



**MUNICIPALITY OF MCDUGALL PLAN OF  
SUBDIVISION APPLICATION**

**PLAN OF SUBDIVISION APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

**GENERAL INSTRUCTIONS:** Read carefully before completing application.

- Complete Application and plans to be submitted.
- Application fees attached. Cheque made payable to the Municipality of McDougall

***All costs related to the consent will be the responsibility of the applicant.***

- Application to be signed by owner or authorized agent only.
- The consideration of this application does not make the Municipality liable for any of the applicant's costs for legal, surveying or any other professional costs.
- If there are objections to the consent and a hearing of the Ontario Land Tribunal is to be held, you should arrange to be present in person, or to be represented by your lawyer, at the meeting. All costs related to the hearing are the responsibility of the applicant.

**NOTE**

Any costs over and above the non-refundable administration fee relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Land Tribunal hearing costs, will be the responsibility of the applicant.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

## **APPLICANTS POSTING INSTRUCTIONS**

In order to facilitate consideration of your Application for Plan of Subdivision, we ask that you complete the following upon submission of the application to the Municipality.

- Mark out, on the ground, the location of the proposed lot lines - marking it clearly with stakes and colored ribbon.
- It is the responsibility of the Applicant to mark the property which is the subject of this Application.

Council members and/or Municipal staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Municipality to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Municipality of McDougall Official Plan. Please be advised that technical and supporting studies submitted, as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the McDougall Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for you to attend to the identified submission deficiencies. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact the Planning Department at:

Municipality of McDougall  
Phone: 705-342-5252 or;  
E-mail: [info@mcdougall.ca](mailto:info@mcdougall.ca)



**Municipality of McDougall**  
Application for  
**PLAN OF SUBDIVISION**

<b>OFFICE USE ONLY</b>		Date Stamp:
Application No.: S___ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**ROLL # 4931- - - - - - - - - - -0000**

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only. Copies of correspondence will be sent to all parties and filed according to Municipal procedure.*

Primary Contact \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

Mailing address line 1: \_\_\_\_\_

Mailing address line 2: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_ Province/State: \_\_\_\_\_

Home phone: \_\_\_\_\_ Home fax: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**b) Agent:** \_\_\_\_\_

Mailing address line 1: \_\_\_\_\_

Mailing address line 2: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province/State: \_\_\_\_\_

Home phone: \_\_\_\_\_ Home fax: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business fax: \_\_\_\_\_

Email address: \_\_\_\_\_



**o)** The subject land is within an area of land designated under any provincial plan(s):

Yes No

If yes, does the application conform to or does not conflict with the applicable provincial plan(s):

Yes No

If no, explain why not?: \_\_\_\_\_

**p)** Does the subject land contain an area of archaeological potential?

Yes No

If yes, please provide:

- i. an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*, and
- ii. a conservation plan for any archaeological resources identified in the assessment.

**3. PURPOSED AND EXISTING**

**a) Proposed Land Use**

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or blocks on the Draft Plan	Area (ha)	Density (Units/Dwelling per ha)	Number of Parking Spaces
Residential					
<i>Detached</i>					
<i>Semi Detached</i>					
<i>Multiple Attached</i>					
<i>Apartment</i>					
<i>Seasonal</i>					
<i>Mobile Home</i>					
<i>Other (specify)</i>					
Commercial					
Industrial					
Park, Open Space					
Institutional					
Roads					
Other					
Total					

**b)** Has there been an industrial or commercial use, or an orchard on the subject land of adjacent land?

Yes No Unknown

**c)** Has the grading of the subject land been changed by adding earth or other material?

Yes No Unknown

**d)** Has a gas station been located on the subject land or adjacent land at any time?

Yes No Unknown

**e)** Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes No Unknown

**f)** Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No Unknown

**g)** If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number? \_\_\_\_\_

**h)** Date the subject land was acquired by the current Owner: \_\_\_\_\_

**i)** Existing uses of the subject land: \_\_\_\_\_

**j)** Length of time that the existing uses have continued: \_\_\_\_\_

**k)** Proposed uses of the subject land: \_\_\_\_\_

**l)** Date the existing building(s) or structure(s) on the subject land were constructed:

	Type of building/ structure	Date Constructed
1.		
2.		
3.		
4.		

**m)** Location of all existing structures on the subject land (metric):

	Type of building/ structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.					
2.					
3.					
4.					

*\*Attach separate sheet if more than 4 existing structures*

n) Dimensions of all existing structures on subject land.

	<b>Building</b>	<b>Ground Floor Area (m<sup>2</sup>)</b>	<b>Gross Floor Area (m<sup>2</sup>)</b>	<b># of Stories</b>	<b>Length (m)</b>	<b>Width (m)</b>	<b>Height (m)</b>
1.							
2.							
3.							
4.							

o) What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

p) Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

<b>Use or Feature</b>	<b>On the Subject Land</b>	<b>Within 500 metres of the Subject Land, unless otherwise specified (indicate approx.. distance)</b>
An agricultural operation, including livestock facility or stockyard	<input type="checkbox"/>	<input type="checkbox"/>
A landfill	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
A Provincially significant wetland (Class 1,2 or 3 wetland)	<input type="checkbox"/>	<input type="checkbox"/>
Flood plain	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/>
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	<input type="checkbox"/>
An active mine site	<input type="checkbox"/>	<input type="checkbox"/>
An industrial or commercial use, and specify the uses(s)	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line	<input type="checkbox"/>	<input type="checkbox"/>
A municipal or federal airport	<input type="checkbox"/>	<input type="checkbox"/>

**4. INFORMATION FOR CONDOMINIUM APPLICATIONS (SECTION 4 ONLY):**

- a) Has a site plan for the proposed condominium been approved?  Yes  No
- b) Has a site plan agreement been entered into?  Yes  No
- c) Has a building permit for the proposed condominium been issued?  Yes  No
- d) Has construction of the development been completed?  Yes  No
- e) If construction is completed, indicate the date of completion: \_\_\_\_\_
- f) Is the condominium a conversion of a building containing residential rental units?  
 Yes  No If yes, how many units will be converted? \_\_\_\_\_

**5. SERVICNG INFORMATION**

**a) Water Supply (E for existing or P for proposed)**

Publicly owned and operated piped water system	
Privately owned and operated individual well	
Privately owned and operated communal well	
Lake or other waterbody	
Other means (specify)	

**b) Sewage Disposal (E for existing or P for proposed)**

Publicly owned and operated sanitary sewage system	
Privately owned and operated individual septic tank	
Other means (specify)	

**c) Are the water, sewage, or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act?**

- Yes No Unknown

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

- Yes No Unknown

**d) Storm drainage is provided to the subject land by (E for existing or P for proposed):**

Ditches	
Swales	
Natural	
Sewer	
Other means (specify)	

- e) Do you acknowledge that if the plan permits development of more than five lots or units on privately owned and operated individual or communal wells, the applicant will be responsible for a serving options report and a hydrogeological report?  
Yes No
- f) Do you acknowledge that if the plan permits development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed, the applicant will be responsible for a serving options report and a hydrogeological report?  
Yes No
- g) Do you acknowledge that if the plan permits development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less produced per day as a result of the development being completed, the applicant will be responsible for a hydrogeological report?  
Yes No

## 6. ACCESS

a) Access to the subject land is provided by:

- Provincial highway Municipal road (year round)  
Municipal road (seasonal) Private road / Right-of-Way  
Other road Water

b) If access to the subject land is by water only, indicate the following:

*Provide written confirmation of parking and docking facilities.*

Docking facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

Parking facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

c) If access to the subject land is by private road, or if "right-of-way" indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year: \_\_\_\_\_

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## 7. OTHER APPLICATIONS

a) Is the subject land currently the subject of an application for a Minor Variance, Zoning By-law Amendment, or Consent?

- Yes No Unknown

If yes, and if known, specify the application number: \_\_\_\_\_

**b)** Has the land ever been the subject of an Official Plan Amendment or Zoning By-Law Amendment?

Yes

No

Unknown

If yes, and if known, specify the number for the amendment: \_\_\_\_\_

**c)** Are there any restrictive covenants affecting the subject land?

Yes

No

Unknown

If yes, describe the covenant and its effect: \_\_\_\_\_

\_\_\_\_\_

**8. DIRECTIONS: HOW TO GET THERE**

Civic Address: \_\_\_\_\_

Directions from McDougall Municipal Office (5 Barager Blvd. McDougall) to your site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. WHAT IS THE PROPOSED STRATEGY FOR CONSULTING WITH THE PUBLIC?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10. AUTHORIZATION BY OWNER**

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ the undersigned,  
*(Registered Owner(s))*

being the Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_  
*(Agent)*

to act as my Agent with respect to the preparation and submission of this Application.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## 11. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Municipality considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Municipality photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Clerk at the Municipality of McDougall 705-342-5252.

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Signature of Owner

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Date

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Signature of Owner

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Date

---

Signature of Witness

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Date

**12. DECLARATION OF OWNER/AGENT**

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the \_\_\_\_\_ of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_ do solemnly declare that all of 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 and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp

**13. ADDITIONAL FEES**

If Planning, Engineering and/or legal fees are incurred by the Municipality pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

**14. FEES**

Plan of Subdivision/Condominium 10 lots/units/blocks or less: \$4,000  
Plan of Subdivision/Condominium 11 lots/units/blocks or more: \$5,000  
Exemption for Plan of Condominium: \$1,000

NOTE: Additional expenses may be incurred (i.e. Legal, Planning, Survey, Rezoning, Minor Variance, Parkland Fee) and are the responsibility of the applicant.

## 15. PLANS REQUIRED

Please attach 2 copies of the draft plan of subdivision or survey **drawn to scale, in metric.**

One copy must be submitted on 8.5" x 11" paper and an electronic version in Adobe Acrobat pdf format.

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the lots.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.
- The location and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has Lake Frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.