



OFFICE USE ONLY

File No: \_\_\_\_\_

Related File(s): \_\_\_\_\_

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

Date Deemed Complete: \_\_\_\_\_

## APPLICATION for DRAFT PLAN of SUBDIVISION APPROVAL Under Section 51 of the Planning Act, R.S.O., 1990, Chapter P.13, as amended

### PRELIMINARY INFORMATION & INSTRUCTIONS

Application fees are required as part of the approvals process, as well as full cost recovery for external charges incurred by the County in its review and processing of this application. Please refer to Town of Innisfil Fees & Charges By-law 118-23 Schedule 'I' - Planning Services for details.

- \$46,340.00\* - Draft Plan of Subdivision (2023 Fees and Charges By-Law)  
\*plus additional unit / hectare charge – see Fees and Charges By-law for details

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 with 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 included with the application.

This application is to be submitted to:

**Brandon Correia, Manager of Planning  
Planning Town of Innisfil  
2101 Innisfil Beach Road  
Innisfil, Ontario L9S 1A1**

<b>1. PRE-CONSULTATION</b>			
<i>Note: The Town will not consider an application to be complete if this information is not provided.</i>			
<b>a.) Has the draft plan of subdivision proposed in this application been the subject of a Pre-Consultation meeting?</b>			
<b>At the town of Innisfil</b>	<b>Yes</b>	<b>No</b>	<b>Date:</b>
<b>Other Agencies*</b>	<b>Yes</b>	<b>No</b>	<b>Date:</b>
<b>*Please list Other Agencies:</b>			
<p><b>Please include a copy of all pre-consultation correspondence. If a formal Pre-Consultation meeting regarding the development outlined in this application has not occurred with the Town of Innisfil in the last 12 months, a written request to waive the requirement for Pre-Consultation must be submitted to the Manager of Planning.</b></p>			
<b>a.) Have the requirements identified through pre-consultation been satisfied?</b>			
<b>Yes</b>	<b>No</b>		

## 2. APPLICANT INFORMATION

*(All communication will be directed to the Prime Contact Only)*

Prime Contact (X)		Name	Address	Phone/Email
Registered Owner(s)				
Applicant(s)				
Planner				
Agent				
Ontario Land Surveyor				
Engineer				
Solicitor				

## 3. DESCRIPTION OF THE SUBJECT PROPERTY

a.) Legal Description:	
b.) Parcel Assessment Roll Numbers:	
c.) Civic Address (if available):	
Absolute Title?	Yes      No

<b>4. EASEMENTS / RESTRICTIVE COVENANTS / RESERVES</b>	
a.) Are there any easements (hydro, drainage, access, etc.), restrictive covenants or reserves affecting the subject lands? Yes            No	
If Yes, supply a copy of such documents and provide a brief description of its effect:	
<b>5. FORMER LAND USE(S)</b>	
a.) State all previous known uses on the subject lands:	
b.) Has there ever been an industrial or commercial use, including a gas station, on the subject land or adjacent land? Yes            No	
If Yes, please describe:	
c.) Is there any reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands? Yes            No	
If Yes, please describe:	
d.) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land at any time? Yes            No            Unknown	
If Yes, please describe:	

e.) Has the grading of the subject land been changed by adding earth or other material?			
Yes	No	Unknown	
If Yes, what is the source of the material used as fill?			
f.) Has a soils investigation study been undertaken or requested?			
Yes	No		
If No, why?			
g.) If YES to any of the above, has a Phase 1 Environmental Site Assessment been submitted?			
Yes	No		
<i>*Please include a Record of Site Condition and any MOECC clearance.</i>			
<b>6. CURRENT LAND USE(S)</b>			
Current use(s) on the subject lands:			
<b>7. BUILDINGS &amp; STRUCTURES</b>			
Are there any existing buildings and/or structures on the subject lands?			
Yes	No		
If Yes, are they to be:			
Retained:	Yes	No	Structures:
Demolished:	Yes	No	Structures:
Removed:	Yes	No	Structures:
Other:			

<b>8. OFFICIAL PLAN</b>			
<b>a.) What is the current designation(s) of the subject land in the approved Official Plans?</b>			
<b>County Official Plan:</b>		<b>Innisfil Official Plan:</b>	
<b>b.) Provide an explanation of how this Application conforms to the Official Plan:</b>			
<b>c.) If it does not conform, has an application for an Official Plan Amendment been made?</b>			
Yes		No	
<b>If Yes:</b>	<b>Application File Number:</b>		<b>Decision:</b>
<b>9. ZONING</b>			
<b>a.) What is the current zoning of the subject land?</b>			
<b>b.) Does the proposed plan conform to the existing zoning?</b>			
Yes		No	
<b>c.) If No, have you made a concurrent application for rezoning?</b>			
Yes		No	
<b>Application File Number:</b>		<b>Decision:</b>	
<b>10. DESCRIPTION OF PROPOSED LAND USE(S)</b>			
<b>a.) Provide a description of proposed land uses:</b>			

11. PARKLAND DEDICATION				
Land		Cash-in-lieu (See Town Cash-in-lieu by-law)		
Combination		Other:		
12. PROPOSED LAND USE DETAILS				
PROPOSED USE	NUMBER OF UNITS/ DWELLINGS	NUMBER OF LOTS AND/OR BLOCKS	AREA (ha)	DENSITY (units/ dwelling per ha)
Single Detached Residential				
Semi-detached Residential				
Multiple Attached Residential (Rows)				
Apartment Residential				
Seasonal Residential				
Mobile Home				
Other Residential <i>Please Specify:</i>				
Commercial				
Industrial				
Park, Open Space	N/A			N/A
Institutional <i>Please Specify:</i>				
Road Allowances	N/A			N/A
Other <i>Please Specify:</i>				
<b>TOTALS</b>				

**13. PROVIDING A RANGE & MIX OF HOUSING TYPES**

Housing Type	No. of Units	Unit Size	Estimated Price/Rent Per Month (a) & (b)	Tenure (c)	% of Affordable Units (d)	Building Materials Construction Type
Detached Dwellings						
Semi-Detached						
Multiple Attached Dwellings						
Apartment Block(s)						
Other Types <i>Please Specify:</i>						

*Notes:*

- a) *If there are more than three-unit sizes and prices/rents with each housing type, attach this information in a similar form. If only the lot is to be sold, indicate its estimated market value.*
- b) *Estimated price/rent should be calculated at today’s market value.*
- c) *‘Tenure’ means ownership (freehold/condominium/cooperative), market rental and/or assisted rental, municipal non-profit, other.*
- d) *Affordable units are defined in the County of Simcoe Official Plan. Please refer to annual municipal affordability values published by the County of Simcoe Social Housing Department.*

**13.1 How will this application contribute to the community’s affordable housing stock? (Indicate targeted needs groups).**

**If it does not, why not?**

**13.2 How does this application contribute to providing a range and mix of housing types within the community?**

*NOTE: An updated digital copy of the “Range & Mix of Housing Types” chart may be required just prior to the Town’s consideration of the draft approval of this application.*

**14. STATUS OF OTHER PLANNING APPLICATIONS**

(On the following chart, provide information on concurrent or previous applications)

	File #	Approval Authority	Lands Affected	Status
OPA				
ZBA				
Plan of Subdivision				
Site Plan				
Consent				
Minor Variance				

a.) If the subject land is covered by a Ministers Zoning Order, what is the Ontario Regulation Number?

b.) Are the water, sewage or road works associated with the proposed development subject to the provisions of the *Environmental Assessment Act*?  
 Yes                  No

c.) If Yes, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the *Planning Act* and the *Environmental Assessment Act*?                  Yes                  No

**15. SITE SERVICING**

**15.1 Access to the subject lands will be by (check all that apply):**

- |                          |                           |
|--------------------------|---------------------------|
| Provincial Highway       | County Road               |
| Assumed Municipal Street | Private Street (Seasonal) |
| Right-of-Way             | Private Street (All Year) |
| Other:                   |                           |



**15.2 Water Supply**

a.) Water supply will be provided to the subject lands by:

**Municipal water services**

**Individual on-site water services**

**Private communal water services**

**Other:**

b.) Is the proposed development within a wellhead or intake protection area?

**Yes      No**

If Yes, what measures are proposed to protect the drinking water source?

Has a Risk Management Plan (RMP) been submitted or a Notice to Proceed issued?

**Yes      No**

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

**Yes      No**

*If yes, a servicing options report and a hydrogeological report are required (O. Reg. 544/06 – schedule 1 – 18)*

**15.3 Sewage Services**

a.) Sanitary/Sewage disposal will be provided to the subject lands by:

**Municipal sewer services**

**Private communal sewage services**

**Individual on-site sewage services**

**Other:**

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

**Yes      No**

*If Yes, a servicing options report and a hydrogeological report are required (O. Reg. 544/06 – schedule 1 – 20)*

**c.) Does the plan permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems?**

**Yes**

**No**

*If more than 4500 liters of effluent will be produced per day as a result of the development being completed, a servicing options report and hydrogeological report are required (O. Reg. 544/06 – schedule 1 – 21)*

*If 4500 liters of effluent or less will be produced per day as a result of the development being completed a hydrogeological report is required (O. Reg. 544/06 – schedule 1 – 22)*

**15.4 Storm Drainage**

**a.) Storm drainage will be provided by:**

**Connection to municipal storm sewer**

**Outlet to municipal drain/watercourse Provide Name:**

**Low Impact Development (LID) design**

**Swales, ditches**

**Other – Please specify:**

**b.) Has a preliminary stormwater management plan been completed that includes the identification of the best LID opportunities within the Plan? Please note LID opportunities shall be in accordance with recommendations from the geotechnical and hydrogeological investigations.**

**Yes**

**No**

**If Yes, Name of Study:**

**Completed By:**

**Date of Study:**

**c.) The subject lands are within the \_\_\_\_\_ watershed and the \_\_\_\_\_ sub-watershed.**

**How does the storm water management plan address the specific needs of the watershed/sub-watershed?**

*Please note that if the lands are within the Lake Simcoe watershed, refer to designated policies 4.8-DP, 4.9-DP and 6.4-DP of the Lake Simcoe Protection Plan, as amended, for storm water management plan requirements.*

**15.5 Utilities**

**Check what utilities will be provided:**

**Electricity                      Provider:**

**Natural Gas                      Provider:**

**Telephone                      Provider:**

**15.6 Waste & Recycling Collection**

**Collection of residential household waste & recycling materials is anticipated to be provided by:**

**County of Simcoe**

**Private Contractor**

**16. PROVINCIAL PLANS & POLICY**

**16.1 Is the plan consistent with policy statements issued under subsection 3.1 of the Planning Act?**

**Yes              No**

**16.2 Is the subject land designated under any Provincial Plan or Plans?**

**Growth Plan for the Greater Golden Horseshoe                      Yes              No**

**Greenbelt Plan                      Yes              No**

**Lake Simcoe Protection Plan                      Yes              No**

**16.3 Briefly explain how this proposal is consistent with the Provincial Policy Statement issued under the Planning Act.**

## 16.4

The following features are matters of provincial interest and/or relate to the Provincial Policy Statement (PPS). Pursuant to the Planning Act, RSO 1990, Planning Authorities decisions shall be consistent with the PPS. Please indicate if they are on the subject property or abutting property and explain how they have been incorporated and/or addressed in the development plan in attached technical/background reports. Please indicate the page number or section in the reports where each issue is addressed.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	Feature on site	Feature is within 500m of site (specify distance in metres)	N/A	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas		_____ meters		Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>		_____ meters		Assess development for residential and other sensitive uses within 70 meters.
Class 2 Industry <sup>2</sup>		_____ meters		Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup>		_____ meters		Assess development for residential and other sensitive uses within 1000 meters.
Waste Disposal Site		_____ meters		Address possible leachate, odor, vermin and other impacts. <b>D4 Study May Be Required</b>
Sewage Treatment Plant		_____ meters		Assess the need for a feasibility study for residential and other sensitive land uses. <b>Compatibility Study May Be Required</b>
Waste Stabilization Pond		_____ meters		Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line		_____ meters		Evaluate impacts within 300 meters. <b>Noise and Vibration Report May Be Required</b>

<sup>1</sup> Class 1 Industry – small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

<sup>2</sup> Class 2 Industry – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

<sup>3</sup> Class 3 Industry – indicate if within 1000 metres – processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	Feature on site	Feature is within 500m of site (specify distance in metres)	N/A	<u>POTENTIAL INFORMATION NEEDS</u>
Controlled access highways or freeways, including designated future ones		_____ meters		Evaluate impacts within 100 meters. <b>Noise and Vibration Report May Be Required</b>
Electric transformer station		_____ meters		Determine possible impacts within 200 meters.
High voltage transmission line		_____ meters		Consult the appropriate hydroelectric power service.
Transportation and infrastructure corridors		_____ meters		Will the corridor be protected? Noise study prepared?
Prime agricultural land		_____ meters		Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations		_____ meters		Development to comply with the <b>Minimum Distance Separation Formulae</b> .
Mineral aggregate resource areas		_____ meters		Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations		_____ meters		Will development hinder continuation of extraction? <b>Noise and Dust Study May Be Required</b>
Existing pits and quarries		_____ meters		Will development hinder continued operation or expansion? <b>Noise and Dust Study May Be Required</b>
Significant wetlands or potentially significant wetlands		_____ meters		<b>Provide Environmental Impact Study.</b>
Significant ravine, valley, river, stream corridor and significant portions of endangered habitat and threatened species		_____ meters		<b>Provide Environmental Impact Study, including Species At Risk Assessment.</b>
Significant fish or wildlife habitat, woodlands, valley lands, areas of natural and scientific interest		_____ meters		<b>Provide Environmental Impact Study.</b>
Sensitive groundwater recharge areas, headwaters and aquifers		_____ meters		Demonstrate the groundwater recharge areas, headwaters and aquifers will be protected.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	Feature on site	Feature is within 500m of site (specify distance in metres)	N/A	<u>POTENTIAL INFORMATION NEEDS</u>
Significant built heritage resources and cultural heritage landscapes		_____ meters		Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources or areas of archaeological potential		_____ meters		If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential an archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI of the Ontario Heritage Act, and a Conservation Plan for any archaeological resources identified in the assessment, will be required.
Erosion hazards		_____ meters		Determine the extent of the erosion hazard limit based on the 100 year erosion rate, an allowance for slope stability, and an erosion/erosion access allowance.
Floodplains		_____ meters		Determine limit of development or where a Special Policy Area (SPA) is in effect. Development must meet the Official Plan policies. <b>Provide Floodplain Study</b>
Hazardous sites <sup>4</sup>		_____ meters		Demonstrate the hazards can be addressed. <b>Provide Hazard Lands/Slope Stability Assessment</b>
Rehabilitated mine site		_____ meters		Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated sites		_____ meters		Assess an inventory of previous uses in areas of possible soil contamination. <b>Further Reports/Studies may be required.</b>

<sup>4</sup> Hazardous sites – property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography)



**18. OWNER'S AUTHORIZATION\*\***

I/we \_\_\_\_\_ being the registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit a draft plan of subdivision for approval. Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the use by disclosure to any person or public body of any information collected under the *Planning Act* for the purposes of processing this Application.

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

\_\_\_\_\_  
Date

**\* Note: If an agent is employed, all registered owners must complete the following or provide similar authorization on the face of the draft plan.**

**\*\*Note: If any of the Owners are an incorporated company, the company seal must be applied. If the company does not have a seal, a statement of authority to bind is required.**

**19. DECLARATION**

I/we, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_  
(Name of Applicant) (City or Town)

\_\_\_\_\_ do solemnly declare that all the statements contained in this application and \_\_\_\_\_  
(County or Region)

all attachments are true, and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at \_\_\_\_\_

in the Municipality of \_\_\_\_\_

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner(s) or Authorized  
Solicitor or Authorized Agent

\_\_\_\_\_  
A Commissioner for taking oaths



# PERMISSION TO ENTER

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

Planning Services  
Town of Innisfil  
2101 Innisfil Beach Road  
Innisfil, Ontario  
L9S 1A1

Dear Sir/Madam:

**Re: Submission of Planning Application**

Location of Land: \_\_\_\_\_

I hereby authorize the members of the staff of the County of Simcoe and Town of Innisfil and public agencies to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

### **Application Submission Check List:**

To ensure that you have submitted a complete application, please ensure that the following have been included. Digital submission document instructions are continued on the next page.

	Signed original digital copy of the completed application form
	Draft plan to Town of Innisfil specifications (in both CAD and PDF formats)
	Town of Innisfil Application Fee
	<b>Draft Plan including all Section 51(17) Planning Act requirements</b>
	Registered Deed of Title
	Pre-consultation letters from the County, Municipality, and other Agencies
	Planning Report ( <i>Required</i> ) <ul style="list-style-type: none"><li>• confirmation of consistency with the PPS and conformity with Provincial Plans as required by Regulations, and County and Town Official Plan</li></ul>
	Functional Servicing Report ( <i>Required</i> ) <ul style="list-style-type: none"><li>• if circumstances warrant, servicing information as required by the Planning Act</li></ul>
	Servicing Options Report ( <i>Determined through Pre-Consultation</i> )
	Hydrogeological Study ( <i>Determined through Pre-Consultation</i> )
	Preliminary Storm Water Management Report ( <i>Required</i> )
	Traffic Impact Study ( <i>Determined through Pre-Consultation</i> )
	Environmental Impact Statement ( <i>Determined through Pre-Consultation</i> )
	Waste Disposal Impact Assessment (D4 Study) ( <i>Determined through Pre-Consultation</i> )
	Archaeological Assessment ( <i>Determined through Pre-Consultation</i> )
	Archaeological Conservation Plan ( <i>Determined through Assessment</i> )
	Other reports ( <i>Determined through Pre-Consultation</i> )

**Note:** The Town of Innisfil reserves the right to request additional copies as required.

## **Submitting Digital Files How-to-Guide**

Submitting digital files is made easy by uploading all required documents using the Town's One Drive. As an important part of the Town's application process, your files need to be easily accessible to our Planners, Development Coordinators and External Agencies for review. Failure to upload your files using the naming convention as specified below, may delay your application process. Please review the instructions below before uploading any files or documents to the One Drive.

## **Submitting Digital Files in 4 easy steps**

Naming your uploads using the following naming convention:

**[Date] [Site Plan Number] [Address] [Description of Document]**

### **Definitions:**

#### **Date**

- The date of the drawing/report/Survey etc. in Year/Month/Day Format
  - Example: 2020.03.24

#### **Site Plan Number**

- If not known, the Site Plan number will appear in the link sent by the Development Coordinator.
  - Ex. SP-2020-123

#### **Address**

- The Address of the property for the application
  - Ex. 2101 Innisfil Beach Road

#### **Description**

- The description should identify which type of Document you are uploading
  - Ex. Insurance Documents or Topographical Plan

### **Examples:**

2020.01.01 SP-2020-XXX 2101 Innisfil Beach Road Survey  
2020.02.23 SP-2020-XXX 2101 Innisfil Beach Road Landscaping Plan  
2020.03.13 SP-2020-XXX 2101 Innisfil Beach Road Hydrogeological Study  
2020.02.02 SP-2020-XXX 2101 Innisfil Beach Road Architectural Drawings  
2020.05.17 SP-2020-XXX 2101 Innisfil Beach Road Legal Correspondence  
2020.05.31 SP-2020-XXX 2101 Innisfil Beach Road Grading Plan & Sedimentation Plan  
2020.01.11 SP-2020-XXX 2101 Innisfil Beach Road Elevation Drawings