox"/> |
| Reports as indicated in the application form   | Yes <input type="checkbox"/> |
| Payment of the <b>applicable FEE(S) in accordance with Instructions for Digital Submissions</b> (as indicated by the City's Tariffs & Fees By-law) | Yes <input type="checkbox"/> |

Please forward application to:

[Planning@orillia.ca](mailto:Planning@orillia.ca)

**File Numbers will be issued for all applications and  
should be used in all communications with the City**



**DEVELOPMENT SERVICES AND ENGINEERING DIVISION**

**APPLICATION FOR SUBDIVISION / CONDOMINIUM / LIFT PART  
LOT CONTROL / DEEMING BY-LAWS**

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_

DATE APPLICATION DEEMED COMPLETE: \_\_\_\_\_

INITIAL: \_\_\_\_\_

APPLICATION FILE NUMBER(S): \_\_\_\_\_

**ARE YOU APPLYING FOR A:**

- **SUBDIVISION / CONDOMINIUM APPLICATION**  
(up to 20 Lots/Units/POTLs/Blocks)
- **SUBDIVISION / CONDOMINIUM APPLICATION**  
(21 or more Lots/Units/POTLs/Blocks)   
**PLUS AN ADDITIONAL FEE PER LOT WHERE 21 LOTS OR MORE**  
(up to 500 Lots/Units/POTLs/Blocks)   
\_\_\_\_\_ TOTAL NUMBER OF LOTS
- **FOR CONDOMINIUMS, SPECIFY CONDOMINIUM TYPE:**
  - Vacant Land Condominium
  - Standard Condominium
  - Common Elements Condominium
  - Phased Condominium
- **PROCESSING & REGISTRATION OF FINAL PLAN OF SUBDIVISION/CONDO**
- **REQUEST TO CHANGE CONDITIONS OF DRAFT APPROVAL**
- **AMENDMENT TO SUBDIVISION/CONDO AGREEMENT**
- **CONDOMINIUM CONVERSION**
- **EXEMPTION OF PLAN OF CONDOMINIUM**
- **DEPOSIT FOR PEER REVIEW OF ENVIRONMENTAL IMPACT STUDY**
- **DEEMING BY-LAW**
- **LIFT PART LOT CONTROL (FEE per Block)**

[See Planning Application Fees linked here for applicable fee](#)

FEE SUBMITTED: \$ \_\_\_\_\_

**1. APPLICANT / AGENT INFORMATION**

**Place check beside person to whom all correspondence is to be sent.**

*(An owner's authorization is required in Section 12, if the applicant is not the owner.)*

**1.1** Name of Applicant (s): \_\_\_\_\_

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_- Fax Number: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-

Email Address: \_\_\_\_\_

**1.2** Name of Owner(s) : \_\_\_\_\_

*(if different from the applicant)*

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_- Fax Number: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-

Email Address: \_\_\_\_\_

**2. LOCATION OF THE SUBJECT LAND**

**2.1** Municipal Street Address: \_\_\_\_\_

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

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

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

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

please circle: YES NO UNKNOWN

**If YES, describe the easement or covenant and its effect (provide copy if available)**

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

**3. DESCRIPTION OF THE SUBJECT LAND**

Frontage: \_\_\_\_\_ m    Depth: \_\_\_\_\_ m    Area: \_\_\_\_\_ m<sup>2</sup>

Existing Use(s): \_\_\_\_\_

Date land acquired by the current owner: \_\_\_\_\_ Unknown:

Date existing buildings/structures were constructed: \_\_\_\_\_ Unknown:

Date the existing use(s) on the subject land commenced: \_\_\_\_\_ Unknown:

Proposed Use(s): \_\_\_\_\_

A Site Plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land.

**4. PROVINCIAL PLANS AND POLICIES - OFFICIAL PLAN AND ZONING INFORMATION**

**4.1**    What is the existing Official Plan designation(s)?

\_\_\_\_\_

**4.2**    Please explain how the draft plan conforms to the Official Plan:

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

**4.3**    Provide an explanation as to how the proposed plan is consistent with the policy statements issued under Subsection 3(1) of the Act? (See Provincial Policy Statement 2014):

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

**4.4** Is the Subject Land within an area of land designated under any provincial plan or plans?

please circle: YES NO UNKNOWN

If the answer to section 4.4 is **YES**, please explain how the proposed plan conforms or does not conflict with the applicable provincial plan or plans (see Growth Plan for the Greater Golden Horseshoe 2017 and the Lake Simcoe Protection Plan).

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## 5. SERVICES

### 5.1 Access: (check appropriate space)

- provincial highway
- municipal road, maintained all year
- municipal road, seasonally maintained
- other public road
- right of way
- water access\*\*

\*\* If access to the Subject Land is to be by water only, describe and sketch the parking and docking facilities to be used and the approximate distance of these facilities from the Subject Land and the nearest public road.

### 5.2 Water Supply: (check appropriate space)

- publicly owned and operated system
- private well\*\*
- private communal well\*\*
- other (specify) \_\_\_\_\_

\*\* If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, the following is required:

- a servicing options report; and
- a hydrogeological report

**5.3 Sewage Disposal:** *(check appropriate space)*

- publicly owned and operated system
- private individual septic tank \*\*
- private communal septic system \*\*
- privy \*\*
- other *(specify)* \_\_\_\_\_

\*\* If the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems, the following is required:

- a servicing options report; and
- a hydrogeological report

\*\* If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, **and more than 4500 litres** of effluent would be produced per day as a result of the development being completed, the following is required:

- a servicing options report; and
- a hydrogeological report

\*\* If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, **and 4500 litres of effluent or less** would be produced per day as a result of the development being completed, the following is required:

- a hydrogeological report is required

**5.4 Storm Water Drainage:** *(check appropriate space)*

- publicly owned and operated sewers
- ditches
- swales
- other *(specify)* \_\_\_\_\_

**6. ARCHAEOLOGICAL POTENTIAL**

**6.1** Does the Subject Land contain any areas of archaeological potential?

please circle: YES NO UNKNOWN

If **YES**, and if the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the following is required:

- an archaeological assessment prepared by a person who holds a license that is effective with respect to the Subject Land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and
- a conservation plan for any archaeological resources identified in the assessment

**7. PLANNING HISTORY OF THE SUBJECT LAND**

7.1 Has the Subject Land ever been the subject of an application for a

- Plan of Subdivision
- Consent
- Minor Variance
- Site Plan Approval
- Official Plan Amendment
- Minister’s Zoning Order?

please circle: YES NO UNKNOWN

If **YES**, provide the Ministry or City’s application file number and the decision made on the application.

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**8. PUBLIC CONSULTATION STRATEGY**

8.1 Describe the proposed strategy for consulting with the public regarding this application (provide explanation below or attach as a separate document):

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**9. DRAFT PLAN**

***If the draft plan is larger than 11"x17" a reduced copy must be included.***

**The application must be accompanied by draft drawings, drawn to scale and *IN METRIC* showing the following:**

- 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 of 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 highway 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 restriction affecting the land proposed to be subdivided, including restrictive covenants or easements.

## 10. SUBDIVISION OR CONDOMINIUM APPLICATIONS

Proposed Use	Number of Dwelling Units	Number of Lots or Blocks	Area of Land in Hectares	Number of Units per ha	Number of Parking Spaces
Single, detached residential					
Double, semi-detached residential					
Row, multiple-attached residential					
Apartments					
Seasonal residential					
Mobile home residential					
Commercial					
Industrial					
Institutional *					
Parks/Open space					
Roads					
Other Residential *					
Other *					
<b>Total</b>					

\* If Institutional, Other Residential, or Other, describe use:

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**If this is a Condominium proposal:**

Has a Site Plan been approved? Yes  No

Has an Agreement been executed? Yes  No

Has a Building Permit been issued? Yes  No

Is the building under construction? Yes  No

Is the building complete? Yes  No

If YES, date of completion: \_\_\_\_\_

Is this a conversion from rental? Yes  No

If YES, number of units to be converted \_\_\_\_\_

**11. OTHER INFORMATION**

Check supporting information provided with this application:

- Landscaping Plans
- Site Servicing Report and Plans
- Water Consumption Calculations
- Drainage Report and Grading Plans
- Traffic Analysis
- Hydrant Flow Test
- Building Elevations
- Environmental Impact Assessment
- Sewage Production Calculations
- Soils Report
- Entrance Analysis
- Archaeological Assessment
- Other \_\_\_\_\_

**12. APPLICANT'S CONSENT AND AUTHORIZATIONS:**

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the *Planning Act*, it is the policy of the Development Services and Engineering Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I \_\_\_\_\_, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

**AUTHORIZATION FOR SITE INSPECTION BY CITY COUNCIL, COMMITTEE OF ADJUSTMENT, AND/OR CITY STAFF**

I acknowledge that Council Members, Committee of Adjustment members, and/or City staff may conduct site inspections of my lands. By submitting this application I am hereby authorizing the members of City Council, Committee of Adjustment, and/or City staff to access my lands for the purposes of conducting the required site inspections for the limited purpose of evaluating the merits of this application. I understand that, if access to the property is by water, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

**APPLICANT'S CONSENT FOR ADDITIONAL EXPENSES**

Where the City of Orillia determines it necessary to use professional assistance pertaining to this application including, but not limited to, the use of legal, engineering and/or environmental consultants, the Applicant, by endorsing below, hereby agrees to submit the balance due upon receipt of an invoice for the same.

**AUTHORIZATION FOR AGENT TO REPRESENT THE OWNER**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

**I hereby consent and authorize all of the above.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**13. AFFIDAVIT OR SWORN DECLARATION**

IN THE MATTER OF \_\_\_\_\_ in the City of Orillia, as part of the County of Simcoe, hereinafter referred to as “the property”.

I, \_\_\_\_\_, of \_\_\_\_\_,

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

AND that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this application.

DECLARED before me at the City of Orillia, in the County of Simcoe, in the Province of Ontario on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature (To be witnessed by Commissioner, etc.)

\_\_\_\_\_  
A Commissioner, etc.

*NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA states under Section 131, 132 or by summary conviction Section 134 that: any person providing a false statement under oath or solemn affirmation by affidavit is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years.*