APPLICATION FOR PLAN OF SUBDIVISION
OR VACANT LAND CONDOMINIUM
Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

USING THE APPLICATION FORM
This application form is to be used by persons or public bodies wishing to subdivide land. In this form, the term "subject land" means the land that is the subject of the proposed plan of subdivision.

The application must be completed by the owner or authorized agent. Where the application is being made by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

COMPLETENESS OF THIS APPLICATION
The information requested by this application form must be provided by the applicant and will be used to process the plan under Section 51 of the Planning Act, and Ontario Regulation 544/06. Receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and the applicant may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

Pre-Submission Consultation is a requirement of the planning process. This application will not be accepted in the absence of a Record of Pre-Submission Consultation. Through the Pre-Submission Consultation, other information and material (e.g. technical information or reports) may be required to assist the City, other agencies in their planning evaluation of the proposed Plan of Subdivision. This application will not be considered complete in the absence of any material specified in the Record of Pre-Submission Consultation.

CONCURRENT APPLICATIONS
If the Plan of Subdivision is being submitted in conjunction with an Application for Zoning By-law Amendment and/or Application for Official Plan Amendment, all applications must be completed and submitted together.

SUBMISSION REQUIREMENTS AND APPLICATION FEES
Complete applications shall be submitted by email to planning.applications@kitchener.ca (maximum 10 MB); for larger files please upload directly to the City's ShareFile account (contact us if you require access) with a corresponding email to advise that the application has been submitted. Original, signed application form and cheque (payable to the City of Kitchener) should be sent to City Hall, Planning Division, to the attention of the Manager of Development Review, by mail or courier as soon as possible following the digital submission.

☐ Application form (completed and signed)
☐ Copy of the proposed draft plan (as described below)
☐ Digital files of the plan in dwg (AutoCAD)
☐ Copy of signed Record of Pre-Submission Consultation
☐ Plans, reports and/or studies as identified on the Record of Pre Submission Consultation
☐ If the site is located within a Source Protection Area, provide a copy of the Notice of Source Protection Plan Compliance (Section 59 Notice) obtained from the Regional Municipality of Waterloo. For more information, visit the Region's website at http://www.regionofwaterloo.ca/sourceprotection.
☐ Plan of Subdivision - $9,065.00
  - plus $190.00/per hectare to a maximum of $18,340.00

☐ Plan of Vacant Land Condominium - $9,065.00
  - plus $190.00/per hectare to a maximum of $18,340.00

☐ Public notice advertisement fee - $1,218.00

☐ Agency delivery fee - $100.00

☐ Registration of a single plan - $2,769.00
  - plus $274.00 for each additional concurrent plan registration

TOTAL FEES SUBMITTED: $ ____________________________

(please include a scanned copy of cheque with the digital submission)

A Neighbourhood Information Meeting fee (separate cheque in the amount of $1,114.00) is required to be submitted with this application. A refund will be issued in the event a meeting is not required. If more than one meeting is required, additional fee(s) will apply for each subsequent meeting.

Additional agency plan review fees may be required. If applicable, you may include a separate cheque with your application which will be forwarded on your behalf. Please see below for more information:

- Region of Waterloo – Planning & Development, Applications, Fee By-law
- Grand River Conservation Authority – Planning & Development, Permit Fees
  - https://www.grandriver.ca/en/Planning-Development/Permit-fees.aspx; 519-621-2761

DRAFT PLANS

Plans must be drawn on a single sheet, to scale with all measurements in metric units and include:

- All items identified in Subsection 51(17) of the Planning Act, as amended
- Subsection 51(17) of the Planning Act requires submission of a key map, at a scale of not less than 1 cm to 100 metres on the proposed draft plan, showing the matters described in the subsection
- Proposed street names must be shown in order to be deemed a complete application
- The minimum and maximum density by residential type for all lots and blocks in which residential units may be permitted
- An area or block measuring not less than 9cm x 7cm on the title block/information area of the plan that is visible after folding in which the City of Kitchener may affix the draft approval stamp and signature

NOTICE SIGNS

An application for subdivision approval requires one or more personalized notice signs for all street frontages where a property abuts one or more streets. If the application includes several properties, additional signs may be required. Detailed requirements for these signs are available from the Planning Division. A City sign permit will also be required prior to installing the sign(s). Please call 519-741-2426 for application form and permit fee. Any costs for these signs are the responsibility of the applicant.

DIGITAL SUBMISSIONS

File A (small plan) must contain:

- Layers/levels 1 to 11 as outlined below
- Layers/levels 12 to 20, as outlined below, if applicable
- The title block content on levels 62 and 63.

File A must use the title block provided by the City of Kitchener, and must be specifically formatted to be clear and legible in an 8 1/2” x 11” print format. It should be proportionally scaled by the applicant to fit their plan. The title block includes the line type for applicable layers and provides the required format for the Land Use Schedule. Use the colour-based CTB plot style provided to ensure legibility of the letter size plan when printed.

File B (large plan) must contain:

- Layers/levels 1 to 11 as outlined below
- Layers/levels 12 to 20, as outlined below, if applicable
- Any other relevant information including those requirements set out in the Plan of Subdivision Application
- Your title block content on levels 62 and 63 (does not have to fit 8.5” x 11” page)
Draft Approval Stage
Both digital plans must be modified to reflect any changes arising out of the circulation and review stage. Such changes are to be electronically transmitted on the small plan to Mapping Services prior to the preparation of the report for draft approval.

Registration Stage
Together with the submission of the request to release the plan for registration, the subdivider is required to submit to the Director of Planning, one digital file of the plan- file C in dwg (AutoCAD) format. This file must be georeferenced. The standard base map for the City is 6 degree Universal Transverse Mercator (UTM) zone 17 with the North American Datum 1983 (NAD83). The map units for all features in the file must be in metric, set to metres and given as an administrative set of coordinates.

File C must contain:
- Layers/levels 1 to 10 as outlined below
- Your title block content on levels 62 and 63 (does not have to fit 8.5” x 11” page)
- All other layers/levels are optional.
- Digital filename must start with 58M-

General Notes
a) The City of Kitchener uses level symbology (ie. assigns colours, line weights, line styles by layer). Any symbology assigned by the applicant to an element will be overwritten by our symbology. Please use common linetypes and fonts (TrueType Fonts).
b) All files should be in 2 dimensional (2D) format.
c) All linework should be closed. This means that all lines that meet should be snapped together.
d) Only content described under “Description of Content” shall be allowed on the outlined layers/levels.

Level/Layer Structure

<table>
<thead>
<tr>
<th>Level/Layer #</th>
<th>Name</th>
<th>Description of Content</th>
<th>Entity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BOUNDARY</td>
<td>Legal property boundary of the subject plan. All line work must be closed (snapped together at meeting points)</td>
<td>Line</td>
</tr>
<tr>
<td>2</td>
<td>BEARINGS_DIST</td>
<td>Bearings and distances of plan boundary (metric)</td>
<td>Line &amp; text</td>
</tr>
<tr>
<td>3</td>
<td>LEGAL</td>
<td>Any relevant background legal lines and text (legal descriptions: lots, concessions, Registered Plans)</td>
<td>Line &amp; text</td>
</tr>
<tr>
<td>4</td>
<td>LOT_LINES</td>
<td>Lot and block lines within plan. All line work must be closed (snapped together at meeting points).</td>
<td>Line</td>
</tr>
<tr>
<td>5</td>
<td>LOT_DIM</td>
<td>Lot dimensions in metric.</td>
<td>Line &amp; text</td>
</tr>
<tr>
<td>6</td>
<td>PLAN_TEXT</td>
<td>Plan text (lot numbers, block numbers)</td>
<td>Text</td>
</tr>
<tr>
<td>7</td>
<td>RIGHT_OF WAY</td>
<td>Right of way boundary lines within plan boundary</td>
<td>Line</td>
</tr>
<tr>
<td>8</td>
<td>CENTRELINE</td>
<td>Centreline of right of way</td>
<td>Line</td>
</tr>
<tr>
<td>9</td>
<td>STREET_TXT</td>
<td>Street names within plan</td>
<td>Text</td>
</tr>
<tr>
<td>10</td>
<td>EX_STREETS</td>
<td>Existing streets &amp; associated text surrounding the subject plan.</td>
<td>Line &amp; text</td>
</tr>
<tr>
<td>11</td>
<td>STAGING</td>
<td>Staging boundaries and text. Show all proposed stages</td>
<td>Line &amp; text</td>
</tr>
<tr>
<td>12</td>
<td>EX_STRUCT</td>
<td>Existing built form, structures, buildings, utilities</td>
<td>Line &amp; text</td>
</tr>
<tr>
<td>13</td>
<td>EX_USE</td>
<td>Existing surrounding land use</td>
<td>Line &amp; text</td>
</tr>
</tbody>
</table>
PLANNING REPORT

All proposed plans of subdivision applications must be accompanied by a "Planning Report". This report will briefly describe for review agencies, site orientation, site issues and inter relationship of site issues. The report also provides a starting point for analysis of the proposal. This report is not to replace any detailed and specific reports identified during the Pre Submission Consultation. The "Planning Report" is to include the following:

a) **Introduction** - A general discussion of the subject area that is under consideration and any pertinent background information.

b) **General Description** - A legal description of the property including location, size and physical features.

c) **Consistency and Conformity** - A discussion of the proposed plan of subdivision’s consistency with Provincial Policy Statements and conformity with the City Municipal Plan, Regional Official Policies Plan and area Zoning By law.

d) **The Concept** - A brief description of a theme, market orientation or special aspects to the physical layout of the subdivision.

e) **Road Patterns** - A description of the principal road pattern with regard to public transit and traffic flow such as ring road, spine system and hierarchy of internal streets, as well as proposed street names.

f) **Site Development** - A description of the elements in the plan such as walkways/parklink network, utilization of watercourses, area grading, and treatment of low lying wet lands and organic soils.

g) **Land Use Pattern** - A discussion of proposed densities, location of housing types, commercial facilities, schools, parks etc., and the relationship of these land uses to the natural features of the site. A discussion of existing buildings or structures on site, if any, those intended for demolition or retention including a review of heritage impact.

h) **Statistical Analysis** - A calculation of density ranges, service and commercial facilities, schools, parks and open space, churches, major roads, community centre, etc., with sizes noted and percentage of land proposed for each use. This analysis will assist in determining school and servicing requirements and overall population densities.

i) **Utilities and Engineering** - A discussion of sanitary sewers or sewage disposal, water supply/distribution, lands below Regional floodlines, urban drainage and stormwater management, master drainage plan and conformity, watershed study and conformity, and gas, hydro, telephone servicing. At the initial review stage this information will be of a preliminary nature but will indicate an awareness of conditions to be resolved between the applicant/developer and the applicable public body.

j) **Boundary Conditions** - A discussion of existing land use and environmental conditions at least 20 metres (64 feet) beyond the subject area. Such a discussion shall be sufficiently thorough to ensure that no impediment is caused by the development for any adjacent lands.

k) **Environmental Assessment (EA)** - What services and facilities are covered by EA Act and under which schedule will these projects be assessed?
PLANNING REPORT (CONT’D)

l) **Staging and Phasing of Development** - An estimate should be included as to phasing and timing of development with particular direction from the applicant regarding how the subdivision registration (final approval) will be staged and how servicing and development will be phased within each registration.

m) **Noise Impacts** - A discussion of how the plan has been designed to address impacts from nearby road, rail or stationary noise sources. The discussion should also identify the manner in which mitigation, if any, may be implemented.

n) **Odour Impacts** - A discussion of how the plan has been designed to address impacts from existing or proposed odour sources in the vicinity of the subject site. The discussion should also identify the manner in which mitigation, if any, may be implemented.

APPLICATION PROCEDURE

The approval of a Plan of Subdivision or Vacant Land Condominium generally encompasses the following steps:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. Within thirty (30) days of the receipt of an application the applicant will be notified in writing whether the application is considered “complete”. Instructions regarding the notice signs will be sent to the applicant at this time.

2. Within fifteen (15) days of the application being deemed complete a “Notice of Application” will be circulated to land owners within 120 metres of the subject land and various departments / agencies for comment. Installation of the notice signs should be coordinated with the circulation of the Notice of Application. Any major issues arising from this circulation will be brought to the attention of the applicant for review and appropriate action.

3. Following the circulation period, a staff report containing a recommendation and any conditions of approval, if required, will be formulated.

4. Once the staff report has been finalized, a notice will be advertised in The Record (local newspaper) twenty (20) days in advance of the statutory public meeting. Notice will also be given directly to any persons that responded to the preliminary circulation outlined above.

5. At the public meeting, opportunity is afforded to the applicant and any other interested parties to make verbal and/or written submissions concerning the application. The committee may choose to recommend approval, refusal or deferral of the application.

6. If recommended for approval or refusal by the committee, the proposed application is then forwarded to city council for consideration.

7. If approved by city council, a notice of the passing of the by-law will be given to any interested property owners and department / agencies. The 20-day appeal period will commence the day after this notice is given, during which time the application may be appealed to the Local Planning Appeal Tribunal (LPAT). Should no appeal be filed, the conditions of draft plan approval are final.

8. Subsequent to the final approval a Subdivision Agreement may be registered and the owner may begin to fulfill the conditions of draft approval.
## APPLICATION FOR PLAN OF SUBDIVISION OR VACANT LAND CONDOMINIUM

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P.O. Box 1118, Kitchener ON N2G 4G7  
519-741-2426; planning@kitchener.ca

<table>
<thead>
<tr>
<th>STAFF USE ONLY</th>
<th>Date Received:</th>
<th>Date Accepted as Complete:</th>
<th>Pre-submission Record Date:</th>
<th>Fees Paid:</th>
</tr>
</thead>
</table>

1. **REGISTERED OWNER** (list on additional page if required)
   - Name(s):
   - Company (if applicable):
   - Street Address:
   - City/Province:
   - Phone:
   - Extension:
   - Email:
   - Postal Code:

2. **APPLICANT** (if other than registered owner)
   - Name:
   - Company (if applicable):
   - Street Address:
   - City/Province:
   - Phone:
   - Extension:
   - Email:
   - Postal Code:

3. **AGENT**
   - Name:
   - Company (if applicable):
   - Street Address:
   - City/Province:
   - Phone:
   - Extension:
   - Email:
   - Postal Code:

4. **OTHER PROJECT CONSULTANTS** (engineering, transportation, environmental, etc.)
   - Name:
   - Company:
   - Street Address:
   - City/Province:
   - Phone:
   - Extension:
   - Email:
   - Postal Code:
   - Name:
   - Company:
   - Street Address:
   - City/Province:
   - Phone:
   - Extension:
   - Email:
   - Postal Code:
   - Name:
   - Company:
   - Street Address:
   - City/Province:
   - Phone:
   - Extension:
   - Email:
   - Postal Code:
5. PRE-SUBMISSION CONSULTATION
   a) Has the proposed amendment to the Kitchener Zoning By-law been the subject of a pre-submission consultation meeting with Planning Division staff? Yes ☐ No ☐ Waived ☐
      If yes, what was the date of pre-submission consultation? __________________________
   b) Has a copy of the Record of Pre-submission Consultation been included? Yes ☐ No ☐

   NOTE: The Record of Pre-submission Consultation documents the required information and materials that must be submitted in conjunction with the application form and fees. The Record is used by staff to determine whether the application is complete and acts as a receipt for any pre-submission consultation fees that you may have paid.

6. LOCATION OF LANDS

   Municipal Address: ____________________________ Assessment Roll No.: ____________________________
   City: ____________________________ Lot: ____________________________
   Concession: ____________________________ Former Twp.: ____________________________
   Registered Plan No.: ____________________________ Lot(s)/Block(s): ____________________________
   Reference Plan No.: ____________________________ Part(s): ____________________________

7. CURRENT STATUS OF LANDS

   7.1 a) How is the subject land currently designated in the applicable Official Plans?
      Regional Official Plan ____________________________
      Kitchener Official Plan ____________________________
   b) Does the proposed development meet all the requirements of the applicable Official Plan(s)?
      Yes ☐ No ☐
   c) Has an application for an official plan amendment been submitted for the subject lands?
      Yes ☐ No ☐ If yes, indicate the file number (if known):
      Status of application: ____________________________
      Brief explanation of the nature of the amendment: ____________________________

   NOTE: If an official plan amendment is required, it must be submitted prior to or concurrently with this application.

   7.2 a) How is the subject land currently designated in the applicable Community Plan?
      Name of plan: ____________________________
      Designation(s): ____________________________
   b) Does the proposed development require an amendment to the applicable Community Plan?
      Yes ☐ No ☐
      If yes, please describe the proposed amendment: ____________________________

   7.3 a) How is the subject land currently zoned in the City’s Zoning By-law?
      ____________________________
   b) Does the proposed development require an amendment to the City’s Zoning By-law?
      Yes ☐ No ☐
7. CURRENT STATUS OF LANDS (CONT’D)

   c) Has an application for a zoning by-law amendment been submitted for the subject lands?
      Yes □   No □   If yes, indicate the file number (if known):
      Status of application:__________________________________________
      Brief explanation of the nature of the amendment:

      NOTE: If a zoning by-law amendment is required, it must be submitted prior to or concurrently with this application.

   7.4 Has a previous application for draft plan of subdivision ever been submitted for the subject lands?
      Yes □   No □   If yes, indicate the file number (if known):
      Decision of application:__________________________________________
      Brief explanation:

      7.5 List any approvals or permits previously issued in support of the proposed draft plan prior to submission of this application (i.e. access, fill, construction and alteration to waterways permit, archaeological study) and provide copies of documentation:

      7.6 Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act?
      Yes □   No □
      If yes, do you want the notice of public meeting for this application to be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act?
      Yes □   No □

   7.7 Has the land ever been the subject of any other planning application? If yes, complete as below:

      □ Site Plan Approval    File Number:_________________________    Status:_________________________
      □ Consent              File Number:_________________________    Status:_________________________
      □ Minor Variance       File Number:_________________________    Status:_________________________
      □ Minister’s Zoning Order File Number:_______________________    Status:_______________________

8. CURRENT SITE CONDITIONS

   a) What is the current use of the subject land?

   b) Is there reason to believe the surface or subsurface of the subject land may have been contaminated by former uses on the site or adjacent sites?
      Yes □   No □  
      - If yes, what information did you use to determine the answer:

      NOTE: If yes, an Environmental Audit of the site including a previous use inventory showing all former uses of the subject land, and the adjacent land, is required.

   c) Is an Environmental Audit attached?
      Yes □   No □

   d) Do the lands contain any areas of archaeological potential?
      Yes □   No □
      If yes, is an Archaeological Assessment and a Conservation Plan attached?
      Yes □   No □
8. CURRENT SITE CONDITIONS (CONT’D)

e) Are there existing buildings on the subject lands?  
Yes ☐  No ☐
- If yes, are they to be demolished?  
Yes ☐  No ☐

f) Are any of the existing buildings or structures 50 years of age or older?  
Yes ☐  No ☐
- If yes, which buildings (address)?

List the date that each building or structure was constructed, if known:

Identify the type, height and dimensions/floor area of each building (in metres):

g) Is the subject property:
- Designated under the Ontario Heritage Act?  
Yes ☐  No ☐
- Listed on the Municipal Heritage Register?  
Yes ☐  No ☐
- Included on Heritage Kitchener’s Inventory of Historic Buildings?  
Yes ☐  No ☐

h) Are there any existing easements or restrictive covenants affecting the subject land?  
Yes ☐  No ☐
If yes, please describe:

i) Are there any significant wetlands, as designated in the City’s Official Plan or Regional Official Plan, located on the subject property or within 120 metres of the subject property?  
Yes ☐  No ☐

j) Is the subject lands located within 300 metres of a rail line?  
Yes ☐  No ☐

k) Is the subject lands located within:
- 70 metres of a Class I industry (small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operation only)?  
Yes ☐  No ☐
- 300 metres of a Class II industry (medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)?  
Yes ☐  No ☐
- 1000 metres of a Class III industry (processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions)?  
Yes ☐  No ☐

9. VACANT LAND CONDOMINIUM (COMPLETE ONLY IF APPLICABLE)

a) Has Site Plan Approval been received for the proposed Vacant Land Condominium?  
Yes ☐  No ☐
If yes, indicate the file number (if known):

b) Has a Section 41 Development Agreement been entered into?  
Yes ☐  No ☐

c) Have any building permits been issued for the proposed condominium?  
Yes ☐  No ☐

d) Is any portion of the proposed condominium under construction?  
Yes ☐  No ☐

e) Has any portion of the proposed condominium been completed?  
Yes ☐  No ☐
If yes, date of completion:

f) Is the proposed condominium a conversion of a building containing residential units?  
Yes ☐  No ☐
If yes, how many units are to be converted?
10. PROPOSED LAND USE

a) How does this application address affordable housing?

“Affordable” means units, including not-for-profit and market housing, which are affordable to households with incomes in the lowest 60% (or 30% as applicable) of the income distribution for the housing market area. For assistance, refer to the current Information Bulletin released by the Ministry of Municipal Affairs and Housing from time to time.

b) What is the gross residential unit density per hectare for the total land area subject to this application? (Please provide further discussion in the Planning Report)

c) What is the gross residential unit density per hectare for the total land area subject to this application minus those lots, blocks, roads etc. being created for a public purpose? (Please provide further discussion in the Planning Report)
### 11. PROPOSED LAND USE CHART

<table>
<thead>
<tr>
<th>Proposed Land Use</th>
<th>Number of Units or Dwellings*</th>
<th>Identify Lots and/or Blocks on the Draft Plan</th>
<th>Area (ha) of Proposed Use</th>
<th>Density (Units, Dwellings per ha)</th>
<th>Number of Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Detached</td>
<td></td>
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<tr>
<td>Semi-detached</td>
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<tr>
<td>Street Fronting Townhouse</td>
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<tr>
<td>Multiple Residential</td>
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<tr>
<td>Mobile Home or Seasonal Residence</td>
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<tr>
<td>Other Residential (specify):</td>
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<tr>
<td>Commercial</td>
<td>Nil</td>
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<tr>
<td>Industrial</td>
<td>Nil</td>
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<tr>
<td>Park</td>
<td>Nil</td>
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<tr>
<td>Open Space</td>
<td>Nil</td>
<td></td>
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<tr>
<td>Stormwater Management</td>
<td>Nil</td>
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<tr>
<td>Institutional (specify):</td>
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<tr>
<td>Roads</td>
<td>Nil</td>
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<tr>
<td>Walkway</td>
<td>Nil</td>
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<tr>
<td>Other (specify):</td>
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<td>Other (specify):</td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td>Nil</td>
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</tbody>
</table>

* For ‘Lotless’ Blocks, the minimum and maximum number of units must be identified

** Only required if application is for a Vacant Land Condominium

### 12. PROPOSED SERVICING

#### a) Sewage Disposal - select service type:
- [ ] Publicly owned piped sewage system
- [ ] Privately owned communal or individual wastewater system*
- [ ] Privately owned individual wastewater system*
- [ ] Other (describe): ____________________________

*If five or more lots/units or if more than 4,500 litres of effluent would be produced per day as a result of the development being complete, a servicing options report and hydrogeological report must accompany the application.
12. PROPOSED SERVICING (CONT'D)

b) Water Supply - select service type:
   - Publicly owned piped water system
   - Privately owned communal well*
   - Privately owned individual well*
   - Other (describe): _______________________________

* If five or more lots/units, a servicing options report and hydrogeological report must accompany the application, along with an indication of whether a public body is willing to own and operate the system.

NOTE: For a) and b) above, provide name of servicing information/reports (if applicable):

- Confirmation that the Region concurs with the servicing options statement will facilitate the review of this application.
- Before undertaking a hydrogeological report, consult the Region about the type of assessment they would expect to see given the nature and location of the proposal.
- Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with regional policy.
- Reviewed by the MOEE and the Region.

c) Stormwater Drainage - A preliminary stormwater drainage report is required for all types of storm drainage. Select the proposed stormwater drainage servicing below:
   - Sewers
   - Ditches or swales
   - SWM pond
   - Infiltration trenches
   - Other (describe): ____________________________________________

Attach and provide the name of the preliminary servicing information for the facility you have identified:
Name of servicing information/report: ____________________________________________

Have you attached a preliminary stormwater management report? Yes ☐ No ☐
If not attached in a separate report, in what report can it be found? ________________________________

d) Access - select service type:
   - Provincial (MTO access or land use permit may be required)
   - Regional
   - Municipal
   - Water
   - Name of servicing information/report: ____________________________________________

13. PROVINCIAL POLICY CONFORMITY

a) Is the plan consistent with the policy statements issued under any subsection 3(1) of the Act? (i.e. the Provincial Policy Statement)
   Yes ☐ No ☐

b) Is the subject land within an area of land designated under any provincial plan or plans? (i.e. Places to Grow - Growth Plan for the Greater Golden Horseshoe)
   Yes ☐ No ☐
If yes, name of plan(s): ________________________________

Does the plan confirm to, or not conflict with, the applicable provincial plan(s)? Yes ☐ No ☐
14. OTHER REQUIRED INFORMATION, REPORTS, STUDIES, ETC.

a) Required reports and studies are identified in the complete Record of Pre-submission Consultation. Have you attached the required number of reports/studies identified? Check as below:

- Planning Report (20 copies)  
  - Yes ☐  
- Stormwater Management  
  - Yes ☐  
- Environmental  
  - Yes ☐  
- Noise Study (Rail/Road)  
  - Yes ☐  
- Noise Study (Stationary)  
  - Yes ☐  
- Traffic Impact (Local)  
  - Yes ☐  
- Traffic Impact (Regional)  
  - Yes ☐  
- Traffic Impact (Highway)  
  - Yes ☐  
- Archaeological  
  - Yes ☐  
- Servicing Options  
  - Yes ☐  
- Hydrogeological  
  - Yes ☐  
- Soils/Geotechnical  
  - Yes ☐  
- Water Pressure  
  - Yes ☐  
- Tree Management  
  - Yes ☐  
- Environmental Impact Statement  
  - Yes ☐  
- Environmental Assessment  
  - Yes ☐  
- Other: ________________________________  
  - Yes ☐  
- Other: ________________________________  
  - Yes ☐  

b) Is there any other information that may be useful to the City and other agencies in support of this application? If so - explain below, attach as a separate page or state where the information can be found in the Planning Report.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, please contact the Manager of Corporate Records & Archive Services at 519-741-2200 ext. 7766.
MORTGAGEES OF THE PROPERTY FOR WHICH APPLICATION IS BEING MADE

List all persons or institutions who have any mortgage charge or encumbrance on the property:

| Name: ___________________________ | Name: ___________________________ |
| Street Address: __________________ | Street Address: __________________ |
| City/Province: ___________________ | City/Province: ___________________ |
| Postal Code: _____________________ | Postal Code: _____________________ |
| Phone: __________________________ | Phone: __________________________ |
| Signature: ______________________ | Signature: ______________________ |

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner is required, as below:

I, ____________________________, am the owner of the land that is the subject of this application. I have disclosed to my agent and the City of Kitchener all agreements or encumbrances that apply to the subject lands and I authorize ____________________________ to make this application on my behalf.

Signature of Owner: ____________________________ Date: ____________________________

ACKNOWLEDGEMENT

☐ I acknowledge that submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

☐ I acknowledge that the information requested on this form, and submitted with this application, is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The information is required in order to process this application and forms part of the public record. I understand and agree that the information provided within this application may be published on the City of Kitchener website and therefore be publicly accessible. Questions about this collection can be made to City of Kitchener Planning Division at 519-741-2426.

☐ I acknowledge that, to facilitate the City’s compliance with O. Reg. 191/11 Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11., the Consultant/Contractor shall provide any final report and any other document identified by the Project Manager/City Representative as intended City/Client website content in an accessible format that complies with the World Wide Web Consortium Web Content Accessibility Guidelines 2.0 AA [other than success criteria 1.2.4. Captions (Live) and success criteria 1.2.5 Audio Descriptions (Pre-Recorded)]. However, this requirement shall not apply to drawings, photos, maps, site plans, or other documents that the Project Manager/City Representative agrees cannot practicably be converted to an accessible format. For detailed information about AODA requirements and to find training resources, visit https://aoda.ca/.

Signature of Owner/Applicant: ____________________________ Date: ____________________________
AFFIDAVIT (to be completed in person in the presence of a Commissioner of Oaths)

I, ______________________________________, of the City/Town/Township of _________________________,
in the County/Region of _________________________, solemnly declare that the information contained in
this application is true, the information contained in the documents that accompany this application is true and
that the owner as of the day on which this application is made has unconditional ownership of the subject lands
and has disclosed any agreements or encumbrances that apply to the subject lands.

Signature of Owner/Applicant: ______________________________

Declared before me at the
City/Town/Township of _________________________ in the County/Region of _________________________
this ___________ day of _________________________, 20 ___________.

Commissioner of Oaths: ______________________________

STAFF USE ONLY – COMPLETE APPLICATION REVIEW

☐ Complete application form received and reviewed
☐ Applicable fees submitted
☐ Plans are properly labelled and drawn to scale in metric units – proposed street names must be included
☐ Digital Plan is provided, if required
☐ “Staff Use Only” fields completed on form
☐ Signed Record of Pre-submission Consultation attached
☐ Any additional information provided as required by Pre-submission Consultation Record
  (confirm that information meets submission criteria as requested by department/agency)
☐ Confirmation of ownership, address & legal description
☐ Affidavit completed and signed by applicant & commissioner
☐ Authorization provided, if required

Deemed as a complete application by: _________________________     Date: _________________________
1. What are the current uses of the property?

2. Was the subject property ever used for industrial purposes?  
   Yes ☐  No ☐  Uncertain ☐  
   If yes, please describe approximate dates and types of industry:

3. Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)?  
   Yes ☐  No ☐  Uncertain ☐  
   If yes, please describe approximate dates and types of commercial activity:

4. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?  
   Yes ☐  No ☐  Uncertain ☐  
   If yes, when?  Please provide description of waste materials:

5. Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required)?  
   Yes ☐  No ☐  Uncertain ☐  
   If yes, please summarize details:

6. Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?  
   Yes ☐  No ☐  Uncertain ☐  
   If yes, please describe the nature of the suspected contamination:

7. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?  
   Yes ☐  No ☐  Uncertain ☐  

8. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property?  
   Yes ☐  No ☐  Uncertain ☐  
   If yes, please summarize details:

9. Does this property have or ever had a water supply well, monitoring well, geothermal well?  
   Yes ☐  No ☐  Uncertain ☐  
   If yes, please provide details:

10. Does the property use or has it ever used a septic system?  
    Yes ☐  No ☐  Uncertain ☐  

11. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?  
    Yes ☐  No ☐  Uncertain ☐  

12. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles?)  
    Yes ☐  No ☐  Uncertain ☐