



**THE CORPORATION OF THE TOWN OF PETROLIA**

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## DEVELOPMENT GUIDE AND CHECKLIST

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Version 1.1 2018

Note: fees are subject to change per the Municipal Fee schedule

## SITE PLAN DEVELOPMENT AND AMENDMENT

**Fee:** Site Plan \$1500.00, amendment \$500.00 (payable to the Town of Petrolia at time of application)

Pre-Consultation:

- Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 4-6 weeks after complete application received

Step 1:

- Obtain application from Petrolia Town Hall
- Complete application in full, including any required background information
  - Application and fee to be submitted to Petrolia Town Hall, Operations Department
- Ensure application includes detailed map or sketch outlining proposal

You will be contacted by staff within 5-7 business days of the application and fee being paid.

*Note: If application received is not complete with sufficient detail, the application will not be accepted by the Town.*

Step 2:

- Meet with Town Operations & Planning Staff at Town Hall:
  - Provide electronic copy of complete application including detailed drawings with for review during meeting to [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)
- Application is reviewed and discussed
  - Complete applications will move on to Step 3
  - Applications requiring additional items will need to be reviewed again once those items are addressed

### Step 3:

- Planning Report and Draft Site Plan Agreement is prepared for Council consideration
- Site Plan By-Law is prepared for adoption of Site Plan and Agreement by Council
- Applicant should be prepared to attend Council Meeting while application is being heard

### Step 4:

- Correspondence will be forwarded to applicant regarding decision of Council
  - If approved, applicant will be requested to sign Site Plan Agreement.
  - should the application be denied, applicant will need to amend proposed Site Plan application to address Council's concerns

### Step 5:

- Site Plan and Agreement will be forwarded to the Town of Petrolia's Solicitor for registration at the Land Registry Office
  - Fee for registration will be invoiced to applicant

### Step 6:

- Applicant must apply for and obtain Building Permit through the County of Lambton Building Services Department.
- Building permit fees will apply

### Final Step:

- Once development has been completed (all requirements of Site Plan and Agreement implemented) applicant is to contact Town Operations Department to schedule inspection for compliance with approved Site Plan and Agreement
- It is the applicant's responsibility to contact staff prior to the lapse of the time line established through the Agreement
- Town Staff inspect property:
  - if compliance is determined the process is complete
    - letter of compliance is issued to property owner by Town Staff
  - if non-compliance is determined property owner is directed to correct any deficiencies
    - any corrected deficiencies will be further inspected by Town Staff
      - Further inspection will occur, only once compliance is determined will a letter of compliance be issued.

## OFFICIAL PLAN AMENDMENT (OPA):

**Fee:** \$1500.00 (payable to the Town of Petrolia at time of application)  
\$600.00 (payable to the County of Lambton at time of application)

### Pre-Consultation:

- Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 12-14 weeks after complete application received

### Step 1:

- Obtain application from Petrolia Town Hall
- Complete application in full, including any required background information
  - Application and fee to be submitted to Petrolia Town Hall, Operations Department
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

You will contacted by staff within 5-7 business days of the application and paid fee being received.

*Note: If application received is not complete in full with sufficient detail, the application will not be received by the Town.*

### Step 2:

- Meet with Town Operations & Planning Staff at Town Hall:
  - Provide 5 copies of complete application with all details for review during meeting
- Application is reviewed and discussed
  - Complete applications will move forward
  - Applications requiring additional information or materials will need to be reviewed again once those items are submitted
- Date of Public meeting is set

### Step 3:

- Planning Report and Draft Official Plan Amendment are prepared for Council consideration
- Public Meeting is held at Town Hall to review proposed Official Plan Amendment
  - Notice of proposed Amendment is advertised through local media and sent by standard mail to nearby property owners
  - Applicant is required to attend Public Meeting
- By-Law is prepared for adoption of Official Plan Amendment by Council

### Step 4:

- Correspondence will be forwarded to applicant regarding decision of Council
  - If adopted proposed Official Plan Amendment is sent to County of Lambton for approval
  - should the application be denied, applicant may appeal Council's decision to the OMB
    - separate process regulated by Ontario Municipal Board (OMB)

### Step 5:

- Adopted Official Plan Amendment is reviewed by Manager of Planning and Development Services at the County of Lambton
- Manager approves OPA, then applicant and anyone requesting notice of decision is advised of decision
  - Decision to approve may be appealed to OMB
- If Manager unable to approve OPA, then decision by County Council is required
  - This process administered through County of Lambton
  - Decision of County Council provided to the applicant and anyone requesting notice of decision.

### Final Step:

- County of Lambton provides the Town of Petrolia with updated Official Plan that includes approved OPA.

## ZONING BY-LAW AMENDMENT:

**Fee:** \$1200.00 (payable to the Town of Petrolia at time of application)  
\$400.00 (payable to the County of Lambton at time of application)

### Pre-Consultation:

- Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 6-8 weeks after complete application received

### Step 1:

- Obtain application from Petrolia Town Hall
- Complete application in full, including any required background information
  - o Application and fee to be submitted to Petrolia Town Hall, Operations Department
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 545/06 in Planning Act)

You will be contacted by staff within 5-7 business days of the application and fee being paid.

*Note: If application is not complete in full with sufficient detail, the application will not be accepted by the Town.*

### Step 2:

- Meet with Town Operations & Planning Staff at Town Hall to:
  - o Submit complete application with all details completed to Town Hall, attn.: Mandi Pearson
  - o Submit application fees payable to the Town of Petrolia and County of Lambton
- Application is reviewed and discussed
- Date of Public meeting is set

### Step 3:

- Planning Report and Draft Zoning By-Law Amendment are prepared for Council consideration
- Public Meeting is held at Town Hall to review proposed Zoning By-Law Amendment
  - Notice of proposed Amendment is advertised through local media and sent by standard mail to nearby property owners
  - Applicant is required to attend Public Meeting
- By-Law is prepared for adoption of Zoning By-Law Amendment by Council

### Step 4:

- Correspondence will be forwarded to applicant regarding decision of Council
  - Zoning Amendment decision is provided to applicant and anyone requesting notice of decision
  - If approved, the decision may be appealed to the OMB
  - If denied, the applicant may appeal the decision to the OMB

### Final Step:

- The Town of Petrolia will update the Zoning By-Law to reflect the approved amendment

*Special Note: If necessary additional By-Law may be required by Council ie: 2<sup>nd</sup> Dwelling Agreement (this step is situation specific)*

## PLANS OF SUBDIVISION:

- Fee:** \$2000.00 (payable to the Town of Petrolia at time of application)  
\$3000.00 0-20 lots (payable to the County of Lambton at time of application)  
\$4000.00 21-50 lots (payable to the County of Lambton at time of application)  
\$6000.00 50+ lots (payable to the County of Lambton at time of application)

Note: Consultation Meetings, related Engineering & Legal expenses are at cost to Developer, invoiced direct to the developer.

### Pre-Consultation:

- Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton.
  - Forward an electronic version of the conceptual plan for review at least 10 day prior to scheduled meeting
- After initial meeting, the next meeting would include the TAC team which includes planning, building, engineering, fire and operations
  - Documentation necessary for this meeting will be noted during the initial discussions with the Planner, all documents requested should be provided electronically at least 10 days prior to scheduled TAC meeting to [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)
- After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before plan submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 12-16 weeks after *complete* application received

### Step 1:

- Obtain application from Petrolia Town Hall or the County of Lambton Planning & Development Department
- Complete application in full, including any required background information
  - Application and fees to be submitted to County of Lambton Planning & Development Department
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)



You will be contacted by staff within 5-7 business days of the application and paid fee being received to set a pre-consultation meeting date

*Note: If application received is not complete in full with sufficient detail, the application will not be received by the County.*

#### Step 2:

- County of Lambton notifies the Town of Petrolia that the application is complete
- Meet with Town Operations & Planning Staff at Town Hall:
  - Provide 5 copies of complete Subdivision Plan and Application to be reviewed during the meeting
- Application is reviewed and discussed, by Operations, Planning & Engineering Staff

#### Step 3:

- Planning Report is prepared for Town Council consideration
- Town of Petrolia Council provides comments to the County of Lambton
- The County of Lambton sets a date of Public meeting
  - Notice is circulated as per Planning Act regulations

#### Step 4:

- Public Meeting is held at Petrolia Town Hall, conducted by the County of Lambton
- The County of Lambton makes decision to approve or refuse the Draft Plan of Subdivision
  - If approved, decision may be appealed to OMB
  - If no decision made within 180 days, applicant may be appeal lack of decision to OMB

#### Step 5:

- Applicant is required to satisfy all conditions as outlined in the County of Lambton decision to grant Draft Plan of Approval

#### Step 6:

- Petrolia Town Council enters into Subdivision Agreement with Developer

*Note: this step and all steps hereafter are required for each phase of a Draft Approved Plan of Subdivision.*

#### Step 7:

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Note: fees are subject to change per the Municipal Fee schedule

- Upon satisfaction by the County of Lambton that all Condition of Draft Approval have been met, the County of Lambton will grant Final Approval
- County of Lambton submits Final Plan of Subdivision to County Land Registry Office for registration
- Town of Petrolia registers the Subdivision Agreement

#### Step 8 “Development of Lands”:

- The Developer develops lands in accordance with the requirements of the approved Plan of Subdivision and Subdivision Agreement
- No building permit for any building on the lands within the Plan shall be issued and no construction of any building shall commence on the lands within the Plan until the Development Agreement has been adopted by by-law by the Council and after:
  - all underground services without limiting the generality thereof:
    - water mains and appurtenances,
    - sanitary sewers, storm sewers, catch basins (to be camered, and report provided Director of Operations)
    - granular base courses, base course asphalt on streets
    - curb and gutters
    - Sidewalks
    - Underground power and communications lines, and natural gas provided for in the Subdivision Agreement have been constructed and completed to the satisfaction of the Town’s Director of Operations.
  - This is not Performance Acceptance
- Building Permits are issued by the County of Lambton on behalf of the Town Petrolia (additional expense)

#### Final Step:

- Once substantial completion is achieved the Director of Operations is contacted by the Developer to advise as such
- Performance Acceptance is then applied for (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
  - *Underground Servicing*: The Developer is to provide the Director of Operations with an Engineer’s Certificate certifying that all Municipal Services have been constructed and installed in accordance with the drawings and specifications previously approved
  - Director of Operations will report to Council
  - Upon acceptance of the required reports (outlined in Subdivision Agreement) by Council, a resolution for performance acceptance for a two (2) year maintenance period may be passed for Underground Servicing & First Coat of Asphalt

- *Final Lift of Asphalt*: The Developer is to provide the Director of Operations with a Certificate certifying that the Final Lift (i.e. coat) of Asphalt has been constructed and installed in accordance with industry standards.
- Director of Operations will report to Council
- Upon acceptance of the final lift of asphalt, a resolution for performance acceptance for a two (2) year maintenance period may be passed for the Final Coat of Asphalt

*Note: performance acceptance is conducted in 2 parts, 1. Underground Servicing & Base Coat of Asphalt and 2. Final Coat of Asphalt. Both parts are subject to separate two year maintenance periods.*

- Assumption of Services (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
- Underground Service assumed (does not include final coat of asphalt)
  - Immediately prior to the expiration of the adopted maintenance period the Developer must apply to the Director of Operations to request Assumption of Underground Services
  - After receipt of Certificate from the Professional Engineer as to the satisfactory performance of municipal services, the Town's Director of Operations will perform a verification inspection and inspect all municipal services to ensure they conform to the Town's requirements:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Underground Servicing is passed by Council
  - Letter of Credit is reduced and the amount held back is equal to the cost of the Final Coat of asphalt
- Road Assumed
  - Immediately prior to the expiration of the adopted maintenance period for the Top Coat of asphalt the Developer must apply to the Director of Operations to request Assumption of the Road
  - The Town's Director of Operations will perform a verification inspection, and inspect the road is proposed assumed condition:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Road is passed by Council

*Note: This process is applicable to all Phases of a Draft Approved Plan of Subdivision*

## PLANS OF VACANT LAND CONDOMINIUM:

- Fee:** \$2000.00 (payable to the Town of Petrolia at time of application)  
\$3000.00 0-20 units (payable to the County of Lambton at time of application)  
\$4000.00 21-50 units (payable to the County of Lambton at time of application)  
\$6000.00 50+ units (payable to the County of Lambton at time of application)

Note: Consultation Meetings, related Engineering & Legal expenses are at cost to Developer, invoiced direct to the developer.

### Pre-Consultation:

- Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton.
  - Forward an electronic version of the conceptual plan for review at least 10 day prior to scheduled meeting
- After initial meeting, the next meeting would include the TAC team which includes planning, building, engineering, fire and operations
  - Documentation necessary for this meeting will be noted during the initial discussions with the Planner, all documents requested should be provided electronically at least 10 days prior to scheduled TAC meeting to [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)
- After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before plan submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 20-24 weeks after complete application received

### Step 1:

- Obtain application from Petrolia Town Hall or the County of Lambton Planning & Development Department
- Complete application in full, including any required background information, is submitted to the County of Lambton Planning & Development Department
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

You will contacted by staff within 5-7 business days of the application and paid fee being received to set a pre-consultation meeting date

Note: *If application received is not complete in full with detail, the application will not be received by the County.*

Step 2:

- County of Lambton notifies the Town of Petrolia that the application is complete
- Applicant meets with Town Operations & Planning Staff at Town Hall:
  - Provide 5 copies of proposed Subdivision Plan and Application to be reviewed during the meeting
- Application is reviewed and discussed, by Operations, Planning & Engineering Staff

Step 3:

- Planning Report is prepared for Town Council consideration
- Town of Petrolia Council provides comments to the County of Lambton
- The County of Lambton to set a date of Public meeting
  - Notice is circulated as per regulations

Step 4:

- Public Meeting is held at Petrolia Town Hall, orchestrated by the County of Lambton
- The County of Lambton makes decision to approve or refuse the *Draft* Plan of Subdivision
  - If approved, decision may be appealed to OMB
  - If no decision made within 180 days, applicant may be appeal lack of decision to OMB

Step 5:

- Applicant is required to satisfy all conditions as outlined in the County of Lambton decision to grant Draft Plan of Approval

Step 6:

- Petrolia Town Council enters into Development Agreement with Developer

Note: *this step and all steps hereafter are required for each phase of a Draft Approved Plan of Condominium.*

Step 7:

- Upon satisfaction by the County of Lambton that all Condition of Draft Approval have been met County of Lambton will grant Final Approval

- County of Lambton submits Final Plan of Subdivision to County Land Registry Office for registration
- Town of Petrolia registers the Development Agreement

Step 8 “Development of Lands”:

- The Developer develops lands in accordance with the requirements of the Plan of Subdivision and Development Agreement
- No building permit for any building on the lands within the Plan shall be issued and no construction of any building shall commence on the lands within the Plan until the Development Agreement has been adopted by by-law by the Council and after:
  - all underground services without limiting the generality thereof:
    - water mains and appurtenances,
    - sanitary sewers, storm sewers, catch basins (to be camered, and report provided Director of Operations)
    - granular base courses, base course asphalt on streets
    - curb and gutters
    - Sidewalks
    - Underground power and communications lines, and natural gas

provided for in the Subdivision Agreement have been constructed and completed to the satisfaction of the Town’s Director of Operations.

  - This is not Performance Acceptance
- Building Permits are issued by the County of Lambton on behalf of the Town Petrolia (additional expense)

Final Step:

- Once substantial completion is achieved the Director of Operations is contacted by the Developer to advise as such
- Performance Acceptance is then applied for (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
  - *Underground Servicing*: The Developer is to provide the Director of Operations with an Engineer’s Certificate certifying that all Municipal Services have been constructed and installed in accordance with the drawings and specifications previously approved
  - Director of Operations will report to Council
  - Upon acceptance of the required reports (outlined in Subdivision Agreement) by Council, a resolution for performance acceptance for a two (2) year maintenance period may be passed for Underground Servicing & First Coat of Asphalt
  - *Final Lift of Asphalt*: The Developer is to provide the Director of Operations with a Certificate certifying that the Final Lift of Asphalt has been constructed and installed in accordance with industry standards.
  - Director of Operations will report to Council

- Upon acceptance of the final lift of asphalt, a resolution for performance acceptance for a two (2) year maintenance period may be passed for the Final Coat of Asphalt

*Note: performance acceptance is conducted in 2 parts, 1. Underground Servicing & Base Coat of Asphalt and 2. Final Coat of Asphalt. Both parts are subject to separate two year maintenance periods.*

- Assumption of Services (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
- Underground Service assumed (does not include final course of asphalt)
  - Immediately prior to the expiration of the adopted maintenance period the Developer must apply to the Director of Operations to request Assumption of Underground Services
  - After receipt of Certificate from the Professional Engineer as to the satisfactory performance of municipal services the Town's Director of Operations will perform a verification inspection, and inspect all municipal services to ensure they conform to the Town requirement's:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Underground Servicing is passed by Council
- Letter of Credit is reduced and the amount held back is equal to the cost of the Final Coat of asphalt
- Road Assumed
  - Immediately prior to the expiration of the adopted maintenance period for the Top Coat of asphalt the Developer must apply to the Director of Operations to request Assumption of the Road
  - The Town's Director of Operations will perform a verification inspection, and inspect the road is proposed assumed condition:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Road is passed by Council

## COMMITTEE OF ADJUSTMENT – Minor Variances & Consents (i.e. Severance)

### 1. Minor Variances

**Fee:** \$525.00 (payable to the Town of Petrolia at time of application)

Pre-Consultation:

- Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 4-6 weeks after complete application received

Step 1:

- Obtain application from Petrolia Town Hall
- Complete application in full, including background information as required by *the Planning Act* (Ontario Regulation Sec 200/96)
  - Application and fee to be submitted to Petrolia Town Hall, Operations Department
- Ensure application includes detailed map or sketch clearly outlining proposal

You will be contacted by staff within 5-7 business days of the application and fee being paid.

Note: *If application received is not complete in full with sufficient details, the application will not be accepted by the Town.*

Step 2:

- Meet with Town Operations & Planning Staff at Town Hall to:
  - Provide 5 copies of complete application with all details for review during meeting
- Application is reviewed and discussed
- Public Meeting Date is Set



### Step 3:

- Notice of Application is circulated to nearby properties a minimum of 10 days in advance of the scheduled public meeting
- A Public Notice is erected at the property location
- Public Meeting conducted and applicant is requested to attend

### Step 4:

- Correspondence will be forwarded to applicant regarding decision of the Committee of Adjustment
  - If approved, the decision may be appealed to OMB
  - Should the application be denied, applicant may appeal to OMB
    - appeal period is 21 days from date of decision

### Final Step:

- Applicant will receive by mail notice of decision and notice of no appeal

## 2. Consent to Sever

**Fee:** \$1500.00 (payable to the Town of Petrolia at time of application)

\$ 600.00 deed stamping (post-dated cheque payable to the Town of Petrolia at time of application)

### Pre-Consultation:

- Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 4-6 weeks after complete application received

### Step 1:

- Obtain application from Petrolia Town Hall
- Complete application in full, including any required background information as required by *the Planning Act* (Ontario Regulation Sec 197/96)
  - Application and fee is to be submitted to Petrolia Town Hall, Operations Department
- Ensure application includes detailed map or sketch clearly outlining proposal

You will be contacted by staff within 5-7 business days of the application and paid fee being received.

Note: *If application received is not complete in full with sufficient detail, the application will not be accepted by the Town.*

#### Step 2:

- Meet with Town Operations & Planning Staff at Town Hall to:
  - Provide 5 copies of complete application with all details for review during meeting
- Application is reviewed and discussed
- Public Meeting Date is Set

#### Step 3:

- Notice of Application is circulated to nearby properties and regulated agencies a minimum of 10 days in advance of the scheduled meeting
- A Public Notice is erected at the property location
- Public Meeting conducted and applicant is requested to attend

#### Step 4:

- Correspondence will be forwarded to applicant regarding decision of the Committee of Adjustment
  - If approved, the decision may be appealed to OMB
  - should the application be denied, applicant may appeal to OMB
    - appeal period is 21 days from date of decision

#### Step 5:

- Applicant will receive by mail notice of decision and notice of no appeal

#### Final Step:

- Deed is to be presented to the Town of Petrolia for stamping
  - Applicant is responsible for ensuring legal follow-through occurs
  - All legal fees are at the cost of the applicant
  - Deed stamping must be completed within one (1) year after date of decision
- Deed is to be registered at the Land Registry Office
  - Applicant is responsible for registration
  - Proof of Registration is to be provided to the Town of Petrolia Clerk's Department