

Detach and retain Information and Instructions for future reference.**Pre-Consultation**

Prior to the submission of this application, you must review your application with staff of Planning Services in the Development Services Department. Early consultation can result in the identification of matters that will significantly assist in the processing of the application including a determination whether other applications are required. This process is referred to as Pre-Consultation. The request for a pre-consultation shall be made through the submission of the [Pre-consultation form](#) on the City's website. A pre-consultation meeting will be scheduled a minimum of 3 weeks from the date of the request when accompanied by the required fee of **\$1,126** and a detailed concept plan.

For more information on subdivisions, please see the City of Oshawa website at <http://www.oshawa.ca/business-and-investment/plans-of-subdivision.asp>.

Questions in respect to the application and process or requests with staff before an application is submitted may be made in person at: Planning Services, City Hall, 8th Floor, Rundle Tower, 50 Centre Street South, Oshawa.

Prior to the submission of this application, applicants are encouraged to discuss the proposal with Durham Region Planning staff to ensure conformity with the Durham Region Official Plan. If required, an application to amend the Durham Region Official Plan should be submitted to the Region of Durham concurrently with this application. Please contact the Regional Planning staff at Regional Municipality of Durham, Planning Department, 605 Rossland Road East, P.O. Box 623, Whitby, Ontario L1N 6A3 or by telephone 905-668-7711.

Submission Requirements

- Seventeen (17) copies (one original, sixteen copies) of a fully completed application form is submitted to:

Director, Planning Services
Development Services Department
Corporation of the City of Oshawa
50 Centre Street South (8th Floor)
Oshawa, Ontario L1H 3Z7

- The applicable processing fee is required to be paid as follows:

Condominiums:

- \$11,406** processing fee for draft approval and amendment to draft approval for condominiums
- \$2,536** processing fee for condominium agreement or for an amendment to a condominium agreement
- \$2,574** processing fee for an amendment to condominium description or declaration
- \$954** processing fee for changes to the conditions of a Draft Plan of Condominium approval that does not involve any review of plans (e.g. extension of Draft Approval)

- **\$2,663** processing fee for clearing/releasing any phase of a plan of condominium for registration
- A **\$2,500** advertising fee is required to be paid to the City. There is no advertising fee associated with a condominium application unless it is a conversion from rental tenure or is a common element condominium.

Subdivisions:

- **\$15,131** plus **\$0.40**/sq. m. of land area processing fee for draft plan approval and amendment to draft approval for subdivisions
- **\$5,072** processing fee for preparation of subdivision agreement and amendment to subdivision agreement
- **\$2,663** processing fee for clearing/releasing any phase of a plan of subdivision for registration
- A **\$2,500** advertising fee is required to be paid to the City.

Methods of payments are: Cash, Cheque (payable to the City of Oshawa) and Interac

- The City collects a **\$14,540** (subdivision or comparable condominium) or **\$2,040** (condominium) Preliminary Analysis Fee on behalf of the Central Lake Ontario Conservation Authority (CLOCA). A cheque payable to the CLOCA for this amount is to be attached to the application. An additional fee may be applicable for the review of technical reports.
- The City collects a review fee on behalf of the Durham Region Planning and Economic Development Department. A certified cheque or money order payable to the Regional Municipality of Durham in this amount is to be attached to the application.
 - **\$5,000** (subdivision)
 - **\$3,000** (subdivision – additional phased draft approvals)
 - **\$2,000** (vacant lot condominium, standard or leasehold condominium, phased or conversion condominium)
 - **\$1,500** (amendment/redline revision/change of conditions)
 - **\$1,000** (common element condominium)
 - **\$500** for recirculation and review of amended plans or studies prior to draft approval

Note:

1. The City of Oshawa's Planning Services processing fees for applications (excluding advertising fees) increase annually by 3%, each January 1st. These fees are calculated by Planning Services and will be published in a brochure available at <http://www.oshawa.ca/business-and-investment/development-applications.asp> or by calling Planning Services at 905-436-3853.
2. Additional copies of plans, maps or other material may be required at a later date in response to site specific conditions and circumstances.

Plans and Supplementary Information:

If an Application for a Plan of Subdivision is being submitted in conjunction with an Application to Amend the Zoning By-law, only the plans required by the Plan of Subdivision application need to be submitted.

If an Application for a Plan of Condominium is being submitted in conjunction with an Application to Amend the Zoning By-law, only the plans required by the Plan of Condominium application need to be submitted.

For Subdivision and Condominium Applications please submit the following, as applicable (consult with Planning Services staff):

- Three (3) usb/flash drives containing digital copies of all plans and documents are required. The drawings shall be in both AutoCad format and PDF format. All studies and reports shall be in PDF format.
- Twelve (12) copies of an elevation drawing showing the massing and conceptual design of the proposed building(s) (e.g. townhouses, apartments) and commercial, office and industrial buildings.
- Twelve (12) copies of floor plan drawings in the case of apartment buildings, commercial, office and industrial buildings. Such drawings shall include underground and storage areas.
- Separate Letter of Authorization, if the applicant is not the owner (see Section 1, 18 and 19).
- If this application does not conform to the Durham Regional Official Plan, a Durham Regional Official Plan Amendment application must be received and accepted by the Region, otherwise this application will be considered to be premature (see Section 5).
- If this application does not conform to the Oshawa Official Plan, an Oshawa Official Plan Amendment application must be received and accepted by the City of Oshawa, otherwise this application will be considered to be premature (see Section 5).
- Separate document providing information regarding consistency with Provincial Policies and Plans, if applicable (see Section 9).
- Six (6) copies of a Geotechnical report, ten (10) copies of a Hydrogeological report and ten (10) copies of a Servicing Options report (see Section 10).
- Letter from a qualified Professional Engineer regarding any projects subject to the provisions of the Environment Assessment Act (see Section 11).
- Eight (8) copies of a Traffic Study.
- Three (3) copies of the Site Screening Questionnaire which is attached to this application or eight (8) copies of a Phase 1 Environmental Assessment (see Section 13).
- Four (4) copies of an Archaeological Assessment and four (4) copies of a Conservation Plan (see Section 15).
- A proposed strategy for consulting with the public with respect to the application (see Section 16).
- Eight (8) copies of additional technical studies or background material (see Section 16).

- One (1) copy of the Minimum Distance Separation 1 – Data Sheet which is attached to this application (see Section 16).
- Three (3) copies of the Ontario Building Code Information Sheet (one for each building) which is attached to this application must be completed, if applicable.
- Six (6) copies and one (1) digital copy of any plan, document or study not specifically mentioned above.

For Subdivision Applications please also submit the following:

- Sixty (60) copies of a plan showing all of the information required by Section 51(17) of the Planning Act.
- An information sheet from a surveyor which indicates the lot area of all proposed lots and blocks, the width of each proposed lot and block at the street line and the width of each proposed lot and block at a depth of 6 metres from the street line; if such information is shown on the draft plan of subdivision, this information sheet is not required.
- The data required by items 7, 8, 9, 10, 11 and 13 of the Schedule to Ontario Regulation 178/16 shall be included in an information panel on the plan.

For Condominium Applications please also submit the following:

- Sixty (60) copies of a site plan showing all the information required by the Planning Act.

General Requirements for All Plans

Note: All dimensions are to be in metric.

- Plans are required to be drawn in one of the following metric scales - 1:100, 1:200, 1:300, 1:400 or 1:500.
- The standard drawing sheet sizes to be used for plans are 8½" x 14", 11" x 17" or 24" x 36".
- All plans are required to be folded to legal size (8½" x 14") with the title block visible in the lower right hand corner of the drawing sheet.
- If all of the required information can be shown clearly and legibly on a single sheet, this is acceptable. If not, it is required that more than one sheet be prepared to show the required information (i.e., a site plan, a grading plan, a servicing plan).
- Elevations indicating lot grading shall be to the nearest centimetre. All other elevations shall be to the nearest millimetre. All elevations shall be based on the Oshawa Geodetic Bench Mark System and the number of the bench mark shall be indicated.
- All abbreviations and symbols shall be in accordance with City of Oshawa standards, which can be obtained from Engineering Services in the Development Services Department.

General Information Required on Plan:

- Title block including project title or proposed use of building, project address or location, owner's/developer's name and address, agent's name and address, north arrow, scale, date of

issue of drawing, title project (job) number, drawing number and revisions suffix and designer's name, address, telephone number and professional seal.

- Key plan to identify the site in relation to the street plan in the surrounding area.
- Reference to an up-to-date plan of survey.
- Legal description of subject property (lot number and registered plan number).
- The location, width and name of any roads within or abutting the Subject Lands, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
- Reference to the nearest intersecting street(s).
- Location and dimensions of existing natural and manmade features on the property and on the adjacent properties and road allowance within a minimum of 15 metres of the subject property such as buildings, easements, underground services, overhead services, water courses, trees, driveways, driveway openings, catchbasins and manholes, wells and septic tanks, fences, fire hydrants, street furniture, barriers, free-standing signs, and electrical transformers.
- Building entrances and exit doors.
- Future street widening.
- The identification, location, size and type of all existing and proposed buildings and structures, indicating their distance from all lot lines.
- Location and dimensions of all parking spaces, loading spaces, aisles and driveways.
- Location and details of existing and proposed refuse collection facilities.
- Extent and details of paved areas.
- Extent and details of sodded and landscaped areas in accordance with the City's "Landscaping Design Policies".
- Location and details of all existing vegetation to be removed or to be retained.
- Location and type of lighting and proposed electrical transformers.
- Location of road intersections and driveways across the street and adjacent to the subject property.
- Location of proposed firewalls (if any).
- Location of Fire Department connection(s), if any, and the nearest fire hydrants.
- Centreline turning radius and width of Fire Department access routes.
- Location, length and exposed height of retaining walls including height and type of guards at top (retaining walls higher than 0.6 metres will require a P.Eng. stamp during the Building Permit application process).
- Location, width and gradient of barrier-free access to the entrance story.

- The location and extent of easements, rights-of-way, restrictive covenants, etc., on the subject property; a note on the plan must explain the nature of the encumbrance.
- The location and extent of any easements, rights-of-way or other rights over adjacent properties (i.e., mutual drives); a note on the plan must explain the nature of the encumbrance.
- Location of any and all internal sidewalks and pedestrian facilities, including connections to public sidewalks.

Site Data Required on Plan:

- Lot area (gross and net).
- Paved area and any gravelled area (m² and %).
- Landscaped area (m² and %).
- Building area coverage (m² and %).
- Gross floor area and gross leasable area by type of use calculated in accordance with the definitions in Zoning By-law 60-94.
- Number of stories above and below grade. Identify stories below grade as basement or cellar as defined in Zoning By-law 60-94.
- Number of dwelling units and total unit count by bedroom type.
- The total number of parking and loading spaces required and proposed for each type of use.
- Area of road widening, if required.
- Usable floor area of dwelling units by unit type (each one bedroom model, each two bedroom model, etc.).
- Building height above grade per height definition in Zoning By-law 60-94.
- Building height above sea level.
- Location of any openings in walls located less than 1.2 metres from interior property lines.
- Number and width of barrier-free parking spaces (By-law 94-90).

Do not submit these Information and Instructions pages with your application, retain for future reference.



Application to Process a Plan of Subdivision or Condominium

Please indicate (X) whether this application is for a:

- Plan of subdivision approval and subdivision agreement;
- Plan of condominium and condominium agreement;
- Amendment to a subdivision agreement;
- Amendment to a condominium agreement; or
- Subdivision or condominium red-line revision.

Office Use
File Number:
Checked by:
Ward:

1. Registered Owner/Applicant/Agent/Ontario Land Surveyor

Name	Mailing Address	Contact Information
Registered Owner*		Telephone
		Email
Applicant (if different than above)		Telephone
		Email
Agent (if different than above)		Telephone
		Email
Ontario Land Surveyor		Telephone
		Email

* If more than one Registered Owner, please attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.

Matters relating to this application should be sent to (select one only):

- Registered Owner
 Applicant
 Agent

The applicant is:

- Registered Owner
 Lessee of land/ tenant
 Prospective Owner
 Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the proposed Subdivision or Condominium application by signing the application in Sections 18 and 19 or submitting a letter of authorization. Is a separate Letter of Authorization attached? Yes No

Holders of mortgages, charges or other encumbrances in respect to the subject land:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
Name:	Address(es):

2. Details of Subject Lands

Location and Description			
Municipal Address(es) (Street Number and Name of Street)			Assessment Roll No(s).
Area Municipality	Lot(s)	Concession(s)	Former Twp.
Registered Plan Number	Lot(s)/Block(s)	Reference Plan Number	Part Number(s)

Site Characteristics			
Frontage (metres)	Average Depth (metres)	Average Width (metres)	Area (sq. m./ha)

Other Details	
Date the site was acquired by the current Registered Owner, if known	
Date(s) existing buildings and structures were constructed on the property, if known	
Length of time the existing uses on the site have continued, if known	
Please identify the address of any abutting lands the Registered Owner of the subject property owns:	

	Yes	No	Explain
Is there an airport nearby?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, at what distance from site? _____ metres
Has the grading of the subject land been changed by the addition of earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please describe:

3. Existing Use of the Subject Land

Existing use:	
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4. Interests and Encumbrances

Are there any existing easements, rights-of-way, restrictive covenants affecting the subject land? If Yes, please describe:

Yes No

Are there any Aboriginal land claims negotiations affecting the subject lands or is covered by a Provincial/Aboriginal co-management agreement? **If Yes**, please describe:

Yes No

Are there any existing easements, rights-of-way or other rights over adjacent properties affecting the subject land (i.e. mutual driveways)? **If Yes**, please describe and show on the plan the nature and location of the easement, rights-of-way or other rights over adjacent properties:

Yes No

Does the Registered Owner have an interest in nearby or adjoining lands? **If Yes**, please indicate the location and area of nearby or adjoining lands which the Registered Owner has an interest:

Yes No

5. Current Planning Status

Current Durham Regional Official Plan designation:	
Current Oshawa Official Plan designation:	
Current Part II Plan designation (where applicable):	
Current Zoning:	

Does this application conform to the Durham Regional Official Plan? If No , a Durham Regional Official Plan Amendment application must be received and accepted by the Region, otherwise this application will be considered to be premature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does this application conform to the Oshawa Official Plan? If No , an Oshawa Official Plan Amendment application must be received and accepted by the City of Oshawa, otherwise this application will be considered to be premature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6. Proposed Land Use(s)

Complete the following table:

Proposed Land Use(s)	Number of Units or Dwellings	Number of Lots/Blocks on the Draft Plan	Number of Parking Spaces on Draft Plan	Total Area (hectare)	Net Density (Units/Dwellings per hectare)
Detached Residential					
Semi-detached Residential					
Multiple attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile Home					
Other Residential (specify) _____					
Commercial (specify) _____					
Industrial (specify) _____					
Park, Open Space (specify) _____					
Institutional (specify) _____					
Roads					
Other (specify) _____					
Totals					

7. Additional Information for Condominium Applications Only

Please indicate the proposed type of condominium that is being requested:

- Standard Common Elements Phased Vacant land

	Yes	No	Explanation
Has a site plan for the proposed condominium been approved?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a site plan agreement been entered into?	<input type="checkbox"/>	<input type="checkbox"/>	
Required number of parking spaces provided in accordance with Zoning By-law 60-94?			Required: Proposed:
Has a building permit for the proposed condominium been issued?	<input type="checkbox"/>	<input type="checkbox"/>	Date issued:
Has construction of the development started?	<input type="checkbox"/>	<input type="checkbox"/>	Date started:
Date construction has been completed:			Date completed:

	Yes	No	Explanation
Is this a conversion of a building containing residential rental units? If Yes , please refer to the applicable Regional and Oshawa Official Plan policies indicating the conditions to be satisfied to ensure an adequate supply of rental accommodation in the Region and Oshawa.	<input type="checkbox"/>	<input type="checkbox"/>	# of Units to be converted:

8. Lands Subject to Other Applications

Has an application for approval of a consent, site plan, minor variance or zoning by-law amendment been submitted by the applicant or Registered Owner for land within 120 metres of the subject land? **If Yes**, indicated the type(s) of application(s), file numbers (if known) and the status of the applications(s):

Yes No

Please indicate if the subject land was ever subject of an application for approval for any of the following applications as applicable:

Type of Application	Submitted		File Number	Land Affected	Purpose and Effect of Application	Status of Application
	Yes	No				
Durham Regional Official Plan Amendment						
Plan of Subdivision/ Condominium						
Zoning By-law Amendment						
Official Plan Amendment						
Application for Minor Variance						
Application for Consent/Removal of Part Lot Control						
Application for Site Plan Approval						

9. Consistency with Provincial Policies and Plans

	Yes	No	N/A	Explanation
Is the application consistent with the Provincial Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>		

	Yes	No	N/A	Explanation
Is the application consistent with the Growth Plan for the Greater Golden Horseshoe?	<input type="checkbox"/>	<input type="checkbox"/>		
If applicable, is the application consistent with the Greenbelt Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, is the application consistent with the Oak Ridges Moraine Conservation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is a separate document providing the above information attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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10. Servicing and Infrastructure

(a) Water Service

Existing type of water service:

- a municipal piped water system a privately owned and operated individual or communal well

Proposed type of water service:

- a municipal piped water system a lake or other water body
 a privately owned and operated individual or communal well other means¹ (specify) _____

Does the plan propose development of more than five lots or units on privately owned and operated individual or communal wells? If Yes , please provide a servicing options report and a hydrogeological report with your application in both paper (6 copies) and PDF format.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(b) Sewage Disposal

Existing type of sewage disposal:

- a municipal sanitary sewage system other means¹ (specify) _____
 a privately owned and operated individual or communal septic system¹

Proposed type of sewage disposal:

- a municipal sanitary sewage system other means¹ (specify) _____
 a privately owned and operated individual or communal septic system¹

Does the plan propose development of five or more lots or units on privately owned and operated individual or communal septic systems? ^{1,2}	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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	Yes	No
Does the plan propose development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and would more than 4500 litres of effluent be produced per day as a result of the development being completed? ^{1,2}	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan propose development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and would 4500 litres of effluent or less be produced per day as a result of the development being completed? ¹	<input type="checkbox"/>	<input type="checkbox"/>

Note¹: All developments proposed on individual site servicing systems or tanks will require a Geotechnical report and Hydrogeological report. Before undertaking the preparation of such reports, consult the appropriate approval authority (City of Oshawa – Development Services Department – Permit Services) about the type of geotechnical report and hydrogeological assessment expected. These reports are required in both paper (6 copies) and PDF format.

Note²: Please attach a Servicing Options report with your application in both paper (6 copies) and PDF format.

Please list the reports below and attach the reports to your application in both paper (6 copies) and PDF format.

Title	Author	Date	Attached?	To be Submitted

(c) Storm Drainage

Existing method of storm drainage:

- storm sewers
- ditches
- drainage swales
- other means (specify) _____

Proposed method of storm drainage:

- storm sewers
- ditches
- drainage swales
- other means (specify) _____

11. Projects Subject to the Provisions of the Environment Assessment Act

Please submit a letter from a qualified Professional Engineer indicating if there are any water, sewage, stormwater and/or road works associated with the proposal subject to the provisions of the Environmental Assessment Act. If there are works subject of the Environmental Assessment Act, the letter must briefly explain the works involved and explain the nature of the works and class(es) of Environmental Assessment required to implement the development.

Is a letter from a qualified Professional Engineer regarding the above attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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12. Access to the Subject Property

Existing access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-Way
- Water (see note below)
- Other (specify) _____

Proposed access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-Way
- Water (see note below)
- Other (specify) _____

Note: If access to the subject land will be by water only, please specify the parking and docking facilities used or to be used and the approximate distance of the facilities from the subject land and the nearest public road:

13. Site Contamination

	Yes	No
Has a site screening questionnaire, which is attached to this application, been completed for this site and submitted with your application?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the Ministry of Environment’s Guideline been completed and provided for this site?	<input type="checkbox"/>	<input type="checkbox"/>
Has it been submitted to the City of Oshawa? If No , please submit eight (8) paper copies and one (1) digital copy in PDF format with your application.	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate the title, date and author of the report in the space provided.

Title	Author	Date	Attached?	To be Submitted

14. Current Heritage Status Designation

Is this property listed on the Heritage Oshawa Inventory of Heritage Properties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes , is the property:	<input type="checkbox"/> Designated	<input type="checkbox"/> Non-Designated	<input type="checkbox"/> Class “A”	<input type="checkbox"/> Class “B”

The applicant, by submitting this application agrees not to demolish, alter, or apply for a demolition permit during the processing of this application.

15. Archaeological Potential

	Yes	No
Does the subject land contain any areas of archaeological potential?	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan propose to permit development on land that contains known archaeological resources or areas of archaeological potential?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, please include the following with your application:

- Four (4) paper copies and one (1) digital copy in PDF format of 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 Ontario Heritage Act; and
- Four (4) paper copies and one (1) digital copy in PDF format of a conservation plan for any archaeological resources identified in the assessment.

16. Other Information

(a) Approvals from Other Agencies/Levels of Government

Does the proposed use(s) require any approvals from other agencies/levels of government? Please specify: Yes No

(b) Additional Technical Studies or Background Material

The application may be deemed not to be complete without the submission of the required reports identified in this application. In addition, although not required, the submission of additional technical and information reports may be necessary in order to appraise the proposal and were identified at the pre-application consultation stage or through further processing of the application. Please submit eight (8) paper copies and one (1) digital copy in PDF format of each report/study with the application (or other number of copies as determined by the Development Services Department).

Please list any additional technical studies or background material being submitted to support the application and/or to satisfy requirements of the Oshawa Official Plan, Council policy, Provincial statutes and regulations, etc.:

Name of Report	Prepared by	Date

(c) Digital Mapping Information

A computer disk or usb/flash drive containing the digital plotting of the proposed draft plan must be submitted with the application. The digital file must be in an AutoCad format and also in PDF format and include a textual description of the file format, map standards used, scale, contact person and general location information, such as lot, concession and area municipality.

Is digital mapping attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(d) Public Consultation Strategy

As per Bill 73, approved July 1, 2016, Schedule 1 (see O.Reg. 180/16. s.11) of the Planning Act was revised and a proposed strategy for consulting with the public with respect to the request is required to accompany all applications.

Proposed strategy for consulting with the public included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(e) Sign(s) Information

A sign will be required to be posted on the subject land to inform the public of the proposed application(s). The Development Services Department will supply the applicant with the required wording, location and specifications of the sign.

(f) Woodlots

Does the subject property contain one or more woodlots as defined below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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For the purposes of defining a woodlot, the diameter of a tree is measured at a point which is 1.37 metres (4.5 ft.) above the highest point of the undisturbed ground at the base of the tree. With that in mind, a “woodlot” is defined as any area which has a minimum of:

- (a) 1,000 trees per hectare (400 trees/ac.) of any size;
- (b) 750 trees per hectare (300 trees/ac.) which measure more than 5 centimetres (2 in.) in diameter;
- (c) 500 trees per hectare (200 trees/ac.) which measure more than 12 centimetres (4.7 in.) in diameter; or
- (d) 250 trees per hectare (100 trees/ac.) which measure more than 20 centimetres (8 in.) in diameter.

For further information on “woodlots”, refer to the Regional Municipality of Durham’s Tree Conservation By-law 30-2020 and any amendments thereto.

(g) Minimum Distance Separation

Are there one or more livestock barns or manure storage facilities located within 500 metres (1,640 ft.) of the boundary of the subject property? If Yes , complete the “Minimum Distance Separation 1 – Data Sheet” which is attached to this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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17. Acknowledgements and Affidavit or Sworn Declaration**Applicant’s Acknowledgements**

1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the City of Oshawa at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant’s failure to identify any third party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.
2. Personal information on this form is collected under the authority of the *Planning Act* and will be used to determine compliance with City of Oshawa by-laws and policies.

of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application. I fully understand and agree to comply with all of the Applicant's Acknowledgements as set out above.

Declared before me at the _____ of _____ in the _____
 (City, Town, etc.) (Oshawa, Toronto, etc.) (Region, County, etc.)

of _____ this _____ day of _____ in the year of _____.
 (Durham, Simcoe, etc.)

 A Commissioner, etc.

 Signature of Registered Owner, Applicant or Authorized Agent

18. Authorizations

If the applicant is not the Registered Owner of the land that is the subject of this application, the written authorization of the Registered Owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the Registered Owner.

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for approval of a plan of subdivision or condominium description and I

authorize _____ (please print) to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* to provide any of my personal information that will be included in this application or collected during the processing of the application.

 Date

 Signature of Registered Owner

19. Consent of Registered Owner

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for approval of a plan of subdivision or condominium description and, for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

 Date

 Signature of Registered Owner



Screening Questionnaire for Identifying Potentially Contaminated Sites

This questionnaire has been developed to assist the City of Oshawa in identifying development applications on sites that may be contaminated as a result of a previous use or activity. The Ministry of the Environment, Conservation and Parks (MECP) has developed a "[Guideline for Use at Contaminated Sites in Ontario \(February 1997\)](#)" that outlines the process recommended for the restoration and clean-up of contaminated sites. Applicants on sites that may be contaminated will be required to demonstrate to the satisfaction of the City that they have addressed this Guideline.

This questionnaire is not required to be completed if a Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the MECP's Guideline has been provided to the City of Oshawa.

1. Details of Subject Lands

Location and Description		
Landowner Name		
Mailing Address (Street Number and Street Name)		
Location of Subject Lands (Street Number and Name of Street)		
Lot(s)	Concession(s)	Former Twp.
Registered 40M Plan Number	Lot(s)/Block(s)	Registered 40R Plan Number

2. Current Use of the Property

What is the current use of the property? (Check the appropriate uses(s):

Category 1: Industrial Commercial Community

Category 2: Residential Institutional Parkland

Category 3: Agricultural Other

Note: daycare facilities and a property that contains a religious building(s) are considered institutional uses. See [Ontario Regulation 153/04](#), as amended, for definitions.

3. Previous Use of Subject Site

Questions	Yes	No
Does this development proposal require a change in property use that is prescribed under the Environmental Protection Act and O.Reg. 153/04 (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified above)? If yes, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.	<input type="checkbox"/>	<input type="checkbox"/>
Has the property or any adjacent lands ever been used as an Enhanced Investigation Property (e.g. industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)?	<input type="checkbox"/>	<input type="checkbox"/>
Has fill (earth materials used to fill in holes) ever been placed on the property?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property or any adjacent lands identified as a wellhead protection zone? (Please review the Ministry of the Environment, Conservation and Parks Source Protection Information Atlas to confirm).	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 250 metres from an active or decommissioned landfill/dump, waste transfer station or Polychlorinated Biphenyl (PCB) storage site?	<input type="checkbox"/>	<input type="checkbox"/>
Has the property ever stored/generated/accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits?	<input type="checkbox"/>	<input type="checkbox"/>
Does the subject lands or lands abutting it previously or currently support one or more of the Potentially Contaminating Activities identified in Table 2 of Schedule D of O.Reg 153/04 , as amended?	<input type="checkbox"/>	<input type="checkbox"/>

Note: If the answer is “Yes” to any question above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

The City must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. City third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

Note: The City may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

4. Declarations

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the Planning Act and reviewed by the City of Oshawa Planning Department.

A Qualified Person sign-off may be waived by the City for minor variances; and/or part lot control applications where site contamination was recently addressed by a related planning application.

For a full list of Qualified Person exemptions, please see [Appendix B of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#). Where a Qualified Person sign-off is required on this form, the completion of a Regional Reliance Letter and Certificate of Insurance may be waived.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject property contains contaminants at a level that would interfere with the proposed property use.

I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with [Appendix F of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#).

Qualified Person

Name of Qualified Person (please print)

Signature of Qualified Person

Name of Firm

Address

Telephone Number

Fax

Email Address

Date

Professional Seal:

Property Owner, or Authorized Agent:

Name of Registered Owner or
Authorized Agent (please print)

Signature of Registered Owner or Authorized Agent

Name of Company (if applicable)

Title of Authorized Agent

Address

Telephone Number

Fax

Email Address

City of Oshawa File Number

Regional File Number

Date



Minimum Distance Separation 1 – Data Sheet

This form is to be completed and attached to a development application when applying for a new non-farm use within 750 metres of a proposed Type A¹ land use or 1,500 metres of a proposed Type B² land use. Complete one sheet for each set of farm buildings.

This form does not need to be completed if the Minimum Distance Separation (MDS) Data Sheet is completed in relation to a subdivision/condominium application.

Closest distance from the livestock facility to the nearest boundary of the subject site:	metres
Closest distance from the manure storage to the nearest boundary of the subject site:	metres
Tillable hectares where livestock facility located:	hectares

Location of Livestock Facility			
Registered Owner of Livestock Facility		Telephone of Registered Owner of Livestock Facility	
Municipal Address(es) (Street Number and Name of Street)			
Lot(s)	Concession(s)	Former Twp.	
Registered Plan Number	Lot(s)/Block(s)	Reference Plan Number	Part Number(s)

Type of Livestock	Existing Housing Capacity #	Manure System (Check one box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Dairy <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers <input type="checkbox"/> Calves		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beef <input type="checkbox"/> Cows <input type="checkbox"/> Backgrounders <input type="checkbox"/> Feeders <input type="checkbox"/> Shortkeepers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ Type A Land Uses:

Industrial
 Agricultural Related
 Recreational-Low Intensity
 Residential Dwelling on an existing lot
 Creation of up to 3 lots

² Type B Land Uses:

Residential Subdivisions
 Multiple Residential
 Rural Residential Cluster
 Institutional
 Recreational-High Intensity
 Commercial
 Expansion of a settlement area

Type of Livestock	Existing Housing Capacity #	Manure System (Check one box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Swine <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Breeder gilts <input type="checkbox"/> Feeder Hogs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poultry <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (6-10kg) <input type="checkbox"/> Meat Turkeys (<6kg) <input type="checkbox"/> Turkeys Breeder Layers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horses		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheep <input type="checkbox"/> Adult Sheep – for dairy <input type="checkbox"/> Adult Sheep – for meat <input type="checkbox"/> Feeder Lambs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mink – Adults		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> White Veal Calves – milk fed <input type="checkbox"/> Veal – grain fed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goats <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration by Registered Owner or Authorized Agent

To the best of my knowledge, the information provided in this questionnaire is true. I agree for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, 1989, to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Name (please print)

Signature of Registered Owner or Authorized Agent

Date