

106 Earl Thompson Rd, 3<sup>rd</sup> Floor, Ayr, ON N0B 1E0 Phone: (519) 632-8800

Please submit to <a href="mailto:planning@northdumfries.ca">planning@northdumfries.ca</a>

2025 PLAN OF CONDOMINIUM 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: <a href="https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx">https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx</a>

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 Condominium – Residential and Mixed Use	\$15,580
Plan of Condominium – Industrial & Other	\$11,480
Plan of Condominium – Clearance Letter for Issuance of Final Approval	\$35 per
	Lot/Block/Unit
Exemption to Plan of Condominium- Where previously approved Site Plan	\$5,740
Control Agreement	
2 <sup>nd</sup> or Additional Public Information Meeting	\$950
Change of Condition of Draft Plan Approval/Condo Description (where	\$1,300
delegated)	
Red-Line Revision to Draft Plan Approval (where delegated)	\$1,300
Change to a Condition of Draft Plan Approval (Council Approval Required)	\$2,255
Red-Line Revision to Draft Pla Approval (Council Approval Required)	\$2,255
2 <sup>nd</sup> or Additional Recirculations of Draft Plan to Agencies	\$2,360
Registration Release (per phase)	\$3,100/phase
Request to Extend Draft Plan Approval	\$1,300
Preparation of a Model Home Agreement	\$2,075
Preparation of a Pre-Servicing Agreement	\$6,660
Preparation of a Condominium Agreement	\$7,380
Condominium Conversion	\$11,480
Amendment to a Condominium Agreement	\$3,690
Administration of Executed Condominium Agreement	\$98.90/hr



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Dedication By-law on assumption or reserves	\$2,100
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 condominium, 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



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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.
- 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?
- 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.



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- 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.

	Р	re-Consultation Record (If Completed)
	T	ownship of North Dumfries Application Fee(s)
	0	ther Agency Fees may also be required.
	Ε	lectronic pdf copy of all forms, technical reports, legal documents
	D	igital 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.
	Α	rticles of Incorporation are required for Incorporated Companies.
	D	igital files of the plan in dwg (AutoCAD)
		igital copy of detailed survey by an Ontario Land Surveyor
		igital copy of survey, sketch or Draft Plan showing in metric units:
	0	,
	0	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.
	0	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:
		<ul> <li>Are located on the subject land and on land that is adjacent to it, and</li> </ul>
		In the applicant's opinion, may affect the application
	0	The current land uses located adjacent to the subject land.
	0	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.
	0	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.
Ц		otice of Source Water Protection Plan Compliance
	- 111	ttps://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/



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Drawings/Reports/Documents	Checklist
(All drawings, reports, and documents to be provided in digital PDF format)	
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	Checklist
below, please check with applicable agency)	
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 Panning 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 Condominium 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.



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- 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 2<sup>nd</sup> 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 Bylaw'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.



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## **2025 PLAN OF CONDOMINIUM APPLICATION FORM**

Date of Application	
PART A – SITE ADI	DRESS AND LEGAL DESCRIPTION
Civic Address	
Assessment Roll Num	ber(s)
Lot/Block and Concess	sion
Registered Plan	
Reference Plan	

## **PART B - APPLICANT INFORMATION**

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



Rear Yard

## **PLANNING DEPARTMENT**

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Are there any easements	or restrictive covenants affecting the subject land?
If yes, describe it and its e	ffect.
Identify when the subject I	ands were acquired by the current owner:
	ands which are adjoining or adjacent to the subject land(s) that form entify the address, location, and area of adjacent lands:
	ON OF DEVELOPMENT PROPOSAL
Describe in detail the purp	ose of the proposed Plan of Condominium:
Dlease describe the subje	ct lands by providing the following information:
Parcel Data	Description
	(Metric Units)
Lot Width	
Lot Depth	
Lot Area	
Side Yards	



Building front line		
setback		
Describe the existing		
uses of the subject lands.		
Describe how long the		
existing uses have		
continued.		
	Primary Building:	
Existing buildings and	Date of Construction:	
structures	Setback Front Lot Line:	
Include concrete cheet or	Setback Rear Lot Line:	
Include separate sheet or if there are more	Setback Side Lot Lines:	
buildings and structures	Height from Established Grade:	
buildings and structures		
	Secondary Building:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	Proposed Building:	
Proposed buildings and	Setback Front Lot Line:	
structures	Setback Rear Lot Line:	
linalizata annoneta albant au	Setback Side Lot Lines:	
Include separate sheet or provide on sketch if there	Height from Established Grade:	
are more buildings		
are more buildings	Proposed Building:	
	Setback Front Lot Line:	
	Setback Rear Lot Line:	
	Setback Side Lot Lines:	
	Height from Established Grade:	
	provincial highway	
Type of vehicle access	municipal road	
	another public road or right of	way
	water access	:
Matanaamiaa ta laa	publicly owned and operated piped water system	
Water service to be	☐ privately owned and operated individual well☐ privately owned communal well	
provided by	☐ lake or water body	11
	☐ publicly owned and operated s	sanitary sewage system
Sewage disposal to be	privately owned and operated	
provided by	privately owned and operated	•



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	☐ 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?	☐ sewers ☐ ditches ☐ swales ☐ 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 <a href="https://www.regionofwaterloo.ca/sourceprotection">www.regionofwaterloo.ca/sourceprotection</a>	
11	Has the Region of Waterloo Environmental Site Screening Questionnaire been completed?	
12	.How is the proposed development compatible with the surrounding neighbourhood?	
	<ul> <li>Density, scale, height</li> </ul>	
	<ul> <li>Massing, visual impact, architectural character</li> </ul>	
	Preservation of natural features	
ı	<ul> <li>Landscaping setbacks</li> </ul>	



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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? 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 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/doingbusiness/heritage-properties-regulationspermits.aspx



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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?	
<ul> <li>21. Is the subject lands located within:</li> <li>70 metres of a Class I Industry (small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operation only)?</li> <li>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)?</li> <li>1000 metres of a Class III industry (processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions?</li> </ul>	
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 Plar 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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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	t.

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?



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# Vacant Land Condominium (Complete if Applicable)

Has Site Plan Approval been received for the proposed Vacant Land Condominium?
Has a Section 41 Development Agreement been entered into?
Has any building permits been issued for the proposed condominium?
Is any portion of the proposed condominium under construction or completed?
Is the proposed condominium a conversion of a building containing residential units? If yes, how many units are to be converted?



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#### **PART E – AUTHORIZATION**

Registered Owner's Authorization	
The registered owner must complete the follo	owing, if the owner is not the applicant:
I, we,	
being the Registered Owners of the subject la	ands, herby authorize,
to prepare and submit this application.	
Signature(s):	
Date:	
Note: If the owner is an incorporated compar	y, the Company Seal shall be applied to this form.
<u>ACKNOWLEDGEMENT</u>	
be undertaken and I may be contacted to prodiscrepancies or issues with the application a fully complete, the application fee will be dep Submission of this application constitutes co	ete' application. Further review of the application will by ide additional information and/or resolve any as submitted. Once the application is deemed to be posited and the application will be processed. Insent for authorized municipal staff to enter upon the ag site visits, including photographs, which are
Signature of Owner/Applicant:	Date:



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## **PART F - AFFADAVIT OR SWORN DECLARATION**

	Affidavit	
members of the staff of the Township	the Township of North Dumfries Committee of of North Dumfries and circulated agencies to mited purpose of evaluating the merits of this a	enter upon the
I,	of the	
(owner, applicant, agent)	of the (township, city)	
of	in the Province of Ontario	
Solemnly declare that:		
	application are true, and I make this solemn de and knowing that it is of the same force and e Canada Evidence Act.	
Declared before me at the	of	
(township	of , city)	
in the Province of Ontario this	day of2025.	
	Signature of Owner or Authorized Agent	
Stamp	a Commissioner, etc.	
	Sworn Declaration	
I hereby solemnly declare that all of t	he information provided in this application is tr	ue.
Date Submitted	Signature of Owner(s)/Applicant	



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# 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

Legal Description
Il purposes? If YES, please describe
cial purposes where there is potential for station, dry cleaning operation, chemical
.(



gistratior	rdous materials ever been stored or generated on the property (e.g. has on the Hazardous Information Network or other permits been required?). Imarize details.
storical u	ison to believe that this property may be potentially contaminated based one of this property or an abutting property? If yes, please describe the native street is a second of the contamination.
e suspec	ted contamination.
	oject property or adjacent property ever been used as an agricultural opera
	oject property or adjacent property ever been used as an agricultural operaide products may have been used as pesticides?
here cyar	
here cyar	r were there ever any above ground or underground storage tanks for fuel
nere cyal	r were there ever any above ground or underground storage tanks for fuel
nere cyal	r were there ever any above ground or underground storage tanks for fuelon the property? If yes, please summarize the details.
re there contains the property of the property	r were there ever any above ground or underground storage tanks for fuel on the property? If yes, please summarize the details.
re there contemporaries the poes the po	r were there ever any above ground or underground storage tanks for fuelon the property? If yes, please summarize the details.
re there commended the commended to the	r were there ever any above ground or underground storage tanks for fuel on the property? If yes, please summarize the details.
re there commended the commend of th	r were there ever any above ground or underground storage tanks for fuel on the property? If yes, please summarize the details.



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	PROPE	RTY OWNER	(S)			
l, _ doc	ument and to the best o					nat is the subject of this nnaire is true.	
DE	CLARED before me				in the		
		Commis	sioner of Oath	n (Print Name	)	Municipality	
This	s day of			, 2025.			
	Commissioner of C	ath (sigr	nature)	Registe	ered Ow	ner (signature)	
	Stamp						
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