

DRAFT PLAN OF SUBDIVISION PRESCRIBED INFORMATION REQUIREMENTS Schedule 1 - Ontario Regulation 544/06		
No.	Requirement	Response
1	The name, address, telephone number and, if subject land, and of the agent if the applicant is the owner's authorized agent.	
2	The date of the application.	
3	A description of the subject land, including such information as the municipality, or the geographic township in unorganized territory, concession and lot numbers, reference plan and part numbers, and street names and numbers.	
4	Whether there are any easements or restrictive covenants affecting the subject land.	
5	If the answer to section 4 is yes, a description of each easement or covenant and its effect.	
6	If known, (a) whether the subject land was ever the subject of an application for approval of a Plan of Subdivision under Section 51 of the <i>Act</i> , for a Consent under Section 53 of the <i>Act</i> , for a Minor Variance, for approval of a Site Plan, or for an amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order; and, (b) if the answer to clause (a) is yes, the file number and status of the application.	
7	The total number of lots or blocks shown on the draft Plan, and the number of lots or blocks shown on the draft Plan for each of the following uses: 1. Detached residential 2. Semi-detached residential 3. Multiple attached residential 4. Apartment residential 5. Seasonal residential 6. Mobile home 7. Other residential 8. Commercial 9. Industrial 10. Institutional 11. Park or open space 12. Roads 13. Other	1= _____ 2= _____ 3= _____ 4= _____ 5= _____ 6= _____ 7= _____ 8= _____ 9= _____ 10= _____ 11= _____ 12= _____ 13= _____
8	The total number of units or dwellings shown on the draft Plan, and the number of units or dwellings shown on the draft Plan for each of the uses listed in section 7, except the uses described in paragraphs 11 and 12 of that section.	
9	In hectares, the total area of land shown on the draft Plan, and the area of land shown on the draft Plan for each of the uses listed in section 7.	
10	The total number of units or dwellings shown on the draft Plan per hectare, and the number of units or dwellings shown on the draft Plan per hectare for each of the uses listed in section 7, except the uses described in paragraphs 11 and 12 of that section.	

11	The total number of parking spaces shown on the draft Plan, and the number of parking spaces shown on the draft Plan for each of the uses listed in section 7, except the uses described in paragraphs 1, 2, 11 and 12 of that section.	
12	If the application is for approval of a Condominium description, the number of parking spaces shown on the draft Plan for detached and semi-detached residential use.	
13	If one of the uses referred to under Sections 7, 8, 9, 10 or 11 is identified as "other residential", "institutional" or "other", a description of the use.	
14	The current designation of the subject land in the applicable official plans, and an explanation of how the draft plan conforms with the official plans.	
15	Whether access to the subject land will be, (a) by a Provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way; or, (b) by water.	
16	If access to the subject land will be by water only, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.	
17	Whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.	
18	If the Plan would permit development of more than five lots or units on privately owned and operated individual or communal wells: (a) a Servicing Options Report; and, (b) a Hydrogeological Report.	
19	Whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means.	
20	If the Plan would permit development of more than five lots or units on privately owned and operated individual or communal septic systems, (a) a Servicing Options Report; and, (b) a Hydrogeological Report.	
21	If the Plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed: (a) a Servicing Options Report; and, (b) a Hydrogeological Report.	

22	If the Plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, a Hydrogeological Report.	
23	Whether the subject land contains any areas of archaeological potential.	
24	If the Plan would permit development on land that contains known archaeological resources or areas of archaeological potential: (a) an Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the <i>Ontario Heritage Act</i> ; and, (b) a Conservation Plan for any archaeological resources identified in the assessment.	
25	Whether storm drainage will be provided by sewers, ditches, swales or other means.	
26	If the application is for approval of a Condominium description: (a) whether a Site Plan for the proposed Condominium has been approved and whether a Site Plan agreement has been entered into; (b) whether a Building Permit for the proposed Condominium has been issued; (c) whether the proposed Condominium is under construction or has been completed; (d) if construction has been completed, the date of completion; and, (e) whether the proposed Condominium is a conversion of a building containing residential rental units, and in that case the number of units to be converted.	
27	An explanation of how the plan is consistent with policy statement issued under subsection 3 (1) of the <i>Act</i> .	
28	Whether the subject land is within an area of land designated under any Provincial Plan or Plans.	
29	If the answer to section 28 is yes, whether the Plan conforms to or does not conflict with the applicable Provincial Plan or Plans.	
30	If the applicant is not the owner of the subject land, the owner's written authorization to the applicant to make the application.	
30.1	A proposed strategy for consulting with the public with respect to the application.	
31	An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.	



Affidavit/Authorization of Applicant/Registered Owner:

I, _____ of the _____ in the _____ of _____ solemnly declare that all of the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me
 at the _____) in
 the _____) of
 _____ this _____ day)
 of _____, 20____.) _____
 Signature of Applicant

_____ Print Name: _____
 A Commissioner of Oaths

Authorization of Owner(s):

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize _____ to prepare and submit this application for approval.

I/We _____, being the registered owner(s) of the subject lands, hereby authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application(s) is/are under consideration by the City of Richmond Hill.

Signature of Registered Owner: _____

Print Name: _____

Signature of Registered Owner: _____

Print Name: _____

Date: _____

OFFICE USE ONLY	
File Number(s):	
OPA - _____	CON - _____
ZBLA - _____	SP - _____
SUB - _____	
Other Related File(s): _____	
Date Received:	Date Deemed Complete:
Amount Paid: \$	Planner Assigned:
Pre-Submission Letter Date:	Development Process Coordinator:

“Notice of Collection”

“The information collected on this form is authorized under the *Planning Act R.S.O. 1990* as amended, c. P.13,. All information is considered to be available to the members of the PUBLIC upon demand. This practice is in accordance with the principles contained in the *Municipal Freedom of Information and Protection of Privacy Act*.”