
Detach and retain this page for future reference.

1. This process pertains to draft plan of subdivision applications, including:
 - i) A "Plan of Subdivision";
 - ii) "Major Redline Amendments to Draft Approved Plans of Subdivision".
2. Applications must be accompanied by applicable fees identified within the Corporation of the Township of Bonfield's By-Law No. 2024-26; including the Subdivision Approval Cost and an Additional Fee per Lot / Block created; plus, a Declaration. Any unused balance in the deposit will be returned to the landowner after registration of the plan or upon withdrawal of the application.
3. Other related applications can be processed concurrently and within the process for plans of subdivision. See other types of application forms and process if related application forms are not filed concurrently.

STEPS IN THE PROCESS

- | | |
|---------|---|
| Step 1 | The Township of Bonfield requires pre-consultation(s) with planning staff regarding subdivision proposals prior to the submission of an application. Pre-consultation(s) can assist in the preparation and processing of the application, and the early identification of any concerns or requirements which must be addressed. Applicants are advised to contact our office prior to submission of an application. |
| Step 2 | The Application Form is submitted to the above address together with payment for the required fees and an authorization letter if applicable. Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant. |
| Step 3 | Formal Pre-Consultation meeting with assigned Planner and Municipal Staff. The purpose of the meeting is to: <ol style="list-style-type: none">i) Review the application and information submitted.ii) Identify the key issues required to be addressed through processing.iii) Identify any concurrent applications required.iv) Identify any studies that have to be completed prior to acceptance of an application; and any studies that may be required prior to the approval of development; and,v) Identify staff and external agency contact lists. |
| Step 4 | The application is reviewed and, where applicable, accepted (The applicant is notified of a 'complete' application) <ol style="list-style-type: none">i) Timelines for processing are established. |
| Step 5 | The application is circulated to Local Municipalities, Departments, Agencies and the Public (as necessary). |
| Step 6 | A Public Meeting is held within the municipality. |
| Step 7 | Planning Advisory Committee Meeting(s) are held and recommendation(s) that either support the application or not, and the proposed draft conditions are referred to Council representing the Township of Bonfield. |
| Step 8 | The Approval Authority (comprising Council at the Township of Bonfield) determines whether to issue a draft approval or refusal notice in response to the application. |
| Step 9 | The Notice of Approval Authority Decision is circulated. |
| Step 10 | The Appeal period follows. |
| Step 11 | If approved, the applicant can begin fulfilling conditions. |
| Step 12 | Final Approval is issued. |

NOTE TO APPLICANTS

A complete submission including all applicable requested information and fees will be required prior to an application being accepted for processing. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning and Development Department will be mailed to the applicant and agent. Application fees will not be refunded once substantial work has been undertaken.

Note:

Please be advised the responsibility for filing a 'complete' application rests solely with the owner / applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require other application(s) and fee(s)) are the sole responsibility of the owner / applicant. The Township will address only the application as applied for, and any items that are not included in the application are not the responsibility of the Township.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the Township incurs costs for the peer review of any consultants' reports or fees for legal opinions, the Township will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the Township, the applicant may be responsible for some or all of the legal and other costs incurred by the Township, at the discretion of the Township.

SUBDIVISION APPLICATION FORM
UNDER SECTION 51 OF THE PLANNING ACT

TOWNSHIP USE ONLY	
File Number: _____	Related File Number(s): _____
Date Received: _____ Date Accepted: _____	Amount Paid: \$ _____
<div><input type="checkbox"/> Concurrent Applications Filed</div> <div><input type="checkbox"/> Official Plan Amendment (Attach appropriate form)</div> <div><input type="checkbox"/> Zoning By-law Amendment (Attach appropriate form)</div> <div><input type="checkbox"/> Other (Specify) _____ (Attach appropriate form and fees)</div>	

APPLICATION

THE ATTACHED FORM IS TO BE USED BY ANYONE WISHING TO MAKE AN APPLICATION FOR APPROVAL OF A DRAFT PLAN OF SUBDIVISION. THE SUBMISSION OF THIS APPLICATION CONSTITUTES CONSENT FOR AUTHORIZED MUNICIPAL STAFF, AND STAFF FROM OTHER AGENCIES, TO INSPECT THE LANDS WHICH ARE THE SUBJECT OF THE APPLICATION.

THE PARTS OF THE APPLICATION FORM THAT ARE SHOWN IN BOLD TYPE INDICATE INFORMATION, WHICH IS PRESCRIBED BY ONTARIO REGULATION 544/06 AND MUST BE COMPLETED. THIS MANDATORY INFORMATION TOGETHER WITH THE REQUIRED FEE AND COPIES OF THE DRAFT PLAN ARE REQUIRED BEFORE THE TOWNSHIP OF BONFIELD WILL ACCEPT THE APPLICATION.

THE APPLICATION FORM ALSO IDENTIFIES OTHER INFORMATION THAT WILL ASSIST THE TOWNSHIP OF BONFIELD AND OTHERS IN THEIR EVALUATION OF THE PROPOSAL. TO ENSURE THAT THE APPLICATION CAN BE REVIEWED IN A TIMELY FASHION, ALL MANDATORY AND OTHER ADDITIONAL INFORMATION REQUESTED SHOULD BE SUBMITTED WITH THE APPLICATION.

_____	1x Signed copy of the Application Form
_____	1x Digital completed copy of the Application Form, including accompanying documents
_____	The Application Fee
_____	Proof of ownership including Articles of Incorporation (if required) / PIN Record or Transfer / Deed
_____	1x Copy of the Plan reduced to 8½” x 11”
_____	5x Folded copies of the Draft Plan (Maximum size 36” x 48”)
_____	1x Copy of the Plan reduced to 8½” x 11” showing only the Proposed Lot / Block Pattern, and Road Network
_____	1x USB with Digital Draft and Final Plan Submission Requirements
_____	2x Copies of the preliminary Stormwater Management and Construction Mitigation Plan

TECHNICAL REPORTS

Additional information may be required to support this application. Studies submitted in support of applications may be required to be “peer reviewed” by another consultant retained by the Township of Bonfield at the applicants’ expense. Early consultation with staff representing the Township of Bonfield can assist you in determining what technical information may be required, and when a peer review is necessary. Please refer to Section 7.10 and 7.11 of the Township of Bonfield’s Official Plan for further information.

Attention should be given to Section 51 of the *Ontario Planning Act 1990* including but not limited to Section 51(24), which summarizes the ‘criteria’ for evaluation of such applications.

This states the need to ensure, among other matters, regard is had to the health, safety, convenience; accessibility for persons with disabilities; and the welfare of present and future inhabitants of the municipality.

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

The Township of Bonfield
Planning and Development Department
365 Highway 531
Bonfield, ON, P0H 1E0

Telephone: (705) 776-2641
Facsimile: (705) 776-1154
E-mail: planning@bonfieldtownship.com

1. Applicant Information			
a) Complete the information below and indicate <u>one</u> individual as the Prime Contact: <i>All communications will be directed to the Prime Contact with a copy to the owner.</i>			
Registered Owner(s)	Name	Address	Phone/Fax/E-mail
		Municipal Roll # (if available)	
Applicant(s)			
Agent			
Ont. Land Surveyor			Phone
		Address	Fax/Email
1.1. Indicate the contact for this application (one only please): _Owner_ <input type="checkbox"/> _Applicant_ <input type="checkbox"/> _Agent_ <input type="checkbox"/> _Surveyor_ <input type="checkbox"/>			
1.2 Provide proof of ownership including Articles of Incorporation (if required) _____PIN Record _____Transfer/Deed			

2. Description of Land		
Area Municipality	Lot(s)	Concession(s)
Former Township	Assessment Roll No.	
Reference Plan No.	Part(s)	
Street Address & Postal Code	Waterbody	Registered Plan No.

3. Easements and Interest

a) Are there any easements or restrictive Covenants affecting the subject property? YES_____ NO_____

Please describe and indicate them on the accompanying draft plan:

b) Does the owner have an interest in any adjoining or nearby property? YES _____ NO _____

Please describe and identify:

4. Previous Applications

a) Has the subject land ever been the subject of a previous application for approval of a plan of subdivision?

YES_____ NO_____

b) If YES, please indicate the file number and decision made on the application.

A - _____

Decision: _____

c) Has the subject site ever been the subject of a previous application for approval of a consent to sever?

YES_____ NO_____

d) If YES, please indicate the file number and decision make on the application.

File Number: B _____ / _____

Decision: _____

Proposed Land Use

Please fill out the table below:

5. Proposed Uses					
	No. of Residential Units	No. of Lots/Blocks (as labelled on plan)		Net Area in Hectares	Density Proposed (Specify Units Per Hectare)
		Lots	Blocks		
RESIDENTIAL					
Detached Dwellings					
Semi-detached Dwellings					
Row, Townhouse (Multiple Attached) Dwellings					
Apartments Residential					
- less than 2 bedrooms					
- 2 bedrooms or more					
* Other (Residential)					
NON-RESIDENTIAL					
Commercial (C2)	Nil				Nil
Other Commercial	Nil				Nil
Industrial	Nil				Nil
Local and Community Park	Nil				Nil
Open Space and Hazard Lands	Nil				Nil
Institutional (Specify)	Nil				Nil
Road Allowances	Nil				Nil
* Other (Specify)	Nil				Nil
TOTAL					

6. Proposed Other Use Descriptions

Provide a description of use _____

Other Residential _____

Institutional _____

Other Uses _____

7. Provincial Policy Information Requirements

Current and Previous Use of the Subject Land and Surrounding Area

a.) What is the current and previous use of the subject land?

Current Use(s) _____

All previous known uses:

b.) Has there been an industrial, commercial use or a gas station on the subject land or adjacent land; any grading change of the property by adding fill or other material; any petroleum or other fuel stored on the subject land or land adjacent to the subject land; Or, is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

YES _____ NO _____

If YES, please be specific:

c.) If YES to 2, a soils investigation study including a previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

Report attached? YES _____ NO _____

d.) Subsurface Rights

Are the subsurface rights and the surface rights to the property held by the same owner? YES _____ NO _____

If the answer is NO, who owns the subsurface rights? _____

Please have the owner complete the following declaration.

AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS

(If different from the Owner of the lands)

I, _____, owner of the subsurface rights for the subject property, am aware of this application and consent to it.

(Signature)

(Date)

(Address)

Telephone Number

Facsimile Number

8. Affordable Housing Information	
For applications that include permanent housing (i.e. not seasonal dwellings), fill in the following information: For example: <ul style="list-style-type: none">3-Bed Semi-Detached Dwelling (10 units), 139 Sq. m / 1500 Sq Ft. - \$376,000; Ownership, 25%;	
a.)	Housing Type (i.e. Detached Dwelling, Semi-Detached, Multiple Attached, Apartment, etc.) _____
b.)	Number of Units: _____
c.)	Unit Size (Sq. m.) _____
d.)	Estimated Price / Rent per Month _____
e.)	Tenure: _____
f.)	% of Affordable Units: _____

9. Significant Features Checklist					
Check through the following list. Indicate YES, NO, or UNKNOWN if a listed feature is on-site, or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.					
FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES %	NO %	UNKNOWN %	IF FEATURE; SPECIFY DISTANCE IN METRES	<u>POTENTIAL</u> INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas				_____ metres	Demonstrate sufficient need within 20-year projections and that the proposed development will not hinder the efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹				_____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry				_____ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry within 1000 metres				_____ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				_____ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				_____ metres	Evaluate impacts within 100 metres. Consult with applicable railway companies.
Controlled access highways or freeways, including designated future ones				_____ metres	Evaluate impacts within 100 metres.
Airports where a Noise Exposure Forecast (NEF) or Noise Exposure Projection (NEP) is 28 or greater				_____ metres	Demonstrate the feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF / NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				_____ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				_____ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				_____ metres	Will the corridor be protected? Noise Study prepared? Traffic study prepared?
Mineral aggregate resource areas				_____ metres	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				_____ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas				_____ metres	Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				_____ metres	Will development hinder the continued operation or expansion? Has a Noise and Dust Study been completed?
Significant wetlands or potentially significant wetlands				_____ metres	Provide an Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				_____ metres	Provide an Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				_____ metres	Provide an Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.				_____ metres	Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.

9. Significant Features Checklist					
Check through the following list. Indicate YES, NO, or UNKNOWN if a listed feature is on-site, or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.					
FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES %	NO %	UNKNOWN %	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Significant landscapes, vistas and ridge lines, significant built heritage resources and cultural heritage landscapes.				_____ metres	Development should conserve significant landscapes, vistas and ridge lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources				_____ metres	Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Floodplains				_____ metres	Determine feasibility within the 1:100-year erosion limits of ravines, river valleys and streams.
Special Policy Areas				_____ metres	Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies and Conservation Authority policies and permits.
Hazardous sites				_____ metres	Slope Study, Flood line Study
Contaminated sites				_____ metres	Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land				_____ metres	Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				_____ metres	Development to comply with the Minimum Distance Separation Formulae and Official Plan policies.

- | |
|--|
| 1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only. |
| 2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic. |
| 3. 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. |
| 4. 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). |

10. Provincial Policy
Is the plan consistent with the Provincial Planning Statement issued under Section 3 of the <i>Ontario Planning Act 1990</i> ? YES _____ NO _____ UNKNOWN _____

11. Official Plan
a) What is the land use designation of the site in the approved Official Plan? _____
b) Does the proposal conform? YES _____ NO _____
c) If NO has a separate application for an Official Plan Amendment been made? YES:_____ FILE #_____

12. Zoning Applications Under the <i>Ontario Planning Act 1990</i>
a) Is the land covered by a Minister's zoning order? YES _____ NO _____
b) What is the current zoning of the subject lands? _____
c) Does the proposed plan conform to the existing zoning? YES _____ NO _____
d) If NO, have you made a concurrent application for rezoning? YES _____ File # _____

13. Other Applications Under the <i>Ontario Planning Act 1990</i>
Have you made any other application for the subject lands? YES _____NO _____ If YES, please indicate:
<div><input type="checkbox"/> Part Lot Control</div> <div>File # _____</div> <div>Status_____</div>
<div><input type="checkbox"/> Minor Variance</div> <div>File # _____</div> <div>Status _____</div>
<div><input type="checkbox"/> Site Plan</div> <div>File # _____</div> <div>Status _____</div>
<div><input type="checkbox"/> Draft Plan of Condominium</div> <div>File # _____</div> <div>Status _____</div>
<div><input type="checkbox"/> Other File # _____</div> <div>Status _____</div>

14. Access

Access to the subject lands will be by:

☐ Provincial Highway No.
Name: _____

☐ Municipal Year Round Maintained
Road Name: _____

☐ Seasonally Maintained Road
Name: _____

☐ Right-of-Way Over Existing
Private Road Name & Type: _____

☐ Right-of-Way Over New Private Road Name & Type: _____

☐ Other (Specify) _____

15. Water Access

Please describe the type and location of the proposed docking and parking facilities on the mainland and on the property:

What is the distance of these facilities from the subject property and from the nearest public road?

16. Water

Water supply will be provided to the subject lands by:

- Individual Surface Water Systems

YES _____ NO _____

- Individual Wells

YES _____ NO _____

- Other System

YES _____ NO _____

- Other (Specify) _____

Note:

For proposals of more than five lots where individual wells and sewage waste disposal systems are proposed, a hydrogeological and sewage impact assessment are required. These studies must be satisfactory to the Township of Bonfield. Please consult with Planning staff to determine situations where such a study is required and to obtain the guidelines for the preparation of such a study. Hydrogeological studies must be undertaken prior to submission of the application and commissioned by the applicant. The hydrogeological study must also be peer reviewed by a hydrogeologist retained by the Township at the applicant’s expense, prior to consideration of the draft approval.

17. Sewage Disposal

a) Sanitary / Sewage disposal will be provided to the:

Individual Private Class IV or VI

YES _____ NO _____

Other system

YES _____ NO _____

Other (Specify) _____

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18. Storm Drainage	
a) Indicate the proposed method of stormwater management and construction mitigation:	
Storm Sewers	YES _____ NO _____
Ditches or Swales	YES _____ NO _____
Other system	YES _____ NO _____
Please describe any other system proposed:	
<div></div> <div></div> <div></div>	
Have you attached the required 2 hard copies and 1 digital copy of a Preliminary Stormwater Management and Construction Mitigation Plan? YES _____ NO _____	
<p>Note: The Township of Bonfield requires a copy of a preliminary Stormwater Management and Construction Mitigation Plan, to be prepared by a professional engineer, and submitted with this application. Guidelines for the preparation of the plan are available from the Planning Department. The consulting Engineer should also reference the ‘<i>Stormwater Management Practices Planning and Design Manual - 2003</i>’ published by the Ministry of Environment, and/ or any additional guidance that either supplements or supersedes these requirements.</p>	
b) The subject lands are within the _____ (sub) watershed.	
c) A conceptual Stormwater Management Plan has been completed for the subject lands YES_____ NO_____	
If Yes:	
Name of Study _____	
Completed by _____	
Date of Study _____	
d) Has the grade of the subject land been changed by adding earth or other material? YES_____ NO_____ (I.e. Has filling occurred)	

19. Archaeological Assessment	
Does the subject land contain any area of archaeological potential? _____	
If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the applicant must submit:	
<div><input type="checkbox"/> An Archaeological Assessment, prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value), of the <i>Ontario Heritage Act</i>; and</div> <div><input type="checkbox"/> A Conservation Plan for any archaeological resources identified in the assessment.</div>	

DECLARATIONS

20.a)

OWNER'S AUTHORIZATION

(If the *Owner is NOT FILING THE APPLICATION*)

(If Multiple Owners, an Authorization Letter From Each Owner Is Required)

If the PERSON filing the application as the Applicant is not the owner, the registered owner(s) must complete the following and the Applicant must provide authorization on the face of the draft plan if the plan is NOT signed by the owner:

I, (we) _____, being the
Print (name(s) of owner, individuals or company)

registered owner(s) of the subject lands, hereby authorize _____
Print (name of agent and/or company (if applicable))

To prepare and submit a draft plan of subdivision application for approval.

_____	_____	_____
Signature	Day	Month
		Year

NOTE: If the Owner is an incorporated company, the company seal shall be applied (if there is one).

20.b)

APPLICANT'S DECLARATION

This must be completed by the *Person filing the Application* for the proposed development site.

I _____ of the _____
(Name of Applicant) (Name of Township, etc.)

in the District of Nipissing, solemnly declare that all of the statements contained in this application of draft plan of subdivision _____
(Description)

and all supporting documents and plans are true and complete, 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.

NOTE: Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require other application(s) and fee(s)) are the sole responsibility of the owner / applicant. The Township of Bonfield will address only the application as applied for, and any items that are not included in the application are not the responsibility of the Township of Bonfield.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the Township of Bonfield incurs costs for the peer review of any consultants' reports or fees for legal opinions, the Township of Bonfield will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the Township of Bonfield, the applicant may be responsible for some or all of the legal and other costs incurred by the Township of Bonfield, at the discretion of the Township of Bonfield.

<p>Declared before me at:</p> <p>The District of _____</p> <p>In the Municipality of _____</p> <p>This _____ day of _____ 20</p> <p>Please <u>Print</u> the Full Name of the Applicant</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>Commissioner of Oaths</p> <p>_____</p> <p>Signature _____</p> <p>Day _____ Month _____ Year</p>
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OWNER / APPLICANT'S CONSENT

DECLARATION

In accordance with the provisions of the *Ontario Planning Act 1990*, it is the policy of the Township of Bonfield's Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I _____

(Name of Applicant)

The owner / the authorized applicant; hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application, and any supporting documentation, provided by myself, my agents, consultants, and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Township of Bonfield to post a Notice of Application sign and permit Township Officials to access the subject property for the purpose of evaluating the application(s).

Signature Day Month Year

OWNER/APPLICANT'S INFORMATION (Mandatory)

Print Name: _____

Mailing Address: _____

E-mail Address: _____

Telephone No. _____

Fax No. _____

Email. _____

OWNER / APPLICANT'S CONSENT

ADDITONAL COSTS INCURRED

In accordance with the provisions of the *Ontario Municipal Act 2001*, it is the policy of the Township of Bonfield's Planning and Development Department to charge applicants for all applicable costs associated with the processing of planning and development applications, including supporting documentation.

In submitting this development application, I _____
(Name of Applicant)

The owner / the authorized applicant; hereby acknowledge that information included within this application, plus any supporting documentation, provided by myself, my agents, consultants, and solicitors, may result in additional costs being incurred by the Township of Bonfield over that of the application fee, including peer review-based reports, studies, and professional opinions, and that I, the owner / the authorized applicant will be responsible for making payment to cover such costs; and that any / all costs incurred shall be payable to the Township within a period of no more than 30 days from the date on which the invoice was issued. I also acknowledge that the failure to pay specified amounts would incur interest charges, and that the Township of Bonfield reserves the right to pursue all necessary means to secure such payments prior to any decision on the subdivision application being made.

Signature Day Month Year

SCHEDULE 1

Mapping Information Requirements - See Section 51(17) of the *Ontario Planning Act 1990*.
Attach two (2) full-sized copies and One (1) 8½” x 14” copy of the Draft Plan of Subdivision,
showing all distances, dimensions, scales, etc. as metric measurements:

☐The boundaries of the proposed subdivision certified by an Ontario Land Surveyor

☐The Ontario Land Surveyor's Name, Signature and Date of Signature

☐Map scale

☐Legend

☐North marker

☐The name of the person and/or firm who prepared the plan

☐The date the plan was prepared, and the dates of any revisions

☐The dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any.

☐On a key map on the Draft Plan of Subdivision, show:

- All adjacent land(s) owned by the applicant; or in which applicant has an interest.

- All subdivisions adjacent to the proposed subdivision.

- The boundaries of the proposed subdivision, and the boundaries of the Township lots or original grants that include any part of the proposal

☐The proposed use, including the maximum number of units by type, for each lot and block.

☐The existing land use on the site, and on adjacent lands.

☐Any natural and/or artificial features within, or adjacent to, the property, including:

- Existing buildings and structures to be retained or demolished

- Active or inactive railways, rail rights-of-way

- Highways and other roads - existing, public / private, open / closed location, width, and proposed generic street labels (i.e. Street A, Street B) with a separate list of proposed street names

- watercourses (lakes, streams, ponds, wetlands, etc.)

- Flood plains / flood elevations, flood lines, fill lines, top of slope lines

- Woodlands

- Significant plant and wildlife habitat (including ESA's & ANSI's)

- Drainage courses / Retention ponds (natural or man-made)

- Archaeological or historic features

☐Existing services (where information is readily available from the municipality or service agency), including:

- Water lines and/or sewer lines

- Main hydro lines

☐Soil type (including porosity)

☐Contours and elevations

☐Domestic water supply (if not municipal water)

☐Restrictive covenants and easements affecting the site

☐Lot and concession numbers / registered plan numbers / street addresses

☐One copy of the plan reduced to (8½” x 14”)

☐The owners’ name(s), signature(s) and date of signature(s)¹ OR that of an Authorized Individual (See below for acceptable wording)

☐**Electronic files containing the Plan of Subdivision in GIS shapefile format, and/or as a PDF, to scale with measurements, and stored as a single file - including all the classes of features (i.e. Lot lines, Lot numbers, Curve schedules, Street names, etc).**

The file must be tied to the Township’s Geographic Projection NAD83 UTM (Zone 17N)

If the Owner does not sign the face of the draft plan, the following statement should be included within the title of the block plan: I / We

(Full Name or Company Name)

Am / are authorized to submit this Draft Plan of Subdivision on behalf of the owner:

(Full Name or Company Name)

Signature

Date

(Full Name of Authorized Agent - Printed)

¹

All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of others, if all owners do not sign the plan. **If any registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.**

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Revised April 3, 2025