



Application to Process a Plan of Subdivision or Condominium Information and Instructions

Detach and retain Information and Instructions for future reference.

Pre-Consultation

Prior to the submission of this application, it is recommended that you complete a pre-consultation for the proposal. City Staff will determine the plans, reports and documents required to be submitted with this application for it to be considered a complete application. The request for a pre-consultation shall be made through the [Oshawa Application Portal](#).

For more information on subdivisions or condominiums, please see the City of Oshawa website at <https://www.oshawa.ca/business-development/planning-and-development/development-applications>.

If you have questions about the application or process, or want to speak with staff before applying, you can contact Planning Services by email at planning@oshawa.ca, by phone at **905-436-3853**, or visit in person at **City Hall, 50 Centre Street South, Oshawa**.

Submission Requirements

One (1) original of a fully completed application form is submitted to:

Director, Planning Services
Economic and 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:

- \$16,392** processing fee for draft approval and amendment to draft approval for common elements condominiums
- \$12,840** processing fee for draft approval and amendment to draft approval for all other types of condominiums
- \$2,857** processing fee for condominium agreement or for an amendment to a condominium agreement

Other fees that may be required during the processing of the application:

- \$2,909** processing fee for an amendment to condominium description or declaration
- \$1,044** 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)
- \$2,999** processing fee for clearing/releasing any phase of a plan of condominium for registration

Subdivisions:

- \$38,246** plus **\$493** per unit/block for the first 200 units/blocks and **\$274** per unit/block over 200 units/blocks processing fee for draft plan approval and amendment to draft approval for subdivisions
- Other fees that will be required during the processing of the application:
 - \$5,711** processing fee for preparation of subdivision agreement and amendment to subdivision agreement
 - \$2,999** processing fee for clearing/releasing any phase of a plan of subdivision for registration

Methods of payments are: Cash, Cheque (payable to City of Oshawa), credit card and Interac Debit. Please make arrangements in advance with Planning Services staff if you will be paying in person by cash, credit card or debit. Applications can be paid by credit card in person or through the Oshawa Application Portal under the amount of \$10,000.

- The City collects a **\$16,030** plus (\$2,250 or \$4,300/ha) (subdivision or comparable condominium) or **\$2,250** (condominium) 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 (\$3,640/technical report).
- The City collects a review fee on behalf of the Region of Durham Community Growth 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.
 - \$6,000** for the review of each application for approval of a plan of subdivision
 - \$2,500** for the review of each application for approval of a standard condominium
 - \$2,500** for the review of each application for approval of a vacant lot condominium
 - \$1,500** for the review of each application for approval of a common elements condominium
 - \$2,500** for the review of each application for approval of a condominium conversion
 - \$3,000** for the review of each additional phase of a multiple phased plan of subdivision application
 - \$1,500** for a major applicant-initiated amendment/redline revision of conditions to a plan of subdivision or condominium application
 - \$1,000** for the review of any request to extend draft approval of a plan of subdivision or a condominium application
 - \$1,500** for the standard clearance of Regional conditions from subdivision and condominium draft approvals for each phase of final approval and registration

Note:

1. The City of Oshawa's Planning Services processing fees for applications increase annually by 3%, each January 1st in accordance with the Fees and Charges By-law.
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):**

- 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. Upload through the [**Oshawa Application Portal**](#).
- Two (2) 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.
- Two (2) 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 (Envision Durham), a Durham Regional Official Plan Amendment application must be received and accepted by the City, 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).
- Two (2) copies of a Geotechnical report, two (2)copies of a Hydrogeological report and two (2) 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).
- Two (2) copies of a Traffic Study.
- Two (2) copies of the Site Screening Questionnaire which is attached to this application or two (2) copies of a Phase 1 Environmental Assessment (see Section 13).
- Two (2) copies of an Archaeological Assessment and two (2)copies of a Conservation Plan (see Section 15).
- A proposed strategy for consulting with the public with respect to the application (see Section 16).
- Two (2) 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).
- Two (2) copies of the Ontario Building Code Information Sheet (one for each building) which is attached to this application must be completed, if applicable.

For Subdivision Applications please also submit the following:

- Two (2) 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:

- Two (2) 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 (not rolled) 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 Economic and 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 (m^2 and %).
- Landscaped area (m^2 and %).
- Building area coverage (m^2 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 79-99).

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



Application to Process a Plan of Subdivision or Condominium

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
Date Received:
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, 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 Township
Registered Plan Number (e.g. 40M)	Lot(s)/Block(s)	Reference Plan Number (e.g. 40R)	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			
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, 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, 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**, 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**, 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**, 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 (Envision Durham) designation:		
Current Oshawa Official Plan designation:		
Current Part II Plan/Secondary 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 City, otherwise this application will be considered to be premature.	<input type="checkbox"/>	<input type="checkbox"/>
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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"/>	<input type="checkbox"/>
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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

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 , 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

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	<input type="checkbox"/>	<input type="checkbox"/>				
Plan of Subdivision/Condominium	<input type="checkbox"/>	<input type="checkbox"/>				
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>				
Oshawa Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Consent/Removal of Part Lot Control	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>				

9. Consistency with Provincial Policies and Plans

	Yes	No	N/A	Explanation
Is the application consistent with the Provincial Planning Statement?	<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? Yes No

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, provide two (2) paper copies of a servicing options report and two (2) paper copies of a hydrogeological report with your application 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 _____

	Yes	No
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"/>	<input type="checkbox"/>

	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 – Economic and Development Services Department – Permit Services) about the type of geotechnical report and hydrogeological assessment expected. These reports are required in both paper (2 copies) and PDF format.

Note²: Attach a Servicing Options report with your application in both paper (2 copies) and PDF format.

List the reports below and attach the reports to your application in both paper and PDF format.

Title	Author	Date	Attached?	To be Submitted

(c) Storm Drainage

Existing method of storm drainage:

<input type="checkbox"/> storm sewers	<input type="checkbox"/> drainage swales
<input type="checkbox"/> ditches	<input type="checkbox"/> other means (specify) _____

Proposed method of storm drainage:

<input type="checkbox"/> storm sewers	<input type="checkbox"/> drainage swales
<input type="checkbox"/> ditches	<input type="checkbox"/> other means (specify) _____

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

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

12. Access to the Subject Property

Existing access to the subject property is by:

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-Way
<input type="checkbox"/> Municipal Road that is maintained all year or seasonally	<input type="checkbox"/> Water (see note below)
	<input type="checkbox"/> Other (specify) _____

Proposed access to the subject property is by:

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-Way
<input type="checkbox"/> Municipal Road that is maintained all year or seasonally	<input type="checkbox"/> Water (see note below)
	<input type="checkbox"/> Other (specify) _____

Note: If access to the subject land will be by water only, 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 , submit two (2) paper copies and one (1) digital copy in PDF format with your application.	<input type="checkbox"/>	<input type="checkbox"/>

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, include the following with your application:

- Two (2) 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
- Two (2) 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? 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. Submit two (2) 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 Economic and Development Services Department).

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

Digital copies containing the 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

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 Economic and 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”.	<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.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the *Ontario Building Code* (OBC) and related regulations. It is the responsibility of the Registered

Applicant's Acknowledgements

Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the OBC. If you need assistance in determining whether your plans comply with the OBC, contact Building Services, City Hall, 50 Centre Street South, 1st Floor, by telephone at (905) 436-5658 or by email at buildings@oshawa.ca.

4. The applicant acknowledges that the [City's File Closure Policy](#) dated March 1, 2013, is in effect and shall apply to this application. This policy is located on the City's website for information.
5. The applicant acknowledges that the [City's Policy for the Collection of Outstanding City Taxes](#) dated April 29, 2013, is in effect and shall apply to this application. This policy is located on the City's website for information.
6. All vegetation, including that not within a defined woodlot, must be maintained during the processing of the application.
7. No regrading is permitted on site during the processing of the application.
8. Applicants and agents are advised that there may be additional approvals (i.e. site plan approval, building permit, etc.) and additional fees and charges (i.e. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application.
9. Applicants and agents may be required to provide additional information that will assist the City in assessing the application. Applicants and agents acknowledge that the City may not be able to process the application unless the additional information is submitted.
10. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07* (A.O.D.A.).
11. Plans submitted in conjunction with this application are not reviewed for compliance with the A.O.D.A. and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the A.O.D.A.

I, _____ of the _____
(Print Name) (e.g., City of Oshawa, Town of Whitby, etc.)

in the _____ solemnly declare that all the statements
(e.g. Region of Durham, County, etc.)

contained in this application and all of the statements contained in all the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*. I also agree to allow the City of Oshawa, its employees and agents to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary to this application. I further agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* 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. I fully understand and agree to comply with all of the Applicant's Acknowledgements as set out above.

Declared before me at the _____ in the _____
(e.g. City of Oshawa, Town of Whitby) (e.g. Region of Durham, County, etc.)

this _____ day of _____ in the year of _____.

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)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.		
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 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"/> 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

Proposed:
Location:
Building Permit Application No.:
Site Plan Application No.:
Oshawa Snow Load Map Received: Yes No

Major Occupancy:
 A-_____ B-_____ C-_____ D-_____ E-_____ F-_____

 F-3 Combustible content of _____ kg/sq. m (lb/sq. ft.) _____ MJ/sq. m (BTU/sq. ft.)

Building Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m

Gross Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m

Building Height: Storeys _____ Height _____ m Level(s) of basement _____

Building Divided by Firewalls: Yes No

Building A _____ sq. m

Building B _____ sq. m

Building C _____ sq. m

Firewall Construction: Concrete Masonry _____ Hours FRR, extended _____ mm above roof

Proposed Mezzanines: Yes No

Open mezzanine: _____ sq. m located in _____

Enclosed mezzanine: _____ sq. m located in _____

Building is required to face: _____ OBC defined public street(s)

 _____ access route(s) for Fire Department vehicles

Fire Hydrant located within: _____ m from building entrance
 from Fire Department connection

Governing OBC Article:
 3.2.2. _____ Table 9.10.8.1.

 3.2.2. _____ High Building 3.2.6.

Permitted Construction: Combustible Noncombustible Both

Actual Construction: Combustible Noncombustible Both

Energy Efficient Design Standard: To Be Determined at Building Permit Application

 Exceed 13% of SB10 Div.2 or 4

 ASHRAE 189.1-2014

 ASHRAE 90.1-2013+SB10

 NECB-2015+SB10

 SB10 Div. 5 (Part 9 Non-Residential)

 SB12 Chapter 1 and 3 (Part 9 Residential)

 Exceed 15% of SB12 Chapter 2

 Exempt from Energy Efficiency – Explanation: _____

Proposed:
Total Occupant Load: _____ persons based on:

 _____ sq. m /person not found in OBC T.3.1.17.1.

Fire Alarm System: Yes No

If No, Explain: _____

Standpipe and Hose System: Yes No

If No, Explain: _____

Fire Sprinkler System Proposed:
 Entire Building Addition Only.

 Basement Only In Lieu of Roof Railing.

Are fire protection and life safety systems, and systems with fire protection and life safety functions integrated with each other?
 Yes No

Barrier-Free Design: Yes No

If No, Explain: _____

Required Fire Resistance Rating (FRR) (Note: Optional for Site Plan Application, Mandatory for Building Permit Application)

Horizontal Assemblies FRR Hours:			FRR of Supporting Members		
Floors	_____	hours	Floors	_____	hours
Roof	_____	hours	Roof	_____	hours
Mezzanine	_____	hours	Mezzanine	_____	hours
Listed Design No. or Description			ULC Design No. or Description		
Floors	_____	hours	Floors	_____	hours
Roof	_____	hours	Roof	_____	hours
Mezzanine	_____	hours	Mezzanine	_____	hours

Spatial Separation - Construction of Exterior Walls (submit calculations if required)

Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR (Hours)	Listed Design or Description	Comb. Const.	Comb. Constr. Noncomb. Cladding	Noncomb. Constr.
North										
South										
East										
West										

Design & Review By: OAA P. Eng. CET MAATO BCIN

Name:	BCIN #
Firm:	BCIN #
Phone:	Email:
Date:	Signature:

Note: Every building or part thereof described in OBC Division C, Table 1.2.2.1. shall be designed and reviewed by an architect, professional engineer or both.

Reference: Ontario Building Code, as amended.