



Town of Fort Erie

APPLICATION FOR DRAFT PLAN OF SUBDIVISION AND/OR DRAFT PLAN OF CONDOMINIUM 2022

Under Subsection 16, Section 50 of the Planning Act R.S.O, 1990, c.P.13, as amended and other applicable legislation

INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE ONTARIO PLANNING ACT AND WILL BE USED BY THE TOWN OF FORT ERIE IN THE PROCESSING OF THIS APPLICATION. THE INFORMATION AS WELL AS SUPPORTING STUDIES AND REPORTS MAY BE USED BY OTHER DEPARTMENTS AND AGENCIES FOR THE PURPOSE OF ASSESSING THE PROPOSAL AND PREPARING COMMENTS. THIS INFORMATION MAY ALSO BE RELEASED TO THE PUBLIC

**Planning and Development Services
The Corporation of the Town of Fort Erie
1 Municipal Centre Drive
Fort Erie, Ontario L2A 2S6**

FOR OFFICE USE ONLY

Reviewed for completeness by: _____

Date Deemed Complete: _____

Application Fee Received: yes no

Receipt # _____

“Date Received”

SUBMISSION REQUIREMENTS:

IMPORTANT: APPLICANTS, PLEASE SUBMIT THE FOLLOWING WITH THE DRAFT PLAN OF SUBDIVISION/CONDOMINIUM. PLEASE CHECK ALL APPLICABLE BOXES AND SUBMIT WITH YOUR APPLICATION. KEEP COPIES FOR YOUR FILES

- One (1) digital or paper copy of the application form. The application should be completed by the property owner or authorized agent.
- Completed Pre-consultation agreement
- Five (5) paper and one (1) digital copy/copies of the draft plans drawn to scale with boundaries and certified by an Ontario land surveyor. The plan must also be signed by the registered owner and detail the requirements of section 51(17) of the planning act. If further copies are needed, the applicant will be notified.
- One (1) digital or paper copy of the draft plan 8 ½” x 11”
- Draft plan must be submitted in autocad dwg format
- Digital or paper copies of the required studies, reports and plans/concepts listed in the pre-consultation agreement summary
- A sign must be erected on the subject site and a photograph of the sign on the site must be submitted to the Town in accordance with Appendix 2
- Property owner site access permission form, environmental certificate and owner authorization (if applicable)
- Completed Draft Plan of Subdivision Design Check list (Appendix “1”)

APPLICATION FEES:

Town of Fort Erie Review Fee

Draft Plan of Subdivision or Draft Plan of Condominium
+ \$50 per lot after the first 50 units

\$8837

Re-Circulation Fee

\$681

Draft Plan Modification Fee (with circulation)

\$4406

Draft Plan Modification Fee (without circulation)

\$1943

Regional Planning Department Review Fee

Please contact the Regional Planning Department concerning the Regional schedule of fees for subdivision and condominium applications, or as detailed in the Pre-Consultation Agreement

Niagara Peninsula Conservation Review Fee (if applicable)

Please contact the Niagara Peninsula Conservation Authority concerning the schedule of fees for subdivision and condominium applications, or as detailed in the Pre-Consultation Agreement

NOTE: APPLICANTS SHOULD REVIEW THIS APPLICATION WITH THE PLANNING DEPARTMENT BEFORE SUBMITTING.

SECTION 1 – CONTACT INFORMATION

Name of Applicant: _____

Address: _____

Town/City: _____ Postal/Zip Code : _____

Telephone No.: _____ Fax No.: _____

Email: _____

Name of Owner(s) (if different from the applicant): _____

Address: _____

Town/City: _____ Postal/Zip Code : _____

Telephone No.: _____ Fax No.: _____

Email: _____

Main Point of Contact Name: _____ **Company:** _____
(this will be the person that will handle the file and liaise with the Town)

Address: _____

Town/City: _____

Postal/Zip Code : _____

Telephone No.: _____ Fax No.: _____

Email: _____

Please check if the property owner should also be copied on all communication: **initial** _____

Ontario Land Surveyor: _____

Address: _____

Town/City: _____

Telephone No.: _____ Fax No.: _____

Email: _____

SECTION 2 - SITE INFORMATION

Municipal Address: _____
(If no street address, specify method of access)

Legal description of the lands (Lot & Registered Plan or Concession suitable to the Registry Office):

Easements and/or restrictive covenants affecting the lands:

Description: _____

Effect: _____

Present use of land: _____

Give a brief description of the existing land use, vegetation, topography and drainage on the site

Previous use of land (e.g. Orchard, gas station, industrial plant, etc.)

Use of abutting land: NORTH _____

SOUTH _____

EAST _____

WEST _____

If known, date present use commenced (for buildings - date of construction) _____

Lot (Street) Frontage _____feet _____meters

Depth _____feet _____meters

Area _____square feet _____square meters

SECTION 3 – SERVICING AND ROAD INFORMATION

Water Supply (check appropriate boxes)

- Publicly owned & operated? YES NO
- Connected? YES NO
 - Lake YES NO
 - Well (Private or Communal) YES NO
 - Other (specify) _____

Sanitary Sewer Disposal (check appropriate boxes)

- Publicly owned & operated? YES NO
- Connected? YES NO
- Septic System (Private/Communal) YES NO
- Private/Communal > 5 lots YES NO
- Other (specify) _____

Does the proposed development consist of five or more lots on private or communal water and/or septic? If yes, has a:

- Servicing Options Report been submitted? YES NO
- A hydrological Report been submitted? YES NO
 - Storm Sewer Available? YES NO
 - Connected? YES NO

How will storm drainage be provided?

- Sewers? YES NO
- Ditches YES NO
- Swales YES NO
- Other: _____ YES NO

- Access to Property: Public Road YES NO
- Private Road YES NO
- Right-of-Way YES NO

Width of Abutting Road Allowances to Property _____ FT.

SECTION 4 – PROPOSED LAND USE DETAILS

SUBDIVISION / CONDOMINIUM BREAKDOWN

LAND USE	No. of Units	No. of Lots/Blocks	Area in Hectares	No. of Units/Hectare	No. of Parking Spaces
a) Single detached residential					
b) Semi detached/duplex residential					
c) Multiple attached residential (townhouses)					
d) Apartments					
e) Seasonal residential					
f) Mobile/Modular homes					
g) Neighbourhood Commercial					
h) Commercial, other					
i) Industrial					
j) Park & Open Space					
k) Institutional (Specify Use)					
l) Roads					
m) Other (Specify Use)					
TOTAL					

**SECTION 5 - PROPOSED CONDOMINIUM
(TO BE FILLED OUT IF PROPOSING A PLAN OF CONDOMINIUM ONLY)**

SPECIFIC CONDOMINIUM INFORMATION

Has a Site Plan Agreement been registered on the property? YES NO
Instrument No. _____ Date: _____

Has a building permit been issued? YES NO
Permit No. _____ Date: _____

Is the condominium: under construction? YES NO
completed construction? YES NO

Is the condominium a conversion of a rental unit? YES NO
Number of units to be constructed: _____

SECTION 6 - COMPLIANCE WITH PLANNING DOCUMENTS

PLANNING COMPLIANCE

Present Town of Fort Erie Official Plan Designation: _____
Is an amendment required? YES NO

Present Zoning of Property: _____
Is an amendment required? YES NO

Present Regional Policy Plan Designation: _____
Is a Regional Policy Plan Amendment required? YES NO

SECTION 7 - HISTORICAL AND CURRENT APPLICATIONS

CONCURRENT APPLICATIONS

If known (check with Town staff), is the subject land or land within 120 metres of the subject land, the subject of an application **by the applicant and/or owner** under The Planning Act for:

- A Minor Variance File No _____ Status _____
- An Official Plan Amendment File No _____ Status _____
- A Zoning By-law Amendment File No _____ Status _____
- A Consent (Land Division) File No _____ Status _____
- A Site Plan File No _____ Status _____

PREVIOUS APPLICATIONS

If known, has the subject land ever been the subject of:

- a. A Subdivision Application? YES NO
 File No. _____ Decision: _____ Date: _____
- b. A Land Severance Application? YES NO
 File No. _____ Decision: _____ Date: _____
- c. A Minor Variance? YES NO
 File No. _____ Decision: _____ Date: _____
- d. A Site Plan? YES NO
 File No. _____ Decision: _____ Date: _____
- e. An Official Plan Amendment ? YES NO
 File No. _____ Decision: _____ Date: _____
- f. A Zoning By-law Amendment ? YES NO
 File No. _____ Decision: _____ Date: _____
- g. A Minister's Zoning Order? YES NO
 File No. _____ Decision: _____ Date: _____

SECTION 8 – PROVINCIAL PLANS AND SIGNIFICANT FEATURES CHECKLIST

Feature or Development Circumstance	Development or Special Feature		If feature specify distance in m.	Potential Information Needs
	Yes	No		
Consistent with Provincial Policy Statement				Development must be consistent
Consistent with the Growth Plan				Development must be consistent
Non-Farm development near designated urban area or rural settlement area				Demonstrate insufficient land supply available for development within the 20 year timeframe.
Class 1 Industry ¹				Assess development for residential and other sensitive land uses within 70 m.
Class 2 Industry ²				Assess development for residential and other sensitive land uses within 300 m.
Class 3 Industry ³				Assess development for residential and other sensitive land uses within 1000 m.
Land Fill Site				Address possible leachate, odor, vermin and other impacts.
Sewage Treatment Plant				Assess he need for a feasibility study for residential and other sensitive land uses
Waste Stabilization Pond				Assess he need for a feasibility study for residential and other sensitive land uses
Active Railway Line				Evaluate impacts within 300 m.
Controlled access highways including designated future routes				Evaluate impacts within 100 m.
Agricultural operations				Development to comply with the Minimum Distance Separation Formulae
Existing Pits and Quarries				Will development hinder continued operation or extraction
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations
Provincially Significant wetland				No development is permitted.
Locally Significant Wetland or a Provincially Significant Wetland within 120 metres				An Environmental Impact Study (EIS) must be prepared to determine impacts and mitagative measures.
Significant portions of habitat of endangered species and threatened species				Development is not permitted.
Significant fish habitat, woodlands, valley land, areas of natural and scientific interest, wildlife habitat				An Environmental Impact Study (EIS) must be prepared to determine impacts and mitagative measures.
Significant archeological resources				Assess development proposed in areas of medium and high potential for significant archeological resources. See Official Plan Schedule D and D1.

Great Lakes System: A-Within defined portions of the dynamic beach and 1:100 year flood level along connecting channels B-On lands subject to flooding erosion				A-Development is not permitted. B-Development may be permitted; demonstrate that hazards can be safely addressed
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Note: it may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.

1. Class 1 industry: small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 industry: medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime track traffic.
3. Class 3 industry processing and manufacturing with frequent and intense off site impacts and high probability of fugitive emissions.

SECTION 9 - ENVIRONMENTAL SITE SCREENING

Previous Use of Property (if applicable)

- Residential
 Industrial
 Commercial
 Institutional
 Agricultural
 Parkland
 Vacant
 Other

If previous use of the property is Industrial or Commercial, specify all previous uses:

SECTION 9 - ENVIRONMENTAL SITE SCREENING (continued)

Is there reason to believe that the lands may be contaminated based on historical land use? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has land filling occurred on the property or lands adjacent to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has petroleum or other fuel been stored on the subject lands or adjacent land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If the property has in the past or is currently being used for a non-residential use, what is the nature of the use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Is the nearest boundary line of the subject lands within 500 m. (1,640 ft) of an operational or non-operational landfill or dump?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Have previous agriculture operations ever included the application of cyanide-based pesticide products or sewage sludge on the lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are you aware of any underground storage tanks, or other buried waste on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If there are any existing or previously existing buildings, are there building materials remaining, which are potentially hazardous to health (asbestos, PCBs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years? If yes, please submit it with your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has an Environmental Site Assessment been submitted to the Town of Fort Erie in the past in support of a planning application on the subject lands? If yes, indicate the type if planning application(s) and file number(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Official Plan Amendment # _____ Zoning By-law Amendment # _____ Site Plan # _____ Plan of Subdivision# _____ Other # _____	
<p>*Possible offending uses may include: disposal of waste materials, raw material storage, residues left in containers, such as gas stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.</p>	

**THIS SECTION IS TO BE COMPLETED BY TOWN OF FORT ERIE
PLANNING STAFF**

1. Does the completed Site Screening Questions include any YES or UNCERTAIN responses? YES NO
2. Is there a change in use proposed to a more sensitive use? YES NO
3. Does the proposal include any lands to be conveyed in the Town? YES NO
4. Does the proposal require any lands to be conveyed to the Town or for the Town to acquire and interest in any lands for such purposes as but not limited to road widenings, stormwater management, servicing, etc? YES NO
5. Is a Phase 1 ESA required to be submitted with the application? YES NO



ENVIRONMENTAL ACKNOWLEDGEMENT CERTIFICATE

(to be signed by Owner and Applicant)

I/We _____ the owner of (property address) _____ and the applicant _____ of the above-noted lands hereby acknowledge that it is my/our responsibility to use all reasonable efforts to identify the potential for contamination on the above-noted lands and to ensure the I/We are in compliance with all applicable laws, regulations, guidelines and other government directives pertaining to contaminated sites as well as the Town's Official Plan policies pertaining to potentially contaminated properties. I/We acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I/We further acknowledge that the Town of Fort Erie is not responsible for the identification and/or remediation of contaminated sites, and I/We agree, whether in, through, or as a result of any action or proceeding for losses or damages related to environmental contamination or clean-up of contamination, I/We will not sue or make claim whatsoever against the Town of Fort Erie, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

Proceeding will not commence until this is provided.

Dated at _____ this _____ day of _____ 20____.

(Town, City or Township)

SIGNATURE OF OWNER

(please print name)
(AFFIX Corporate Seal if applicable)

SIGNATURE OF APPLICANT

(please print name)
(AFFIX Corporate Seal if applicable)



**SITE GRADING AND TREE CLEARING ACKNOWLEDGEMENT
(to be signed by Owner)**

I, _____, the owner of the above-noted lands hereby agree
not to remove any woody vegetation nor conduct any grading on the subject site
(_____) until such time as a final subdivision approval is
granted.

Dated at _____ this _____ day of _____ 20_____.
(Town, City or Township)

SIGNATURE OF OWNER

(please print name)
(AFFIX Corporate Seal if applicable)



**SITE ACCESS CERTIFICATE
(to be signed by Owner)**

I, _____, the owner of the above-noted lands hereby grant Town of Fort Erie staff, members of a Town Committee, or members of a public agency to enter the subject site (_____) to review and confirm the information provided with the application.

Proceeding will not commence until this is provided.

Dated at _____ this _____ day of _____ 20____.
(Town, City or Township)

SIGNATURE OF OWNER

(please print name)
(AFFIX Corporate Seal if applicable)

DECLARATION OF APPLICANT OR AUTHORIZED AGENT

THE FOLLOWING DECLARATION ***MUST*** BE SIGNED BY THE APPLICANT OR AGENT IN THE
PRESENCE OF A COMMISSIONER FOR THE TAKING OF AFFIDAVITS

I, _____

of the _____
(Town, City or Township)

in the _____
(Region, County or District)

solemnly declare that all the statements contained in this application are true, and I make this solemn
declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if
made under oath by virtue of THE CANADA EVIDENCE ACT.

Signature of Applicant or Authorized Agent

COMMISSIONER:

Declared before me at: _____
(Town, City or Township)

in the _____
(Region, County or District)

this _____ day of _____ 20 _____

A Commissioner, etc.



AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

AUTHORIZATION: Must be filled in if by the Owner if the Applicant and/or Agent is not the registered Owner of the lands. Please provide names of all owners of the Corporation or numbered Company.

I/We, _____,
(Names of Owners)

being the registered owner(s) of the lands subject of this application hereby authorize

(Name of Person)

of the Town/City of _____
(Town, City or Township)

in the Regional Municipality of _____
(Region, County or District)

to make application on my/our behalf to the Town of Fort Erie for a Zoning By-law Amendment and/or Official Plan Amendment in accordance with Subsection 10.1, Section 34 of The Planning Act of Ontario, R.S.O. 1990, c.P. 13 as amended.

Dated at the Town/City of _____
(Town, City or Township)

in the Regional Municipality of _____
(Region, County or District)

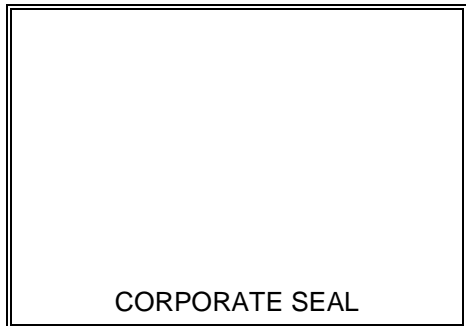
this _____ day of _____ 20_____

 Owner Signature

 Witness

 Owner Signature

 Witness



NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.

APPENDIX 1
DRAFT PLAN OF SUBDIVISION DESIGN CHECKLIST

The questions contained in this checklist provide developers, consultants and the general public with the good urban design criteria which the Town will use to assess the design of a subdivision. This checklist must be submitted with your application. Please check all those that apply:

1.0 LAND USE

1.1 Does the plan provide for a mix of uses - for example, mix of residential uses, offices, schools, retail stores, cultural and community spaces, and recreational facilities? YES NO If no, why?

1.2 Does the plan provide for a range of lot sizes? YES NO If no, why?

1.3. Are the larger lots 18m or more located on corners or where a secondary access is available, to provide the future ability to create secondary dwelling units in accordance with the Town's Zoning By-law? YES NO If no, why?

1.4. Are places of residence and work near destinations such as parks, walking paths, trails and waterfront recreation areas? YES NO If no, why?

1.5. Are residential lands located within 400m of daily living needs (local commercial, recreation, transit etc.)? YES NO If no, why?

1.6 Are multi-use buildings located near public transit stops or along a transit corridor? YES NO If no, why?

1.7 Are any rail corridors identified on the subject plan? **YES** **NO** If no, why?

2.0 DESIGN DETAILS

2.1 Are apartment units proposed above commercial uses? **YES** **NO** If no, why?

2.2 Does the design propose any lots fronting onto two streets? **YES** **NO** If no, why?

2.3 Does the design support vistas and termination of views with public spaces, or unique buildings? **YES** **NO** If no, why?

2.4 Are the open spaces or other public spaces proposed near higher density development? **YES** **NO** If no, why?

2.5 Does the proposed parkland area(s) front onto two streets? **YES** **NO** If no, why?

2.6 Is the proposed parkland/open space in one large area rather than dispersed into smaller pieces? **YES** **NO** If no, why?

2.7 Is a Town square or other focal point proposed? **YES** **NO** If no, why?

2.8 Are the public spaces linked through the system of streets, sidewalks and pathways? **YES** **NO** If no, why?

2.9 Are the commercial areas linked through the system of streets, sidewalks and pathways? **YES** **NO** If no, why?

2.10 Are the public spaces located along major pedestrian thoroughfares? **YES** **NO** If no, why?

2.11 Does the subdivision design respect changes in the natural landscape, and protect environmental lands? **YES** **NO** If no, why?

2.12 Does the subdivision design preserve wooded areas or existing trees on site? **YES** **NO** If no, why?

2.13 Are cultural heritage features preserved? **YES** **NO** If no, why?

2.14 Does the development incorporate passive design elements? **YES** **NO** If no, why?

If yes, please check all those that apply:

Site and Orientation design

Landscaping considerations

Other _____

3.0 TRANSPORTATION

3.1 Does the subdivision design connect to the existing road networks? **YES** **NO** If no, why?

3.2 Does the subdivision design promote connection to adjacent neighbourhoods? **YES** **NO** If no, why?

3.3 Is the street layout based on a grid system or modified grid system? **YES** **NO** If no, why?

3.5 Are pedestrian connections and sidewalk locations illustrated on the plan? **YES** **NO** If no, why?

3.6 Is a bicycle network plan provided and does it connect to the existing bicycling network? **YES** **NO** If no, why?

3.7 Have a variety of street forms been incorporated into the design ie. boulevards, lanes etc. **YES** **NO** If no, why?

3.8 Do the public and private streets in the development include traffic calming features? **YES** **NO** If no, why?

4.0 STORMWATER MANAGEMENT

4.1 Has Low Impact Development been incorporated into the development? **YES** **NO** If no, why?

If Yes, please check all those that apply:

- Rain water harvesting
- Perforated pipes
- Green roofs
- Permeable pavement
- Soak away trenches
- Bio retention
- Vegetated filter strips
- Enhanced grass swales
- Dry grass swales
- Other _____

If no, why? _____

APPENDIX 2 PROPERTY SIGNAGE

Policy

Council requires that notice be given when applications have been submitted for the approval of a draft plan of subdivision. Such notice is to be in the form of a sign to be posted on the premises for which the application has been submitted

Procedure

1. Prior to a proposed draft plan of subdivision being circulated by the Community and Development Services Department, the owner/developer is required to erect at least one sign on the property to be subdivided. This sign is intended for the information of interested persons.
2. The sign must have a minimum display area of 50 square feet. Larger signs may be used for large developments or where visibility is a problem.
3. The sign shall have the following components:

- Town identification;
- The words "Public Notice" in bold lettering;
- The words "Proposed Subdivision" and the name, if any, of the subdivision;
- A subdivision map, coloured and drawn to show subdivision pattern, proposed land uses, road-ways, pedestrian ways, prominent natural features.
- A legend and an arrow indicating the north direction.
- At the bottom of the sign, the following must be included:
"This proposed plan of subdivision has been submitted to the Town of Fort Erie for approval. A public meeting will be held. Persons wishing to comment OR TO MAKE FURTHER INQUIRIES should write or phone the Town of Fort Planning and Development Services Department, 1 Municipal Centre Drive, Fort Erie, Ontario, L2A 2S6 or telephone 905-871-1600 or by email (insert contact email from pre-consultation agreement). Written replies are encouraged."
- *NOTE: The Planning Act provides for the referral of subdivision plans by individuals to the Ontario Municipal Board only if such comments/concerns are received prior to Council's decision."*
- The sign must be dated prominently. The date to be used should be on or about the date of posting.
- The following colour scheme must be used on all signs:

Residential Single-family detached	Yellow
Residential Semi-detached	Orange
Residential Townhouses	Dark Orange
Residential Apartments	Brown
Commercial	Red
Industrial	Purple
Institutional	Blue
Park/Open Space	Green

4. Revised signs must include a revision date. Revisions to signs shall be made not later than 20 days prior to the date of the Public Meeting.
5. The sign must be prominently displayed on the property and legible from abutting roadways. If the property abuts more than one major roadway, and the subdivision is substantial size, a sign will be required for each frontage on a major roadway.
6. Staff will assist in choosing a suitable location or locations if requested.
7. Prior to the proposed plan being circulated, a coloured photograph which shows the sign on the property must be submitted.

APPENDIX 3

Prescribed Requirements for the Submission of an Application for Draft Plan of Subdivision or Draft Plan of Condominium

Policy

Council will only accept complete Draft Plan of Subdivision or Draft Plan of Condominium applications and may refuse to accept or further consider a proposed Draft Plan of Subdivision or Draft Plan of Condominium until the prescribed information, material and fee required by By-law No. 267-90, as amended, are received. Further processing of the application will not proceed until such prescribed information, material and fee are received.

Procedure

- Prior to the submission of an application, the proponent or agent shall attend a mandatory pre-consultation meeting with Town staff in order to identify the information and material needed to process the application. The applicant must also demonstrate that a pre-consultation meeting or discussion was held with Regional Planning staff.
- If determined appropriate, the subdivision proposal will be the subject of a limited circulation by way of a preliminary plan of subdivision or condominium in order to scope issues, determine compliance (or non-compliance) with local, regional and provincial planning policies and identify the prescribed information and material.
- Upon receipt of an application for Draft Plan Approval, as per Section 51(17) of the Planning Act, the application will be reviewed and determined by Planning staff as to whether the application is complete or not.
- As per Section 51(18) of the Planning Act, Planning staff may require other information and material that is considered needed.
- The information as per Section 51(18) of the Planning Act may include but not limited to: Planning & Land Use Justification Report, Environmental Assessment/Impact Statement, Archaeological Assessments, Traffic Impact Statement, Financial Impact Analysis, Urban Design Analysis etc...
- If the application is determined to be incomplete, the application will be refused to be accepted or further considered as per Section 51(19) of the Planning Act will cease.
- Members of Council will be notified if an application is deemed incomplete and they will be informed as to why.
- Upon receipt of all prescribed information, materials and fees the application may proceed.

**** If an Ontario Municipal Board Appeal is lodged as a result of a By-law and/or Approval of the Council or Committee of Adjustment arising from any application listed above, this fee shall be paid to the Town by the applicant within 14 days after the date of the notice of Appointment of Hearing. The applicant must also remit to the Town all costs incurred by the Town in association with the appeal for planning, engineering and legal fees. Failure to submit the requisite fee may result in Counsel not appearing before the Ontario Municipal Board in support of the matter.**

Notwithstanding the foregoing Fees, the Council of the Town of Fort Erie and the Committee of Adjustment of the Town of Fort Erie may waive all or part of the prescribed fees where Council or the Committee is satisfied that it would be unreasonable to require payment and such waiving shall be at the sole discretion of the Council or the Committee.