

PLAN OF SUBDIVISION APPLICATION



INTRODUCTION:

The plan of subdivision approval process is the primary instrument for regulating and providing the supply of residential, industrial and commercial lots and parcels in the Province of Ontario.

Section 51(16) of The Planning Act, RSO 1990 c.P. 13 allows the owner of land or the owner's authorized agent to apply to the approval authority for approval of a plan of subdivision.

Guelph City Council is the approval authority for Plans of Subdivision pursuant to Section 51(6) of The Planning Act. The City of Guelph Planning Services oversees the administration of subdivision approvals for the City of Guelph.

The procedure for approval of a Plan of Subdivision and flow chart are designed to acquaint you with the manner in which the City of Guelph will process your application.

You are strongly encouraged to consult with the City of Guelph Planning Services Staff for guidance in completing the attached application form in advance of making any formal submission.

FEES:

The attached application form must be completed and submitted with the required application fees as outlined on Schedule "1" attached. (Any cheques should be made payable to the City of Guelph.)

The Grand River Conservation Authority (GRCA) is now collecting fees for application review. See Schedule "3" for details. (Cheques will be made payable to the GRCA and submitted to the City of Guelph.) Consultation with Planning staff is recommended to determine the applicable fees.

Planning Services

T 519-837-5616
F 519-822-4632
E planning@guelph.ca

Procedures for Approval of a Plan of Subdivision Application

SIGNS:

All properties requesting approval of a plan of subdivision are required to post a Notice of Application sign or signs on the property affected by the application. Schedule "2" attached must be completed and submitted with the application form. You are encouraged to contact Planning Services regarding the wording of the Notice of Application sign prior to submitting the formal application.

(NOTE: For concurrent applications submitted together with a Zoning By-law Amendment application and/or Official Plan Amendment application only one completed Schedule is needed.)

APPLICATION REQUIREMENTS:

No applications shall be officially received and processed unless the General Manager of Planning Services is satisfied that it is complete.

A complete application consists of the following:

1. A complete and signed application form together with the prescribed application fee (Schedule "1").
2. A completed Sign Application Form (Schedule "2").
3. A signed letter of authorization from the owner(s) of the property for those applications submitted by an agent.
4. Forty (40) copies of a draft plan drawn to a metric scale of at least 1:1,200 and in accordance with Section 51(17) of The Planning Act, R.S.O. 1990 c.P.13 which provides as follows.

The draft plan of the proposed subdivision shall be drawn to scale and show:

- a) the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- d) the purpose for which the proposed lots are to be used;

Procedures for Approval of a Plan of Subdivision Application

- e) the existing uses of all adjoining lands;
 - f) the approximate dimensions and layout of the proposed lots;
 - g) 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;
 - h) the availability and nature of domestic water supplies;
 - i) the nature and porosity of the soil;
 - j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
 - k) the municipal services available or to be available to the land proposed to be subdivided; and
 - l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.
5. One (1) clearly legible reduction of the plan on an 8 " by 14" or 8 " x 11" sheet of paper for reproduction by the City.
6. Eighteen (18) copies of all supporting technical and background information reports as required (see Additional Submission Requirements).

ADDITIONAL SUBMISSION REQUIREMENTS:

1. A preliminary storm water management plan (identifying the manner in which storm water will be conveyed from the site) and a preliminary servicing strategy will be required with all applications for approval of a plan of subdivision. A traffic impact report may also be required at the discretion of the City of Guelph.
2. Where a development/redevelopment proposal requiring an Official Plan amendment, Zoning By-law amendment or plan of subdivision may impact upon a Natural Heritage Feature identified on Schedule "2" of the Official Plan, the proponent shall prepare an Environmental Impact Study (E.I.S.) in accordance with Section 6.3 of the Official Plan. (Natural Heritage Features include areas containing wetlands, forested areas, and wildlife habitats for terrestrial and aquatic species, valley lands, Areas of Natural and Scientific Interest (ANSI's) environmental corridors and ecological linkages.)
3. Applications proposing new residential development within 75 metres of the Hanlon Parkway or CN and Guelph Junction railway lines and adjacent to major traffic streets in new growth areas, may be required to submit noise and vibration evaluation studies in accordance with Section 8.2.31 of the Official Plan.

Procedures for Approval of a Plan of Subdivision Application

4. Applications proposing new development on “Landfill Constraint Areas” on Schedule “2” of the Official Plan, shall submit appropriate evidence to the City that the proposed development can safely take place, in accordance with Section 5.5.3 of the Official Plan.
5. Where a development/redevelopment proposal requiring an Official Plan amendment, a Zoning By-law amendment, a plan of subdivision, a consent, a demolition permit or a building permit impacts upon a built heritage resource, the proponent may be required to prepare a Built Heritage Resource Impact Assessment or a Scoped Built Heritage Resource Impact Assessment in accordance with Section 3.5 of the Official Plan. (Built Heritage Resource means a building, structure, landscape, monument, installation (or a group of them) or visible remains, which meets the designation criteria adopted by the Heritage Guelph and which is included in the City of Guelph Inventory of Heritage Structures as it is completed and as it may be amended. All buildings, structures, landscapes, monuments installations or visible remains constructed prior to 1930, but not limited to those constructed prior to 1930, shall be considered to be built heritage resources until considered otherwise by the Heritage Guelph).
6. "In accordance with City Council's decision dated May 2, 2005, with respect to large scale subdivisions, the submission of a preliminary phasing plan is required for all proposed large scale subdivisions containing more than 200 potential dwelling units (including multiple residential sites) or that are greater than 10 hectares (25 acres) in size."

1. **PRECONSULTATION (Optional but Encouraged)**

Prior to designing a subdivision or making a formal Subdivision Application, the developer should discuss the application requirements, as well as the constraints to development by contacting Planning Services. Once contacted, Planning Services role in quickly arranging a meeting with representatives of the following Departments and Organizations:

- The Developer and/or his or her representative;
- Environmental Services;
- Planning Services;
- The Grand River Conservation Authority;
- Others as required (i.e. Ministry of Municipal Affairs and Housing, Ministry of Environment, Ministry of Transportation, School Boards).

The purpose of this meeting will be to allow each of the groups to outline their specific mandates and expectations with respect to the Subdivision Proposal.

2. **PRELIMINARY SUBMISSION (Optional but Encouraged)**

Following the preconsultation process the Developer is expected to prepare a preliminary subdivision design and draft zoning schedule and submit six (6) copies of the same to

Procedures for Approval of a Plan of Subdivision Application

Planning Services for a review and response. Planning Services will circulate to the City Departments and others, as required, and request a review and response of the preliminary submission. The expected turnaround time for this submission is approximately thirty (30) days.

We also encourage the applicant to consider arranging a meeting with affected neighbours where the preliminary proposal will be outlined. City Staff will provide the circulation list to the applicant for notification purposes and will be available to participate in the meeting.

3. FORMAL SUBMISSION

The Developer is expected to integrate the staff comments received via the preliminary submission review into the final subdivision design and prepare a formal submission to the City. Upon receipt of a formal application, City staff will ensure that the forms, documents and plans provided constitute a “complete application”.

After the City has approved the location and wording for the proposed notification sign or signs to be installed at the site, the developer is expected to construct these signs as approved.

The subdivision application will not be circulated until the required notification signs have been erected in accordance with City Council policy and all required information and material has been received.

4. PREPARATION OF NOTICE OF APPLICATION AND CIRCULATION

After determining that the application for subdivision approval is complete, the Planner assigned to the project will prepare a Notice of Application. This notice will be mailed to property owners within 120 metres of the lands to be subdivided (in accordance with the requirements of the Planning Act), as well as other prescribed Agencies, Departments, and Agencies interested in development in the City. A listing of the Agencies circulated is available by contacting Planning Services.

The Notice of Application will be circulated to affected property owners and agencies. In the case of commenting Agencies, a sixty (60) day response period will be allowed in order that the Agencies will have sufficient time in which to respond. In the case of neighbouring property owners, tenants and neighbourhood groups, the response period will be thirty (30) days calculated from the date of the notification letter.

5. PLANNING STAFF ANALYSIS OF PROPOSAL

As comments from the circulated agencies are received, the Planner will review the replies to determine any problems raised and work with the developer to take appropriate actions to remedy apparent problems prior to receipt of all outstanding responses. The Planner will attempt to resolve any outstanding problems prior to taking the application forward to a formal public meeting and decision by City Council.

Procedures for Approval of a Plan of Subdivision Application

Where significant letters or opposition or concern are received from neighbouring property owners, tenants or neighbourhood groups, Planning Services will make a decision regarding the scheduling of an information meeting in order to assist in resolving the concerns. If an information meeting is scheduled, the developer will be notified by Planning Services and expected to briefly explain the purpose of the application at the meeting in addition to assist the Planner in providing presentation material.

6. PREPARE NOTICE OF PUBLIC MEETING

Once the decision has been made to proceed to a public meeting and formal decision by City Council, the Planner will prepare a Notice of Public Meeting. As with the circulation notice, the formal notice of public meeting will be mailed to property owners within 120 metres of the lands to be subdivided (in accordance with the requirements of the Planning Act) as well as other Agencies as prescribed by the Planning Act.

In accordance with the Planning Act, the public meeting notice must be mailed at least twenty (20) days prior to the formal public meeting. (NOTE: Prior to arranging this public meeting the preliminary staff recommendations will be reviewed with the owner/applicant).

7. PLANNING REPORT

The Planner will prepare a report on the application to be presented to City Council containing recommendation of Planning Services on the proposed subdivision and any related planning application (i.e. an Official Plan Amendment and/or Zoning By-law Amendment application). Copies of the staff report are available by contacting the Information Services Department.

8. STATUTORY PUBLIC MEETING

At the statutory public meeting a presentation of the proposal will be made by the Planner. Interested parties will be allowed to express their concerns or support of the proposal. The developer and/or his or her representatives will be expected to make a brief presentation and express their concerns or support of the staff recommendation. **(NOTE: No formal decision may be made on the application by City Council at this time, but Council may provide direction to Staff regarding the recommendations related to the proposal for debate and decision at a future meeting – see Step 9.)**

9. DECISION

A minimum of fourteen (14) days following the statutory public meeting (in accordance with the requirements of the Planning Act), City Council will debate the merits of the subdivision and make a decision. In most cases this decision will occur at the next Council meeting.

Procedures for Approval of a Plan of Subdivision Application

10. **APPROVAL OF IMPLEMENTING BY-LAW**

By-law prepared to implement the subdivision and any associated Official Plan and Zoning By-law amendments. In most cases, the By-law approval will occur at the Council meeting following Council's decision on the application.

11. **NOTICE OF DECISION**

Within fifteen (15) days of the decision of City Council on the application the City Clerk is required to prepare a notice of this decision and circulate the decision (in accordance with the requirements of the Planning Act). Similarly, the City Clerk will also coordinate the Notice of the Passing of the Zoning By-law Amendment if applicable.

After the notice of decision has been sent the Planning Act requires that there be a thirty (30) day appeal period in which interested parties may appeal the decision of City Council with respect to the plan of subdivision or any of the conditions imposed.

12. **DRAFT PLAN APPROVAL**

If following the completion of the thirty (30) day appeal period, no appeals are filed, Planning Services will red-line the plans, if required, and prepare the plans for signatures of the Mayor and City Clerk. The City Clerk shall grant draft plan approval to the subdivision and certify the Zoning By-law Amendment, if applicable. Applicant receives formal notice of draft plan approval.

Consultation by applicant with City and Liaison Agencies prior to producing plans for application is encouraged.



Presubmission review of Plans by planning and other City Departments. Consultation with the public is also encouraged.



Application received and reviewed to ensure that it is complete application. Sign wording approved by Planning Services and Sign erected by applicant.



Property Owner/Agency Circulation.



Planning analysis of proposal and circulation comments. Developer and Planner discuss issues raised and hold Public Information Meeting if significant concerns raised. Additional information may be requested by developer.



Notice of Public Meeting circulated to owners and prescribed agencies at least 20 days prior to Council Meeting.



Planning Report and recommendations prepared.



Statutory Public Meeting before City Council.



Council decision on subdivision application.



Approval of Implementing By-Law.



Notice of Passing of a By-law to implement the Subdivision circulated. 30 day appeal period.



Planning Services red-lines draft plans (if required) and prepares plan for signatures of Mayor and City Clerk (following appeal period without appeals or after OMB decision on appeals). Applicant receives Official notification of draft plan approval following appeal period or OMB decision.

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION

FOR THE CITY OF GUELPH

A) **GENERAL INFORMATION**

1. **Owner's Name:** _____

Principle of Company (if Owner is a Company Name): _____

Owner's Address: _____

Postal Code: _____

Telephone Number: _____ **Fax Number:** _____

2. **Applicant's Name:** _____
(if different than above)

Applicant's Address: _____

Postal Code: _____

Telephone Number: _____ **Fax Number:** _____

3. List of persons or institutions that have any mortgage, charge or encumbrance on the property:

Name: _____

Address: _____

Postal Code: _____

Telephone Number: _____ **Fax Number:** _____

Name: _____

Address: _____

Postal Code: _____

Telephone Number: _____ **Fax Number:** _____

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION

4. Are there any easements or restrictive covenants affecting the subject lands?

_____ **YES** _____ **NO**

If **YES**, please provide a brief description of each easement or covenant and its effect:

B) DESCRIPTIVE INFORMATION

1. Legal Description (including Lot and Concession, Lot and Registered Plan Number, Reference Plan and Part Numbers as applicable):

2. Existing zoning category of subject property:

3. Existing Official Plan Designation(s) of the subject property:

Schedule "1" – Land Use Plan _____

Schedule "2" – Natural Heritage Features _____

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION

C) DETAILS OF THE PAN OF SUBDIVISION

1. Proposed Land Use:

INTENDED LAND USE	NUMERICAL REFERENCE TO LOTS OR BLOCKS	NUMBER OF UNITS OR DWELLINGS	LAND AREA (HECTARES)	DENSITY (UNITS/DWELLINGS) PER HECTARE
Detached Dwellings				
Semi-Detached /Duplex Dwellings				
On-Street Townhouse Dwellings				
Cluster Townhouse Dwellings				
Apartment Dwellings				
Seasonal Residential				
Mobile Homes				
Other Dwellings (Specify)				
Commercial				
Industrial				
Park / Open Space		n/a		n/a
Institutional (Specify)				
Roads		n/a		n/a
Other Use (Specify)				
TOTAL				

2. Proposed Fulfilment of 5% Park Dedication Requirement (please check):

a) Previously dedicated

b) Land Dedication (Specify blocks and percentage)

c) Cash-in-lieu

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION

D) SERVICING

1. **Access** to the subject land **will** be provided by (Please check appropriate box)

- a) Provincial Highway
 - b) Open Municipal Road
 - c) Right-of-Way
 - d) Other (Please Explain)
-

2. **Water will** be provided to the subject property by? (Please check appropriate box)

- a) Municipal Piped Water System
 - b) Private Well
 - c) Commercial Well
 - d) Other (Please Explain)
-

3. **Sewage Disposal will** be provided to the subject property by? (Please check appropriate box)

- a) Municipal Sanitary Sewer
 - b) Individual Septic System
 - c) Commercial Septic System
 - d) Other (Please explain)
-

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION

4. **Storm Drainage will** be provided by? (Please check appropriate box)

- a) Municipal Storm Sewer
 - b) Ditch or Swale
 - c) Other (Please Explain)
-

E) OTHER INFORMATION

1. Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act or for a consent under Section 53 of the Planning Act?

_____ **YES** _____ **NO**

If **YES**, please identify the file number of the application and the decision on the application.

2. Is the subject land the subject of a current application for approval of:

- a) An Official Plan Amendment _____ **YES** _____ **NO**
- b) A Zoning By-law Amendment _____ **YES** _____ **NO**
- c) A minor variance _____ **YES** _____ **NO**
- d) A consent (severance) _____ **YES** _____ **NO**
- e) A site plan approval _____ **YES** _____ **NO**
- f) A Ministries Zoning Order _____ **YES** _____ **NO**

If **YES**, please outline the status of the related applications and file numbers (if known).

APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION

I hereby swear that the information provided by this application is true.

Date Submitted

Owner's/Applicant's Signature
(NOTE: If applicant is signing, the owner must complete the "**Application Authorization Form**" attached to this application)

Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

"FOR OFFICE USE ONLY

AMANDA No. Assigned:

File No. Assigned

Complete Application Review Date:

Assigned to:

SCHEDULE “2”

CITY OF GUELPH PLANNING SERVICES

PROCEDURES AND REQUIREMENTS FOR THE ERECTION OF SIGNS FOR THE NOTIFICATION OF PLANNING APPLICATIONS

REQUIREMENTS:

In conjunction with applications for approval of a Draft Plan of Subdivision or amendment to the Zoning Bylaw and/or the Official Plan for the City of Guelph, the applicant shall erect a non-illuminated sign at the applicant's cost on the subject property. The sign shall be professionally prepared and erected after the submission of the aforesaid application(s) and approval of the wording of the sign by Planning Services. The required sign shall also be removed within seven days of the approval, denial or closing of the application(s) by Guelph City Council, or withdrawal of the application(s). The aforesaid application(s) will not be circulated by Planning Services until the required sign has been approved and erected. Where proposals involve more than one type of application (i.e. Official Plan Amendment, Zoning By-law amendment, subdivision) the sign(s) shall give notice of all applications.

APPLICATION:

The reverse of this form must be completed, signed by the owner or the applicant's authorized agent and submitted to Planning Services.

APPLICATION REVIEW:

The application will be reviewed by Planning Services for compliance with these requirements, the Zoning By-law and the wording of the sign message.

SIGN SPECIFICATIONS:

- a) Size: 1.2m wide by 1.2m high, 0.6m ground clearance.
- b) Acceptable Materials: 20mm exterior grade plywood panel, vertical posts to be 10cm by 10cm installed a minimum of 1.2m below grade; 5cm by 5cm horizontal stringers to be located behind the top, bottom and centre of the sign panel.
- c) Paint: Sign panels and all structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkyd paint over a suitable primer. Lettering shall be painted in black on a white background.
- d) Lettering: The sign shall be professionally lettered or silk screened using upper case Helvetica Medium typeface or similar sans serif, size 30mm, 50mm and 100mm. The lettering must not be capable of being removed.
- e) Wording: The sign shall contain wording that has been approved by Planning Services and shall generally be in the format as shown on the reverse of this sheet.

Schedule "2" Cont

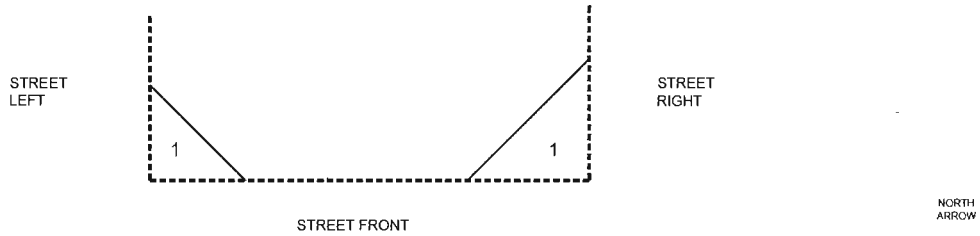
- f) Location: For interior lots having frontage on one street, the required sign shall be located approximately midway between the side lot lines at a maximum set-back of 1.2m from the streetline.

For lots with streetline(s) that abut two streets (i.e. corner lots, through lots), a separate sign shall be required facing each street, located approximately midway between the side lot lines at a maximum set-back of 1.2m from the streetline(s).

All signs shall be located away from any obstructions such that the signs are visible from the street.

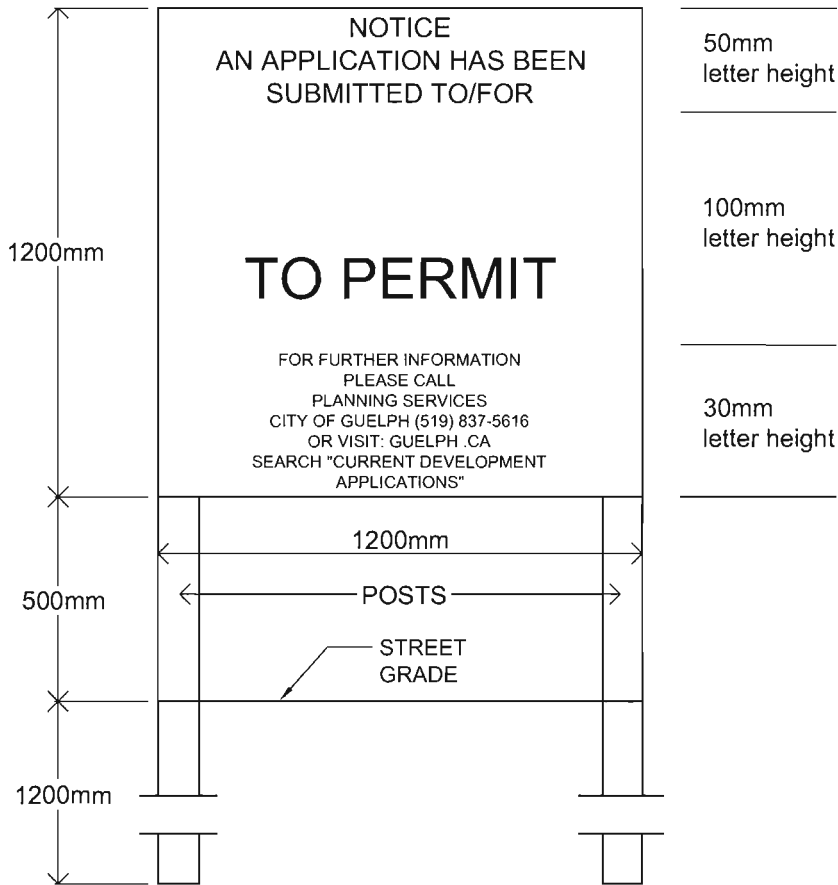
- g) Maintenance: With signing of this application, the applicant agrees that the sign will be maintained both in structure and paint work to the satisfaction of the City.

SIGN FOR PLANNING APPLICATION NOTICE



1. Sign must not be located in corner sight triangle, as specified by the Zoning By-law.
2. Sign must be within 1.2m of street property line.

Sign Message and Dimensions:



To Planning Services:

The undersigned hereby agrees to construct the proposed sign(s) in accordance with the specifications contained herein and to maintain the sign(s) both in structure and paint work to the satisfaction of the City. The undersigned further agrees to remove the sign(s) within seven (7) days of the approval, denial or closing of the application(s) by Guelph City Council, of the withdrawal of the planning application(s).

 Owner Owner's Agent

 Signature

 Date

FOR OFFICE USE ONLY

 Approved by:

 Date

APPLICATION AUTHORIZATION FORM

I/WE _____, the registered
Owners of _____ (municipal address or legal
Description) hereby authorize _____ to act as agent
for the Application of a Plan of Subdivision which deals with the above
noted lands.

Date

Owner's Signature

Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.



Prescreening Criteria Grand River Conservation Watershed Plan Review Fee



Review Official Plan Schedules 1 and 2 provided. If the answer to any of the following questions is "YES", please circulate the application to the Grand River Conservation Authority for review. For consent applications, please apply the questions to both the severed and retained parcels

SCHEDULE 1:

1. Are there lands on the property that are identified in the Official Plan as "Core Greenlands" or "Non-Core Greenlands Overlay" or which fall within defined areas regulated by the Conservation Authority (scheduled areas or Special Policy Areas/Floodplain)?
Yes No
2. Is there a watercourse (creek, stream and/or river) and/or river valley slope on the property, or is the property located within 30m of the top of the bank of a slope?
Yes No

SCHEDULE 2:

3. Is there a "Provincially Significant Wetlands" delineation on the property, or within 120m (400 feet) of the property?
Yes No
4. Is there an "Area of Natural and Scientific Interest (ANSI)" delineation on the property, or within 50m (164 feet) of the property?
Yes No
5. Is there a "Locally Significant Wetlands" delineation on the property, or within 30m (100 feet) of the property?
Yes No
6. Is there a "Significant Woodlands" delineation on the property, or within 50m of the property?
Yes No
7. Is there an "Other Natural Heritage Features" delineation on the property, or within 50m of the property?
Yes No
8. Is the property located within an "Aggregate Resource Areas" delineation, or within 50m of this delineation?
Yes No
9. Is the property located within the Regulatory Floodline?
Yes No