



# Plan of Subdivision

Region of Waterloo

Planning, Development and Legislative Services

150 Frederick Street, 8<sup>th</sup> Floor

Kitchener, Ontario N2G 4J3

519-575-4400

◆ Cambridge ◆ Kitchener ◆ North Dumfries ◆ Waterloo ◆ Wellesley ◆ Wilmot ◆ Woolwich ◆

## Application for Approval of Draft Plan of Subdivision

Under Section 51 of the Planning Act, R. S.O., 1990, Chapter P.13, as amended.

### Note to Applicants:

This application form is to be used by persons or public bodies wishing to subdivide land. In this form, the term "subject land" means the land that is the subject of the proposed plan of subdivision. This form is used by the Regional Municipality of Waterloo for the Cities of Waterloo, Cambridge and Townships of North Dumfries, Wellesley, Wilmot and Woolwich. Applications in Kitchener are to be submitted to the City of Kitchener.

**N.B.** Submission of this application constitutes consent for authorized Area Municipal, Regional and other public agency staff to inspect the subject lands.

### Completeness of the Application:

Pre-Submission Consultation is a requirement of the planning process. Applicants are advised to contact the Regional planner to arrange a Pre-Submission Consultation Meeting with Area Municipal planning staff and other agencies as required **prior** to submitting the application. **The application will not be accepted in the absence of a Record of Pre-Submission Consultation.**

The information requested by this form and any information requested during Pre-Submission Consultation must be provided by the applicant along with the appropriate fee and proposed draft plan. This information will be used to process the plan under Section 51 of the Planning Act, and Ontario Regulation 544/06. If the information, including the draft plan and fee, are not provided the Region will return the application or refuse to further consider the application until the information, draft plan and fee have been provided.

The application form and Record of Pre-Submission Consultation set out the other information and materials (e.g. technical information or reports) that will assist the Region, the Area Municipality and other public agencies in their planning evaluation of the proposed plan of subdivision. To ensure the quickest and most complete review, all information must be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused until such time as these materials are submitted.

### Using the Application Form:

The application must be completed by the owner or authorized agent. Where the application is being made by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of **all** owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

## Submission of the Application for lands in Waterloo, Cambridge, Wilmot, Woolwich, North Dumfries or Wellesley:

To be submitted to the Region of Waterloo:

- Application fee, payable to the Region of Waterloo, as indicated by the Region's Fee By-law;
- 1 signed original and 24 copies of the completed application form;
- 1 Record of Pre-Submission Consultation;
- 30 copies of the proposed draft plan, folded to 8 ½ "x 11";
- Digital mapping requirements (to be submitted by e-mail to **planningsubmission@region.waterloo.on.ca**):
  - Adobe Acrobat (.pdf) format file of the proposed draft plan (same size as the hard copy)
  - Autocad (.dwg) format file of the proposed draft plan (as per the specifications outlined in the **Digital Plan Submission Standards for Subdivisions and Condominiums**)
- 25 copies of Planning Report; and
- The specified number of copies of each report/study identified as a requirement at the Pre-Submission Consultation meeting.
- **Digital submission of all materials on USB Key or CD**

## Draft Plans

Proposed Draft Plans must be drawn on a single sheet, to scale and include:

- all items identified in Subsection 51(17) of the Planning Act, R.S.O., 1990. Chap. P.13, as amended, including a key map, at a scale of not less than 1 cm to 100 metres, on the proposed draft plan showing the matters described in the subsection;
- proposed Street names must be shown;
- the **MINIMUM** and **MAXIMUM** density by residential type for all lots and blocks in which residential units may be permitted;
- **an area or block measuring not less than 9cm x 7cm** on the title block/information area of the plan that is visible after folding in which the Regional Municipality of Waterloo may affix the draft approval stamp and signature; and
- measurements are to be in metric units.

The copies of the proposed draft plan and application form will be circulated to the Area Municipality, persons and public bodies prescribed by the regulations and any other person or public body that may have an interest in the application.

## Submission Requirements:

To assist in the review of a proposed plan of subdivision, the Region, Area Municipalities and other public agencies may require that other information and materials be prepared in support of the proposed plan. These may include: lot grading and drainage, traffic impact, noise, archaeological, heritage, environmental and hydrogeological, etc. If required, the need for and submission requirements for these studies/reports/plans will be identified during the Pre-Submission Consultation meeting, documented in the Record of Pre-Submission Consultation, and will be required as part of the application submission.

A preliminary stormwater management report is required with the submission of this application. The report must describe the proposal for stormwater management in accordance with the Area Municipality's stormwater management/drainage policies. It is the responsibility of the applicant to ensure that the plan and report have been prepared to Area Municipal standards and that sufficient copies of the report have been included with the application.

All proposed plan of subdivision applications must be accompanied by 25 copies of a "Planning Report". This report will briefly describe for review agencies the site orientation, site issues and inter-relationship of site issues. The report also provides a starting point for analysis of the proposal. This report is not to replace any detailed and specific reports identified during the Pre-Submission Consultation. The "Planning Report" is to include the following.

### **Planning Report:**

- a) **Introduction** – A general discussion of the subject area that is under consideration and any pertinent background information.
- b) **General Description** – A legal description of the property including location, size and physical features.
- c) **Conformity** – A discussion on conformity of the proposed plan of subdivision with the Regional Official Policies Plan, the Area Municipal Official Plan and Area Zoning By-law as well as consistency with the Provincial Policy Statement, and conformity/non-conformity with Provincial Plans.
- d) **The Concept** – A brief description of a theme, market orientation or special aspects to the physical layout of the subdivision.
- e) **Road Patterns** – A description of the principal road pattern with regard to public transit and traffic flow such as ring road, spine system and hierarchy of internal streets, as well as proposed street names.
- f) **Site Development** – A description of the elements in the plan such as walkways/park link network, utilization of watercourses, area grading, and treatment of low lying wetlands and organic soils.
- g) **Land Use Patterns** – A discussion of proposed densities, location of housing types, commercial facilities, schools, parks etc. and the relationship of these land uses to the natural features of the site. A discussion of existing buildings or structures on the site, and if any, those intended for demolition or retention, including a review of heritage impact.
- h) **Statistical Analysis** – A calculation of density ranges, service and commercial facilities, schools, parks and open spaces, churches, major roads, community centre etc. with sizes noted and percentage of land proposed for each use.
- i) **Utilities and Engineering** – A discussion of sanitary sewers or sewage disposal, water supply/distribution, lands below Regional floodlines, urban drainage and stormwater management, master drainage plan and conformity, watershed study and conformity, and gas, hydro and telecommunication servicing. At the initial review stage this information will be of a preliminary nature but will indicate an awareness of conditions to be resolved between the applicant/developer and the applicable public body.
- j) **Boundary Conditions** – A discussion of existing land use and environmental conditions at least 20 metres (64 feet) beyond the subject area. Such a discussion shall be sufficiently thorough to ensure that no detrimental impact is caused by the development on any adjacent lands.
- k) **Environmental Assessment (EA)** – What services and facilities are covered by EA and under which schedule will these projects be assessed?
- l) **Staging and Phasing of Development** – An estimate should be included as to phasing and timing of development with particular direction from the applicant regarding how the subdivision registration (final approval) will be staged and how servicing and development will be phased within each registration.

- m) **Noise Impacts** – A discussion of how the plan has been designed to address impacts from nearby road, rail or stationary noise sources. The discussion should also identify the manner in which mitigation, if any, may be implemented.
- n) **Odour Impacts** – A discussion of how the plan has been designed to address impacts from existing or proposed odour sources in the vicinity of the subject site. The discussion should also identify the manner in which mitigation, if any, may be implemented.
- o) **School Accommodation** – A discussion of the availability of and access to school sites for the proposed development. Where a school site is needed, as identified by the schoolboard(s), the options for the location of the site.

### **Help:**

If you require help completing this application form and preparing a draft plan of subdivision, please call the Region of Waterloo Planning, Development and Legislative Services at 519-575-4400 or Fax 519-575-4449 and ask for the Development Planner that handles your area.

### **Notes:**

- Page 13 includes several declarations and authorizations that **MUST** be signed by the owner of the “subject lands” to which this application applies. If there is more than ONE owner, an additional copy of Page 13 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the Region of Waterloo and the Area Municipality of any changes to ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.
- Pre-Submission Consultation is required. Please contact the Development Planner that handles your area to make arrangements for a Pre-Submission Consultation Meeting.



# Application for Approval of a Draft Plan of Subdivision

Under Section 51 of the Planning Act,  
R.S.O. 1990, Chap. P13, as Amended.

<b>Date Received:</b>	<b>Date deemed complete:</b>	<b>Fee Paid:</b>	<b>File No.:</b>  30T-
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Resubmission of an earlier plan?     Yes    File No. \_\_\_\_\_     No     Unknown

## 1.0 Applicant Information

	Address	Telephone Nos.	email
1.1 Registered Owner*		Business	
		Fax	
1.2 Applicant (if different)**		Business	
		Fax	
1.3 Agent or Consultant		Business	
		Fax	
1.4 Ontario Land Surveyor		Business	
		Fax	

*\*If a numbered company, also give name and address of principal owner. If more than one owner, complete an additional page for each owner.*

*\*\* Owner's authorization (Part 12.0) required if applicant is not owner.*

### 1.5 To whom should all correspondence be sent? (one only)

Owner       Applicant       Agent/Consultant

## 2.0 Pre-submission Consultation with Regional and Area Municipal Staff

**2.1** Has the proposed draft plan of subdivision that is the subject of this application been the subject of a Pre-Submission Consultation meeting?     Yes     No

If YES, has the Record of Pre-Submission Consultation been submitted?     Yes     No

If NO, the Commissioner of Planning, Development and Legislative Services must waive the requirement.

Has a waived Record of Pre-Submission Consultation been submitted?     Yes     No

### 3.0 Location of Lands

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

#### 3.1 Particulars of Property (in metric units)

Frontage	Depth	Area
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### 4.0 Current Land Use

What is the current use of the subject land?

4.1 Indicate location and area of adjoining or nearby lands in which the owner has an interest (must also be shown on key map):

\_\_\_\_\_

4.2 How is the subject land currently designated in the applicable official plans?

Regional Official Policies Plan: \_\_\_\_\_

Area Municipal Official Plan: \_\_\_\_\_

4.4 Have you confirmed with the Area Municipality that the proposed development meets all the requirements of the applicable Official Plan?  Yes  No

*(If an Official Plan Amendment is needed, it must be submitted to the Area Municipality prior to or concurrently with this application).*

4.5 Is the subject land part of an approved community plan/secondary plan/district plan?

If YES, Name of Plan: \_\_\_\_\_

Designation(s): \_\_\_\_\_

If NO, has the applicant consulted with the following schoolboards?

Conseil scolaire de district du Centre-Sud-Ouest (Public French)  Yes Date: \_\_\_\_\_

Conseil scolaire de district catholique Centre-Sud (Catholic French)  Yes Date: \_\_\_\_\_

Waterloo Region District School Board  Yes Date: \_\_\_\_\_

Waterloo Catholic District School Board  Yes Date: \_\_\_\_\_

4.5 How is the subject land currently zoned in the applicable zoning by-law?

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4.6 Have you confirmed with the Area Municipality that the proposed development meets all the requirements of the applicable zoning by-law?  Yes  No

*(If a zoning by-law amendment is needed, it must be submitted to the Area Municipality prior to or concurrently with this application).*

4.7 Has the grading of the subject land been substantially changed by adding earth or other material?  
 Yes  No  Unknown

4.8 Is there reason to believe the surface or subsurface of the subject land may have been contaminated by former uses on the site or adjacent sites?  Yes  No

If YES, explain:

4.9 What information did you use to determine the answer to Question 4.8?

4.10 If YES to Question 4.8, an Environmental Audit of the site including a previous use inventory showing all former uses of the subject land and the adjacent land is required.

Is the Environmental Audit attached?  Yes  No

4.11 Are any buildings, structures or features on the subject lands or adjacent lands designated under the Ontario Heritage Act or in the process of being designated?  Yes  No

If YES, explain:

4.12 Are there any existing buildings or structures on the subject lands?  Yes  No

If YES, are they to be demolished?  Yes  No

4.13 Are there any existing easements or restrictive covenants affecting the subject land?  Yes  No

If YES, please describe below:

**4.14** Are there any significant wetlands as designated in the area municipal or Regional Official Policies Plan located on the subject property or within 120 metres of the subject property?  Yes  No

**4.15** Is the subject site located within:

70 metres of a Class I industry?  Yes  No

300 metres of a Class II industry?  Yes  No

1000 metres of a Class III industry?  Yes  No

Class I industry - Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only

Class II industry - Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic

Class III industry - Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions

**4.16** Is the subject site located within 300 metres of a rail line?  Yes  No

**4.17** Does the subject site adjoin a historic site, park or historic canal under the jurisdiction of Parks Canada?

Yes  No

**4.18** Is the subject site located within 1 kilometer of an adjacent municipality?  Yes  No

If YES, please identify the municipality(ies):

**4.19** List any approvals or permits previously issued in support of the proposed draft plan prior to submission of this application. (ie.: Access; Fill, Construction and Alteration to Waterways Permit; Archaeological Study)

Please provide copies.

**4.20** Is the subject site located within a Source Water Protection Area? Visit <https://taps.regionofwaterloo.ca> to determine.  Yes  No A Section 59 notice is required as part of a complete application.

## 5.0 Proposed Land Use

Affordable Housing

How has this application addressed Affordable Housing?



“Affordable” means units, including not-for-profit, and market housing, which are affordable to households with incomes in the lowest 60% (or 30% as applicable) of the income distribution for the housing market area. For assistance, refer to the current Information Bulletin released by the Ministry of Municipal Affairs and Housing from time to time.

5.2 Complete Table A on proposed land use.

**TABLE A – PROPOSED LAND USE**

<b>Proposed Land Use</b>	<b>*Number of Units or Dwellings</b>	<b>Identify Lots and/or Blocks on the Draft Plan</b>	<b>Area (ha) of proposed use</b>	<b>Density (Units, Dwelling per ha)</b>	<b># of Parking Spaces</b>
Single detached Residential					N/A
Semi-Detached Residential					N/A
Row, Townhouse Residential					
Apartment Residential					
Seasonal Residential					
Mobile Home					
Other Residential (specify)					
Commercial				Nil	
Industrial				Nil	
Dedicated Park	Nil			Nil	N/A
Open Space	Nil			Nil	N/A
Stormwater Management	Nil			Nil	N/A
Institutional (specify)					
Roads	Nil			Nil	N/A
Walkway	Nil			Nil	N/A
Other (specify)					
Other (specify)					
<b>TOTALS</b>				<b>Nil</b>	

\*For “Lot-less” Blocks, the MINIMUM and MAXIMUM number of units **must** be identified.

5.3 What is the gross residential unit density per hectare for the total land area subject to this application?

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5.4 What is the gross residential unit density per hectare for the total land area subject to this application minus those lots, blocks, roads etc. being created for a public purpose?

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## 6.0 Status of Other Planning Applications

6.1 Has an application for approval of a proposed Official Plan Amendment been submitted for the subject lands?  Yes  No

If YES, and if known, indicate the file number, the status of the application and a brief explanation of the nature of the amendment.

6.2 Has an application for a consent, approval of a site plan, minor variance, zoning by-law amendment application been submitted for the subject lands?  Yes  No

6.3 Has a previous application for approval of a plan of subdivision, consent, site plan, minor variance or zoning by-law amendment ever been submitted for the subject lands?  Yes  No

If YES, and if known, indicate the appropriate application file number and the decision made on the application.

6.4 Have the subject lands ever been the subject of a Minister's zoning order?:  Yes  No

If YES, Explain:

6.5 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

## 7.0 Proposed Servicing

### 7.1 Sewage Disposal and Water Supply

Select (✓) the proposed sewage disposal and water supply servicing type from Table B and Table C. If applicable attach and provide the name of the servicing information/report(s) as indicated in Table B and Table C.

Name of servicing information/report(s):

**TABLE B – SEWAGE DISPOSAL**

✓	Service Type	Action or Needed Information/Reports
	Public piped sewage system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Public or private communal wastewater system <sup>3</sup>	Communal systems for the development of more than 5 residential lots/units: servicing options statement <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> .  For surface discharge an assimilative discharge capacity report is required <sup>4</sup> .  Communal system for the development of 5 or less residential lots/units and generating more than 4500 litres per day effluent: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> .  Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: hydrogeological report <sup>2</sup> .
	Private Individual septic system(s)	Individual septic systems for the development of more than 5 residential lots/units: servicing options statement <sup>1</sup>  Individual septic systems for 5 or less lots/units and generating more than 4500 litres per day effluent: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> .  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> .
	Other	To be described by the applicant.

**TABLE C – WATER SUPPLY**

✓	Service Type	Action or Needed Information/Reports
	Public piped water system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Public or private communal wells	Communal well system for the development of more than 5 lots/units: servicing options statement <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> .  Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	Private Individual well(s)	Individual well for the development of more than 5 lots/units: servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup> .  Individual wells for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	Other	To be described by the applicant.

<sup>1</sup> Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application.

<sup>2</sup> All development on individual or communal septic tanks require a hydrogeological report. Before undertaking a hydrogeological report, consult the Region about the type of hydrogeological assessment that the Region would expect to see given the nature and location of the proposal. These specifications should be outlined during the Pre-submission Consultation Process.

<sup>3</sup> Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy.

<sup>4</sup> Reviewed by MOEE and Region

**7.2 Storm Water Drainage**

A preliminary stormwater drainage report is required for all types of storm drainage. Select (✓) the proposed stormwater drainage servicing type from Table D. Attach and provide the name of the preliminary servicing information for the facility you have identified in the Table D.

Name of servicing information/report: \_\_\_\_\_

Have you attached a preliminary stormwater management report:  Yes  No

If not attached as a separate report in what report can it be found? \_\_\_\_\_

**TABLE D –STORM DRAINAGE**

✓	Service Type	Action or Needed Information/Reports
	Sewers	A preliminary stormwater management report is required. This report must be prepared to Area Municipal standards and be submitted with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.
	Ditches or swales	
	SWM Pond	
	Infiltration trenches	
	Other	If a hydrogeological report is required it should be prepared concurrent with the preliminary stormwater management report.

**7.3 Access**

Select (✓) the proposed type of access from Table E. Attach and provide the information as indicated in Table E.

Name of servicing information/report: \_\_\_\_\_

**TABLE E – ROAD ACCESS**

✓	Service Type	Action or Needed Information/Reports
	Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. Land use permits for any development adjacent to a highway is required from MTO.
	Regional Road	No action at this time unless identified during Pre-Submission Consultation. The Region will indicate acceptance of road alignment, access, identify road widening(s) and road improvements if required, when the application is circulated for comment.
	Municipal Road	No action at this time unless identified during Pre-Submission Consultation. The Area Municipality will indicate acceptance of road alignment and access when the application is circulated for comment.

**8.0 Archaeological Resources**

**8.1** Select (✓) whether or not an archaeological assessment is required. Attach and provide the information in Table F.

**TABLE F – ARCHAEOLOGICAL RESOURCES**

✓	Archaeological Potential	Action Needed Information/Reports
	Yes	An archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the <u>Ontario Heritage Act</u> ; and  A conservation plan for any archaeological resources identified in the assessment.
	NO	Nil

## 9.0 Other Information

9.1 During the Pre-Submission Consultation other information and materials required for submission would have been identified and documented on the Record of Pre-Submission Consultation. Have you attached the required other information and materials identified during the Pre-Submission Consultation?

Check those included:

Record of Pre-Submission Consultation	<input type="checkbox"/> Yes	
Planning Report (25 copies)	<input type="checkbox"/> Yes	
Affordable Housing Report/ Rental Conversion Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Aggregate/Mineral Resource Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Agricultural Impact Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Archaeological Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Chloride Impact Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Cut & Fill Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Development Phasing Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Dust Impact Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Environmental Impact Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Environmental Site Assessment /Record of Site Condition	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Floodline Delineation Study/ Hydraulics Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Heritage Impact Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Hydrogeological Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Land Use Compatibility Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Landfill Impact Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Local Air Quality Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Minimum Distance Separation	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Natural Heritage Inventory	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Noise Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Odour Impact Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Parking Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Pedestrian Route and Sidewalk Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Preliminary Grading Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Preliminary Stormwater Management Report/Plan and/or update to an existing Stormwater Management Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Retail/ Commercial Impact Analysis Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Roundabout Feasibility Analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Servicing Options Report	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Slope Stability Study and Report	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Soils/Geotechnical Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Subdivision/Condominium Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Traffic Calming Options Report	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Transit Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Transportation Demand Management Options Report	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Transportation Impact Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Urban Design Report/Brief	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Vibration Study	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Other _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes	<input type="checkbox"/> N/A

**9.2** Is there any other information that may be useful to the Region or the Area Municipality in support of this application (i.e.: efforts made to resolve outstanding objections or concerns)? If so explain below, attach as a separate page, or state where it can be found in the Planning Report.

## **10.0 Provincial Policies and Plans**

**10.1** Is the plan consistent with the policy statements issued under subsection 3(1) of the Planning Act:

Yes  No

Is the subject land located within an area of land designated under any provincial plan or plans?

Yes  No

If YES, please list the applicable provincial plan or plans and identify whether the application conforms to or does not conflict with the applicable plan or plans.

To assist you in determining what may be required as this proposed plan advances towards draft plan approval we have set out below a general indication of the key requirement or matters to be addressed at different stages. If you have any questions or require more detailed explanation please call or write Region of Waterloo Planning, Development and Legislative Services, at 519-575-4400 or Fax 519-575-4449 and ask for the Development Planner that handles your area.

**Plans in Circulation:**

- Revisions to the proposed plan will not be accepted for recirculation until all the issues and concerns related to the original submission have been identified.
- Revised plans accepted for recirculation must be accompanied by the applicable Recirculation Fee.

**Draft Approval:**

- Prior to the issuance of a decision on draft plan approval by the Region of Waterloo, the applicant must ensure that the following has been submitted to the Region:
  - the applicable draft approval fee
  - 25 copies of the plan adopted by the Area Municipality, folded to no larger than 8.5" x 14"
  - One Adobe (pdf) of the plan (same size as hardcopy),
  - One Autocad (.dwg) format file of the plan (as per the specifications outlined in the ***Digital Plan Submission Standards for Subdivisions and Condominiums***); and
  - any other reports/studies or information identified as being required prior to draft approval

**Modifications:**

- Plans subject to modification following draft approval will be subject to the applicable Recirculation or Draft Approval Modification Fee.

**Registration:**

- Following the list of conditions of draft approval there will be a number of notes; special attention should be paid to these notes as they include specific instructions on how to satisfy certain conditions or requirements.
- Prior to final approval (registration) the applicant should ensure that the following have been addressed where applicable, to the satisfaction of the Region:
  - request for Regional Development Agreement;
  - table prepared by O.L.S. indicating area of each lot and block on plan to be registered;
  - submission of two prints of proposed plan to be registered;
  - payment of prepayment portion of Regional Development Charge;
  - payment of Registration Release Fee;
  - all clearances letters have been forwarded to the Region;
  - final mylars and prints of plan to be registered; a
  - any other reports/studies or information identified as being required prior to final approval; and
  - One Autocad (.dwg) format file of the plan (as per the specifications outlined in the ***Digital Plan Submission Standards for Subdivisions and Condominiums***).



**11.0 Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_  
(Name of Owner) (City/Town or Township) (Region or County)  
make oath and say (or solemnly declare) that the information contained in this application is accurate, the information contained in the documents that accompany this application is accurate and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Sworn (or declared) before me  
at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**12.0 Authorizations of Owner for Agent to Make the Application**

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

I, \_\_\_\_\_, am the owner of the land that is the subject of this application  
(Name of Owner)  
for approval of a plan of subdivision, I have disclosed to my agent and the Regional Municipality of Waterloo all agreements or encumbrances that apply to the subject lands and I authorize \_\_\_\_\_  
(Name of Agent)  
\_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

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

**13.0 Consent of the Owner to the Use and Disclosure of Personal Information**

Complete the consent of the owner concerning personal information set out below.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for approval of a plan of subdivision, and for the purpose of the Freedom of Information and Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any information that is collected or provided by myself or my agent under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

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

## 14.0 Environmental Site Screening Questionnaire

This section must be completed and signed by the property owner(s) for all development applications submitted to the Regional Municipality of Waterloo (The Region).

### 14.1 Location of Subject Lands:

Municipal Address

Legal Description

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### 14.2 What are the current uses of the property?

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**14.3** Was the subject property ever used for industrial purposes? Yes      No      Uncertain

If **YES**, please describe approximate dates and types of industry:

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**14.4** Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? Yes      No      Uncertain

If **YES**, please describe approximate dates and types of commercial activity:

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**14.5** Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? Yes      No      Uncertain

If **YES**, when? \_\_\_\_\_

If **YES**, please provide description of waste materials:

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**14.6** Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Waste Information Network or other permits been required?) Yes      No      Uncertain

If **YES**, please summarize details:

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**14.7** Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? Yes      No      Uncertain

If **YES**, please describe the nature of the suspected contamination:

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**14.8** Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides? Yes      No      Uncertain

- |              |  |     |    |           |
|--------------|--|-----|----|-----------|
| <b>14.9</b>  | Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property?<br><br>If <b>YES</b> , please summarize details:<br>_____   | Yes | No | Uncertain |
| <b>14.10</b> | Does the property have or ever had a water supply well, monitoring well, geothermal well?<br><br>If <b>YES</b> , please provide details: _____   | Yes | No | Uncertain |
| <b>14.11</b> | Does this property use or has it ever used a septic system?  | Yes | No | Uncertain |
| <b>14.12</b> | Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use? | Yes | No | Uncertain |
| <b>14.13</b> | Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?   | Yes | No | Uncertain |

**15.0 Declaration of Property Owner(s)**

I, \_\_\_\_\_ am the registered owner of the land that is the subject of this document and  
Name of Owner(s)  
to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me, \_\_\_\_\_ in the \_\_\_\_\_  
Commissioner of Oath (Print Name) City/Town/Municipality

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

\_\_\_\_\_  
Commissioner of Oath (signature)

\_\_\_\_\_  
Registered Owner (signature)