



Note: all applications when submitted will be reviewed by the Town Planner and Operations Department, and we will reach out to the applicant as soon as possible.

TO:

The Corporation of the Town of Petrolia ("Town")
411 Greenfield Street, Petrolia, ON N0N 1R0
Attn: Operations Department
c/o Mandi Pearson or Mike
Thompson

FILE: D - _____ / _____

Project Name: _____

Please keep the project name consistent throughout each application process

The submission is to be in accordance with the documents listed below and [Check List](#) (found in this application).

The Development Agreement Checklist & Guide which can be found at <http://town.petrolia.on.ca/wp-content/uploads/2014/08/Development-Package-Part-3-checklist-and-guide.pdf>

Town of Petrolia Zoning By-Law, Official Plan and the Provincial Planning Statement (can be viewed at the Petrolia Municipal Office)

Plans must be *folded separately with no binding strip (to keep the collection slim enough for our files)* to approximately 8 1/2" x 14" (216mm by 357mm). Collate the plans into three (3) complete sets held together by elastic bands. Your application is distributed electronically therefore we require digital information including documents, drawings, and supporting reports. The drawings are required in AutoCAD, DWG, and PDF file in release 2000 or newer.

Submissions for OPA's and ZBA's must be submitted in draft format in .pdf and *Word Format* including the application description. [Consult pages 9 & 10](#) of this application for a *Checklist of a Complete Submission*.

APPLICATION FOR:

- | | | |
|-------|--|----------------------|
| D1201 | <input type="checkbox"/> Draft Plan Review – Subdivision Enclosed herewith the fee of \$2000.00 payable to the Town of Petrolia and \$3-6,000.00 payable to the County of Lambton. (dependent on lots or units) | \$5-8,000.00 |
| D07 | <input type="checkbox"/> Draft Plan Review – Condominium Enclosed herewith the fee of \$2000.00 payable to the Town of Petrolia and \$3-6,000.00 payable to the County of Lambton. (dependent on lots or units) | \$5-8,000.00 |
| D1202 | <input type="checkbox"/> Extension of Draft Approval Enclosed herewith the fee of \$500.00 payable to the Town of Petrolia and \$200.00 payable to the County of Lambton. | \$700.00 |
| D1203 | <input type="checkbox"/> Revision to Draft Approved Plan of Subdivision Enclosed herewith the fee of \$500.00 payable to the Town of Petrolia. | \$500.00 |
| D1204 | <input type="checkbox"/> Red Line Revision to Draft Plan of Subdivision Enclosed herewith the fee of \$500.00 payable to the Town of Petrolia. | \$500.00 |
| D1208 | <input type="checkbox"/> Registration of Plan of Subdivision – Subdivision Agreement Enclosed herewith the fee of \$550.00 payable to the Town of Petrolia. County of Lambton fees of \$100-1200.00 payable separately. | \$550-1200.00 |

Fee(s) is due upon the Application of the Agreement (non refundable).

The above application fees have been adopted and approved by motion of the Council of the Town of Petrolia.

The Owner/Applicant/Agent acknowledges and agrees that:

All required application fees shall be paid in cash or by cheque made payable to the Town of Petrolia and the County of Lambton at the time of submission of the application. In the event that the prescribed fees are not paid in full at the time of submission the application shall be deemed incomplete.

Related Engineering and Legal fees associated with this application when deemed necessary by the Town of Petrolia, i.e. professional consultants and legal advice are at the expense of the applicant and will be invoiced accordingly.

Development Consultation fees associated with this application when deemed necessary by the Town of Petrolia, i.e. additional meetings with The Town, The County or their partners are at the expense of the applicant and will be invoiced accordingly. (initial and subsequent meetings are not included in this fees, as covered through the application fee)

In addition, under exceptional site circumstances, the Town may require further or other reports which it determines are necessary to address such exceptional circumstances.

The costs associated with all required studies shall be borne by the Applicant. Costs incurred by the municipality in engaging peer review consultants in order to evaluate the proposal and supporting submissions shall also be borne by the applicant. These reports are required electronically as well as in paper format and the number of copies is indicated below.

And as per OPA #16 the studies required *may* include any of the following:
The Town Planner will request and advise the necessary studies required.

| | |
|---|--|
| <input type="checkbox"/> Active Transportation Report, supply 3 paper copies | <input type="checkbox"/> Illumination Study Report, supply 3 paper copies |
| <input type="checkbox"/> Affordable Housing Report, supply 2 paper copies | <input type="checkbox"/> Stormwater Management Report, supply 4 paper copies |
| <input type="checkbox"/> Archeological Assessment , supply 3 paper copies | <input type="checkbox"/> Master Fire Plan , supply 3 paper copies |
| <input type="checkbox"/> Cultural Heritage Report, supply 2 paper copies | <input type="checkbox"/> Needs/Justification Report, supply 3 paper copies |
| <input type="checkbox"/> Environmental Site Assessment supply 4 paper copies | <input type="checkbox"/> Noise Study , supply 3 paper copies |
| <input type="checkbox"/> Environmental Impact / Natural Heritage Study, supply 4 paper copies | <input type="checkbox"/> Odour /Nuisance /Dust /Vibration Study, supply 3 paper copies |
| <input type="checkbox"/> D4 Landfill Study , supply 3 paper copies | <input type="checkbox"/> Parking Report/Analysis, supply 3 paper copies |
| <input type="checkbox"/> Economic Cost Benefit Impact Analysis , supply 3 paper copies | <input type="checkbox"/> Planning Report, covering letter, draft Official Plan Amendment and/or draft Zoning By-law Amendment , supply 2 |
| <input type="checkbox"/> Fire Safety Plan, supply 3 paper copies | <input type="checkbox"/> Spray Analysis - Golf Courses, supply 3 paper copies |
| <input type="checkbox"/> Flooding, Erosion and Slope Stability Report, supply 3 paper copies | <input type="checkbox"/> Sustainability Analysis, supply 3 paper copies |
| <input type="checkbox"/> Functional Servicing Report 9, supply 3 paper copies | <input type="checkbox"/> Traffic Impact Study, supply 3 paper copies |
| <input type="checkbox"/> Geotechnical /Soil Stability Report , supply 3 paper copies | <input type="checkbox"/> Tree Preservation Plan, supply 3 paper copies |

| | |
|--|---|
| <input type="checkbox"/> Growth Management Report, supply 3 paper copies | <input type="checkbox"/> Urban Design Report including Architecture and Streetscape Design, supply 3 paper copies |
| <input type="checkbox"/> Heritage Impact Assessment, supply 3 paper copies | <input type="checkbox"/> The studies required by Section 4.4.3.7 of this Official Plan |

TO BE COMPLETED BY APPLICANT:

Project Name:

Project Address: _____

Project Description: _____

Legal Description: _____

Assessment Roll #: _____ PIN (Property Identifier No.): _____

Registered Owner (Legal Name) & Contact Information (s): _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

NOTE: if this is an **APPLICATION FOR REGISTRATION OF PLAN OF SUBDIVISION (SUBDIVISION AGREEMENT)** and you have already received Draft Plan of Subdivision approval from the County of Lambton please proceed to Page # 7

1. Is the property affected by one or more of the following regulations?

| | |
|--|--|
| <input type="checkbox"/> The St. Clair Region Conservation Authority Y/N | <input type="checkbox"/> The Source Water Protection Plan Intake Protection Zone Y/N |
| <input type="checkbox"/> Town of Petrolia Heritage District | <input type="checkbox"/> |

2. Are there any easements or restrictive covenants affecting the subject land?

YES

NO

– if yes, please describe briefly

3. Is or has the subject land been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, for a Consent under Section 53 of the Planning Act, a Minor Variance, approval of a Site Plan, or for an amendment to an Official Plan/Zoning By-law?

YES

NO

- if yes, please include file number and status of application _____

Official Plan Designation: _____

4. Zoning: _____

5. Total number of lots _____ or blocks _____ shown on the draft plan.

6. Total Area of Land shown on Draft Plan: _____

7. Total number of units/dwellings shown on Draft Plan:

8. Total number of units/dwellings shown on the draft plan for the following uses:

- Detached Residential: _____ Area (Hectares): Area Units/Ha: _____
- Semi-Detached Residential: _____ (Hectares): Area Unit/Ha: _____
- Multiple attached Residential: _____ (Hectares): Area Unit/Ha: _____
- Apartment Residential: _____ (Hectares): Area Unit/Ha: _____
- Seasonal Residential: _____ (Hectares): Area Unit/Ha: _____
- Mobile Home: _____ (Hectares): Area Unit/Ha: _____
- Other Residential: _____ (Hectares): Area Unit/Ha: _____
- Commercial: _____ (Hectares): Area Unit/Ha: _____
- Industrial: _____ (Hectares): Area Unit/Ha: _____
- Institutional: _____ (Hectares): Area Unit/Ha: _____
- Park or Open Space: _____ (Hectares): Area Unit/Ha: _____
- Roads: _____ (Hectares): Area Unit/Ha: _____
- Other: _____ (Hectares): Area Unit/Ha: _____

9. Parking (spaces shown on draft plan):

Total parking spaces: _____

- Detached Residential: _____
- Semi-Detached Residential: _____
- Multiple Attached Residential: _____
- Apartment Residential: _____
- Seasonal Residential: _____
- Mobile Home: _____
- Other Residential: _____
- Commercial: _____
- Industrial: _____
- Institutional: _____
- Other: __

**If application is for approval of a condominium description, total number of parking spaces shown on draft plan for:

- Detached residential use: _____
- Semi-detached residential use: _____

10. Identify whether access to the Subject Property is by a Provincial Highway, County Road, a Municipal Road that is maintained all year or seasonally, or private road

11. Services existing and proposed for the Subject Property: *(please check appropriate box)*

Water Supply

| | <u>Existing</u> | <u>Proposed</u> |
|---|-----------------|-----------------|
| (a) Municipally operated piped water supply | [] | [] |
| (b) Drilled well on subject land | [] | [] |
| (c) Dug well on subject land | [] | [] |
| (d) Sand point | [] | [] |
| (e) Communal well | [] | [] |
| (f) Lake or River | [] | [] |
| (g) Other (specify) _____ | [] | [] |

Sewage Disposal

| | | |
|--|-----|-----|
| (a) Municipally operated sanitary sewers | [] | [] |
| (b) Individual septic tank | [] | [] |

- (c) Pit privy [] []
- (d) Holding tank [] []
- (e) Other (specify)_____ [] []

12. Does the subject land contain any areas of archaeological potential?

- No
- Yes – if yes, Archaeological Impact Assessment must be conducted by Licensed Professional
- Unknown – if unknown, Archaeological Impact Assessment must be conducted by Licensed Professional

13. Will Storm Drainage be provided by:

- Sewers
- Ditches
- Swales
- Other: _____

14. If the application is for approval of a condominium description:

- Has a site plan for the proposed condominium been approved and/or has a Site Plan Agreement been entered into? _____
- Has a building permit for the proposed condominium been issued? If yes, date of issuance: _____
- Is the proposed condominium under construction or been completed? If yes, date: _____
- If construction has been completed, what is the date of completion? _____
- Is the proposed condominium a conversion of a building containing residential rental units? If yes, how many units are to be converted? _____

15. Is the plan consistent with policy statements issued under subsection 3(1) of the Planning Act?

- Yes
- No – If no, how is it inconsistent? _____

16. Is the subject land within an area of land designated under any provincial plan(s)?

- No
- Yes – If yes, does the plan conform to or not conflict with the applicable provincial plan(s)?

APPLICATION FOR REGISTRATION OF PLAN OF SUBDIVISION (SUBDIVISION AGREEMENT):

These areas must be covered in full detail and provided to the Town of Petrolia, before the subdivision agreement can proceed.

Please be sure that when applying for the registration of a plan of subdivision, that all areas outlined below have been previously provided or will be provided at time of application

SCHEDULE A – County Conditions:

Have all County conditions as laid out by and provided through the County of Lambton with Draft Plan of Subdivision approval been fulfilled?

- Yes, what date did you provide these to the County _____
- No, when will these conditions be complied with _____

Utility Authorizations:

The following utilities are required to provide sign of on Corporate Letterhead – addressed to the County of Lambton:

- Bluewater Power
- Union Gas
- Bell Telephone
- Canada Post
- _____ other as outlined in the County conditions

Please note that until all County of Lambton conditions are complied with the application for registration of plan of subdivision cannot move forward.

SCHEDULE B – Conservation Authority Conditions

If the Conservation Authority imposed any conditions, have those conditions been met?

- Yes, please attach to this application confirmation from the Conservation Authority, with their sign off.
- No, when will these conditions be complied with _____
- N/A

SCHEDULE C – Other Conditions including the Environmental Protection Act

Have all other agency conditions, including those under the Environmental Protection Act been met?

- Yes, please attach to this application confirmation from these agencies, with their sign off.
- No, when will these conditions be complied with _____
- N/A

SCHEDULE D – Development Servicing Requirements (to Town Standard)

This standard provides the minimum requirements for the development and servicing of property within the Town of Petrolia, have these requirements been met, and a servicing plan provided to the Town of Petrolia?

- Yes, please attach to this application the approved servicing plan or if previously provided, please indicate so.
- No, when will the servicing plan be provided _____

SCHEDULE E – Letter of Credit

Please fill in the following blanks in regard Letter of Credit information.

Please note that the calculation should be based on what is provided under Schedule J & K

- Letter of Credit has been provided on _____
- Letter of Credit will be provided on _____ from _____ (banking institution)

The actual letter of credit is to be forwarded on letterhead from your banking institution and be reflected as follows:

Date: _____

THE CORPORATION OF THE TOWN OF PETROLIA

Pursuant to the request of our customer (insert developer legal name here) we the undersigned, (insert banking institution here) hereby establish an irrevocable Letter of Credit in your favour in the total amount of \$ (insert amount) as per Schedule "K" which may be drawn on by you in the extent required for the proper completion of all works, services and improvements and payment of all amounts payable by our customer to you in accordance with the terms of the Development Agreement between our customer (insert developer legal name here) and The Corporation of the Town of Petrolia respecting the Development known as (insert project name here) being a subdivision of (Lots _____ through _____ of a plan prepared by (insert here) identified as (insert drawing and plan number here)) in the Town of Petrolia. Drawings under this Letter of Credit shall be in the form of a written demand for payment made by The Corporation of the Town of Petrolia to the Petrolia branch of the (Canadian Imperial Bank of Commerce) at Petrolia, Ontario.

The amount of this credit shall be reduced from time to time as advised by notice in writing given to the undersigned from time to time by The Corporation of the Town of Petrolia.

It is understood that this obligation is between the (insert banking institution) and The Corporation of the Town of Petrolia, and any notice referred to in the preceding paragraph shall not be used for any other purpose than herein set forth.

This Credit shall continue for a period of 1 (one) year and shall expire at 23:59 your local time on (1 year from agreement date). If this credit is not renewed at least 14 days before the expiry date for a further period of one year upon identical terms and if alternate securities satisfactory to The Corporation of the Town of Petrolia are not deposited with The Corporation of the Town of Petrolia by our customer at least seven (7) days before the expiry date of this credit, then we (insert banking institution) shall promptly forward to The Corporation of the Town of Petrolia before expiry date of the Letter of Credit the total principal amount indicated in such Letter of Credit less any amounts previously drawn upon by The Corporation of the Town of Petrolia whether or not the installation of services has actually been completed.

The undersigned has the authority to bind Financial Institution (insert banking institution)

SCHEDULE F – Documents to be registered

Have all documents and plans for registration been provided?

- Yes
- No

Registration of documents is at the developer’s expense, and will be registered by the Town of Petrolia please indicate below the documents to be registered:

- _____ prepared by: _____
- _____ prepared by: _____
- _____ prepared by: _____
- _____ prepared by: _____
- _____ prepared by: _____
- _____ prepared by: _____

SCHEDULE G – Legal Description and Parcels to be conveyed

That certain parcel or tract of lands situated in the Town of Petrolia in the County of Lambton and Province of Ontario and being composed of:

DESCRIPTION AS FOLLOWS: _____

PARCELS TO BE CONVEYED TO THE TOWN OF PETROLIA

1. for future development/future road purposes
 - Yes, if so describe _____
 - No
2. for sanitary drainage purposes
 - Yes, if so describe _____
 - No
3. for 0.30 m Reserves
 - Yes, if so describe _____
 - No
4. for emergency/secondary access purposes
 - Yes, if so describe _____
 - No
5. for storm water management purposes
 - Yes, if so describe _____
 - No

EASEMENTS TO BE GRANTED TO THE TOWN OF PETROLIA

1. for storm drainage purposes
- P:\A02-Clerk\Planning and Development - subdivision release - certificate of compliance\Application for - Draft Plan of Subdivision - extension of draft - registration of plan of subdivision.docx
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Yes, if so describe _____

No

SCHEDULE H – Phasing and Special Provisions

PHASING

Phase _____ shall be comprised of:

(i) Lots _____ to _____ inclusive, Registered Plan 25M-_____.

Phase _____ shall be comprised of:

(i) Lots _____ to _____ inclusive, Registered Plan 25M-_____.

Phase _____ shall be comprised of:

(i) Lots _____ to _____ inclusive, Registered Plan 25M-_____.

Special Provisions

Yes, if so describe _____

No

Additional description space:

SCHEDULE I – *for Town Use only*

SCHEDULE J – COST ESTIMATE OF SERVICES TO BE CONSTRUCTED BY Owner

- | | |
|--|----------|
| 1. Sanitary sewers, appurtenances and connections | \$ _____ |
| 2. Storm sewers, appurtenances and connections | \$ _____ |
| 3. Watermains, appurtenances and connections | \$ _____ |
| 4. Road base, under-drainage, curbs and gutters, paving, and sidewalks | \$ _____ |
| 5. Fencing, grading, filling, topsoil, seeding, sodding, Street lighting, underground electrical transformers, miscellaneous | \$ _____ |
| 6. Engineering | \$ _____ |

Total Construction Cost Estimate \$ _____

Bluewater Power (not included in total construction cost) \$ _____

(A NEW SCHEDULE "J" IS REQUIRED FOR EACH PHASE)

SCHEDULE K – Summary of Financial Requirements

| | <u>CASH REQUIREMENTS</u> | <u>AMOUNT</u> | <u>TIME OF PAYMENT</u> |
|-----|---|---|--|
| 1. | Property Taxes | \$Current | On Signing Agreement |
| 2. | Local Improvement Charges | \$Current | On Signing Agreement |
| 3. | Development Charges: | | |
| | Units @ \$_____ (entire Plan of Subdivision) | \$Nil | ** Not applicable at this time |
| | Units @ \$_____ (Phase _____ only) | \$Nil | |
| | Units @ \$_____ (Phase _____ only) | \$Nil | |
| 1. | Engineering, Inspection and Administration Fees | To be billed on an "as needed" basis | |
| 2. | Water Flushing Charges | | |
| | @ \$.20 per lineal metre of sewer mains | \$ _____ | On Signing Agreement |
| | @ \$.20 per lineal metre of watermains | \$ _____ | On signing agreement |
| 6. | Water Meter Charges: _____ Units @ \$ per meter | As per Town of Petrolia Fee Schedule | When meter required |
| 7. | Cash in Lieu of Parklands | N/A | |
| 8. | Fencing | \$Nil | |
| 9. | Seeding and Topsoil | N/A | |
| 10. | Tree planting | N/A | |
| 11. | Cash in lieu of municipal services | N/A | |
| 12. | Registration and Legal Fees | On Invoice | Town will invoice Owner |
| 13. | Development Agreement Fee | \$N/A | On signing Agreement |
| 14. | Oversizing and External Services already installed | \$Nil | |
| 15. | Outstanding Work Letter of Credit | To be established at Prior to the 1 st building permit and to be based on 100% of the estimated cost of Outstanding Work as approved by the Director of Operations | Prior to issuance of 1 st Building Permit |
| 16. | Maintenance Letter of Credit (50% of Value) | To be established at Prior to the 1 st building permit and to be based on 100% of the estimated cost of Outstanding Work as approved by the Director of Operations | Prior to passing By-Law for acceptance, by Director of Operations of Phase 2 & 3 |
| 17. | Drain Assessment Letter of Credit | | |
| 18. | irrevocable Letter of Credit (insert financial institution) | \$ _____ | On Signing of Agreement |

SCHEDULE L – Surveyor's Plan of Subdivision

Plan of Subdivision prepared by _____, Ontario Land Surveyors dated _____ of _____, _____ and registered in the Land Registry Office in and for the County of Lambton as Plan of Subdivision No. _____

SCHEDULE M – Surveyor's Plan of Subdivision

Have the Following been prepared and provided:

P:\A02-Clerk\Planning and Development - subdivision release - certificate of compliance\Application for - Draft Plan of Subdivision - extension of draft - registration of plan of subdivision.docx
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Revised: January 2016

KEY PLANS:

1. Road and sidewalk layout and specifications
 Yes
 No, explain _____
2. Overall grading Plan
 Yes
 No, explain _____
3. Plan & Profile – (insert road name)
 Yes
 No, explain _____
4. Plan & Profile – (insert road name)
 Yes
 No, explain _____
5. Plan & Profile - Storm Outlet and Watermain tie-in _____
 Yes
 No, explain _____
6. SWMF plan
 Yes
 No, explain _____
7. SWMF sections
 Yes
 No, explain _____
8. Sanitary Pumping Station details
 Yes
 No, explain _____
9. Sanitary Valve Chamber details
 Yes
 No, explain _____
10. SWMF Landscape Plan
 Yes
 No, explain _____
11. Sanitary overall
 Yes
 No, explain _____
12. Overall electrical distribution and streetlight layout
 Yes
 No, explain _____
13. Erosion and sediment control plan
 Yes
 No, explain _____
14. Overflow profiles

- Yes
- No, explain _____

SCHEDULE N – Grading Plans

The following grading plans were prepared by _____ on behalf of the Owner:

1. _____
2. _____
3. _____
4. _____

Please indicate to whom we send Communications to:

The Applicant, Consultant, or Project Manager: _____

Address: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____ Cell phone: _____

Legal Information for Agreement Preparation

Certificate of Title Required _____
Enclosed

Is the property mortgaged? _____ [Yes] [No] Mortgagee: _____

Do you anticipate a new mortgage being added in the near future? _____

Who has authority to bind the corporation?

I hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

Signature: _____ Date: _____

OWNERS AUTHORIZATION FOR AGENT

I/we _____ authorize _____

to act as our agent(s) for the purpose of this application.

Signature of Owner

DATED at the _____ of _____, this
_____ day of _____, 20_____.

OWNERS AUTHORIZATION FOR ACCESS

I/we, _____, of the _____
of _____ in the _____

hereby permit Town staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

Signature of Owner

Signature of Witness

DECLARATION

1. No works shall be undertaken on the property until the Site Plan Agreement and or Subdivision Agreement is fully authorized by By-law and Council. Notwithstanding the above, new site works, including filling/grading and the destruction of trees may be advanced subject to permits having been duly issued .

IN THE MATTER of an application for the development of the lands as described above, I/We have examined the contents of this application and certify as to the correctness of the information submitted, insofar as I have knowledge of these facts.

I, _____, of _____
(City or Town)

in the _____
(County)

SOLEMNLY DECLARE THAT:

All above statements and the statements contained in all of the exhibits transmitted herewith are true. **AND** I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____ of _____
in the _____ of _____ this _____
day of _____, 20_____.

Signature of Owner/Applicant/Agent

Signature of Commissioner

Please forward this application to your development disciplines to ensure due-care is taken to produce plans that are in agreement and uniformity between all parties.

Plans must be *folded separately with no binding strip (to keep the collection slim enough for our files)* to approximately 8 1/2" x 14" (216mm by 357mm). Collate the plans into three (3) complete sets held together by elastic bands. Your application is distributed electronically therefore we require digital information including documents, drawings, and supporting reports. The drawings are required in AutoCAD, DWG, and PDF file in release 2000 or newer. Submissions for OPA's and ZBA's must be submitted in draft format in .pdf and *Word Format* including the application description.

(Please Complete and Submit with Plans)

| | Minimum Required | Plan Number | Yes | No |
|---|---------------------|-------------|-----|----|
| Draft Plan of Subdivision (full) | 3 | | | |
| Draft Plan of Subdivision (reduced) | 3 | | | |
| Grading and Drainage Plan | 3 | | | |
| Site Servicing Plan | 3 | | | |
| Landscaping Plan and Details | 3 | | | |
| Draft Plan – digital version to Town of Petrolia specifications | 1 | | | |
| Survey | 1 | | | |
| Registered Deed of Title | 1 | | | |
| Storm Water Management Report | 4 | | | |
| Completed application | 2 | | | |
| Form Letter of Authorization(s) From utilities | 1 | | | |
| Cost Estimates | | | | |
| Appropriate Fees | | | | |
| Other requirements | | | | |

Some reports may or may not be necessary please discuss at preconsultation meeting with staff and Town Planner

Exemptions for Plans of Condominium

Information Required for Condominium Exemption / Condominium Conversion Applications:

- Executed development or site plan agreement(s)
- Four (4) copies of the plan of condominium (large size) and four (4) copies of a reduced plan of condominium.
- A digital copy of the plan to the specifications of the Town of Petrolia
- If the building is an existing rental property, a copy of the Engineers report completed to the satisfaction of the Municipal Engineer that indicates the building is appropriate and sound for conversion and sale, and a planning rationale explaining how the conversion does not adversely affect the rental accommodation of the Town of Petrolia.

Contact Information:

Project Name: _____

Registered Owner: _____

Agent:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Solicitor:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Engineer:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Landscape Architect:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Architect:

Name: _____

Address: Street: _____ City: _____ Postal Code: _____

Land Line: _____ Cell Phone: _____

E-mail: _____ Fax: _____

Additional Information or Contacts

Freedom of Information

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O 1990, c. P.13, as amended and will be used to contact the applicant regarding progress of their application. This information will be used by the Town and relevant agencies for processing of this application and will also be available to members of the public inquiring about the application and is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended. Questions about this procedure should be directed to Operations Department, Town of Petrolia Municipal Offices 411 Greenfield Street, Petrolia, ON N0N 1R0 519-882-2350