

City of Cornwall



SUBDIVISION APPLICATION GUIDE

DEPARTMENT OF PLANNING, DEVELOPMENT AND RECREATION

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The Corporation of the City of Cornwall

Subdivision Application Guide

for applying for approval under Section 51 of the Planning Act, RSO
1990, as amended (O.Reg. 544/06)

Instructions

PRE-CONSULTATION: The City of Cornwall suggests pre-consultation with the City and other relevant agencies prior to the submission of Subdivision application to outline the City's requirements necessary to process an application. In order to meet the processing time frames, the applicant is advised that pre-consultation is key to identifying all issues and in identifying all requirements to support the application.

1. The attached application form should be completed with eight (8) copies to the Planning Division of the City of Cornwall. In all cases, please ensure that you keep a copy for your files. The applicant is advised, however, to approach the local municipality for Official Plan, Zoning and policy information **before** making a formal application.

It is also important to note that circulation of new applications cannot be guaranteed unless the draft plan conforms to the Official Plan or is the subject of an Official Plan Amendment. In those cases where a corresponding Official Plan Amendment has been made, the Draft Plan and the Official Plan Amendment will be circulated simultaneously by the City and the Ministry of Municipal Affairs respectfully.

2. The application should be completed by the property owner or the authorized agent. Where it is being made by an agent, the written authorization may be shown on the face of the Draft Plan.
3. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the Provincial Policy Statement as well as health, safety and welfare of the future residents, either owners or tenants. Appendix I (Significant Features Checklist) must be completed. Sufficient studies for the completion of the application should be carried out prior to a submission for approval and should be reflected in the application form. The application must include a Preliminary Servicing Report. This information will assist in a quick and comprehensive assessment of the application. If further studies are required, the applicant will be notified.
4. That the proponent demonstrates through the Draft Plan exercise, that each lot conforms to Zoning Standards, and includes such written analysis with the subject application.

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- 1) The Planning Act requires that all applications must be accompanied by copies of the draft plan as required by the Council. The draft plan must be drawn to scale, with boundaries certified by an Ontario Land Surveyor.
- 2) To carry out the review of subdivision applications, a minimum of 35 copies of the draft plan will be required. If further copies are needed, the applicant will be notified. One copy of the draft plan is to be legal size (8.5" X 14") and one digital copy. These plans must be folded and a digital copy is to be submitted.
- 3) The draft plan should indicate all items as required by Section 51(17) of the Planning Act.
- 4) If the form or the draft plans seem incomplete or inaccurate, the application will be returned for completion, correction or clarification prior to processing.
- 5) Please provide electronic copies of all studies.

APPLICATION FEES:

Bylaw No. 2013-040 of the City of Cornwall prescribes fees for applications which should be submitted at the time of application.

Cheques should be made payable to the City of Cornwall

I) Draft Plan of Subdivision Approval\$ 9,150.00 + \$ 350.00/hectare

II) Subdivision Amendment for Prior Draft Plan Approval.....\$12,500.00