



Hamilton

Planning and Economic Development Department  
Development Planning, Heritage and Design  
71 Main Street West, 5<sup>th</sup> Floor, Hamilton ON L8P 4Y5  
Phone: 905-546-2424 Fax: 905-546-4202

## **GUIDE TO APPLICATION FOR APPROVAL OF A DRAFT PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION under Section 51 of the *Planning Act***

This application form is to be used by persons or public bodies wishing to apply for a draft plan of subdivision or a condominium description for a specific property in the City of Hamilton. In this form, the term "subject land" means the land that is the subject of this application.

### **NOTE:**

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

### **COMPLETENESS OF THE APPLICATION**

The information that must be provided by the applicant is indicated in the application form. This information is prescribed under the *Planning Act* and by regulation. This mandatory information must be provided with the appropriate fee(s) and draft plan. If the mandatory information, including the draft plan and fee are not provided, it will not be considered a complete application. The application cannot be considered until the prescribed information and fee are provided.

Formal Consultation is a vital part of the planning process. All applicants **are required** by by-law to consult with the City of Hamilton prior to submitting an application for **Draft Plan of Subdivision**. The purpose of Formal Consultation is to identify any other information and materials (i.e. specific studies, plans or reports) which are necessary to provide a complete review of the application. This information must be included with the application.

### **Note:**

**If Formal Consultation has not been completed and the identified submission requirements are not included with the application, the application will not be accepted.**

The application form also asks, in Sections 9.3 and 10, for additional information (i.e. technical information or reports, public participation strategy) that may assist in the planning evaluation of the proposal. To ensure the quickest and most complete review, this information must be provided at the time of submission of the application to complete a comprehensive review within the legislated time frame for making a decision.

## **SUBMISSION OF THE APPLICATION**

**The complete submission shall include (all measurements to be in metric units):**

- The application fees as indicated in the City's Fee Schedule;
- One (1) electronic copy of the completed application form **without signatures** (PDF locked file format);
- Thirty-five (35) copies of the completed application form **with signatures** (including two (2) with original signatures);
- Thirty-five (35) copies of the draft plan (twenty-five (25) for condominium), folded to 8½" x 11";
- Twenty (20) reduced copies of the draft plan on 8½" x 11" paper;
- Five (5) copies of all information/reports/plans and electronic PDF locked file versions identified in a Formal Consultation Document as required information to deem an application complete;
- Five (5) copies of the information/reports/plans, and electronic PDF locked file versions, indicated as needed when completing Section 10 and 11.2 of the application form.

## **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), consultants(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.

## **APPLICATION FEES**

Please refer to the schedule of Planning fees from the Tariff of Fees By-law.

The Conservation Authorities within the City of Hamilton began charging fees for their review of *Planning Act* applications. Once an application is submitted, City of Hamilton staff will advise the proponent if their application requires Conservation Authority review, and if so, which Conservation Authority their project falls within and the applicable fee. The fee is to be made payable to the appropriate Conservation Authority and submitted to the City of Hamilton upon request. The fee will be forwarded to the Conservation Authority along with the application.

The Subdivision Final Clearance Fees will be billed directly by the Conservation Authority and must be paid prior to issuance of the final Conservation Authority clearance letter.

Combined Applications will only be charged at the highest rate. The Conservation Authority reserves the right to request additional fees should the review require a substantially greater level of effort.

For the purposes of determining Conservation Authority Plan Review Fees, major applications are those involving larger properties (generally >1 ha) which contain or lie adjacent to either a flood plain, wetland, watercourse and/or valley feature.

**NOTE:**

An application is considered to be “**Minor**” where no technical studies are required, or only a scoped Environmental Impact Statement is required.

An application is considered to be “**Intermediate**” if the subject lands are less than 4.5 hectares and technical studies (such as, Stormwater Management and Geotechnical) beyond a scoped Environmental Impact Statement are required.

An application is considered to be “**Major**” if the subject lands are equal to or greater than 4.5 hectares and technical studies (such as, Stormwater Management and Geotechnical) beyond a scoped Environmental Impact Statement are required.

Fee rates for Condominiums will apply to new developments and not conversions and will not apply where such applications have been previously reviewed by a Conservation Authority through a site plan review.

**LOCAL PLANNING APPEAL TRIBUNAL (LPAT)**

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 LPAT 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 attached Cost Acknowledgement Agreement.

**SIGNAGE**

A public notification sign must be erected on site (Draft Plan of Subdivision, Vacant Land Condominium and Common Element Condominium). This sign will meet the same requirements as signs for a Zoning By-law and/or Official Plan amendment, and the sign will contain the following information:

- The words "**Public Notice of an Application for Approval of: a Draft Plan of Subdivision, a Vacant Land Condominium or a Common Element Condominium**" in bold lettering; **(choose the appropriate wording for one of the above-named applications)**
- The name of the former municipality in which the proposal is located;
- Municipal address or description of the lands affected;
- The owner's/developer's name;
- Proposed land use;
- a key map showing location and outline of the lands affected;
- For more information, contact the Planning and Economic Development Department at 905-546-2424 Ext. 2799 or 905-546-2424 Ext. 1355 and refer to File No. \_\_\_\_\_ .



**APPLICATION FOR APPROVAL OF  
A DRAFT PLAN OF SUBDIVISION  
OR CONDOMINIUM DESCRIPTION  
Under Section 51 of the *Planning Act***

**Hamilton**

**Office Use Only**

Date Application Received	Date Application Deemed Completed	File No(s)	Fees Paid
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- 1. APPROVAL OF: (Check one)**
- Draft Plan of Subdivision
  - Revision to Draft Approved Plan of Subdivision
  - Draft Plan of Condominium Description (Specify type)
    - a)  Standard Condominium
    - b)  Common Element Condominium
    - c)  Phased Condominium
    - d)  Vacant Land Condominium
    - e)  Revision to Draft Approved Plan of Condominium
  - Conversion from Rental to Condominium

**2. COMPLETE FOR SUBDIVISION APPLICATIONS ONLY: All applicants are required to consult with the City of Hamilton prior to the submission of an application for Approval of a Draft Plan of Subdivision.**

2.1 *Have you formally consulted with the City of Hamilton prior to submitting this application?*  Yes  No *(If yes, please attach Formal Consultation Document)*

2.2 *Have the required studies, plans or reports been submitted?*  Yes  No

**3. APPLICANT INFORMATION**

NAME	ADDRESS	TELEPHONE NO.
Registered Owner*		Home: ( )
		Business: ( )
		Fax: ( )
		E-mail:
Applicant**		Home: ( )
		Business: ( )
		Fax: ( )
		E-mail:
Agent or Solicitor		Business: ( )
		Fax: ( )
		E-mail:
Ontario Land Surveyor		Business: ( )
		Fax: ( )
		E-mail:
All correspondence should be sent to (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent/Solicitor		

\* **If a numbered company, give name and address of principal owner.**

\*\* **Owner's authorization (Part 15.1) required if applicant is not owner.**

**4. LOCATION OF LANDS**

4.1 Complete the chart below.

Former Area Municipality	Lot	Concession	Former Township
Registered Plan No.	Lot(s)	Registered Plan No.	Part(s)
Municipal Address			Assessment Roll No.

4.2 Are there any existing easements or restrictive covenants affecting the subject land?

Yes  No If yes, please describe:

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4.3 Indicate the location and area of adjoining or nearby lands in which the owner has an interest:

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**5. CURRENT AND PROPOSED LAND USE:**

5.1 What is the current use of the subject land?

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5.2 What is the existing applicable Official Plan designation on the subject lands?

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5.3 Explain how the draft plan conforms to the applicable Official Plan.

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**5.4 TABLE A – Proposed Uses**

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (ha)	Density (Units, Dwellings per ha)	Number of Parking Spaces <sup>1</sup>
Detached Residential					
Semi-detached Residential					
Multiple attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile home					
Other Residential (specify)					
Commercial					
Industrial					
Park, Open Space					
Institutional (specify)					
Roads					
Other (specify)					
<b>TOTALS</b>					

<sup>1</sup> Complete only for detached and semi-detached residential if for approval of condominium description

**6. PREVIOUS USE OF PROPERTY**

- Residential     
  Industrial     
  Commercial     
  Farmland     
  Vacant  
 Other (Explain)

6.1 If Industrial or Commercial, specify use:

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**6.2 Details of Previous Uses**

		<b>Yes</b>	<b>No</b>	<b>Unknown</b>
6.2.1	<i>Has the grading of the subject land been changed by adding earth or other material, i.e. has filling occurred?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	<i>Has a gas station been located on the subject land or adjacent lands at any time?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	<i>Has there been petroleum or other fuel stored on the subject land or adjacent lands?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.4	<i>Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	<i>Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	<i>Have the lands or adjacent lands ever been used as a weapons firing range?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.7	<i>Is the nearest boundary line of the application within 500 metres (1,640 feet) of the fill area of an operational /non-operational landfill or dump?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.8	<i>If there are existing or previously existing buildings, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.9	<i>Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.3 *What information did you use to determine the answers to 6.2 above?*

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6.4 *If previous use of property is industrial or commercial, or if YES to any of 6.2, a previous use inventory showing all former uses of the subject land, or if appropriate, the land adjacent to the subject land, is needed.*

*Is the previous use inventory attached?*  Yes  No

**7. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY**

7.1 *Has a site plan for the proposed condominium been approved? If yes, and if known, indicate file number and the status of the application.*  Yes  No

7.2 *Has a site plan agreement been entered into? If yes, and if known, indicate file number and the status of the application.*  Yes  No

7.3 *Has a building permit for the proposed condominium been issued?*  Yes  No

7.4 *Has construction of the development started?*  Yes  No

7.5 if construction is completed, indicate the date of completion.

7.6 Is this a conversion of a building containing rental residential units?  Yes  No  
 If YES, please complete Tables B and C.

**TABLE B – BUILDING CHARACTERISTICS**

Year Built:	
Gross Floor Area m <sup>2</sup> ):	
Number of Storeys:	
Total # of Units:	
By Bedroom Type	
Bachelor	<b>unit(s)</b>
1 Bedroom	<b>unit(s)</b>
2 Bedroom	<b>unit(s)</b>
3 Bedroom	<b>unit(s)</b>
4 Bedroom	<b>unit(s)</b>

**TABLE C – EXISTING TENANTS AND MARKET RENTS IN THE BUILDING**

*(List by unit number and bedroom type or attach Rent Roll)*

Units #	Number of Bedrooms	Rent (\$)	Effective Date of Rent Figure	Name of Tenant(s)

*(If additional entries, attach as a separate page.)*

**8. STATUS OF OTHER PLANNING APPLICATIONS**

8.1 Have any of the following applications ever been submitted for the subject lands?

- (a) Plan of Subdivision  Yes  No
- (b) Consent  Yes  No
- (c) Official Plan or Plan Amendment  Yes  No
- (d) Zoning By-law Amendment  Yes  No
- (e) Site Plan  Yes  No
- (f) Minor Variance  Yes  No
- (g) Minister's Zoning Order  Yes  No
- (h) Other (Specify):  Yes  No



If YES, and if known, indicate the appropriate application file number(s), the status of the application(s) and/or the decision(s) made on the application(s):

8.2 Is the subject land covered by a Minister's zoning order?  Yes  No  
If YES, what is the Ontario Regulation Number?

8.3 Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act?  Yes  No

If YES, do you want the notice of public meeting for this application to be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act?

Yes  No

## 9. PROVINCIAL POLICY

9.1 Explain how the draft plan is consistent with any policy statements issued under subsection 3(1) of the Planning Act.

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9.2 Are the subject land(s) within an area designated under any provincial plan(s)? If YES, identify which plan(s) and provide an explanation of how the Plan of Subdivision conforms with, or does not conflict with the applicable provincial plan(s).

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9.3 All applications under the Planning Act are subject to review for regard to the Provincial Policy Statement issued by the Province of Ontario. Complete Table D and be advised of the potential information requirements in the noted section. **If the information is not submitted, it may not be possible to do a complete and proper planning evaluation.**

**TABLE D – SIGNIFICANT FEATURES CHECKLIST**

Feature or Development Circumstance	If a feature, is it on site or within 500m OR If a development circumstance does it apply?		If a feature specify the distance in metres.	Potential Information Needs
	Yes (X)	No (X)		
Non-farm development near designated urban areas or rural settlement area	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas</i>
Class 1 industry <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess development for residential and other sensitive uses within 70 metres</i>
Class 2 industry <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess development for residential and other sensitive uses within 300 metres</i>
Class 3 industry <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess development for residential and other sensitive uses within 1000 metres</i>
Land Fill Site	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Address possible leachate, odour, vermin and other impacts</i>
Sewage Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess the need for a feasibility study for residential and other sensitive land uses</i>
Waste Stabilization Pond	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Assess the need for a feasibility study for residential and other sensitive land uses</i>
Active Railway line	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Evaluate impacts within 100 metres</i>
Controlled access highways or freeways, including designated future routes	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Evaluate impacts within 100 metres</i>
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted</i>

Feature or Development Circumstance	If a feature, is it on site or within 500m OR If a development circumstance does it apply?		If a feature specify the distance in metres.	Potential Information Needs
	Yes (X)	No (X)		
Electric transformer station	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Determine possible impacts within 200 metres</i>
High voltage electric transmission line	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Consult the appropriate electric power service</i>
Transportation and infrastructure corridors	<input type="checkbox"/>	<input type="checkbox"/>		<i>Will the corridor be protected?</i>
Prime agricultural land	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated</i>
Agricultural operations	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Development to comply with the Minimum Distance Separation Formulae</i>
Mineral aggregate resource areas	<input type="checkbox"/>	<input type="checkbox"/>		<i>Will development hinder access to the resource or the establishment of new resource operations?</i>
Existing Pits and Quarries	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Will development hinder continued operation or extraction?</i>
Mineral and petroleum resource areas	<input type="checkbox"/>	<input type="checkbox"/>		<i>Will development hinder access to the resource or the establishment of new resource operations?</i>
Significant wetlands	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Development is not permitted</i>
Significant portions of habitat of endangered species and threatened species	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Development is not permitted</i>
Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest,	<input type="checkbox"/>	<input type="checkbox"/>	m	<i>Demonstrate no negative impacts</i>
Significant groundwater recharge areas, headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate that these features will be protected</i>

Feature or Development Circumstance	If a feature, is it on site or within 500m OR If a development circumstance does it apply?		If a feature specify the distance in metres.	Potential Information Needs
	Yes (X)	No (X)		
Significant built heritage resources and cultural heritage landscapes	<input type="checkbox"/>	<input type="checkbox"/>		<i>Development should conserve significant built heritage resources and cultural heritage</i>
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>		<i>Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or, where appropriate, removed, catalogued and analyzed prior to development</i>
Great Lakes system: A - Within defined portions of the dynamic beach and 1:100 year flood level along connecting channels	<input type="checkbox"/>	<input type="checkbox"/>		<i>A - Development is not permitted.</i>
B - On lands subject to flooding and erosion	<input type="checkbox"/>	<input type="checkbox"/>		<i>B - Development may be permitted; demonstrate that hazards can be safely addressed</i>
Erosion hazards	<input type="checkbox"/>	<input type="checkbox"/>		<i>Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and</i>
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>		<i>Where one-zone floodplain management is in effect, development is not permitted within the floodplain. Where two-zone floodplain management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, must meet the official plan policies for the SPA.</i>

Feature or Development Circumstance	If a feature, is it on site or within 500m OR If a development circumstance does it apply?		If a feature specify the distance in metres.	Potential Information Needs
	Yes (X)	No (X)		
Hazardous sites <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Demonstrate that hazards can be addressed</i>
Contaminated sites	<input type="checkbox"/>	<input type="checkbox"/>		<i>Assess an inventory of previous uses in areas of possible soil contamination</i>

- <sup>1</sup> *Class 1 Industry: Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.*
- <sup>2</sup> *Class 2 Industry: Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.*
- <sup>3</sup> *Class 3 Industry: Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.*
- <sup>4</sup> *Hazardous Sites: property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils or unstable bedrock.*

## 10. ADDITIONAL INFORMATION

10.1 *Please provide any additional information which may assist staff and other agencies in reviewing this application.*

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10.2 *Please provide details of the Owner/Applicant's proposed strategy for consulting with the public with respect to the application. (Complete for Subdivision Applications only)*

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10.3 Have you attached any of the following plans, reports or studies?

- (a) Traffic/Transit Impact Study  Yes  No
- (b) Noise and Vibration Report  Yes  No
- (c) Archaeological Assessment Report  Yes  No
- (d) Environmental Impact Study  Yes  No
- (e) Tree Preservation Plans  Yes  No
- (f) Well Study  Yes  No
- (g) Phase 1 and Record of Site Condition  Yes  No
- (h) Hydrogeological Study  Yes  No
- (i) Phasing and Staging Plan  Yes  No

**11. SERVICING**

11.1 Indicate (X) the proposed servicing type in Table F. Attach and provide the servicing information/reports as indicated in the Table.

**TABLE F - SEWAGE DISPOSAL AND WATER SUPPLY**

Service Type		Action or Needed Information Mandatory Reports
<b>Sewage Disposal</b>		
<input type="checkbox"/>	Public piped sewage system	No action at this time. City will need to confirm that capacity is available to service this application.
<input type="checkbox"/>	Public or private communal septic system.	Communal systems for the development of more than 5 lots/units: servicing report <sup>1</sup> , hydrogeological report <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup> .
<input type="checkbox"/>		Communal systems for the development of 5 or less lots/units and generating less than 4500 units per day effluent: hydrogeological report <sup>2</sup> .
<input type="checkbox"/>	Individual septic system(s)	Individual septic systems for the development of more than 5 lots/units: servicing report <sup>1</sup> and hydrogeological report <sup>2</sup> .
<input type="checkbox"/>		Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report <sup>2</sup> .
<input type="checkbox"/>	Other	To be described by the applicant.
<b>Water Supply</b>		
<input type="checkbox"/>	Public piped water system	No action at this time. City will need to confirm that capacity is available to service this application.
<input type="checkbox"/>	Public or private communal well(s)	Communal well systems for the development of more than 5 lots/units: servicing report <sup>1</sup> , hydrogeological report <sup>2</sup> and indication whether a public body is willing to own and operate the system <sup>3</sup> .
<input type="checkbox"/>		Communal well systems for non-residential development where water will be used for human consumption: hydrogeological

		<i>report<sup>2</sup>.</i>
<input type="checkbox"/>	Individual well(s)	<i>Individual wells for the development of more than 5 lots/units: servicing report<sup>1</sup> and hydrogeological report<sup>2</sup>.</i>
<input type="checkbox"/>		<i>Individual wells for non-residential development where water will be used for human consumption: hydrogeological report<sup>2</sup>.</i>
<input type="checkbox"/>	Communal surface water	<i>Approval of a "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing.</i>
<input type="checkbox"/>	Individual surface water	<i>MNR clearance should accompany the servicing options report submitted to MOECC.</i>
<input type="checkbox"/>	Other	<i>To be described by applicant.</i>

1. *Confirmation that the Ministry of Environment and Climate Change (MOECC) and the City concur with the mandatory servicing report will facilitate the review of the application.*
2. *All development on individual or communal septic tanks requires a mandatory hydrogeological report. Before undertaking a hydrogeological report, consult MOE about the type of hydrogeological assessment that MOECC would expect to see given the nature and location of the proposal.*
3. *Where communal services are proposed (water and/or sewage), these services must be owned by the City, unless otherwise permitted by MOECC.*

11.2 *Indicate (X) the proposed type of storm drainage and access in Table G. Attach and provide the servicing information as indicated in the Table.*

**TABLE G - STORM DRAINAGE, ROAD ACCESS AND WATER ACCESS**

<b>Service Type</b>		<b>Action or Needed Information/Reports</b>
<b>Storm Drainage</b>		
<input type="checkbox"/>	Sewers	<i>A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the application. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.</i>
<input type="checkbox"/>	Ditches or Swales	
<input type="checkbox"/>	Other	
<b>Road Access</b>		
<input type="checkbox"/>	Provincial highway	<i>Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur.</i>
<input type="checkbox"/>	Municipal road maintained all year	<i>No action at this time. The municipality will indicate acceptance of road alignment and access when the application is circulated for comment.</i>
<input type="checkbox"/>	Municipal road	<i>Subdivision or condominium development is not usually</i>

	maintained seasonally	<i>permitted on seasonally maintained roads.</i>
<input type="checkbox"/>	Right-of-way	<i>Access by right-of-ways on private roads are not usually permitted, except as part of condominium.</i>
<input type="checkbox"/>	Water Access	<i>Information from the owner of the docking facility on the capacity to accommodate the proposed development will assist the review. If Water Access is proposed, attach a description of the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.</i>

11.3 Have you attached a preliminary stormwater management report?  Yes  No  
 If not attached as a separate report, in what report can it be found?

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## 12. HERITAGE FEATURES

12.1 Are there any buildings or structures on the subject lands that are on the list of Architectural and/or Historical Interest or have been designated under the Ontario Heritage Act?  Yes  No

12.2 Are there any buildings or structures on abutting lands that are on the list of Architectural and/or Historical Interest or have been designated under the Ontario Heritage Act?  Yes  No

12.3 If yes to either of the above, a Heritage Impact Assessment is needed. Is a Heritage Impact Assessment attached?  Yes  No

12.4 If the plan would permit development on land that is an area of archaeological potential or that contains known archaeological resources, the following are required to be submitted:

- (a) an archaeological assessment prepared by a person who holds a licence 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
- (b) a conservation plan for any archaeological resources identified in the assessment.



**N.B. The following sections, 13, 14 and 16 must be completed. If the applicant is not the owner, section 15 must be completed as well.**

**13. ACKNOWLEDGEMENT CLAUSE**

I acknowledge that the City of Hamilton is not responsible for identification and remediation of contamination on the property, which is the subject of this Application - by reason of its approval to this Application.

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

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

**14. AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_   
*Applicant*

**15. AUTHORIZATIONS**

*15.1 If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed.*

**Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to act as my agent in this matter and 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.

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

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

15.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

**Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. I authorize \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of this application

\_\_\_\_\_  
Date

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

**16. CONSENT OF THE OWNER**

16.1 Complete the consent of the Owner concerning personal information as set out below.

**Consent of Owner to the Disclosure of Application Information and Supporting Documentation**

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13. In accordance with that Act, it is the policy of the City of Hamilton to provide public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, \_\_\_\_\_, the Owner, hereby agree and acknowledge that the information

(*Print name of Owner*)

contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the City of Hamilton making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Furthermore, I acknowledge that if the Public Notice Sign is not removed within 30 days of City Council's decision, the City is authorised to enter the land and to remove the sign at my expense.

\_\_\_\_\_  
Date

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

## 17. COLLECTION OF INFORMATION

The personal information contained on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, and will be used for the purpose of processing the application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the Coordinator of Business Facilitation, Planning and Economic Development Department, City of Hamilton, 71 Main Street West, 1<sup>st</sup> Floor, City Hall., Hamilton, Ontario, Telephone: 905-546-2424, ext.1284.

## 18. THE DRAFT PLAN

18.1 *The Planning Act requires submission of a key map, at a scale of not less than 1:10,000 and draft plan drawn to scale, showing the matters described in Subsection 51(17) of the Act. For more help on preparing the draft plan and key map, contact the City planning office. Twenty (20) copies of the draft plan on 8 1/2" by 11" paper are needed in addition to a minimum of thirty-five (35) copies of the draft plan drawn to scale (twenty-five (25) for condominiums).*

18.2 *Digital Mapping Information: One CD containing the digital plotting of the boundary of the proposed subdivision must be submitted with the application in PDF format. This will be retained by the City. The digital file should have a textual description of file format, map standards used, scale, contact person and general locational information, such as lot, concession and municipality. For more information on mapping specifications, contact the City planning office.*

*Is digital mapping attached?*

Yes

No

A File number will be issued for complete applications and should be used in all communications with the City.

**CITY OF HAMILTON  
COST ACKNOWLEDGEMENT AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**BETWEEN:**

\_\_\_\_\_  
*Applicant's name(s)*  
hereinafter referred to as the "Developer"

-and-

**CITY OF HAMILTON**

hereinafter referred to as the "City"

**WHEREAS** the Developer represents that he/she is the registered owner of the lands described in Schedule "A" attached hereto, and which lands are hereinafter referred to as the "lands";

**AND WHEREAS** the Developer has filed for an application for a (circle applicable) consent / rezoning / official plan amendment / subdivision approval / minor variance.

**AND WHEREAS** it is a policy of the City that any City costs associated with an appeal to the Local Planning Appeal Tribunal, by a party other than the Developer, of an approval of a consent, rezoning, official plan amendment, plan of subdivision, and/or minor variance, such as, but not limited to, legal counsel costs, professional consultant costs and City staff costs, shall be paid by the Developer.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the sum of two dollars (\$2.00) now paid by the City to the Developer, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. In this Agreement:

- (a) "Application" means the application(s) for a (circle applicable) consent/rezoning/official plan amendment/subdivision approval or minor variance dated \_\_\_\_\_with respect to the lands described in Schedule "A" hereto.
- (b) "Expenses" means all expenses incurred by the City if the application is: (a) approved by the City; (b) appealed to the Local Planning Appeal Tribunal by a party other than the developer; and (c) the City appears before the Local Planning Appeal Tribunal or any other tribunal or Court in support of the application, including but not limited to: City staff time, City staff travel expenses and meals, City disbursements, legal counsel fees and disbursements and all consultant fees and disbursements including, without limiting the generality of the foregoing planning, engineering or other professional expenses.

2. The City agrees to process the application and, where the application is approved by the City but appealed to the Local Planning Appeal Tribunal by a party other than the Developer, the Developer shall file an initial deposit, in the form of certified cheque or cash with the General Manager, Finance & Corporate Services within fifteen days of the date of the appeal of the application by a third party in the amount of 50% of the estimated expenses associated with the appeal as estimated by the City Solicitor in his sole discretion which shall be credited against the Expenses.
3. It is hereby acknowledged that if the deposit required pursuant to section 2 of this Agreement is not paid by the Developer the City shall have the option, at its sole discretion, of taking no further steps in supporting the Developer's application before the Local Planning Appeal Tribunal.
4. It is hereby acknowledged that all expenses shall be paid for by the Developer. The Developer shall reimburse the City for all expenses the City may be put to in respect of the application upon demand.
5. It is hereby acknowledged and agreed that all expenses shall be payable by the Developer whether or not the Developer is successful before the Local Planning Appeal Tribunal or any other tribunal or Court in obtaining approval for their application.
6. The City shall provide the Developer with copies of all invoices of external legal counsel or consultants included in the expenses claimed by the City.
7. The City shall provide the Developer with an accounting of all staff costs and City disbursements included in the expenses claimed by the City.
8. The City may, at any time, draw upon the funds deposited in accordance with sections 2 and 9 of this Agreement to satisfy expenses incurred pursuant to the appeal of the application.
9. In the event that the amount deposited pursuant to section 2 of this Agreement is reduced to less than 10% of the initial deposit, the City may halt all work in respect of the appeal of the application until the Developer deposits with the City a sum sufficient to increase the deposit to an amount which is equal to 100% of the expenses estimated pursuant to paragraph 2 of this Agreement and still to be incurred by the City.
10. Within 60 days of: (a) a decision being rendering in respect of the appeal or any legal proceedings resulting from the decision, whichever is later; or (b) the termination of all legal proceedings in respect of the application, the City shall prepare and submit a final account to the Developer. If there are any deposit funds remaining with the City they shall be applied against the account. Any amount owing in respect of the final account in excess of deposit funds shall be paid by the Developer within 30 days of the date of the final account. If any deposit funds are remaining after the final account has been paid they shall be returned to the developer within 30 days of the date of the final account.
11. This Agreement shall not be construed as acceptance of the application and nothing herein shall require or be deemed to require the City to approve the application.

- 12. This Agreement shall not stand in lieu of or prejudice the rights of the City to require such further and other agreements in respect of the application that the City may deem necessary.
- 13. Every term, covenant, obligation and condition in this Agreement ensures to the benefit of and is binding upon the parties hereto and their respective heirs, executors, administrators, successors, trustees and assigns.
- 14. When the context so requires or permits, the singular number is to be read as if the plural were expressed, and the masculine gender as if the feminine, as the case may be, were expressed; and,
- 15. This Agreement and the schedules hereto constitute the entire agreement between the parties in respect of the subject matter contained herein and is not subject to, or in addition to, any other agreements, warranties or understandings, whether written, oral or implied. This Agreement may not be modified or amended except by instrument in writing signed by the Developer and the City, and,
- 16. The waiver or acquiescence by the City of any default by the Developer under any obligation to comply with this Agreement shall not be deemed to be a waiver of that obligation or any subsequent or other default under this Agreement.
- 17. The Developer covenants and agrees to be bound by the terms and conditions of this Agreement and not to seek a release from the provisions thereof until such time as the Developer's obligations hereunder have been assumed by its successor, assignee or transferee by way of written agreement in the form set out in Schedule "B" to this Agreement.

**IN WITNESS WHEREOF** the Parties have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf.

**SIGNED, SEALED AND DELIVERED**

\_\_\_\_\_c/s  
 Owner:  
 Title:  
 I have authority to bind the corporation

\_\_\_\_\_c/s  
 Assignee:  
 Title:  
 I have authority to bind the corporation

**CITY OF HAMILTON**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

**SCHEDULE "A"**  
**DESCRIPTION OF LANDS**

**SCHEDULE "B"**  
**FORM OF ASSUMPTION AGREEMENT**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**BETWEEN**

\_\_\_\_\_  
(hereinafter called the "Owner")

**OF THE FIRST PART**

-and-

\_\_\_\_\_  
(hereinafter called the "Assignee")

**OF THE SECOND PART**

-and-

CITY OF HAMILTON  
(hereinafter called the "Municipality")

**OF THE THIRD PART**

**WHEREAS** the owner and the Municipality entered into and executed a Cost Acknowledgement Agreement dated \_\_\_\_\_.

**AND WHEREAS** Assignee has indicated that it will assume all of the Owner's duties, liabilities and responsibilities as set out in the Cost Acknowledgement Agreement.

**AND WHEREAS** Council for the Municipality has consented to releasing the Owner from its duties, liabilities and responsibilities under said Cost Acknowledgement Agreement subject to the Assignee accepting and assuming the Owner's duties, liabilities and responsibilities and subject to the Assignee the Owner and the Municipality entering into and executing an Assumption Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the parties hereto agree as follows.



1. The Assignee covenants and agrees to accept, assume and to carry out the Owner's duties, liabilities and responsibilities under the Cost Acknowledgement Agreement and in all respects to be bound under said Cost Acknowledgement Agreement as if the Assignee had been the original party to the agreement in place of the Owner.
2. The Municipality hereby releases the Owner from all claims and demands of any nature whatsoever against the Owner in respect of the Cost Acknowledgement Agreement. The Municipality hereby accepts the Assignee as a party to the Cost Acknowledge Agreement in substitution of the Owner, and agrees with the Assignee that the Assignee will be bound by all the terms and conditions of the Cost Acknowledgement Agreement as if the Assignee had been the original executing party in place of the Owner.
3. All of the terms, covenants, provisos and stipulations in the said Cost Acknowledgement Agreement are hereby confirmed in full force save and except for such modifications as are necessary to make said clauses applicable to the Assignee.

**IN WITNESS WHEREOF** the Parties have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf.

**SIGNED, SEALED AND DELIVERED**

\_\_\_\_\_  
Owner: \_\_\_\_\_c/s  
Title:  
I have authority to bind the corporation

\_\_\_\_\_  
Assignee: \_\_\_\_\_c/s  
Title:  
I have authority to bind the corporation

**CITY OF HAMILTON**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk