



Planning and  
Economic  
Development  
Department

## Application for Approval of a Draft Plan of Subdivision or Condominium Description

Regional Municipality of Durham  
Planning Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711

This application form is to be used by persons or public bodies where the Regional Municipality of Durham is the Approval Authority for the proposed plan of subdivision or condominium description. In this form, the term "subject land" means the land that is the subject of this application. The application is to be submitted to the **Regional Municipality of Durham, Planning Department, 605 Rossland Road East, 4th Floor, P.O. Box 623, Whitby, Ontario, L1N 6A3 - Telephone (905) 668-7711, or Toronto Line (905) 686-1651.**

Submission of this application constitutes tacit consent for authorized Regional and area municipal staff representatives to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.

### Pre-Consultation

Pre-consultation is a mandatory part of the application process. Through this process, you will be informed of any requirements that may apply within the Durham Regional Official Plan and from Provincial policies and plans. Prior to submitting this form to the Region, it is required that at least one meeting be held with Regional Planning staff, staff from other Regional Departments, the area municipality, the applicable Conservation Authority and other review agencies as deemed appropriate. Following the meeting, the Planning Division shall prepare a Record of Pre-consultation outlining the information to be provided in order that the application may be deemed complete.

**If this application does not conform to the Durham Regional Official Plan or Area Municipal Official Plan and/or Zoning By-law, applications to amend the respective Official Plans and/or Zoning By-law are required and must be submitted to and accepted by the Region and area municipality.** (This will facilitate co-ordinated circulation to the appropriate public bodies).

### Completeness of the Application

The information in this form must be provided by the applicant. This information must be provided with the appropriate fee(s), draft plan and technical information or reports as outlined in the Record of Pre-consultation in order for the application to be deemed complete under the Planning Act. 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, **if the required information is not provided, the application may be returned until these materials are submitted.**

Please note that additional copies of plans, reports or other material may be required at a later date in response to site specific conditions or questions.

### Submission Requirements

**Fees:** (payable by certified cheque)

- A non-refundable fee of **\$6,000.00** and **\$100.00 per unit for units in excess of 50 units**, payable to the Regional Municipality of Durham. An additional fee of **\$1,500.00**, payable to the Regional Municipality of Durham, must be submitted prior to final approval of the application (By-law Number 20-2021).
- A non-refundable fee per parcel, payable to the Regional Municipality of Durham, for any developments based on partial or private services. Please contact the Regional Health Department to determine the exact fee amount, at 905-668-7711.
- A non-refundable fee payable to the applicable Conservation Authority, for lands potentially affected by flooding or erosion or other lands within its jurisdiction. Please contact the appropriate Conservation Authority to determine the exact fee amount.
- Please contact the appropriate area municipality to determine any additional fees they may collect.
- A newspaper advertising fee is required to be paid and collected by the area municipality. A top-up fee may be required to cover any additional fees as determined by the newspaper.

## **Forms and Information:**

### **For Subdivision and Condominium Applications please submit the following, as applicable:**

- One (1) original and Three (3) copies of the completed application form.
- One (1) USB/flash drive containing digital copies of all plans and documents is required. The drawings shall be in both AutoCad format and PDF format. All studies and reports shall be in PDF format.
- Three (3) copies of an elevation drawing showing the massing and conceptual design of the proposed building(s), e.g. townhouses, apartments, and commercial, office and industrial buildings.
- Three (3) copies of floor plan drawings in the case of apartment buildings, commercial, office and industrial buildings. Such drawings shall include underground and storage areas.
- If this application does not conform to the Area Municipal Official Plan, an Official Plan Amendment application must be received and accepted by the area municipality, otherwise this application will be considered to be premature.
- Three (3) copies of a Geotechnical report, three (3) copies of a Hydrogeological report and three (3) copies of a Servicing Options report.
- Three (3) copies of a Traffic Study.
- Three (3) copies of the Site Screening Questionnaire which is attached to this application, or eight (8) copies of a Phase 1 Environmental Assessment.
- Three (3) copies of an Archaeological Assessment and four (4) copies of a Conservation Plan.
- Three (3) copies of additional technical studies or background material.
- Three (3) copies of the Minimum Distance Separation Data Sheet which is attached to this application.
- Eight (8) copies and one (1) digital copy of any plan, document or study not specifically mentioned above.

### **For Subdivision Applications please also submit the following:**

- Three (3) hard copies and three (3) digital copies of the plan showing all the information required by Section 51(17) of the Planning Act.
- The data required by items 7, 8, 9, 10, 11 and 13 of the Schedule to Ontario Regulation 178/16 shall be included in an information panel on the plan.

### **For Condominium Applications please also submit the following:**

- Three (3) hard copies and three (3) digital copies of the plan showing all the information required by the Planning Act.

## **General Requirements for All Plans:**

### **Note: All dimensions are to be in metric.**

- Plans are required to be drawn in one of the following metric scales - 1:100, 1:200, 1:300, 1:400 or 1:500.
- The standard drawing sheet sizes to be used for plans are 24" x 36".
- All plans are required to be folded to legal size (8 1/2" x 14") with the title block visible in the lower right hand corner of the drawing sheet.
- If all of the required information can be shown clearly and legibly on a single sheet, this is acceptable. If not, it is required that more than one sheet be prepared to show the required information (e.g. a site plan, a grading plan, a servicing plan).
- Elevations indicating lot grading shall be to the nearest centimetre. All other elevations shall be to the nearest millimetre.

## **General Information Required on Plan:**

- Title block including project title or proposed use of building, project address or location, owner's/ developer's name and address, agent's name and address, north arrow, scale, date of issue of drawing, title project (job) number, drawing number and revisions suffix and designer's name, address, telephone number and professional seal.
- Key plan to identify the site in relation to the street plan in the surrounding area.
- Reference to an up-to-date plan or survey.
- Legal description of subject property (lot number and registered plan number).
- The location, width and name of any roads within or abutting the Subject Lands, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.

- Reference to the nearest intersecting street(s).
- Location and dimensions of existing natural and manmade features on the property and on the adjacent properties and road allowance within a minimum of 15 metres of the subject property such as buildings, easements, underground services, overhead services, water courses, trees, driveways, driveway openings, catchbasins and manholes, wells and septic tanks, fences, fire hydrants, street furniture, barriers, free-standing signs and electrical transformers.
- Building entrances and exit doors.
- Future street widening.
- The identification, location, size and type of all existing and proposed buildings and structures, indicating their distance from all lot lines.
- Location and dimensions of all parking spaces, loading spaces, aisles and driveways.
- Location and details of existing and proposed refuse collection facilities.
- Extent and details of paved areas.
- Extent and details of sodded and landscaped areas.
- Location and details of all existing vegetation to be removed or to be retained.
- Location and type of lighting and proposed electrical transformers.
- Location of road intersections and driveways across the street and adjacent to the subject property.
- Location of proposed firewalls (if any).
- Location of Fire Department connection(s), if any, and the nearest fire hydrants.
- Centreline turning radius and width of Fire Department access routes.
- Location, length and exposed height of retaining walls including height and type of guards at top.
- The location and extent of easements, rights-of-way, restrictive covenants, etc., on the subject property; a note on the plan must explain the nature of the encumbrance.
- The location and extent of any easements, rights-of-way or other rights over adjacent properties (e.g. mutual drives); a note on the plan must explain the nature of the encumbrance.
- Location of any and all internal sidewalks and pedestrian facilities, including connections to public sidewalks.

**Site Data Required on Plan:**

- Lot area (gross and net).
- Paved area and any gravelled area (m<sup>2</sup> and %).
- Landscaped area (m<sup>2</sup> and %).
- Building area coverage (m<sup>2</sup> and %).
- Gross floor area and gross leasable area by type of use.
- Number of stories above and below grade.
- Number of dwelling units and total unit count by bedroom type.
- The total number of parking and loading spaces required and proposed for each type of use.
- Area of road widening, if required.
- Usable floor area of dwelling units by unit type (each one bedroom model, each two bedroom model, etc.).
- Building height above grade per height.
- Building height above sea level.
- Location of any openings in walls located less than 1.2 metres from interior property lines.
- Number and width of barrier-free parking spaces.



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P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711

| Regional use only  |                        |
|--------------------|------------------------|
| <b>File Number</b> | <b>Date of Receipt</b> |
|                    |                        |

## 1 Pre-Consultation

Have you formally consulted with staff of the Region of Durham, area municipality and other agencies prior to submitting this application?      Yes      No

Date of Record of Pre-Consultation: \_\_\_\_\_

Attach Region's Pre-Consultation Meeting Minutes.

## 2 Contacts

### Registered Owner\*

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### Applicant\*\*

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### Agent / Primary Consultant

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### Ontario Land Surveyor

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

\* If more than one owner, please attach a separate sheet of paper which includes all applicable information above. If numbered company, give name and address of principal owner.

\*\* Owner's authorization (Section 18) is required if the applicant is not the owner.

Correspondence to be sent to (select only one). This person will act as the application co-ordinator:

Owner

Applicant

Agent / Primary Consultant

**Holders of mortgages, charges or other encumbrances in respect to the subject land:**

Yes

No

Unknown

Name: \_\_\_\_\_

Address(es): \_\_\_\_\_

**3 Description of Subject Lands**

**Location of Land**

Area Municipality \_\_\_\_\_ Area (Hectares) \_\_\_\_\_

Municipal Address \_\_\_\_\_

**Description**

Former Township \_\_\_\_\_ Lot(s) \_\_\_\_\_ Concession(s) \_\_\_\_\_

**Legal Description**

Registered Plan Number \_\_\_\_\_ Reference Plan Number \_\_\_\_\_

Assessment Roll Number \_\_\_\_\_

Lot(s) / Block(s) \_\_\_\_\_ Part Number(s) \_\_\_\_\_

**Site Dimensions**

Frontage (metres) \_\_\_\_\_ Average Depth (metres) \_\_\_\_\_

Average Width (metres) \_\_\_\_\_ Area (square metres per hectare) \_\_\_\_\_

**Other Details**

Date the site was acquired by the current Registered Owner, if known Unknown

\_\_\_\_\_

Date(s) existing buildings and structures were constructed on the property, if known Unknown

\_\_\_\_\_

Length of time the existing uses on the site have continued, if known Unknown

\_\_\_\_\_

Is there an airport nearby?

Yes

No

If yes, at what distance from site? \_\_\_\_\_ metres

Has the grading of the subject land been changed by the addition of earth or other material?

Yes

No

If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

**4. Current and Previous Use of the Subject Lands:**

What is the current use of the subject lands?

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What were the previous uses of the subject lands?

Unknown

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**5. Interests and Encumbrances:**

Are there any existing easements, rights-of-way or restrictive covenants affecting the subject lands?

Yes

No

If yes, please describe:

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Are there any Aboriginal land claims negotiations affecting the subject lands or is covered by a Provincial/Aboriginal co-management agreement?

Yes

No

If yes, please describe:

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Are there any existing easements, rights-of-way or other rights over adjacent properties affecting the subject land (e.g. mutual driveways)?  
If yes, please describe and show on the plan the nature and location of the easement, rights-of-way or other rights over adjacent properties:

Yes

No

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Does the Registered Owner have an interest in nearby or adjoining lands?

Yes

No

If yes, please indicate the location and area of nearby or adjoining lands which the Registered Owner has an interest:

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**6. Current Planning Status:**

Durham Regional Official Plan designation: \_\_\_\_\_

Area Municipal Official Plan designation:

\_\_\_\_\_

Zoning By-law:

\_\_\_\_\_

Oak Ridges Moraine Conservation Plan designation:

\_\_\_\_\_

Greenbelt Plan designation:

\_\_\_\_\_

Other (please specify):

\_\_\_\_\_

**7. Conformity and Consistency with Provincial Policies and Plans:**

Is the application consistent with the Provincial Policy Statement?

Yes

No

Explanation:

\_\_\_\_\_

Does the application conform with A Place to Grow: Growth Plan for the Greater Golden Horseshoe?

Yes

No

Explanation:

\_\_\_\_\_

If applicable, does the application conform with the Greenbelt Plan?

Yes

No

Not Applicable

Explanation:

\_\_\_\_\_

If applicable, does the application conform with the Oak Ridges Moraine Conservation Plan?

Yes

No

Not Applicable

Explanation:

\_\_\_\_\_

Is a Planning Justification Report providing the above information attached?

Yes

No

**8. Conformity with Regional Official Plan**

Does this application conform to the Durham Regional Official Plan? Yes No

If no, please explain why:

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If no, a Durham Regional Official Plan Amendment application must be received and accepted by the Region, otherwise this application will be considered to be premature.

**9. Conformity with Area Municipal Official Plan**

Does this application conform to the Area Municipal Official Plan? Yes No

If no, please explain why:

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If no, an Area Municipal Official Plan Amendment application must be received and accepted by the municipality, otherwise this application will be considered to be premature.

**10. Proposed Land Uses**

Complete the following table:

| Proposed Land Uses               | Number of Units or Dwellings | Number of Lots/Blocks on the Draft Plan | Number of Parking Spaces on Draft Plan | Total Area (hectares) | Gross Density (Units/Dwellings per hectare) | Net Density (Units/Dwellings per hectare) |
|----------------------------------|------------------------------|---|--|-----------------------|---|---|
| Detached Residential             |                              |   |  |                       |   |   |
| Semi-Detached Residential        |                              |   |  |                       |   |   |
| Multiple Attached Residential    |                              |   |  |                       |   |   |
| Apartment Residential            |                              |   |  |                       |   |   |
| Seasonal Residential             |                              |   |  |                       |   |   |
| Mobile Home                      |                              |   |  |                       |   |   |
| Other Residential (specify)_____ |                              |   |  |                       |   |   |
| Commercial (specify)_____        |                              |   |  |                       |   |   |
| Industrial (specify)_____        |                              |   |  |                       |   |   |
| Park, Open Space (specify)_____  |                              |   |  |                       |   |   |
| Institutional (specify)_____     |                              |   |  |                       |   |   |
| Roads                            |                              |   |  |                       |   |   |
| Other (specify)_____             |                              |   |  |                       |   |   |
| <b>Totals</b>                    |                              |   |  |                       |   |   |

**11. Additional Information for Condominium Applications Only**

Please indicate the proposed type of condominium that is being requested:

Standard                  Common Elements                  Phased                  Vacant Land

Has a site plan for the proposed condominium been approved?                  Yes                  No

If yes, please attach a copy of the approved site plan with this application.

Explanation:

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Has a site plan agreement been entered into?                  Yes                  No

If yes, please attach a copy of the site plan agreement with this application.

Explanation:

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Has a building permit for the proposed condominium been issued?                  Yes                  No

Date issued:

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Has construction of the development started?                  Yes                  No

Date started:

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If construction has been completed, indicate the date of completion:

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Is this a conversion of a building containing rental residential units?                  Yes                  No

(If yes, please refer to the applicable Regional and area municipal Official Plan policies indicating the conditions to be satisfied to ensure an adequate supply of rental accommodation in the Region and the area municipality).

If yes, indicate the number of units to be converted:

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## 12. Lands Subject to Other Applications

Please indicate if the subject land was ever subject of an application for approval for any of the following applications as applicable:

| Type of Application                                   | Submitted | File Number | Land Affected | Purpose and Effect of Application | Status of Application |
|---|-----------|-------------|---------------|-----------------------------------|-----------------------|
| Durham Regional Official Plan Amendment               | Yes<br>No |             |               |                                   |                       |
| Plan of Subdivision / Condominium                     | Yes<br>No |             |               |                                   |                       |
| Zoning By-law Amendment                               | Yes<br>No |             |               |                                   |                       |
| Official Plan Amendment                               | Yes<br>No |             |               |                                   |                       |
| Application for Minor Variance                        | Yes<br>No |             |               |                                   |                       |
| Application for Consent / Removal of Part Lot Control | Yes<br>No |             |               |                                   |                       |
| Application for Site Plan Approval                    | Yes<br>No |             |               |                                   |                       |
| Ministers Order                                       | Yes<br>No |             |               |                                   |                       |
| Other   | Yes<br>No |             |               |                                   |                       |

### 13. Servicing and Infrastructure

#### Water Service

Existing type of water service:

A municipal piped water system

A privately owned and operated individual or communal well

Proposed type of water service:

A municipal piped water system

A lake or other water body

A privately owned and operated individual or communal well

Other means (specify) \_\_\_\_\_

Does the plan propose development of more than five lots or units on privately owned and operated individual or communal wells?

Yes

No

If yes, please provide a servicing options report and a hydrogeological report with your application in both paper (3 copies) and PDF format.

#### Sewage Disposal

Existing type of sewage disposal:

A municipal sanitary sewage system

Other means (specify) \_\_\_\_\_

A privately owned and operated individual or communal septic system

Proposed type of sewage disposal:

A municipal sanitary sewage system

Other means (specify) \_\_\_\_\_

A privately owned and operated individual or communal septic system

Does the plan propose development of five or more lots or units on privately owned and operated individual or communal septic systems?

Yes

No

Does the plan propose development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and would more than 4,500 litres of effluent be produced per day as a result of the development being completed?

Yes

No

Does the plan propose development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and would 4,500 litres of effluent or less be produced per day as a result of the development being completed?

Yes

No

**Note 1:** All developments proposed on individual site servicing systems or tanks will require a Geotechnical report and Hydrogeological report. Before undertaking the preparation of such reports, consult the appropriate approval authority (Regional Health Department) about the type of geotechnical report and hydrogeological assessment expected. These reports are required in both paper (3 copies) and PDF format.

**Note 2:** Please attach a Servicing Options report with your application in both paper (3 copies) and PDF format.

Please list the title, author and date of any reports attached to this submission. Attach the reports to your application in both paper (3 copies) and PDF format, if applicable.

Not Applicable

| Title | Author | Date |
|-------|--------|------|
|       |        |      |
|       |        |      |
|       |        |      |
|       |        |      |

**Storm Drainage**

Existing method of storm drainage:

Storm Sewers

Drainage swales

Ditches

Other means (specify) \_\_\_\_\_

Proposed method of storm drainage:

Storm Sewers

Drainage swales

Ditches

Other means (specify) \_\_\_\_\_

**14. Projects Subject to the Provisions of the Environmental Assessment Act**

Please submit a letter from a qualified Professional Engineer indicating if there are any water, sewage, stormwater and/or road works associated with the proposal subject to the provisions of the Environmental Assessment Act. If there are works subject to the Environmental Assessment Act, the letter must briefly explain the works involved and explain the nature of the works and classes of Environmental Assessment required to implement the development.

Is a letter from a qualified Professional Engineer regarding the above attached?

Yes

No

**15. Access to the Subject Property**

Existing access to the subject property is by:

Provincial Highway

Right-of-Way

Municipal Road that is maintained all year or seasonally

Water (see note below)

Other (specify) \_\_\_\_\_

Proposed access to the subject property is by:

Provincial Highway

Right-of-Way

Municipal Road that is maintained all year or seasonally

Water (see note below)

Other (specify) \_\_\_\_\_

**Note:** If access to the subject land will be by water only, please specify the parking and docking facilities used or to be used and the approximate distance of the facilities from the subject land and the nearest public road:

\_\_\_\_\_

\_\_\_\_\_

**16. Site Contamination**

Has a Site Screening Questionnaire, which is attached to this application, been completed for this site and submitted with your application?

Yes

No

Has the Phase One or Phase Two Environmental Site Assessment (ESA) or Record of Site Condition (RSC) in accordance with the Region’s Soil and Groundwater Assessment Protocol and the Ministry of Environment, Conservation and Parks Guideline been completed and provided for this site?

Yes

No

Please submit three (3) paper copies and one (1) digital copy in PDF format with your application.

Please list the title, author and date of any reports attached to this submission.

| Title | Author | Date |
|-------|--------|------|
|       |        |      |
|       |        |      |
|       |        |      |
|       |        |      |

**17. Archaeological Potential**

Does the plan propose to permit development on land that contains known archaeological resources or areas of archaeological potential?

Yes

No

If yes, please include the following with your application:

Three (3) paper copies and one (1) digital copy in PDF format of an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act.

**18. Other Information**

**Approvals from Other Agencies/Levels of Government**

Does the proposed uses require any approvals from other agencies/levels of government?

Yes

No

Please specify:

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**Additional Technical Studies or Background Material**

The application may be deemed not to be complete without the submission of the required reports identified in this application. In addition, although not required, the submission of additional technical and information reports may be necessary as identified at the pre-application consultation stage or through further processing of the application. Please submit three (3) paper copies and one (1) digital copy in PDF format of each report/study with the application.

Please list any additional technical studies or background material being submitted to support the application and/or to satisfy requirements of the Regional Official Plan, Council Policy or Provincial statutes and regulations:

| Name of Report | Prepared by | Date |
|----------------|-------------|------|
|                |             |      |
|                |             |      |
|                |             |      |
|                |             |      |

**Digital Mapping Information**

A PDF containing the digital plotting of the proposed draft plan must be submitted with the application and must include a textual description of the file format, map standards used, scale, contact person and general location information, such as lot, concession and area municipality.

Is digital mapping attached?

Yes

No

**Public Consultation Strategy**

A proposed strategy for consulting with the public with respect to the request is required to accompany all applications, as per Bill 73, approved July 1, 2016, Schedule 1 (see O.Reg. 178/16. s.8) of the Planning Act.

**Sign(s) Information**

A sign may be required to inform the public of the proposed application on the subject land.  
**Contact the area municipality for requirements and standards.**

**Woodlots**

Does the subject property contain one or more woodlots as defined below?

Yes

No

For the purposes of defining a woodlot, the diameter of a tree is measured at a point which is 1.4 metres (4.5 feet) above the highest point of the undisturbed ground at the base of the tree. With that in mind, a "woodlot" is defined as any area which has a minimum of:

- (a) 1,000 trees per hectare (400 trees/acre) of any size;
- (b) 750 trees per hectare (300 trees/acre) which measure more than 5 centimetres (2 inches) in diameter;
- (c) 500 trees per hectare (200 trees/acre) which measure more than 12.5 centimetres (5 inches) in diameter; or
- (d) 250 trees per hectare (100 trees/acre) which measure more than 20 centimetres (8 inches) in diameter.

For further information on "woodlots", refer to the Regional Municipality of Durham's Tree Conservation By-law 148-91 and any amendments thereto.

**19. Minimum Distance Separation from Existing Livestock Facilities:**

If the subject land is within 750 metres for a Type A land use\* and 1,500 metres for a Type B land use of an existing livestock barn or manure storage facility, then the attached **Minimum Distance Separation Data Sheet** must be completed and submitted with this application.

\* The Ontario Ministry of Agriculture and Rural Affairs, in their MDS Implementation Guidelines states that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

**20. Owner's Authorization:**

If the applicant is **not** the owner of the subject land, the owner must complete the following written authorization:

**Authorization of Owner (please print)**

I, \_\_\_\_\_ own the subject land and I authorize  
\_\_\_\_\_ to make this application.

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

**Authorization of Owner for Disclosure of Personal Information**

I, \_\_\_\_\_ own the subject land and, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

**Affidavit or Sworn Declaration of Owner or Applicant**

I/We \_\_\_\_\_ of the \_\_\_\_\_  
(name of City, Town, Township, etc.)

in the Region/County/District of \_\_\_\_\_ solemnly declare that all of the statements contained in the application for consent and all supporting documents are true and complete, 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:

\_\_\_\_\_ in the Region/County/District of  
\_\_\_\_\_ this \_\_\_\_\_ day of  
\_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Owner/Agent

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

## Site Screening Questionnaire Form



Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East  
Whitby, ON L1N 6A3  
Telephone: 905.668.7711  
Toll Free: 1.800.372.1102  
[www.durham.ca](http://www.durham.ca)

### Site Screening Questionnaire for Identifying Potentially Contaminated Development Sites in the Regional Municipality of Durham

This form must be completed for all planning applications unless two original copies and a digital copy of the applicable Environmental Site Assessment (ESA) work prepared in accordance with Ontario Regulation (O.Reg.) 153/04, as amended, is submitted to the approval authority in support of this development proposal. If you have any questions about this questionnaire, please contact the Regional Municipality of Durham as identified above.

Landowner Name: \_\_\_\_\_

Mailing Address (Street No. and Name): \_\_\_\_\_

Location of Subject Lands (Municipal Address): \_\_\_\_\_

Lot(s): \_\_\_\_\_ Concession(s): \_\_\_\_\_ Registered Plan #: \_\_\_\_\_

Former Township: \_\_\_\_\_ Municipality: \_\_\_\_\_

Related Planning Application(s) and File Number(s) \_\_\_\_\_

1. What is the current use of the property? Check the appropriate use(s):

Category 1:      Industrial                      Commercial                      Community

Category 2:      Residential                      Institutional                      Parkland

Category 3:      Agricultural                      Other

Note: daycare facilities and a property that contains a religious building(s) are considered institutional uses. See Ontario Regulation 153/04, as amended, for definitions.

2. Does this development proposal require a change in property use that is prescribed under the *Environmental Protection Act* and O.Reg. 153/04 (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified under Question 1)?

Yes

No

If yes to Question 2, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.

3. Has the property or any adjacent lands ever been used as an Enhanced Investigation Property (e.g. industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)?

Yes

No

4. Has fill (earth materials used to fill in holes) ever been placed on the property?

Yes

No

5. Is the property or any adjacent lands identified as a wellhead protection zone? (Please review the Ministry of the Environment, Conservation and Parks [Source Protection Information Atlas](#) to confirm)

Yes

No

6. Is the property within 250 metres from an active or decommissioned landfill/dump, waste transfer station or Polychlorinated Biphenyl (PCB) storage site?

Yes

No

7. Has the property ever stored/generated/accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits?

Yes

No

8. Does the subject lands or lands abutting it previously or currently support one or more of the Potentially Contaminating Activities identified in Table 2 of Schedule D of O.Reg 153/04, as amended (see attachment)?

Yes

No

If Yes was selected in any of the questions above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

ESA's may be waived at the Region's discretion provided that the Applicant/Qualified Person (QP) can demonstrate that the response(s) does not pose a risk to human health and the environment to the Region's satisfaction (e.g. consent applications relating to easements, leases, mortgages, correction of title as well as location of off-site Potentially Contaminated Activities; and direction of surface and groundwater flow etc.).

The Region must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. Regional third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

Note: The Region may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

**Declarations:**

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the Planning Act and reviewed by the Region of Durham Planning Department.

A QP sign-off may be waived by the Region for the following Land Division Committee application types: leases; mortgages; title corrections; re-establishment of lot lines (where title inadvertently merged); minor lot line adjustments (at the discretion of the Region); as well as minor variances; minor zoning by-law amendments (e.g. where there is no physical development, the addition of a new non-sensitive land use), and/or part lot control applications where site contamination was recently addressed by a related planning application. For a full list of QP exemptions, please see the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

Where a QP sign-off is required on this form, the completion of a Regional Reliance Letter and Certificate of Insurance may be waived.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject property contains contaminants at a level that would interfere with the proposed property use. I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

**Qualified Person:**

Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Professional Seal:**

**Property Owner, or Authorized Officer:**

Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Company (if Applicable): \_\_\_\_\_

Title of Authorized Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Regional File Number: \_\_\_\_\_

Area Municipal File Number: \_\_\_\_\_

## List of Potentially Contaminating Activities

**Table 2 – Ontario Regulation 153/04**

**Records of Site Condition – Part XV.1 of the *Environmental Protection Act***

**Ministry of the Environment, Conservation and Parks**

| <b>Item</b> | <b>Potentially Contaminating Activity (PCAs)</b>                     |
|-------------|--|
| 1.          | Acid and Alkali Manufacturing, Processing and Bulk Storage           |
| 2.          | Adhesives and Resins Manufacturing, Processing and Bulk Storage      |
| 3.          | Airstrips and Hangars Operation                                      |
| 4.          | Antifreeze and De-icing Manufacturing and Bulk Storage               |
| 5.          | Asphalt and Bitumen Manufacturing                                    |
| 6.          | Battery Manufacturing, Recycling and Bulk Storage                    |
| 7.          | Boat Manufacturing   |
| 8.          | Chemical Manufacturing, Processing and Bulk Storage                  |
| 9.          | Coal Gasification  |
| 10.         | Commercial Autobody Shops  |
| 11.         | Commercial Trucking and Container Terminals                          |
| 12.         | Concrete, Cement and Lime Manufacturing                              |
| 13.         | Cosmetics Manufacturing, Processing and Bulk Storage                 |
| 14.         | Crude Oil Refining, Processing and Bulk Storage                      |
| 15.         | Discharge of Brine related to oil and gas production                 |
| 16.         | Drum and Barrel and Tank Reconditioning and Recycling                |
| 17.         | Dye Manufacturing, Processing and Bulk Storage                       |
| 18.         | Electricity Generation, Transformation and Power Stations            |
| 19.         | Electronic and Computer Equipment Manufacturing                      |
| 20.         | Explosives and Ammunition Manufacturing, Production and Bulk Storage |
| 21.         | Explosives and Firing Range  |

| <b>Item</b> | <b>Potentially Contaminating Activity (PCAs)</b>   |
|-------------|--|
| 22.         | Fertilizer Manufacturing, Processing and Bulk Storage  |
| 23.         | Fire Retardant Manufacturing, Processing and Bulk Storage  |
| 24.         | Fire Training  |
| 25.         | Flocculants Manufacturing, Processing and Bulk Storage   |
| 26.         | Foam and Expanded Foam Manufacturing and Processing  |
| 27.         | Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles  |
| 28.         | Gasoline and Associated Products Storage in Fixed Tanks  |
| 29.         | Glass Manufacturing  |
| 30.         | Importation of Fill Material of Unknown Quality  |
| 31.         | Ink Manufacturing, Processing and Bulk Storage   |
| 32.         | Iron and Steel Manufacturing and Processing  |
| 33.         | Metal Treatment, Coating, Plating and Finishing  |
| 34.         | Metal Fabrication  |
| 35.         | Mining, Smelting and Refining; Ore Processing; Tailings Storage  |
| 36.         | Oil Production   |
| 37.         | Operation of Dry-Cleaning Equipment (where chemicals are used)   |
| 38.         | Ordnance Use   |
| 39.         | Paints Manufacturing, Processing and Bulk Storage  |
| 40.         | Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications |
| 41.         | Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage   |
| 42.         | Pharmaceutical Manufacturing and Processing  |
| 43.         | Plastics (including Fibreglass) Manufacturing and Processing   |
| 44.         | Port Activities, including Operation and Maintenance of Wharves and Docks  |
| 45.         | Pulp, Paper and Paperboard Manufacturing and Processing  |
| 46.         | Rail Yards, Tracks and Spurs   |

| <b>Item</b> | <b>Potentially Contaminating Activity (PCAs)</b>   |
|-------------|--|
| 47.         | Rubber Manufacturing and Processing  |
| 48.         | Salt Manufacturing, Processing and Bulk Storage  |
| 49.         | Salvage Yard, including automobile wrecking  |
| 50.         | Soap and Detergent Manufacturing, Processing and Bulk Storage  |
| 51.         | Solvent Manufacturing, Processing and Bulk Storage   |
| 52.         | Storage, Maintenance, Fueling and Repair of Equipment, Vehicles, and Material used to Maintain Transportation Systems.                               |
| 53.         | Tannery  |
| 54.         | Textile Manufacturing and Processing   |
| 55.         | Transformer Manufacturing, Processing and Use  |
| 56.         | Treatment of Sewage equal to or greater than 10,000 litres per day   |
| 57.         | Vehicles and Associated Parts Manufacturing  |
| 58.         | Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners |
| 59.         | Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products  |

Note: the above-noted PCAs may change from time-to-time. Please refer to the Provincial Brownfields Regulation O.Reg.153/04 for the official list of PCAs.



Planning and  
Economic  
Development  
Department

## Minimum Distance Separation Sheet

Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711

This form is to be completed when applying for a new non-farm use within 750 metres for a Type A land use\* and 1,500 metres for a Type B land use\* of an existing livestock facility. **Complete one sheet for each different set of buildings used for housing livestock.**

Owner of Livestock Facility \_\_\_\_\_

Township \_\_\_\_\_ Lot \_\_\_\_\_ Concession \_\_\_\_\_

Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use (metres): \_\_\_\_\_

Closest distance from manure storage to the property boundary of the new lot(s) or the change in land use (metres): \_\_\_\_\_

Tillable hectares where livestock facility located: \_\_\_\_\_

| Livestock | Livestock Type   | Existing Housing Capacity (Number) | Manure System<br>(Specify or select from the drop-down list:<br>Covered Tank, Open Solid Storage, Open Liquid Tank, Earthen Manure Storage) |
|-----------|--|------------------------------------|---|
| Dairy     | <input type="checkbox"/> Milking Cows<br><input type="checkbox"/> Heifers  |                                    |   |
| Beef      | <input type="checkbox"/> Cows (barn confinement)<br><input type="checkbox"/> Cows (barn with yard)<br><input type="checkbox"/> Feeders (barn confinement)<br><input type="checkbox"/> Feeders (barn with yard)   |                                    |   |
| Swine     | <input type="checkbox"/> Sows<br><input type="checkbox"/> Weaners<br><input type="checkbox"/> Feeder Hogs  |                                    |   |
| Poultry   | <input type="checkbox"/> Chicken Broilers/Roasters<br><input type="checkbox"/> Caged Layers<br><input type="checkbox"/> Chicken Breeder Layers<br><input type="checkbox"/> Pullets<br><input type="checkbox"/> Meat Turkeys (over 10 kg)<br><input type="checkbox"/> Meat Turkeys (5 to 10 kg)<br><input type="checkbox"/> Meat Turkeys (under 5 kg)<br><input type="checkbox"/> Turkey Breeder Layers |                                    |   |
| Horses    | <input type="checkbox"/> Horses  |                                    |   |
| Sheep     | <input type="checkbox"/> Adult Sheep<br><input type="checkbox"/> Feeder Lambs  |                                    |   |
| Mink      | <input type="checkbox"/> Adults  |                                    |   |
| Veal      | <input type="checkbox"/> White Veal Calves   |                                    |   |
| Goats     | <input type="checkbox"/> Adult Goats<br><input type="checkbox"/> Feeder Goats  |                                    |   |
| Other     | <input type="checkbox"/>   |                                    |   |

MDS Prepared by: Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

\*The Ontario Ministry of Agriculture and Rural Affairs, in their MDS Implementation Guidelines states that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

### For Regional Use Only

Minimum Separation Distance: \_\_\_\_\_

Does the application comply with MDS requirements?      Yes      No

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_



Planning and  
Economic  
Development  
Department

## Conservation Authority Fee Collection Form

Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711

**Please complete the following and attach to your planning application**

Check relevant Conservation Authority:

**Central Lake Ontario Conservation Authority**

100 Whiting Avenue, Oshawa, Ontario, L1H 3T3 Tel: (905) 579-0411 Fax: (905) 579-0994

**Ganaraska Region Conservation Authority**

P.O. Box 328, Port Hope, Ontario, L1A 3W4 Tel: (905) 885-8173 Fax: (905) 885-9824

**Kawartha Region Conservation Authority**

277 Kenrei Road, RR #1, Lindsay, Ontario, K9V 4R1 Tel: (705) 328-2271 Fax: (705) 328-2286

**Lake Simcoe Region Conservation Authority**

120 Bayview Parkway, Box 282, Newmarket, Ontario, L3Y 4X1 Tel: (905) 895-1281  
Fax: (905) 853-5881

**Toronto and Region Conservation Authority**

5 Shoreham Drive, Downsview, Ontario, M3N 1S4 Tel: (416) 661-6600 Fax: (416) 661-6898

Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Name of Applicant / Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Legal Description (Lot and Concession Numbers): \_\_\_\_\_

General Location: \_\_\_\_\_

Municipality: \_\_\_\_\_

Please consult the Conservation Authority to confirm the appropriate fee prior to completing the applicable boxes below. Please attach the fee made payable to the **appropriate Conservation Authority**.

| Application Type                      | Number of Applications Provided | Fee Amount Provided |
|---------------------------------------|---------------------------------|---------------------|
| Plan of Subdivision                   |                                 |                     |
| Plan of Condominium                   |                                 |                     |
| Consent / Severance                   |                                 |                     |
| Site Specific Official Plan Amendment |                                 |                     |
| Site Specific Zoning By-law Amendment |                                 |                     |
| Site Plan Approval (Section 41)       |                                 |                     |
| Minor Variance                        |                                 |                     |

Please check box if receipt required from the Conservation Authority

**NOTE:** Only one set of application fees (the highest fee) will apply when processing and reviewing consolidated application circulation. Additional fees may apply to applications which require extensive investigation (i.e. reports) by conservation authority staff. The applicant will be informed by letter of these additional fee requirements if applicable.

|  |                  |
|--|------------------|
| <b>For Conservation Authority use only</b> | 24               |
| Date Received _____ CFN: _____             | Recipient: _____ |