



2025 PLAN OF SUBDIVISION APPLICATION

****FOR OFFICE USE ONLY****

Date Received:	Date Accepted:	Fee Paid:	File Number:

INSTRUCTIONS

Pre-Consultation

Consultation with Township Staff and External Government Agencies prior to the submission of a formal application is strongly encouraged to determine submission requirements. Please review the Pre-Consultation Application Form at the following link: <https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx>

Early consultation with neighbours is encouraged to identify and/or resolve potential concerns.

Type of Application and 2025 Application Fees

Please see Township Fee By-law for details. The following is a summary of application fees.

Type of Application	Fee
Plan of Subdivision – Residential and Mixed Use	\$17,000
Plan of Subdivision – Industrial & Other	\$12,000
Plan of Subdivision – Clearance Letter for Issuance of Final Approval	\$35 per Lot/Block/Unit
2 nd or Additional Public Information Meeting	\$925
Change to a Condition of Draft Plan Approval (where delegated)	\$1,300
Red-Line Revision to Draft Plan Approval (where delegated)	\$1,300
Request to Extend Draft Plan Approval	\$1,300
Change to a Condition of Draft Plan Approval (Council Approval Required)	\$2,255
Red-Line Revision to Draft Plan Approval (Council Approval Required)	\$2,255
2 nd or Additional Recirculation of Draft Plan to Agencies	\$2,360
Registration Release (per phase)	\$3,100/Phase
Preparation of a Model Home Agreement	\$2,075
Preparation of a Pre-Servicing Agreement	\$6,660
Preparation of a Subdivision Agreement	\$7,380
Amendment to a Subdivision Agreement/Pre-Servicing Agreement	\$3,690
Administration of Executed Subdivision Agreement	\$98.90/hr
Deeming By-law	\$2,100/By-law
Dedication By-laws on Assumptions or Reserves	\$2,100/By-law



Refundable Deposits	
Standard Planning Applications	\$7,000
Complex Planning Applications	\$25,000
Chargeable Recoveries – Subdivisions / Condominiums	12% value of Public Works

Additional financial payments and costs may be required through the processing of an application, including, but not limited to, recirculation of applications, peer review of materials and/or information, agreements, and associated fees. Fees and payments such as development charges, payment of outstanding taxes, securities, gratuitous conveyance of land for road widening, and Ontario Land Tribunal appeals may be required. Please review the Township Fee Schedule By-law for more information.

It may be determined during the review of the formal application submission that technical studies and/or information are required as a result of issues arising during the processing of the application. The applicant will be required to provide all technical studies and necessary information in addition to peer review fees as part of the application at their expense.

Submission Checklist for Application

To assist in the review of a proposed plan of subdivision, the Township 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 optional (but strongly encouraged) Pre- Consultation meeting, documented in the Record of Pre- 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 Township's stormwater management/drainage policies. It is the responsibility of the applicant to ensure that the plan and report have been prepared to Township standards. All proposed plan of subdivision applications must be accompanied with a "Planning Justification 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) **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.
- n) **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.

Note: Required information to be provided with an application are outlined in Schedule I of Ontario Regulation 543/06 and Section 8.7 of the Township of North Dumfries Official Plan. These requirements must be met to deem the application complete.

- ☐ Pre-Consultation Record (If Completed)
- ☐ Township of North Dumfries Application Fee(s)
- ☐ Other Agency Fees may also be required.
- ☐ Electronic pdf copy of all forms, technical reports, legal documents
- ☐ Digital copy of Original Application Form with original signature(s).
 - ☐ Agent Authorization
 - ☐ Affidavit or sworn declaration by the applicant
 - ☐ Region of Waterloo Environmental Site Screening Questionnaire.
- ☐ Articles of Incorporation are required for Incorporated Companies.
- ☐ Digital files of the plan in dwg (AutoCAD)
- ☐ Digital copy of detailed survey by an Ontario Land Surveyor
- ☐ Digital copy of survey, sketch or Draft Plan showing in metric units:
 - The boundaries and dimensions of the subject land.
 - The location, size and type of all existing and proposed buildings and structures on the subject lands, indicating their height and distance from the front lot line, rear lot line and side lot lines.
 - The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
 - Are located on the subject land and on land that is adjacent to it, and
 - In the applicant's opinion, may affect the application
 - The current land uses located adjacent to the subject land.
 - The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road or a right of way.
 - If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
 - The location and nature of any easement affecting the subject land.
- ☐ Notice of Source Water Protection Plan Compliance



<https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/>

Drawings/Reports/Documents (All drawings, reports, and documents to be provided in digital PDF format)	Checklist
Planning Application	
Draft Plan of Subdivision or Condominium	
Planning Justification Report	
Public Consultation Strategy	
Site Plan and Site Plan Details	
Topographical and/or Legal Survey	
Engineering Drawings: Site Servicing Plan, Site Grading Plan, Sediment and Erosion Control Plan	
Engineering Reports: Stormwater, Functional Servicing	
Traffic Impact Study if required	
Other studies/reports identified during pre-consultation E.g. geotechnical, hydrogeological, environmental impact study, urban design brief.	
Additional Drawings/Reports/Documents required based on site location (additional permits may be required directly from agencies listed below, please check with applicable agency)	Checklist
If the subject site is within an area on interest to GRCA	
If the subject site is within 300 m of CP Rail lands	
If the subject site abuts MTO corridor (including on-off ramps)	
If the subject site abuts or is within 30 m of a utility corridor (Enbridge Pipeline, Union Gas)	

Draft Plans

Plans must be drawn on a single sheet, to scale with all measurements in metric units and include:

- All items identified in Subsection 51(17) of the Planning Act, as amended.
- Subsection 51(17) of the Planning Act requires submission of a key map, at a scale of not less than 1cm to 100 metres on the proposed draft plan.
- Proposed street names must be shown in order to be deemed a complete application.
- 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 Township of North Dumfries may affix the draft approval stamp and signature.

Procedure

The procedure to process a Plan of Subdivision Application is as follows:

- Planning staff review the application for its completeness and accuracy. Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies. Once the application is reviewed for completeness, an Invoice for payment will be issued by



Staff to the applicant for payment. Please do not submit payment before Staff have had an opportunity to review the application for completeness.

- The Township will issue a letter once the application is deemed complete and provide instructions on property signage requirements for the owner within 30 days of the receipt of an application, along with instructions about posting the required notice signs.
- The application will be circulated to other departments and agencies.
- A Notice of Complete Application and a Notice of a Public Meeting will be mailed to owners within 120 m of the subject lands and advertised in the local newspaper.
- A Public Meeting will be held, which will include a staff report and presentation. Meetings are typically on the last Tuesday of every month. It is recommended that the applicant make a presentation at the Public Meeting. Members of Council and anyone at the meeting will have an opportunity to ask question.
- If necessary, a 2nd Public Meeting will be held.
- A Planning Staff Recommendation Report, recommending approval or refusal, will be prepared for consideration by Township Council. If Council approves the application, a notice of the By-law's passing will be sent to interested parties.
- Every application is subject to an appeal period to the Ontario Land Tribunal (20 days), which commences the day after the Notice of Passing is issued.
- If no appeals are received, a Declaration of No Appeals will be issued and the conditions of draft plan approval become final.
- Following final approval, a Subdivision Agreement may be registered, allowing the Owner to begin fulfilling the conditions of draft approval.

Release of Public Information

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Township photocopying, posting on the Internet and/or releasing the application and any supporting materials 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.



2025 PLAN OF SUBDIVISION APPLICATION FORM

Date of Application

PART A – SITE ADDRESS AND LEGAL DESCRIPTION

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

PART B – APPLICANT INFORMATION

	Name and Address		Phone / E-mail	
Registered Owner	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Applicant/ Agent	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Mortgagees, Holders of Charges or Other Encumbrances	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Solicitor if Applicable	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			



Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

Identify when the subject lands were acquired by the current owner:

Identify any interests for lands which are adjoining or adjacent to the subject land(s) that form part of this application. Identify the address, location, and area of adjacent lands:

PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL

Describe in detail the purpose of the proposed Plan of Subdivision:

Please describe the subject lands by providing the following information:

Parcel Data	Description (Metric Units)
Lot Width	
Lot Depth	
Lot Area	
Side Yards	
Rear Yard	



Building front line setback		
Describe the existing uses of the subject lands. Describe how long the existing uses have continued.		
Existing buildings and structures Include separate sheet or if there are more buildings and structures	Primary Building:	
	Date of Construction:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	Secondary Building:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
Proposed buildings and structures Include separate sheet or provide on sketch if there are more buildings	Proposed Building:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	Proposed Building:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	Type of vehicle access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> another public road or right of way <input type="checkbox"/> water access
Water service to be provided by	<input type="checkbox"/> publicly owned and operated piped water system <input type="checkbox"/> privately owned and operated individual well <input type="checkbox"/> privately owned communal well <input type="checkbox"/> lake or water body <input type="checkbox"/> other	
Sewage disposal to be provided by	<input type="checkbox"/> publicly owned and operated sanitary sewage system <input type="checkbox"/> privately owned and operated individual septic system <input type="checkbox"/> privately owned and operated communal septic system	



	<input type="checkbox"/> other
Will the application permit development on privately owned and operated individual or communal system with more than 4500 liters of effluent per day?	If yes, a servicing options and hydrogeological report are required.
Storm drainage is provided by?	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other

PART D - LAND USE PLANNING (Provide a Planning Justification Report to address at a minimum, the items below)

Land Use Criteria	Description
1. How are the subject lands designated in the Township of North Dumfries Official Plan (include all Schedules, e.g. land use, greenlands network, water source protection, agricultural)?	
2. Does the application conform to the Township Official Plan (e.g. lot creation, land use compatibility policies, cultural heritage)? Explain.	
3. Does the proposal conform to the Regional Official Plan designations and policies (e.g. lot creation policies)? Explain.	
4. Is the subject land within an area designated under any provincial plan or plans? If so, which plans (e.g. PPS, Greenbelt etc.)?	
5. Does the application conform or conflict with provincial plans? Explain.	



6. Is the proposal consistent with the Provincial Planning Statement (PPS) issued under the Planning Act? Explain.	
7. Are the lands in an area where the municipality has pre-determined the minimum and maximum density or minimum and maximum height requirements? Explain.	
8. Does the application propose to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement? If yes, provide details of the official plan or official plan amendment that deals with this matter.	
9. Does the application propose to remove land from an area of employment? If yes, provide details of the official plan or official plan amendment that deals with this matter.	
10. Is the site located within a Source Water Protection Area? The Owner must obtain a Notice of Source Protection Plan Compliance (Section 59 Notice), available on the Region's Website at www.regionofwaterloo.ca/sourceprotection	
11. Has the Region of Waterloo Environmental Site Screening Questionnaire been completed?	
12. How is the proposed development compatible with the surrounding neighbourhood? <ul style="list-style-type: none">• Density, scale, height• Massing, visual impact, architectural character• Preservation of natural features• Landscaping, setbacks	



13. Is the site regulated by Grand River Conservation Authority? If yes, the Owner is responsible for obtaining all necessary approvals.	
14. Are there any natural features on or adjacent to the subject lands? <ul style="list-style-type: none">• Wetlands, forests, trees, fish habitat• Valleys, erosion hazards, floodplains• Wildlife habitat, endangered or threatened species habitat• Areas of natural and scientific interest• Groundwater recharge areas, headwaters or aquifers• Potential for linkages between existing natural features How will the proposal maintain, enhance and protect natural features including natural heritage linkages?	
15. Does the subject land contain or is it located within 300 m of any known or potential areas of archaeological resources? Please use screening checklist from Ministry of Tourism, Culture and Sport (MTCS) website at https://forms.mgcs.gov.on.ca/dataset/021-0478 . If yes, an Archaeological Assessment may be required.	
16. Does the subject land contain or is it located within 300 m of any known or potential cultural heritage resources? Go to the MTCS website at https://forms.mgcs.gov.on.ca/dataset/021-0500 for screening criteria check list.	
17. Do the subject lands contain or is adjacent to a property that is listed or designated on the Municipal Heritage Registry or within the Greenfield Heritage Conservation District? https://www.northdumfries.ca/en/doing-business/heritage-properties-regulations-permits.aspx	



18. If the application is in the rural area, does the proposal conform to the provincial Minimum Distance Separation (MDS) Formulae? MDS compliance must be demonstrated by the applicant.	
19. Will development hinder access to mineral aggregate resources as designated in the Official Plan? Will development hinder the continuation of extraction of existing pits and quarries?	
20. Is there an active rail line within 300 m?	
21. Is the subject lands located within: <ul style="list-style-type: none">• 70 metres of a Class I Industry (small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operation only)?• 300 metres of a Class II Industry (medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)?• 1000 metres of a Class III industry (processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions)?	
22. 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? If yes, what information did you use to determine the answer?	

Status of Current and Other Applications under the Planning Act

Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision, Official Plan Amendment, Zoning Amendment, Minor Variance or Consent under the Planning Act? If yes, please list File No.(s) and status of application.

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Public Consultation

What is the proposed strategy for consulting with the public with respect to the application. Details must be provided in a separate Report or as part of the Planning Justification Report.

Table A – Proposed Land Uses

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



Stormwater Management	Nil			Nil	
Institutional (specify)					
Roads	Nil			Nil	N/A
Walkway	Nil			Nil	N/A
Other (specify)					
Other (specify)					
TOTALS				Nil	

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

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?

How is this application addressing Affordable Housing?



PART E – AUTHORIZATION

Registered Owner's Authorization

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): _____

Date: _____

Note: If the owner is an incorporated company, the Company Seal shall be applied to this form.

ACKNOWLEDGEMENT

I understand that receipt of this application by the Township of North Dumfries - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: _____ Date: _____



PART F – AFFADAVIT OR SWORN DECLARATION

Affidavit

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, _____ of the _____
(owner, applicant, agent) (township, city)

of _____ in the Province of Ontario

Solemnly declare that:

All of the statements outlined 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 _____ of _____
(township, city)

in the Province of Ontario this _____ day of _____ 2025.



Stamp

Signature of Owner or Authorized Agent

a Commissioner, etc.

Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

Date Submitted

Signature of Owner(s)/Applicant



REGIONAL MUNICIPALITY OF WATERLOO

ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo

1. Location of Subject Lands:

Municipal Address

Legal Description

2. What are the current uses of the property?

3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry:

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.)? If YES, please describe approximate dates and types of commercial activity:



5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If YES, when? If YES, please provide description of waste materials:

6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.

11. Does the property have or ever had a septic system?



12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

14. DECLARATION OF PROPERTY OWNER(S)

I, am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me in the
Commissioner of Oath (Print Name) Municipality

This day of , 2025.

Commissioner of Oath (signature)

Registered Owner (signature)

Stamp