



Draft Plan of Subdivision Condominium & Part Lot Control By-Law Applications

This application contains two (2) parts

Part 1: Submission Guideline

Part 2: Application Form

Part 1 provides information that will assist the applicant to complete the required application form, and describes the Town's review/approval process for draft plan of subdivision, draft plan of condominium and part lot control applications.

Part 2 is the actual application form. This form is to be completed in full (including all required plans, documents, and fees) and submitted to the Town at the following address: to the *Attention of the Director of Planning and Development Services:*

*The Corporation of the Town of LaSalle,
Department of Planning and Development Services
5950 Malden Road
LaSalle, Ontario
N9H 1S4*

Note: The applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle.

TOWN OF LASALLE

DRAFT PLAN OF SUBDIVISION/CONDOMINIUM & PART LOT CONTROL BY-LAW APPLICATIONS

Part 1 - Submission Guideline

1. WHAT IS A REGISTERED PLAN OF SUBDIVISION, A REGISTERED PLAN OF CONDOMINIUM AND A PART LOT CONTROL BY-LAW?

When you divide a piece of land into two or more parcels in order to sell or convey one or more parcels of land, you are subdividing property, and the provisions of the Planning Act come into play. Currently, to subdivide land in the Town of LaSalle by way of a draft plan of subdivision or by way of a draft plan of condominium, you require the approval of the Minister of Municipal Affairs and Housing.

Applicants are also required to obtain the approval of LaSalle Council (in the form of a Council resolution), since LaSalle Council holds the statutory public meeting for MMAH and provides recommendations and conditions to MMAH with respect to each draft plan of subdivision/condominium. LaSalle Council also enters into a subdivision agreement, and is responsible for ensuring that the provisions of the agreement are implemented for each approved plan of subdivision/plan of condominium. LaSalle planning and engineering staff undertakes a detailed review of each proposed draft plan, provides recommendations regarding required plan revisions, and prepares consolidated staff reports for each application.

A registered plan of subdivision is a legal document that identifies the exact surveyed boundaries and dimensions of lots on which houses and buildings are to be constructed, the location, width and names of streets, and the sites of any schools, parks and other non-residential land uses. A registered plan of subdivision creates new, separate parcels of land. It should not be confused with "compiled plans" or "reference plans" which are used simply to describe parcels of property.

A condominium plan is like a plan of subdivision in that it is a way of dividing property. Condominiums are a form of property ownership in which title to a unit, such as an individual unit in an apartment building, is held by an individual together with a share in the rest of the property, which is held in common with all other owners of individual units in the apartment building. Condominiums can involve new development or can subdivide and convey ownership of individual units in an existing rental building. Plans of condominium can apply to residential buildings and to commercial/industrial buildings.

Part-Lot control by-laws are used in certain instances to re-subdivide existing legally conveyable lots that have already been created on recently approved and registered Plans of Subdivision. Typically, these by-laws are used to establish the "centerline walls/property lines" between two or more attached dwelling units that are intended to be conveyed individually as "freehold" dwelling units. Where appropriate and desirable for the development of the lands affected, these by-laws are prepared and adopted by Council, and submitted to the Minister of Municipal Affairs and Housing for approval.

2. *DRAFT PLAN OF SUBDIVISION/CONDOMINIUM & PART LOT CONTROL BY-LAW REVIEW/APPROVAL PROCESS*

Pre-consultation - It is recommended that the applicant and/or the applicant's designated agent meet with town planning and engineering staff before submitting a draft plan of subdivision/draft plan of condominium or a part-lot control by-law application, in order for the applicant to become familiar with the town's official plan policies, development standards, zoning regulations and to discuss the applicant's proposed lotting and road pattern.

Application Submission - The application form, including all required fees, plans and all other supporting material must be submitted (as a complete package) in order for your application to be considered complete. The application and other materials may be dropped off in person or mailed to the LaSalle Planning Department in the LaSalle Municipal Complex at 5950 Malden Road, LaSalle, Ontario, N9H 1S4.

Staff/Agency Review - Once received, the application is reviewed by planning department staff to ensure that it is complete, and then it is circulated to internal and external departments and agencies for review and comment in advance of the Planning Review Committee meeting.

Planning Review Committee (PRC) - The applicant is invited to attend and present the application to the Planning Review Committee. The Town of LaSalle's Planning Review Committee is comprised of staff from various departments and includes representation from LaSalle Council. The LaSalle Planning Review Committee holds monthly meetings, and prepares consolidated staff reports for each official plan amendment application.

The PRC reports are prepared and submitted to LaSalle Council in advance of the required public meeting for all plan of subdivision and plan of condominium applications. The consolidated staff report includes recommendations and comments pertaining to each application. A similar report is prepared for all part lot control by-law applications.

LaSalle Council Approval (Refusal) - Following the required public meeting, Council passes a resolution either granting approval or refusing to approve the subject draft plan of subdivision/draft plan of condominium application. If Council supports the part-lot control by-law application, a by-law is passed and submitted to the approval authority.

In some instances, depending on the nature and complexity of the application itself, Council may pass resolutions deferring making a decision, to allow additional time and resources to be applied by the applicant to address issues that come forward before or at the public meeting; and/or provide additional supporting documentation. In such instances, additional public meetings may be scheduled before a final decision is made by LaSalle Council pertaining to the subject application.

If Council supports the draft plan of subdivision/draft plan of condominium application, a corresponding resolution (with the accompanying staff report) is forwarded to MMAH, articulating the town's recommendations and requested conditions of draft approval.

If MMAH refuses to approve the draft plan in the prescribed time frames as set out in the Planning Act, the applicant can appeal such a refusal to the Ontario Municipal Board.

Once draft approval is granted, a subdivision/condominium agreement is prepared and executed to Council's satisfaction (based on a full set of approved engineering drawings), and is registered on title for the lands affected. It should be noted that a separate fee is required to be submitted to the town solicitor for the preparation of the required agreement.

3. DRAFT PLAN OF SUBDIVISION/CONDOMINIUM & PART LOT CONTROL APPLICATION SUBMISSION REQUIREMENTS

3.1 Required Plans

All plans submitted with the application shall be legible, accurate and professionally drawn to scale "black line" prints. The following plans and drawings are required to be submitted to the town for official plan amendment applications:

- ❑ Context Plan;
- ❑ Draft Plan of Subdivision/Draft Plan of Condominium (not required for a part lot control application);
- ❑ Draft Reference Plan (for a part lot control application)

All plans are to be shown on individual sheets, no combined plans will be accepted, and if all required plans are not completed in the approved manner, the application will be considered incomplete and will be returned to the applicant.

All dimensions, site statistics, and other required numerical information is to be provided in a metric format. Imperial equivalents can be provided on the plans for information purposes only.

In order for the application to be considered complete, the applicant will be required to submit five (5) sets of large scale prints ("D" size drawings), one (1) reduced hard paper copy set (17" x 11" in size, or the metric equivalent), and one (1) digital drawing file in an AutoCAD (up to version 2000) format (.dwg) of all required plans and drawings. These digital files will be kept on file by the town and will be used by Town of LaSalle staff.

Note: The Applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle

3.2 General Requirements For All Plans and Drawings:

- ❑ the municipal address of the subject property, names of adjacent streets, project name, applicant's name, name of firm preparing plans;
- ❑ drawing title and number, preparation date, date of revisions, north arrow, metric scale;
- ❑ appropriate cross-references to other plans, elevation drawings and cross-section drawings;
- ❑ stamp and initials of the appropriate professional who prepared the plans;
- ❑ appropriate site and project statistics, and phasing of development;
- ❑ where the applicant or owner is a registered company, a letter identifying the name of the principal(s) and the name of the executive officer(s) of the company is to be submitted with the plans and drawings;
- ❑ where the applicant is the registered owner, a copy of the deed is to be submitted with the plans and drawings, and where the applicant is a prospective purchaser, a copy of the offer of Purchase and Sale Agreement is to be submitted with the plans and drawings;
- ❑ where there are easements, rights-of-way or lease agreements affecting the subject site, a copy of the easement, right-of-way or lease agreement document is to be submitted with the plans and drawings;

3.3 Draft Plan of Subdivision/Draft Plan of Condominium

- ❑ stamp and initials of a registered/licensed Ontario Land Surveyor;
- ❑ boundaries, dimensions, and relevant statistics for the site and for all individual parcels/lots/blocks/units depicted on the draft plan, prepared in accordance with the prescribed requirements of the applicable legislation (i.e the Planning Act), the local land registry office, and the Ministry of Municipal Affairs and Housing;

3.4 Draft Reference Plan of Survey

- ❑ stamp and initials of a registered/licensed Ontario Land Surveyor;
- ❑ boundaries, dimensions, and relevant statistics for the site and for all individual parcels depicted on the reference plan, prepared in accordance with the prescribed requirements of the local land registry office;

3.5 Context Plan

- ❑ the proposed development/redevelopment depicted in relation to surrounding buildings, roadways, driveways, sidewalks, bikeways/trails, open spaces, natural features, and adjacent land uses;
- ❑ the context plan is to encompass a larger area (within a 100 metre radius of the subject property) to provide a clear indication as to the manner in which the proposed development/redevelopment fits into the surrounding neighbourhood and/or district;

3.6 Required Documentation, Studies, Reports supporting the subject application

It is important that the applicant meet with town planning and engineering staff in advance of submitting a formal draft plan of subdivision/draft plan of condominium application and/or a part lot control by-law application (i.e. as part of a pre-consultation meeting), to review the extent and scope of the required documentation, studies, reports that will need to be submitted by the applicant as part of the application package (i.e. a traffic impact study, a servicing report, an environmental impact study, etc.). Due to the multitude of physical features and/or development circumstances that may apply to any given parcel of land, it is difficult to pre-determine the precise scope and nature of all reports, studies and documentation that will be required to be submitted as part of a complete application package. Town staff will endeavor to identify the required reports, studies, etc. to be provided by the applicant, when the applicant meets with town planning and engineering staff as part of the recommended pre-consultation meeting(s).



DRAFT PLAN OF SUBDIVISION/CONDOMINIUM & PART LOT CONTROL APPLICATIONS

Part 2 - Application Form

This application form is to be COMPLETED IN FULL, including all required plans and documents and the required fees made payable in cash or cheque to the Approval Authority, the Corporation of the Town of LaSalle.

1. APPLICANT/AGENT/ARCHITECT-ENGINEER-PLANNER/OWNER INFORMATION

Applicant:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Agent (Contact Person):

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Architect:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Engineer:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Planner:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

Registered Owner:

Name: _____
Address / City: _____
Postal Code: _____ Telephone: _____ Fax: _____
E-Mail Address: _____

TOWN OF LASALLE

Name and Address of any mortgagees, chargees or other encumbrances in respect of the subject lands

Name: _____

Address / City: _____

Postal Code: _____ Telephone: _____ Fax: _____

2. DESCRIPTION OF THE SUBJECT LANDS

Municipal Address: _____

Legal Description: _____

Nearest Street Intersection: _____

Assessment Roll No.(s): _____

Current Official Plan Designation: _____

Current Zoning: _____

Existing Use of Land: _____

Proposed Official Plan Designation: _____

Proposed Zoning: _____

Proposed Use of Land: _____

Total Lot Area of site to be subdivided

Existing Lot Frontage: _____

Existing Lot Depth: _____

Length of Time Current Use of Subject Land has continued: _____

Existing Buildings and Structures: _____

Date of Construction of Existing Buildings and Structures: _____

Status of Existing Buildings and Structures (will they remain): _____

3. DESCRIPTION OF EXISTING AND PROPOSED SERVICING OF THE SUBJECT LANDS

Existing Water, Sanitary Sewer, Storm Sewer, Road, Hydro/Gas Services Available (if necessary, detail on separate sheet or in a separate report):

Proposed Water, Sanitary Sewer, Storm Sewer, Road, Hydro/Gas Services to be available for each building lot (if necessary, detail on separate sheet on in a separate report):

4. DESCRIPTION OF PROPOSED APPLICATION

Type of application that is being submitted:
(please check the applicable application type)

Draft Plan of Subdivision _____

Draft Plan of Condominium _____

Part Lot Control By-law _____

For the subject draft plan of subdivision/condominium or part-lot control by-law application, please fill in the table below:

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (ha)	Density (Units/Dwellings per hectare)
Residential – Single Detached				
Residential – Semi-Detached				
Residential – Multiple Attached				
Residential – Apartment				
Residential – Other (specify)				
Commercial				
Industrial				
Park, Open Space	nil			
Natural Heritage	nil			
Storm water Management	nil			
Institutional				
Roads	nil			
Other (specify)				
Totals				

Does this application conform to the Town of LaSalle Official Plan?

Yes / Noplease explain (if necessary, provide your explanation on a separate sheet or as part of a planning report)

Does this application comply with all of the relevant provisions of the Town of LaSalle Comprehensive Zoning By-law?

Yes / Noplease explain (if necessary, provide your explanation on a separate sheet or as part of a planning report)

- Reports, Studies, and other

Documentation being submitted in Support of this Application

(for each report, study, etc. being submitted --- provide the name and date of report/study, and name of the person and the firm that prepared the report/study --- 5 copies of each of the reports, studies, etc. should be attached to the application package)

- For Registered Companies -- A letter Identifying the name of the principal(s) and the name of the executive officer(s)
- Where applicant is the registered owner -- A copy of the deed
- Where the applicant is the a prospective purchaser – A copy of the Offer of Purchase and Sale Agreement
- Where there are easements, rights-of-way or leases affecting the subject site – A copy of the easement, right-of-way, lease

7. SIGNATURES (all applicable signatures required)

Registered Owner: _____ Date: __/__/20__

Applicant: _____ Date: __/__/20__

Authorized Agent: _____ Date: __/__/20__

8. DECLARATION TO BE COMPLETED BY APPLICANT

I, _____ in the County / District / Regional Municipality of _____, of the Municipality of the _____ of _____.

Solemnly declare that:

All the statements contained within this application are true, and the statements contained in all of the enclosures all supporting documentation submitted herewith 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 _____ in the County of Essex)
this _____ day of _____, 20 _____)
_____) Applicant/Owner

A Commissioner, etc.

9. OWNER'S AUTHORIZATION MUST BE COMPLETED IF THE REGISTERED OWNER IS NOT THE APPLICANT

I, _____ in the County / District / Regional Municipality of _____, of the Municipality of the _____ of _____.

Solemnly declare that:

_____ (name) is authorized to prepare and submit this draft plan of subdivision application for approval, and that to my knowledge all of the statements contained within this application are true, and the statements contained in all of the enclosures and supporting documentation submitted herewith 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 _____ in the County of Essex)
this _____ day of _____, 20 _____)
_____) Registered Owner

A Commissioner, etc.

10. OFFICE USE ONLY (this section of the application form is to be used by LaSalle Staff)

File No: _____ Related File Nos: _____

Date Application Received: Date: ___/___/20___,

Received by: _____ Date: ___/___/20___

Comments: _____

Date Application Deemed Complete: Date: ___/___/20___,

Checked by: _____ Date: ___/___/20___

Amount of Fee(s) Received _____

Date of Planning Review Committee Meeting: Date: ___/___/20___

Date of Circulation to Staff/Agencies: Date: ___/___/20___

Date Comments to Be Received By: Date: ___/___/20___

Staff Report Prepared and Submitted to Council: Date: ___/___/20___

Date Application Approved (Refused) By Council: Date: ___/___/20___

Development Agreement By-law No: _____

Date Active File Closed and confirming letter sent to applicant: Date: ___/___/20___