



Development Application
Development Services Department
 8 Carleton St South
 Thorold, ON L2V 5C2
 905-227-6613

Office Use Only

File #		Date reviewed		Pre-consultation	
--------	--	---------------	--	------------------	--

- Please Type or Print Clearly.
- All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of The Planning Act, R.S.O. 1990, **C.P.13**

Date received

TYPE OF APPLICATION ^[1]		Major ^[2]	Minor ^[3]	Condition of Consent
Regional Official Plan Amendment		☐	☐	
Official Plan Amendment		☐	☐	
Zoning By-Law Amendment		☐	☐	☐
Plan of Subdivision	New Draft Plan	☐	Phased Approval per Phase	☐
	Modification of Approved Draft Plan	☐	Agreement Modification	☐
Plan of Condominium	Vacant Land	☐	Extension of Draft Plan of Condominium Approval	☐
	Common Element	☐		
	Leased Hold	☐	Rental Conversion	☐
^[1] Is this application resulting from an active work order? ☐ Yes ☐ No Applications resulting from work orders have a 100% fee surcharge				
^[2] A major amendment changes land use categories, modifies community structure boundaries, reconfigures density policies, or significantly alters policy direction.				
^[3] A minor amendment generally refines wording, mapping or policies without changing the fundamental land use designation or zoning category objectives.				

APPLICANT CHECKLIST

- | | |
|--|---|
| ☐ A copy of the Pre-application Consultation Notes with recommended requirements. | ☐ All applicable application fees cash, debit or by cheque made payable to the City of Thorold. |
| ☐ Attached studies, reports and/or drawings requested/required in a high-quality digital copy. | ☐ Any required review fees for the Region or NPCA made payable to the applicable agency. |
| ☐ Large format drawings and plans are to be reduced to one (1) paper copy (11" x 17") of a sketch (in metric units), to scale, and one (1) digital file (USB or email). | ☐ One (1) original hard copy submission and (1) high quality digital copy submission of the application, signed by the owner and agent, if applicable. |
| ☐ For Official Plan and Zoning By-law Amendment applications, provide the schedule(s) of the requested amendment(s). | ☐ Plan of Subdivision and/or Condominium Applications, provide fully completed copy of application form is to be filed for each subject property. Commissioner services are available. |

1. CONTACT INFORMATION				
Name of registered owner(s)		Company Name		
Mailing address		Unit Number	Postal Code	
Province	Email		Telephone	
Name of authorized agents(s)		Company Name		
Mailing address		Unit Number	Postal Code	
Province	Email		Telephone	
Name of lawyer(s)		Company Name		
Mailing address		Unit Number	Postal Code	
Province	Email		Telephone	
Name of Ontario Land Surveyor(s)		Company Name		
Mailing address		Unit Number	Postal Code	
Province	Email		Telephone	
Contact for all future correspondence	☐ Registered Owner	☐ Agent	☐ Lawyer	☐ Surveyor

2A. SUBJECT PROPERTY

Municipal Address		Assessment Roll Number	
Legal Description			
Date subject lands acquired	Lot Area (metric)	Lot frontage (metric)	Lot depth (metric)
Description of any existing easements or restrictive covenants affecting the subject land, if applicable:			

2B. MORTGAGEE/CHARGE (IF ANY)

Name		Company Name	
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	

3. PROPOSED DEVELOPMENT SUMMARY

Briefly describe the proposed development, including the type of use, number of units or buildings, and general scale.
Briefly explain why this application is being made and what approvals are being requested.

4. CONCURRENT APPLICATIONS OR PREVIOUS APPLICATION(S) ON THIS PROPERTY

Are the subject land or land within 120 metres subject of an application by the applicant under the Act for a Minor Variance or Consent, an amendment to an Official Plan, a Zoning By-law or Minster's zoning order or approval of a Plan of Subdivision or a Site Plan? If yes, provide the requested information below.

☐ Yes	☐ No	☐ Unknown
Application type	File Number	Status

If Yes, provide the name of the approval authority, the lands affected, purpose and status of the application and the effect of the application on the requested Amendment on a separate sheet.

5. PROVINCIAL PLAN CONFORMITY

Describe how the application is consistent with the policy statements issued under Section 3(1) of the Planning Act, 1990, R.S.O., as amended:

Is the subject land within an area designated under the following provincial plan(s)?

Greenbelt Plan ☐ Yes ☐ No **Niagara Escarpment Plan** ☐ Yes ☐ No

If the answer to any of the above is “Yes”, please explain how the application conforms or does not conflict with the applicable plan(s):

6A. OFFICIAL PLAN INFORMATION

Niagara Region Official Policy Plan designation(s)

City of Thorold Official Plan designation(s)

6B. OFFICIAL PLAN AMENDMENT ☐ Yes ☐ No

Does the requested amendment change, replace or delete a **policy** of the Official Plan?
if yes, please attach proposed revision(s) ☐ Yes ☐ No

Does requested amendment add a **policy** to the Official Plan?
if yes, please attach proposed revision(s) ☐ Yes ☐ No

Does the requested amendment change or replace a **designation** to the Official Plan?
if yes, please attach proposed revision(s) ☐ Yes ☐ No

Does the requested amendment modify any **schedules** (maps) of the Official Plan?
if yes, please attach proposed revision(s) ☐ Yes ☐ No

Does the requested amendment **alter** all or any part of the boundary of an area of settlement
or **establish** a new area of settlement? if yes, please attach proposed revision(s) ☐ Yes ☐ No

Does the requested amendment **remove** any lands from existing employment area?
if yes, please attach proposed revision(s) ☐ Yes ☐ No

6C. AMENDMENT DETAILS

What policy will be changed, replaced, or deleted?

What is the purpose of the added policy?

What designation will be changed or replaced?

What land uses would be permitted by the amendment?

Details regarding the settlement boundary changes, including the relevant Official Plan policies
Details regarding employment area removal, including relevant Official Plan policies
If schedules are affected, attach proposed revised schedule(s) and accompanying text
6D. OFFICIAL PLAN CONFORMITY
How does the proposed amendment conform with the Niagara Official Plan?
How does the proposed amendment conform with the Official Plan?

7A. ZONING BY-LAW
City of Thorold Zoning By-law designation(s)
7B. ZONING BY-LAW AMENDMENT APPLICATION: ☐ Yes ☐ No
The nature and extent of the rezoning requested, and proposed zoning:
Reason for the rezoning request:
Is the subject land within an area where there is a pre-determined minimum and maximum density requirements? ☐ Yes ☐ No
If yes, provide a statement of these requirements:
Is the subject land within an area where there is a pre-determined minimum and maximum height requirements? ☐ Yes ☐ No
If yes, provide a statement of these requirements:
Is the subject land within an area where zoning conditions may apply? ☐ Yes ☐ No
If yes, provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions:
Describe the existing uses of lands adjacent to the subject property:

8A. EXISTING BUILDING, STRUCTURES AND USES (if applicable)

Please identify the existing use(s) of the subject land and the length of time the existing use(s) have continued:

Date subject land was acquired	1	2	3	4	5
Type of building or structure					
Construction date					
Existing use(s)					
Time the existing use(s) have continued					
Front setback (m)					
Rear setback (m)					
Side yard setback (m)					
Side yard setback (m)					
Height (m)					
Number of Storeys					
Gross floor area (m ²)					
Lot coverage (m ²)					

8B. PROPOSED BUILDING, STRUCTURES AND USES

Please identify the proposed use(s) of the subject land:

Type of building or structure					
Construction Date					
Proposed use(s)					
Front Setback (m)					
Rear setback (m)					
Side yard setback (m)					
Side yard setback (m)					
Height (m)					
Number of Storeys					
Gross floor area (m ²)					
Lot coverage (m ²)					

9A. SUBDIVISION / CONDOMINIUM APPLICATION:					
			☐ Subdivision	☐ Condominium	
Proposed land use(s)	Number of lots and/or blocks on the Draft Plan	Area (ha.)	Number of units	Density (units/ha.)	Number of parking spaces ¹
Detached					
Semi-detached					
Multiple-attached					
Apartment					
Seasonal					
Mobile					
Commercial					
Industrial					
Institutional					
Park or open space			N/A	N/A	N/A
Roads			N/A	N/A	N/A
Other:					
Residential total					
Non-residential total					
Grand total					

¹Only provide number of parking spaces if application is a condominium description.

9B. CONDOMINIUM		
Has a site plan for the proposed condominium been approved?	☐ Yes	☐ No
Has a site plan agreement been entered for the proposed condominium?	☐ Yes	☐ No
Has a building permit been issued for the proposed condominium?	☐ Yes	☐ No
Is the proposed condominium under construction or has construction been completed?	☐ Yes	☐ No
If completed, what was the date of completion?		
Is the proposed condominium a conversion of a building containing residential units?	☐ Yes	☐ No
If yes, how many units are to be converted?		

10. ACCESS & SERVICING

Select all means of access that apply to the subject land

☐ Provincial Highway	☐ Municipal Road maintained seasonally	☐ Right-of-Way
☐ Regional Road	☐ Other Public Road	☐ By water only
☐ Municipal Road maintained all year	☐ Private Road	

If access to the land is by water only, the parking & docking facilities to be used & the approximate distance of these facilities from the land & the nearest public road:

Water supply provided by	Sewage disposal provided by	Storm drainage provided by
☐ Publicly owned & operated piped water system	☐ Publicly owned & operated sanitary sewage system	☐ Sewers
☐ Privately owned & operated individual or communal well	☐ Privately owned & operated individual or communal septic system	☐ Ditches
☐ Lake or other water body	☐ Other (specify):	☐ Swales
☐ Other (specify):		☐ Other (specify):

Will the requested amendment permit the development on a privately owned or operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed?

☐ Yes

☐ No

☐ Unknown

If yes, please provide a servicing options report and a hydrogeological report.

11. SERVICING REPORTS

Will the proposed development trigger any of the following servicing conditions?

☐ Development of more than five (5) lots/units on privately owned or operated wells
☐ Development of more than five (5) lots/units on privately owned or operated septic systems
☐ Development of fewer than five (5) lots/units with more than 4500 L/day effluent
☐ Development of fewer than five (5) lots/units with 4500 L/day or less effluent

If any of the above apply, the appropriate servicing options report and/or hydrogeological report must be provided.

12. CONSULTATION STRATEGY

Provide a brief outline of the proposed strategy for consulting with the public in regard to this application (if applicable).

13. AFFORDABLE HOUSING

Are any affordable housing units being proposed? ☐ Yes ☐ No

If yes, please describe below:

14. ARCHAEOLOGICAL POTENTIAL**Does the subject land contain any areas of archaeological potential?**☐ Yes☐ No☐ Unknown

If yes and the plan would permit the development of land that contains known archaeological resources or areas of archaeological potential, provide (a) 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; and (b) a conservation plan for any archaeological resources identified in the assessment.

DRAWING REQUIREMENTS

Plans and drawings to accompany this application must be prepared by an Ontario Land Surveyor, and must show the following information, in metric units:

- ☐ Graphic scale & north arrow
- ☐ The boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor
- ☐ The locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- ☐ On a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- ☐ The purpose for which the proposed lots are to be used;
- ☐ The existing uses of all adjoining lands;
- ☐ The approximate dimensions and layout of the proposed lots and if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- ☐ Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- ☐ The nature and porosity of the soil;
- ☐ Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- ☐ The municipal services available or to be available to the land proposed to be subdivided; and
- ☐ The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

AUTHORIZATIONS

If the applicant is not the owner of the subject land that is the subject of this application, please complete the authorizations set out below. If the owner is a company / corporation, indicate the authority of the signer, e.g. president, signing authority, has authority to bind the corporation etc.

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

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

I, _____
Print name of registered owner(s)

am the registered owner of the subject land that is the subject of this application 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 to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application:

Date

Signature of Registered Owner(s)
(I have the authority to bind the corporation.)

Authorization of Owner for Agent to Make the Application and Provide Personal Information

I, _____,
Print name of registered owner(s)

am the registered owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize:

_____ to act as my agent for this application,
Print name of authorized agent

and provide any of my personal information that will be included in this application or collected during the processing of the application to the City of Thorold Committee of Adjustment for consent to convey an interest in the land in accordance with Subsection 1 of Section 53 of the Planning Act, R.S.O., 1990.

Date

Signature of Registered Owner(s)

Agreement to Permit Entrance to Land

I am the Registered Owner and/or the Authorized Agent of the subject land, and I agree to allow City of Thorold staff and / or Committee Members and / or related agency staff the right to enter onto the land, as necessary, to assess and photograph the land for the proposal. I acknowledge that failure to allow access onto the land may result in this application being considered incomplete.

Date

Print name of Registered Owner(s) or Authorized Agent

Signature of Registered Owner(s) or Authorized Agent

Affidavit or Sworn Declaration

To be signed and witnessed in the presence of a Commissioner for Taking Affidavits:

I, _____,
Print name of registered owner(s) or authorized agent

of the _____ in the Province of _____,
municipality (town, city, etc.)

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 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.

Signature of Registered Owner(s) or Authorized Agent

For Staff

DECLARED before me at the _____ in the _____
lower tier municipality *upper tier municipality*

on this _____ day of _____ 20____.

A Commissioner, etc.

Note: Personal information collected on this application will become part of a public record.

Any questions regarding this collection should be directed to the City Clerk.

City Clerk, City of Thorold
3540 Schmon Parkway, P.O. Box 1044
Thorold, Ontario L2V 4A7
Telephone: 905-227-6613
Fax: 905-227-5590

AUTHORIZATION

By Ontario Land Surveyor

Location of Subject Lands

I, _____, who has prepared, dated and signed a preliminary sketch for the registered owner(s) of the above referenced lands, hereby authorize the City of Thorold to photocopy said sketch for circulation purposes of the above referenced application, as required.

Dated at the _____ in the _____

lower tier municipality

upper tier municipality

on this _____ day of _____ 20____

Signature of Surveyor