



## APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION

Under Section 51 of the *Planning Act*

Approval Authority: THE CORPORATION OF THE UNITED COUNTIES OF  
STORMONT, DUNDAS AND GLENGARRY  
Mail: 26 Pitt Street, Cornwall, Ontario K6J 3P2  
Phone: (613) 932-1515; Fax: (613) 936-2913

**Please print and complete this form. Be sure to attach required reports.**

A complete application includes:

- Information prescribed by O. Reg. 544/06 under the *Planning Act* is mandatory and must be provided by the applicant. Prescribed information is indicated by black arrows (▶).
- Required information (no arrows) is necessary for processing and planning evaluation of the application. The application may be refused without this information.

### Submission Checklist

Item	Attached or Provided (✓)
➤ Completed application form	<input type="checkbox"/>
➤ Copy of the draft plan with key map	<input type="checkbox"/>
➤ Additional required information or reports	<input type="checkbox"/>
➤ The applicable initial application fee:	<input type="checkbox"/>

(all of the above to be submitted digitally)

-up to 20 developable lots/blocks/units . . . . . \$5,095.00

-21 to 50 developable lots/blocks/units . . . . . \$6,625.00

-more than 50 developable lots/blocks/units . . . \$8,875.00

An additional fee shall apply for any NSF cheque.

Assistance and Pre-consultation Please speak to the County Planning Department, your local municipality and relevant public bodies before you complete the application. Pre-consultation is required to help prepare your application and draft plan of subdivision in conformity with the 2020 Provincial Policy Statement and municipal requirements.

File Number The County will assign a file number for complete applications and this number should be used in all communications.

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

**1. Application Type**

Subdivision

Condominium

Indicate the type of condominium proposed:

Standard    Amalgamations    Vacant Land    Phased    Common Element    Leasehold

**2. Applicant/Owner Information**

▶ 2.1 An owner’s authorization is required in Section 11.1, if applicant is not the owner.		
Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
▶ 2.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner.		
Name of Contact Person	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

**3. Description of the Subject Land (complete applicable boxes in Section 3.1)**

▶ 3.1	Local Municipality	Former Municipality (Geographic Township)	
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s) Block(s)
Reference Plan No.	Part Number(s)	Name of Street/Road	Street No.
▶ 3.2 Are there any easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input type="checkbox"/> Yes   If yes, describe the easement or covenant and the effect.			

**4. Proposed and Current Land Use**

▶ 4.1 What is the current designation of the subject land in the applicable official plan?

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▶ 4.2 What is the current zoning of the subject land?

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▶ 4.3 What is the current use of the subject land?

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► 4.4 What is the current use of the abutting land?

East \_\_\_\_\_

West \_\_\_\_\_

North \_\_\_\_\_

South \_\_\_\_\_

► 4.5 Complete Table A, Proposed Land Use

**Table A - Proposed Land Use**

Proposed Land Use	Number of Units or Dwellings	Number of Lots on the Draft Plan	Number of Blocks on the Draft Plan & Purpose of Blocks	Area (ha.) of land	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential	---	---	---	---	---	---
Detached						(1)
Semi Detached						(1)
Multiple Attached						
Apartment						
Seasonal						
Mobile Home						
Other (Specify)						
Commercial						
Industrial						
Park, Open Space	---				---	---
Institutional (specify)					---	---
Roads	---					
Other(specify)						
<b>Totals</b>						

(1) Complete only if for approval of condominium description

► 4.6 Has there been an industrial or commercial use, or an orchard on the subject land or adjacent land?

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Yes	No	Unknown
4.7 Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 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"/>
4.9 Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.11 What information did you use to determine the answers to the above questions?

4.12 If <b>YES</b> , to (4.8), (4.9) or (4.10), a previous use inventory showing all former uses of the subject and or, if appropriate, of the adjacent land, is needed. Is the previous use inventory attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### 5. Additional Information for Condominium Applications Only

	Yes	No
▶ 5.1 Has a site plan for the proposed condominium been approved?	<input type="checkbox"/>	<input type="checkbox"/>
▶ 5.2 Has a site plan agreement been entered into?	<input type="checkbox"/>	<input type="checkbox"/>
▶ 5.3 Has a building permit for the proposed condominium been issued?	<input type="checkbox"/>	<input type="checkbox"/>
▶ 5.4 Has construction of the development started?	<input type="checkbox"/>	<input type="checkbox"/>
▶ 5.5 If construction is completed, indicate the date of completion. _____		
▶ 5.6 Is this a conversion of a building containing rental residential units? If <b>Yes</b> , indicate the number of units to be converted, _____ units. (If the building to be converted includes one or more rental residential units, this application must be submitted to the local municipality, not the Province, as required by the <b>Rental Housing Protection Act</b> .)	<input type="checkbox"/>	<input type="checkbox"/>

### 6. Consultation with Local Municipality

- 6.1 Has the draft plan of subdivision or condominium description that is subject of this application been presented to the local municipal council?  
 Yes  No
- 6.2 Have you confirmed with the municipality that the proposed development meets all the requirements of the applicable official plans?  
 Yes  No (If an official plan amendment is needed, it should be initiated prior to this application.)

### 7. Status of Other Applications under the Planning Act

- ▶ 7.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent?  
 Yes  No  Unknown If **Yes** and **if known**, indicate the application file number and the decision made on the application.
- ▶ 7.2 Is the subject land also the subject of a proposed official plan or plan amendment that has been submitted for approval?  
 Yes  No  Unknown If **Yes** and **if known**, indicate the file number and the status of the application.

► 7.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or by-law amendment?  
 Yes  No  Unknown If yes and if known, indicate the type of application, the file number and the status of the Application.

► 7.4 If the subject land is covered by a Minister’s zoning order, what is the Ontario Regulation Number?

► 7.5 Are the water, sewage or road works associated with the proposed development subject to the provisions of the **Environmental Assessment Act**?  Yes  No

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

## 8. Servicing

8.1 Indicate by placing a ✓ in the appropriate box of Table D the proposed servicing type for the subject land. Attach and provide the title of the servicing information /reports as indicated in Table D.

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

Service Type	(✓)	Information/Reports <u>required</u> with application
► Sewage Disposal a) Public piped sewage system		Municipality should confirm that capacity will be available to service the development at the time of lot creation or rezoning
b) Public or private communal septic		Communal systems for the development of more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <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 5 or less lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> <sup>2</sup>
c) Individual septic system(s)		Individual septic systems for the development of more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> .  Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: <u>hydrogeological report</u> <sup>2</sup> .
d) Other		To be described by applicant.

<b>➤ Water Supply</b>	a) Public piped water system	Municipality should confirm that capacity will be available to service development at the time of lot creation or re-zoning
	b) Public or private communal well(s)	Communal well systems for the development of more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup>  Communal well systems for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> <sup>2</sup>
	c) Individual well(s)	Individual wells for the development of more than 5 lots/units: <u>servicing options statement</u> <sup>1</sup> , <u>hydrogeological report</u> <sup>2</sup> .  Individual wells for non-residential development where water will be used for human consumption: <u>hydrogeological report</u> <sup>2</sup> .
	d) Communal surface water	Approval of a “water taking permit” under section 34 of the Ontario Water Resources Act is necessary for this type of servicing
	e) Individual surface water	<u>Service options report</u> <sup>1</sup> .
	f) Other	To be described by applicant

**Notes:**

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

➤ (a) Title of servicing information/reports

Attached

8.2 Indicate by placing a (✓) in the appropriate box of Table E the proposed type of storm drainage and access for the subject land. Attach and provide the servicing information as indicated in Table E.

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

Service Type	✓	Potential Information/Reports
<b>➤ Storm Drainage</b> a) Sewers <hr/> b) Ditches <hr/> c) Other		A preliminary stormwater management report is recommended, and should be prepared with any hydrogeological reports. 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>➤ Road Access</b> a) Provincial Highway <hr/> b) Municipal or other public road maintained all year <hr/> c) Municipal road maintained seasonally <hr/> d) Right of way		Application for an access permit should be made prior to submitting this application (See Appendix A). An access permit is required from MTO before any development can occur.  Detailed road alignment and access will be confirmed when the application is made. An entrance permit is required for County Roads before development.  Subdivision or condominium development is not permitted on seasonally maintained roads.  Access by right-of-way or private roads are not permitted except as part of condominium.
<b>➤ Water Access</b>		Information from the owner of the docking facility on the capacity to accommodate the proposal will assist in the review.
8.3		a) If water access is proposed attach a description of the parking and docking facilities to be used and the approximate distance of the facilities from the subject land and the nearest public road. <input type="checkbox"/> Attached
8.4		b) Is the preliminary stormwater management report attached? <input type="checkbox"/> Yes <input type="checkbox"/> No                      If not attached as a separate report, in what report can it be found?

**9. Provincial Policy**

9.1 Explain how this proposal has regard to the principles to the Provincial Policy Statement issued under the *Planning Act*. A planning report should be completed to determine if the application reflects planning principles embodied in provincial and local planning policies.

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9.2 Table B below lists the features of development circumstances of interest to the Ministry. Complete Table B and be advised of the potential information requirements in noted section.

**Table B - Significant Features Checklist**

Features or Circumstances	(a) For a feature, is it on site or within 500 metres OR (b) For a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
Non-farm development near designated urban areas or rural settlement areas				Demonstrate need within 20-year projections and that proposed development will not hinder 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, odour, vermin and other impacts
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
Operating mine site			_____metres	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres			_____metres	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?

Airports where noise exposure forecast (NEF or noise exposure projection (NEP) is 28 or greater)				Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
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 the 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 operations?
Mineral aggregate operations			_____metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations
Existing pits and quarries			_____metres	Will development hinder continued operation or expansion?
Significant wetlands south and east of the Canadian Shield			_____metres	Development is not permitted
Significant wetlands in the Canadian Shield				Demonstrate no negative impacts
Significant portions of habitat of endangered and threatened species			_____metres	Development is not permitted
Significant fish habitat, woodlands south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat			_____metres	Demonstrate no negative impacts

Source Protection Areas: -Intake Protection Zone -Wellhead Protection Area				Demonstrate that groundwater recharge areas, head-waters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archeological resources				Assess development in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development
Great Lakes - St. Lawrence River System and Large Inland Lakes:  - within defined portions of dynamic beach and 1:100 year flood level along connecting channels  - on lands subject to flooding and erosion				Development is not permitted  Development may be permitted; demonstrate that hazards can be safely addressed
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain  Where two-zone flood plain management is in effect, development is not permitted within the floodway  Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA
Hazardous sites <sup>4</sup>				Demonstrate that hazards can be addressed
Rehabilitated mine sites				Application for approval from Ministry of Northern Development and Mines should be made concurrently
Contaminated Sites				Assess an inventory or previous uses in areas of possible soil contamination

1. Class 1 industry - small scale, self-contained plant, 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 of land that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

9.3 Applications for permanent housing (i.e. not seasonal) 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, attached a separate page.

**TABLE C - HOUSING AFFORDABILITY**

For example: Semi-detached - 10 units; 1000 sq. ft./5.5 metres, \$140,000

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

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

**10. Other Information**

10.1 Is there any other information that may be useful to the County in reviewing this development proposal (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach a separate page.

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**11. Authorizations**

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11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

➤ **Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I authorize \_\_\_\_\_

\_\_\_\_\_

Date

Signature of Owner

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

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

I, \_\_\_\_\_, am the owner of the land that is the subject of 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 \_\_\_\_\_, 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. Affidavit or Sworn Declaration**

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➤ I, \_\_\_\_\_ 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 (or declared) before me at the \_\_\_\_\_ in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_

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

\_\_\_\_\_  
Applicant

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### 13. Permission to Access Property

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I hereby authorize and consent to permit municipal and Conservation Authority staff to enter upon the subject property during regular business hours during the time that the application is under consideration by the Counties of Stormont, Dundas and Glengarry for the purpose of conducting site inspections.

\_\_\_\_\_  
Owner(s)/Applicant/Authorized Agent Signature

\_\_\_\_\_  
Date

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### 14. Consent of the Owner

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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, \_\_\_\_\_, am the owner of the land that is the subject of 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 the use by or the disclosure of 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

COUNTY USE ONLY	
File Name:	File Number:
Date Submitted:	Date Complete:



Ministry of Tourism,  
Culture and Sport  
Programs & Services Branch  
401 Bay Street, Suite 1700  
Toronto ON M7A 0A7

[Print Form](#)

[Clear Form](#)

## Criteria for Evaluating Archaeological Potential A Checklist for the Non-Specialist

The purpose of the checklist is to determine:

- if a property(ies) or project area may contain archaeological resources i.e., have archaeological potential
- it includes all areas that may be impacted by project activities, including – but not limited to:
  - the main project area
  - temporary storage
  - staging and working areas
  - temporary roads and detours

Processes covered under this checklist, such as:

- *Planning Act*
- *Environmental Assessment Act*
- *Aggregates Resources Act*
- *Ontario Heritage Act* – Standards and Guidelines for Conservation of Provincial Heritage Properties

### Archaeological assessment

If you are not sure how to answer one or more of the questions on the checklist, you may want to hire a licensed consultant archaeologist (see page 4 for definitions) to undertake an archaeological assessment.

The assessment will help you:

- identify, evaluate and protect archaeological resources on your property or project area
- reduce potential delays and risks to your project

**Note:** By law, archaeological assessments **must** be done by a licensed consultant archaeologist. Only a licensed archaeologist can assess – or alter – an archaeological site.

What to do if you:

- **find an archaeological resource**

If you find something you think may be of archaeological value during project work, you must – by law – stop all activities immediately and contact a licensed consultant archaeologist

The archaeologist will carry out the fieldwork in compliance with the *Ontario Heritage Act* [s.48(1)].

- **unearth a burial site**

If you find a burial site containing human remains, you must immediately notify the appropriate authorities (i.e., police, coroner's office, and/or Registrar of Cemeteries) and comply with the *Funeral, Burial and Cremation Services Act*.

### Other checklists

Please use a separate checklist for your project, if:

- you are seeking a Renewable Energy Approval under Ontario Regulation 359/09 – [separate checklist](#)
- your Parent Class EA document has an approved screening criteria (as referenced in Question 1)

Please refer to the Instructions pages when completing this form.

Project or Property Name

Project or Property Location (upper and lower or single tier municipality)

Proponent Name

Proponent Contact Information

### Screening Questions

	Yes	No
1. Is there a pre-approved screening checklist, methodology or process in place?	<input type="checkbox"/>	<input type="checkbox"/>

**If Yes**, please follow the pre-approved screening checklist, methodology or process.

**If No**, continue to Question 2.

	Yes	No
2. Has an archaeological assessment been prepared for the property (or project area) and been accepted by MTCS?	<input type="checkbox"/>	<input type="checkbox"/>

**If Yes**, do not complete the rest of the checklist. You are expected to follow the recommendations in the archaeological assessment report(s).

The proponent, property owner and/or approval authority will:

- summarize the previous assessment
- add this checklist to the project file, with the appropriate documents that demonstrate an archaeological assessment was undertaken e.g., MTCS letter stating acceptance of archaeological assessment report

The summary and appropriate documentation may be:

- submitted as part of a report requirement e.g., environmental assessment document
- maintained by the property owner, proponent or approval authority

**If No**, continue to Question 3.

	Yes	No
3. Are there known archaeological sites on or within 300 metres of the property (or the project area)?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
4. Is there Aboriginal or local knowledge of archaeological sites on or within 300 metres of the property (or project area)?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
5. Is there Aboriginal knowledge or historically documented evidence of past Aboriginal use on or within 300 metres of the property (or project area)?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
6. Is there a known burial site or cemetery on the property or adjacent to the property (or project area)?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
7. Has the property (or project area) been recognized for its cultural heritage value?	<input type="checkbox"/>	<input type="checkbox"/>

**If Yes** to any of the above questions (3 to 7), do not complete the checklist. Instead, you need to hire a licensed consultant archaeologist to undertake an archaeological assessment of your property or project area.

**If No**, continue to question 8.

	Yes	No
8. Has the entire property (or project area) been subjected to recent, extensive and intensive disturbance?	<input type="checkbox"/>	<input type="checkbox"/>

**If Yes** to the preceding question, do not complete the checklist. Instead, please keep and maintain a summary of documentation that provides evidence of the recent disturbance.

An archaeological assessment is not required.

**If No**, continue to question 9.

Yes No

9. Are there present or past water sources within 300 metres of the property (or project area)?

If Yes, an archaeological assessment is required.

If No, continue to question 10.

Yes No

10. Is there evidence of two or more of the following on the property (or project area)?

- elevated topography
- pockets of well-drained sandy soil
- distinctive land formations
- resource extraction areas
- early historic settlement
- early historic transportation routes

If Yes, an archaeological assessment is required.

If No, there is low potential for archaeological resources at the property (or project area).

The proponent, property owner and/or approval authority will:

- summarize the conclusion
- add this checklist with the appropriate documentation to the project file

The summary and appropriate documentation may be:

- submitted as part of a report requirement e.g., under the *Environmental Assessment Act, Planning Act* processes
- maintained by the property owner, proponent or approval authority

## **APPENDIX B**

### **NOTICE - PROCEDURES FOR PROCESSING APPLICATIONS FOR PLANS OF SUBDIVISION/CONDOMINIUM PRIOR TO SUBMITTING APPLICATION**

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#### **PRE-CONSULTATION WITH COUNTY, LOCAL MUNICIPALITY AND OTHER PUBLIC BODIES**

The County's assessment of a subdivision/condominium is based on environmental and land use planning factors. A major consideration is conformity with the Official Plan and municipal zoning by-law. Applicants should discuss their proposal with the County and local municipality to ensure that the proposal conforms to the official plan and local zoning standards.

Should a proposal potentially impact other Provincial Policy interests or, should the development of the site require a permit/certificate, applicants should discuss their applications with the affected Provincial Ministry or the permitting agency and prior submitting an application. For example, permits may be required from the Conservation Authority for alterations to shorelines or for docks. Another example would be the Ministry of Tourism, Culture, and Sport advises that an archaeological assessment may be required if a site has archaeological potential. If you have any questions, contact the County Planning Department.

#### **PRE-CONSULTATION WITH PRINCIPAL AUTHORITY (PART VII, BUILDING CODE), MTO**

Where development is proposed on private services, and/or potentially impacting on Provincial highways requiring entrance permits from the Ministry of Transportation (MTO), applicants are to 1) complete the County's subdivision/condominium application and prepare the draft plan, 2) submit the application, draft plan and appropriate studies to the County 3) When the application is deemed to be complete it will be circulated to the Principal Authority for Part VII of the Building Code and/or the MTO Corridor Policy Office (these agencies may have fees which are not included in the application fee); 4) complete the instructions of the Principal Authority/MTO prior to the inspection of the property. For example, the staking of the site and/or a copy of a hydrogeological assessment and/or a terrain analysis may be required by the Principal Authority.

Upon completion of the inspection and report, the Principal Authority/MTO will forward comments to the applicant/agent and County. Delay on these comments may delay or restrict the County's ability to make a decision or issue a favourable decision on the subdivision/condominium.

#### **FINAL APPROVAL OF SUDIVISION PLAN**

Upon issuance of final approval of a plan of subdivision or condominium, or a phase thereof, a fee of \$610.00 (or as otherwise updated year-to year) is to be paid to the United Counties of Stormont, Dundas and Glengarry