



## APPLICATION FOR PLAN OF SUBDIVISION OR VACANT LAND CONDOMINIUM

Development & Housing Approvals  
200 King Street West, 6<sup>th</sup> Floor  
Kitchener ON N2G 4V6  
519-741-2426; [planning@kitchener.ca](mailto: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.

### RELATED 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 must be submitted by email to [planning.applications@kitchener.ca](mailto: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 uploaded. Payment is due immediately following the digital submission. Send a cover letter (be sure to include the address of the subject property) along with the cheque (payable to the City of Kitchener) to Kitchener City Hall, Development & Housing Approvals Division, 200 King Street West, 6th Floor, Kitchener ON N2G 4V6.

- 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

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- 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 - **\$25,584.00** \$ \_\_\_\_\_  
 - plus **\$1,768.00**/per hectare (to a maximum of **\$88,816.00**) \$ \_\_\_\_\_
- Plan of Vacant Land Condominium - **\$10,001.00** \$ \_\_\_\_\_  
 - plus **\$210.00**/per hectare (to a maximum of **\$20,233.00**) \$ \_\_\_\_\_
- Registration of initial stage –  
**\$3,120.00** (subdivision) or **\$3,054.00** (vacant land condominium) \$ \_\_\_\_\_  
 - plus **\$302.00** for each additional stage included \$ \_\_\_\_\_
- Registration of future additional stages (after initial application) - **\$6,344.00** \$ \_\_\_\_\_
- Public notice advertisement fee - **\$1,460.00** \$ \_\_\_\_\_
- Notification signs (not required for VLC) - **\$265.00 each** \$ \_\_\_\_\_

**TOTAL FEES SUBMITTED: \$ \_\_\_\_\_**

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

A Neighbourhood Meeting fee (**separate cheque** in the amount of **\$1,229.00**) is required to be submitted with this application (in the event a meeting is not required the cheque will be returned). If more than one meeting is required, additional fee(s) will apply for each subsequent meeting.

Additional agency plan review fees may apply. Please see below for more information and forward fees directly to the applicable agency, as required:

- **Region of Waterloo** – Planning and Development Services, Applications  
 - <https://www.regionofwaterloo.ca/en/doing-business/applications.aspx>; 519-575-4400
- **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**

Please note that all properties subject to an application for Plan of Subdivision are required to post notice signs. As per Council Policy I-705, should the subject property be situated at an intersection or have frontage on more than one public road, notification signs will be required for each street frontage. If the application includes several properties more than one sign per frontage may be required. Property specific notice signs are provided by the City, at the cost noted in the fees section of this form, and shall be installed by the applicant.

A photo of the installed property specific notice sign must be sent to the File Planner prior to the application being deemed complete. The sign(s) shall remain in place until a decision has been made by Council and the applicable appeal period has expired. At that time, it is the responsibility of the applicant to remove the sign(s).

## 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 ½" 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

- 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).
- All files should be in 2 dimensional (2D) format.
- All linework should be closed. This means that all lines that meet should be snapped together.
- Only content described under "Description of Content" shall be allowed on the outlined layers/levels.

**Level/Layer Structure**

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

**Level/Layer Structure (cont'd)**

<b>Level/Layer #</b>	<b>Name</b>	<b>Description of Content</b>	<b>Entity Type</b>
14	EX_VEGETATION	Existing trees, shrubs, woodlots	Line & text
15	EX_WATER	Existing rivers, streams, lakes, ponds	Line & text
16	WETLANDS	Locally and Provincially significant wetlands (Classes 1-7)	Line & text
17	ESPA	ESPA boundaries	Line & text
18	CONTOURS	Contour lines and text	Line & text
19	FLOODLINE	Floodline boundaries	Line & text
20	PROP_LOTTING	Proposed lotting (i.e. For lotless blocks)	Line
62	TITLEBLOCK_LINE	Titleblock linework (scale as needed)	Line
63	TITLEBLOCK_TXT	Titleblock text	Text

## 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?
- 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 advertised in The Record (local newspaper) and circulated to residents within 240 metres of the subject land & 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 those who have expressed interest. The 20-day appeal period will commence the day after this notice is given, during which time the application may be appealed to the Ontario Land Tribunal (OLT). 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.



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**1. REGISTERED OWNER** (list on additional page if required)

Name(s): _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

**2. APPLICANT** (if other than registered owner)

Name: _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

**3. AGENT**

Name: _____	Phone: _____
Company (if applicable): _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

**4. OTHER PROJECT CONSULTANTS** (engineering, transportation, environmental, etc.)

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____
Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____
Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____
Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	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. CURRENT STATUS OF LANDS (CONT'D)**

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

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

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**

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

\* 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  N/A
- Environmental Yes  N/A
- Noise Study (Rail/Road) Yes  N/A
- Noise Study (Stationary) Yes  N/A
- Traffic Impact (Local) Yes  N/A
- Traffic Impact (Regional) Yes  N/A
- Traffic Impact (Highway) Yes  N/A
- Archaeological Yes  N/A
- Servicing Options Yes  N/A
- Hydrogeological Yes  N/A
- Soils/Geotechnical Yes  N/A
- Water Pressure Yes  N/A
- Tree Management Yes  N/A
- Environmental Impact Statement Yes  N/A
- Environmental Assessment Yes  N/A
- Other: \_\_\_\_\_ Yes  N/A
- Other: \_\_\_\_\_ Yes  N/A

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.

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**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:** \_\_\_\_\_

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.



## REGIONAL MUNICIPALITY OF WATERLOO - ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

This form must be completed by the property owner(s) for all development applications submitted to the City of Kitchener on behalf of the Regional Municipality of Waterloo.

1.	What are the current uses of the property? _____			
2.	Was the subject property ever used for industrial purposes? If yes, please describe approximate dates and types of industry: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
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.)? If yes, please describe approximate dates and types of commercial activity: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
4.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If yes, when? _____ Please provide description of waste materials: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
5.	Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required)? If yes, please summarize details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
6.	Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? If yes, please describe the nature of the suspected contamination: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
8.	Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
9.	Does this property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
10.	Does the property use or has it ever used a septic system? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>
12.	Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Uncertain <input type="checkbox"/>