



## **United Counties of Prescott and Russell**

Application for Approval of a Plan of Subdivision or  
Condominium Description  
Under Section 51 of the *Planning Act*

### **Instructions:**

Please review the United Counties of Prescott and Russell Official Plan and local Official Plan where applicable prior to completing and submitting this application form.

In this form, the term “subject land” means the land that is the subject of this application.

### **Completeness of the Application:**

The information in this form that **must** be provided by the applicant is indicated by a **small hand** (☞) on the left side of the section numbers. This information is prescribed in the Schedule of the Ontario Regulation 196/96 made under the *Planning Act*. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information, including the draft plan and fee are not provided, the United Counties of Prescott and Russell will return the application or refuse to further consider the application.

The application form also sets out other information (eg. Technical information or report) that will assist the United Counties of Prescott and Russell and others in their evaluation of the development proposal. To ensure the quickest and most complete review, this information should 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.

Table B (Significant Features Checklist) is intended to assist the United Counties of Prescott and Russell to determine whether significant provincial features or circumstances may be affected by a development which proposes to change the use of a specific site. It describes potential information needs.

### **Submission of the Application:**

The United Counties of Prescott and Russell require:

- 1 copy of the completed application form (additional copies may be requested prior to draft approval)
- 3 copies of the draft plan / 1 copy for Condominium exemption (additional copies may be requested prior to draft approval)
- 1 copy of the draft plan on 8½” X 11” / Not applicable for Condominium exemption
- 1 copy of the information/reports if indicated as needed when completing the relevant sections of this form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographic features (PDF format)
- a georeferenced .dwg file showing only the new and existing parcel limits together with the related lots and blocks numbers from the final plan intended for registration. The file projection must be in UTM NAD 83 Zone 18N.
- The applicable fee as indicated on the attached Schedule B and is payable by cheque/money order/credit card or interac

### **For Help**

To help you complete the application form and prepare a good draft plan, please consult the:

United Counties of Prescott and Russell  
Planning and Forestry Department  
P.O. Box 304 59 Court Street  
L'Orignal, Ontario K0B 1K0

planning@prescott-russell.on.ca  
1-800-667-6307  
Tel: (613) 675-4661

**Disponible en français**

Please print and complete or (X) appropriate box(es)

**1. Application information**

☛ 1.1 Name of owner(s), an owner's authorization is required in Section 11.1, if applicant is not the owner.

	Name	Address	
Registered Owner			
		Tel:	Fax:
Agent, Solicitor or Planning Consultant			
		Tel:	Fax:
Ontario Land Surveyor			
		Tel:	Fax:

**2. Location of the subject land**

☛ 2.1 Site Location	Local Municipality		Former Municipality	
	Lot(s)/Block(s)	Concession	Registered Plan	

2.2 Are there any easements or restrictive covenants affecting the subject land?  
 No     Yes    If yes, describe the easement or covenant and its effect.

**3. Proposed and Current Land Use**

☛ 3.1 Check whether this application is for approval of:     A plan of subdivision or  
 A condominium description  
 A condominium exemption description

☛ 3.2 Complete Table A on Proposed Land Use

**TABLE A – PROPOSED LAND USE**

Intended Land Use	Number of Units or Dwelling	Number of Lots and/or blocks on the Draft Plan	Area (ha.)	Density (Units/Dwellings per ha.)	Number of Parking space
Residential    Detached					(1)
Semi Detached					(1)
Multiple Attached					
Apartment					

Intended Land Use	Number of Units or Dwelling	Number of Lots and/or blocks on the Draft Plan	Area (ha.)	Density (Units/Dwellings per ha.)	Number of Parking space
Seasonal					
Mobile Home					
Other (specify)					
Commercial					
Industrial					
Park, Open Space	N/A			N/A	N/A
Institutional (specify)				N/A	N/A
Roads	N/A			N/A	
Other (specify)					
Totals					

(1) Complete only if for approval of condominium description

3.3 What is the current use of the subject land?

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3.4 How is the subject land currently designated in any applicable Official plan?

United Counties of Prescott and Russell Official Plan	Local Official Plan (where applicable)
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3.5 What is the current zoning designation of the subject land? \_\_\_\_\_

3.6 Has there been an industrial or commercial use on the subject land or adjacent land?

Yes  No If **Yes**, specify the uses.

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	Yes	No	Unknown
3.7 Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 What information did you use to determine the answers to the above question?			

3.11 If YES, to (3.5), (3.6), (3.7) or (3.8), a previous use inventory showing all former uses of the subject land or, if appropriate, of the adjacent land, is required. Is the previous use inventory attached?

4. Additional information for Condominium Applications Only.	Yes	No
4.1 Has a site plan for the proposed condominium been approved?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Has a site plan agreement been entered into?	<input type="checkbox"/>	<input type="checkbox"/>

- 4.3 Has a building permit for the proposed condominium been issued?
- 4.4 Has construction of the development started?
- 4.5 If construction is completed, indicate the date of completion: \_\_\_\_\_
- 4.6 Is this a conversion of a building containing rental residential units?
- If **Yes**, indicate the number of units to be converted, \_\_\_\_\_units.

**5. Status of Other Applications under the *Planning Act***

- |  | Yes                      | No                       | Unknown                  |
|--|--------------------------|--------------------------|--------------------------|
| ☛ 5.1 Has the subject land ever been the subject to a previous application for approval of a plan of subdivision or a consent? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- If **Yes** and if **Known**, indicate the application file number and the decision made on the application.

- |  |                          |                          |
|--|--------------------------|--------------------------|
| ☛ 5.2 Is the subject land also the subject to a proposed official plan or plan amendment that has been submitted for approval? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|
- If **Yes**, indicate the file number and the status of the application.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| ☛ 5.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance or zoning by-law amendment? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|
- If **Yes**, indicate the file number and the status of the application.

- |  |                          |                          |
|--|--------------------------|--------------------------|
| ☛ 5.4 Are the water, sewage and road works associated with the proposed development subject to the provisions of the <i>Environmental Assessment Act</i> .   | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>Yes</b> , will the notice of public meeting for this application be modified to state that the public meeting will address the requirement of both the <i>Planning Act</i> and the <i>Environmental Assessment Act</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |

**6. Provincial Policy**

- 6.1 Briefly explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the *Planning Act*.

6.2 Table B below lists the features or development circumstances of interest to the United Counties of Prescott and Russell. Complete Table B and be advised of the potential information requirements in noted section.

**Table B- Features Checklist**

Features or Development Circumstances	Identify features on site or within 500 metres of the development site boundaries		Specify distance in metres	Potential Information Needs
	YES (X)	NO (X)		
Non-farm development near designated urban areas or rural settlement area				Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas
Class 1 industry <sup>1</sup>			metres	Assess development for residential and other sensitive uses within 70 metres
Class 2 industry <sup>2</sup>			metres	Assess development for residential and other sensitive uses within 300 metres
Class 3 industry <sup>3</sup>			metres	Assess development for residential and other sensitive uses within 1000 metres
Land Fill Site			metres	Address possible leachate, odor, vermin and other impact
Sewage Treatment Plant			metres	Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization pond			metres	Assess the need for a feasibility study for residential and other sensitive land uses
Active railway line			metres	Evaluate impacts within 100 metres
Controlled access highways or freeways, including designated future ones			metres	Evaluate impacts within 100 metres
Electric transformer station			metres	Determine possible impacts within 200 metres
High voltage electric transmission line			metres	Consult the appropriate electric power service
Transportation and infrastructure corridors				Will the corridor be protected?
Prime agricultural land				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated
Agricultural operations			metres	Development to comply with the Minimum Distance Separation Formulae
Mineral aggregate resource areas				Will development hinder access to the resource or the establishment of new resource operation
Mineral aggregate or peat extraction operations			metres	Will development hinder continuation of extraction?
Significant wetlands			metres	Development is not permitted on significant wetlands. No negative impacts where development is proposed on adjacent lands.
Significant portions of habitat of endangered and			metres	Development not permitted

Features or Development Circumstances	Identify features on site or within 500 metres of the development site boundaries		Specify distance in metres	Potential Information Needs
	YES (X)	NO (X)		
threatened species				
Significant: fish habitat, woodlands areas of natural and scientific interest, wildlife habitat			metres	Demonstrate no negative impacts. Where significant woodlands may be an issue contact the Planning Department and obtain a copy of the screening checklist to facilitate evaluation.
Sensitive groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected
Area of Natural Scientific Interest (ANSI)				Demonstrate no negative impacts
Erosion hazards				Determine feasibility within the 1:100 year erosion limits or ravines, river valleys and streams
Floodplains				Development is not permitted within the flood plain
Hazardous sites <sup>4</sup>				Demonstrate that hazards can be addressed
Contaminated Sites				Assess an inventory or previous uses in areas of possible soil contamination

1. Class 1 industry – small scale, self-contained plan, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 industry – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 industry – indicate if within 1000 metres – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites – property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soil (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

6.3 Complete Table C – Housing Affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. Information should be based on the best information available at the time of application. If additional space is needed, attach on a separate page.

**Table C- Housing Affordability**

For example: Semi detached – 10 units; 1000 sq. ft./5.5 metres, \$119,900

Housing Type	# of Units	Unit Size (sq. ft.) and/or Lot Frontage	Estimated Selling Price/Rent
Semi Detached			
Link/Semi-Detached			
Row or Townhouse			
Apartment Block			

Housing Type	# of Units	Unit Size (sq. ft.) and/or Lot Frontage	Estimated Selling Price/Rent
Other Types or Multiples			

6.4 Is there any other information which may relate to the affordability of the proposed housing needs served by the proposal? Yes  No   
If **Yes**, explain in Section 9.1 or attach on a separate page.

**7. Servicing**

7.1 Indicate in a) the proposed servicing type for the subject land. Select the appropriate servicing type from Table D.

☛ a) Indicate the proposed sewage disposal system

☛ b) Indicate the proposed water supply system

c) Title of servicing information/reports

Attached

**Table D – Sewage Disposal and Water Supply**

	Service Type	Potential Information /Reports
<b>Sewage Disposal</b>	a) Public piped sewage system	Municipality shall confirm that capacity will be available to service the development at the time of lot creation or re-zoning
	b) Public or private communal septic	Communal systems for the development of <b>more than 5 lots/units</b> : servicing option 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 systems for the development of <b>5 or less lots/units and generating less than 450 litres per day effluent</b> : hydrogeological report <sup>2</sup>
	c) Individual septic system(s)	Individual septic systems for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup> .  Individual septic systems for the development of <b>5 or less lots/units and generating less than 4500 litres per day effluent</b> : hydrogeological report <sup>2</sup>
	d) Other	To be described by the applicant
<b>Water Supply</b>	a) Public piped water system	Municipality shall confirm that capacity will be available to service development at the time of lot creation or re-zoning

Service Type	Potential Information /Reports
b) Public or private communal well(s)	Communal well systems for the development of <b>more than 5 lots/units</b> : servicing options statement <sup>1</sup> and 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 <b>non-residential development where water will be used for human consumption</b> : hydrogeological report <sup>2</sup>
c) Individual well(s)	Individual wells for the development of <b>more than 5 lots/units</b> ; servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup>  Individual wells for <b>non-residential development where water will be used for human consumption</b> : hydrogeological report <sup>2</sup>
d) Communal surface water	Approval of a “permit to take water” under section 34 of the <i>Ontario Water Resources Act</i> is necessary for this type of servicing
e) Individual surface water	Service options report
f) Other	To be described by applicant

Note:

- Confirmation that the municipality concurs with the servicing options statement will facilitate the review of the proposal
- Before undertaking a hydrogeological report, consult with the South Nation Conservation about the type of hydrogeological assessment that is expected given the nature and location of the proposal
- Where communal services are proposed (water and/or sewage), these services must be owned by the municipality

7.2 Indicate in a), b) and c) the proposed type of storm drainage and access for the subject land. Select the appropriate type from Table E. Attach and provide the servicing information as indicated in Table E.

☛ a) Indicate the proposed storm drainage system

☛ b) Indicate the proposed road access

c) Is the preliminary stormwater management report attached?

Yes  No If not attached as a separate report, in what report can it be found?

**Table E – Storm Drainage, Road Access and Water Access**

Service Type	Potential Information/Reports
<b>Storm Drainage</b>	
a) Sewers	A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission 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.
b) Ditches or Swales	
c) Other	
<b>Road Access</b>	
a) Provincial highway	Application for an access permit should be made prior to submitting this application. An access permit is required from MTO before any development can occur.
b) Municipal or other public road maintained all year	Detailed road alignment and access will be confirmed when the development application is made
c) Municipal road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads



Service Type	Potential Information/Reports
d) Right-of-way	Access by right-of-way on private roads is not usually permitted, except as part of condominium

**8. Other Information**

8.1 Is there any other information that may be useful to the United Counties of Prescott and Russell in reviewing this development proposal (e.g. efforts made to resolve outstanding objections) please attach on a separate page if necessary.

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**9. Affidavit or Sworn Declaration**

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
 in the \_\_\_\_\_ make oath and say (or solemnly declare) that the  
 information contained in this application is true and that the information contained in the documents that  
 accompany this application is true.

SWORN/DECLARED before me

At the \_\_\_\_\_

In the \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Applicant

**10. Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Consent Approval Authority of the United Counties of Prescott and Russell regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the United Counties of Prescott and Russell for legal counsel and/or professional consulting services in defending Council's decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_ in the County of \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant

**11. Authorizations**

11.1 If the applicant is not the owner of the land that is the subject to this application, complete the authorization of the owner concerning personal information set out below.

**Authorization of Owner for Agent to Provide Personal Information**

I/WE, \_\_\_\_\_ am/are the owner(s) of the land that is the subject to this application for approval of a plan of subdivision (or condominium description) and for the purposes of the **Freedom of Information and Protection of Privacy Act**,

I/WE authorize \_\_\_\_\_, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date	Signature of Owner
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**12. Consent of Owner**

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

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

I/WE \_\_\_\_\_, am/are the owner of the land that is the subject to this application for approval of a plan of subdivision (or condominium description) and for the purposes of the **Freedom of information and Protection of Privacy Act**, I authorize and consent to he 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.

Date	Signature of Owner
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### SCHEDULE A – APPLICANT’S CHECKLIST

The United Counties of Prescott and Russell will assign a File Number for complete applications and this number should be used in all communications with the United Counties of Prescott and Russell.

<b>Applicant’s Checklist:</b>	Have you remembered to attach:	Yes
	<ul style="list-style-type: none"><li>• 1 copy of the completed application form? (Ensure you have a copy for yourself)</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• 3 copies of the draft plan?</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• 1 copy of the draft plan on 8½” X 11” ?</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• 1 copy of the information/reports as indicated in the application form and PDF format?</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• a georeferenced .dwg file showing only the new and existing parcel limits together with the related lots and blocks numbers from the final plan intended for registration. The file projection must be in UTM NAD 83 Zone 18N.</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• The required fee, either as a certified cheque or money order, payable to the United Counties of Prescott and Russell.</li></ul>	<input type="checkbox"/>

**Forward to:** United Counties of Prescott and Russell  
Planning and Forestry Department  
P.O. Box 304  
59 Court Street  
L’Orignal, Ontario K0B 1K0  
  
planning@prescott-russell.on.ca

Please see Tarif of fee By-Law 2022-09 Planning section for fees to be paid.