



MUNICIPALITY OF DYSART ET AL  
APPLICATION FOR SUBDIVISION, CONDOMINIUM, OR CONSENT AGREEMENT

INFORMATION SHEET

1. **Completion of Application**

The attached application form is to be completed and submitted to the Dysart Planning and Land Information Department. In all cases, please ensure that you keep a copy for your files.

The application cannot be processed if insufficient or inaccurate information is provided. Complete the application and provide as much information as possible.

2. **Authorization of Agent**

The application is to be completed by the property owner or his authorized agent. Where the application is being submitted by an agent, the written authorization of the owner is required. Section "D" of the application form is provided for this purpose.

3. **Application Fee and Planning Services Acknowledgment**

Each application shall be accompanied by the application fee (cash, cheque – made payable to the Municipality of Dysart et al), in the amount of **\$1500.00** (administration fee plus legal deposit) and shall be accompanied by one signed, witnessed and dated copy of the attached "Planning Services Acknowledgment".

The applicable application fee will be based on the Municipality’s Fees and Charges By-law and provided to the applicant during the pre-consultation process. Below is a summary of the fee schedule.

**Plans of Subdivision/Condominium/Consent:**

<b><u>Agreements:</u></b>	
Subdivision/Condominium Agreement:	\$750.00
Severance Agreement	\$750.00
Legal Agreement (any type; administered by staff)	\$750.00

4. **Plans Required**

Each application shall be accompanied by two (2) copies of a plan showing:

- (a) The boundaries and dimensions of the property.
- (b) The accurate location, size and type of all proposed and existing buildings and structures on the property.
- (c) The distance from side, rear and front lot lines of all existing or proposed buildings.
- (d) The location, width and names of all roads within or abutting the property, indicating whether they are public travelled roads, private roads or rights of way or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic.



**APPLICATION FOR PREPARATION OF A  
APPLICATION FOR SUBDIVISION, CONDOMINIUM, OR CONSENT AGREEMENT  
Planning Act R.S.O. 1990, C.P. 13**

<b>OFFICE USE ONLY</b>			
Date Application Received: _____	File Number: _____		
Date Application Deemed Complete: _____	Application Fee: \$ _____ Receipt: _____		

The undersigned hereby applies to the Municipality of Dysart et al for the preparation of an Agreement with respect to the lands described herein.

**SECTION "A" - OWNER AND OWNERSHIP INFORMATION**

1. Name of Owner(s): \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Residence: \_\_\_\_\_ Office: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_
  
2. Name of Authorized Agent (*if any*): \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Residence: \_\_\_\_\_ Office \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**Note: Unless otherwise requested, all communications will be sent to the agent, if any.**

3. (a) Encumbrances (*mortgages*): Yes \_\_\_ No \_\_\_  
 (b) If yes: Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 (c) Letter of Consent of Mortgagee (*required before the application will be processed*).
4. Please attach a copy of deed: \_\_\_\_\_

**SECTION "B" - DESCRIPTION OF SUBJECT LAND**

5. Legal Description of subject land:  
 Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
 Lot/Part: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Geographic Township of: \_\_\_\_\_  
 Civic Address: \_\_\_\_\_

**SECTION "C" - PLANNING INFORMATION**

6. Official Plan Designation: \_\_\_\_\_

7. Zoning By-law Designation: \_\_\_\_\_

8. Is the property presently the subject of any other applications under the Planning Act?

(a) Application for official plan amendment Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_

(b) Application for zoning by-law approval Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_

(c) Application for minor variance Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_

(d) Application for subdivision/condominium Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_

(e) Application for consent (*severance*) Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_

**SECTION "D" - AUTHORIZED AGENT**

If the applicant is not the owner of the land that is subject of this application, the owner must complete the following or a similar authorization:

I/We, \_\_\_\_\_, am/are the registered owner(s) of the lands subject of this application and I/we hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**SECTION "E" CONSENT OF THE OWNER**

The owner must also complete the following or a similar authorization:

I/We, \_\_\_\_\_ am/are the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/We also authorize and consent to representatives of Council, committee members, municipal staff and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

**SECTION "F" - AFFIDAVIT**

I, WE \_\_\_\_\_ of the Township/Town/City  
of \_\_\_\_\_

\_\_\_\_\_ in the County/District/Region of \_\_\_\_\_  
solemnly declare that all of the above statements contained in this application are true and I, we 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, and by virtue of the "Canada Evidence Act".

DECLARED before me at the \_\_\_\_\_)

\_\_\_\_\_ )  
of \_\_\_\_\_ in the \_\_\_\_\_)

\_\_\_\_\_ )  
of \_\_\_\_\_ this \_\_\_\_\_)

\_\_\_\_\_ )  
day of \_\_\_\_\_, 20\_\_\_\_\_)

\_\_\_\_\_  
*Signature of Owner(s) - or Authorized Agent*

\_\_\_\_\_  
**Signature of Commissioner, etc.**

The following acknowledgement must be signed by the registered owner(s), witnessed and dated:

### **SECTION “G” – PLANNING SERVICES ACKNOWLEDGEMENT**

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein. Where the applicant is not the registered owner(s), the owner will be responsible for any and all outstanding costs related to the processing of this application.

#### **APPLICANT’S RESPONSIBILITY:**

1. The Applicant agrees to provide the Municipality with the following:
  - (a) Any information in the Applicant’s possession concerning all planning matters with respect to this application.
  - (b) All surveys, drawings, sketches or plans as required to process this application.
  - (c) The required application fee as determined by the Municipality’s Fees and Charges by-law, and provided during the mandatory pre-consultation process.
2. The Applicant understands and agrees that where the services of the Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
3. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
4. If Council supports an application and its decision on the application is appealed to the Ontario Land Tribunal (OLT) by someone other than the applicant, the applicant will be responsible for all Municipal costs to defend the decision. These costs may include all planning fees, legal fees, engineering fees, fees of other professionals, disbursements, reproduction costs, telephone charges, facsimile charges, peer review fees and any other reasonable costs which may be incurred by the Municipality.

The applicant will submit a Five Thousand Dollars (\$5,000.00) deposit to the Municipality, upon submission of the file to the Ontario Land Tribunal (OLT).

Additional funds may be requested to fully cover the Municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

The applicant will be responsible for the full cost of the Municipality’s expenses at the hearing.

#### **MUNICIPALITY’S RESPONSIBILITY:**

5. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990,c..p.13, as amended.

#### **SITE VISITS:**

6. The Owner(s) acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Owner(s) consents to such site visits as may be required.

7. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Owner(s) consents to such pictures as may be required.

**DEPOSITS / INVOICES:**

8. The Municipality may require the payment of deposits upon submission of any application. Deposits may be applied to cover peer review fees, professional fees should the Municipality require the expertise or advice of a third party consultant, as well as any legal costs incurred. Where the Municipality finds it necessary to make use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of the application will not continue until the deposit is received by the Municipality. The deposit will be requested upon submission of the application.

Should fees exceed the initial deposit received, the Municipality shall request further deposits or payments of invoices. Additional funds may be requested from time to time, to fully cover the municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

The Municipality will keep an accurate record of all costs incurred with respect to planning applications. Upon completion of the processing of an application, the Municipality will reconcile the account for the applications where a deposit has been paid. A refund of the deposit will be made with the exception of those costs incurred by the Municipality.

The applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which has been made by the Municipality or invoices for which have been received by the Municipality.

Below is a summary of the deposits as per the Municipality's Fees and Charges By-law:

Peer Review Deposit:	\$5000.00
Professional Services Deposit:	\$2500.00
Legal Fees Deposit:	\$750.00
Ontario Land Tribunal Deposit:	\$5000.00

**WITNESSED BY:**

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_ **20** \_\_\_\_\_

**Per:** \_\_\_\_\_  
*Signature of Owner*

**Per:** \_\_\_\_\_  
*Signature of Owner*