APPLICATION FOR APPROVAL OF A DRAFT PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION SUBMISSION REQUIREMENTS AND INFORMATION

Submission of this application constitutes tacit consent for authorized City of Hamilton staff to inspect the subject lands or premises.

BEFORE SUBMITTING AN APPLICATION:

The Formal Consultation process is no longer mandatory for planning applications and is at the discretion of the Applicant. However, Formal Consultation continues to be an integral part of the planning application process. Applicants are strongly encouraged to use Formal Consultation as a first step to streamline their application and tailor submission requirements based on the context of the proposal (applicable for Draft Plan of Subdivision or Vacant Land Condominium).

The Formal Consultation Application can be found at Formal Consultation | City of Hamilton

If the applicant chooses not to apply for Formal Consultation, please proceed to 'Application Submission Requirements' below.

APPLICATION SUBMISSION REQUIREMENTS:

☐ **Cover Letter** providing a summary of the applications being submitted, including a list of documents included in the submission.

☐ **Application Form** with all applicable sections completed, including the Owner Consent, Authorization, Acknowledgements and Affidavit signed in the presence of a Commissioner of Oaths.

☐ **Application Fee(s)** are required to be submitted with the application. Please refer to the current City of Hamilton Planning Division Fee Structure, as all fees are subject to change annually.

Application Fees can be paid by cheque (payable to "City of Hamilton") or by credit card. All cheques submitted to the Planning Division must be accompanied by a cover letter or Fee Intake Memo indicating the following: municipal address of the development; the application type, description of the fee, fee amount, and cheque number; Owner / Applicant's name and contact information; Agent's name and contact information; and if known, the assigned file number and assigned Planner's name.

Refer to the section below for more information on External Agency Fees.

☐ **All of the Required Materials and Information** as required by either Option 1 or Option 2 below.

Option 1 **Formal Consultation Process**	**Option 2** **No Formal Consultation**
All the required Materials and Information as identified through the Formal Consultation process and outlined in the Formal Consultation document. The Formal Consultation Document signed by Owner / Applicant is required to be submitted with the application. A **Summary Response to Formal Consultation Comments** is required to be submitted with the application.	All the required Materials and Information as identified in the Official Plan and based on the following four specific criteria: • Minimum • Locational • Proposal Based • Discretionary Links to the "Other Information and Materials" Schedule in the Official Plan: Schedule I – Urban Hamilton Official Plan Schedule H – Rural Hamilton Official Plan Schedule I – former Region Official Plan (OPA 47 – By-law 24-190) A **Complete Application Compliance Summary** is required to be submitted with the application.

All plans, reports and/or studies submitted must:

a. be prepared according to the Terms of Reference if available.
b. be in digital (PDF) format.
c. be submitted without a password and/or restrictions.
d. be prepared in metric measurement.
e. be prepared and stamped / signed by qualified professionals.

☐ **Draft Plan** prepared in accordance with Section 6 of the Application form, and the requirements of the *Planning Act*.

☐ A copy of the **Tenant Notification** of the conversion proposal and proof of notification of the rights of tenants under provincial residential tenancy legislation.
(This is required for Applications to convert from rental to condominium only)

Electronic Documentation
All submission requirements must be submitted in digital format to the Planning Division through a SYNC link. A SYNC link can be requested by emailing planningapps@hamilton.ca.

Electronic files are to be provided with the following naming conventions: IndexNumber_CondensedAddress_CondensedName_Date (with no spaces).

For Example:

- 01_71MainSTW_ApplicationForm_02-07-2025
- 02_71MainSTW_Aerial_02-07-2025
- 03_71MainSTW_Survey_02-07-2025
- 04_71MainSTW_SitePlan_02-07-2025

Full details and additional instructions can be found at Planning Applications Digital File Naming Conventions

Disclosure of Information

All information submitted in support of this application will be considered public information, including any reports, studies, drawings or other documentation submitted by applicant(s), agent(s), consultant(s) or solicitor(s). The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Hamilton is also permitted to provide copies of the application and any supporting information to any member of the public or other third party which requests the information.

EXTERNAL AGENCY FEES

Conservation Authority Fee

The Conservation Authorities within the City of Hamilton charge fees for their review of *Planning Act* applications. Please visit the link below to determine if the property falls under a Conservation Authority's regulated area.

https://conservationontario.ca/conservation-authorities/find-a-conservation-authority

Note: The Applicant is responsible to send the payment direct to the Conservation Authority. The City of Hamilton no longer collects payment on behalf of the Conservation Authority and any payments submitted to the City will be returned to the Applicant.

Hamilton International Airport Review Fee

The Hamilton International Airport (HIA) charge fees for their review of applications that fall within any of the three Airport Zoning Regulation zones (Approach, Transitional and Outer Surface), within the Noise Exposure Forecast (NEF) contour, or for specific land uses located within the Wildlife Hazard Zone.

Planning Division staff can assist in determining whether the Hamilton International Airport review fee is required.

Note: The Applicant is responsible to send the payment direct to the HIA. Instructions can be found at the following link: https://business.flyhamilton.ca/invoicing-and-payments/
The City of Hamilton no longer collects payment on behalf of the HIA, and any payments submitted to the City will be returned to the Applicant.

ADDITIONAL INFORMATION FOR THE APPLICANT

1) Public Notice Sign

The City of Hamilton requires the applicant to post a sign on the property where an application for a Draft Plan of Subdivision or Vacant Land Condominium has been received and is being considered by the City.

Refer to the Public Notice Sign Guide for Planning Act Applications | City of Hamilton for instructions on sign specifications as well as installation, declaration and removal requirements. The applicant is required to prepare the three-dimensional massing image to be included on the sign.

2) Financial Requirements

The owner may be required to meet financial requirements of the City, such as, but not limited to the following:

- Development Charges; contact dcrequest@hamilton.ca https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/development-charges
- Parkland Dedication; contact parklandrequest@hamilton.ca https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/parkland-dedication-fees
- Local Improvement Charges; contact the Corporate Services Department.

3) Ontario Land Tribunal (OLT) Hearing

The owner will be required to pay City staff costs, fees and disbursements for outside legal counsel and external consultants for preparation for and attendance at OLT hearings where the City supports a developer on third party appeals. Accordingly, as part of this application the owner will be required to sign and submit the Cost Acknowledgement Agreement included in the Application Form.

CONTACT

To submit an application email planningapps@hamilton.ca.

For general inquiries or questions related to the application, please contact the Planning Division at pdgening@hamilton.ca or 905-546-2424 ext. 1355.