



APPLICATION

for

OFFICIAL PLAN

and / or

ZONING BYLAW AMENDMENT(S)

Department of Planning, Development and Recreation
100 Water Street East, 2nd Floor
PO Box 877, Cornwall, ON K6H 5T9

Tel.: (613) 930-2787, ext. 2328

Fax: (613) 930-7426

Email: planning@cornwall.ca

The Corporation of the City of Cornwall

OFFICIAL PLAN AND ZONING AMENDMENT APPLICATION FORM

PRE-CONSULTATION: The City of Cornwall suggests pre-consultation with the City and other relevant agencies prior to the submission of an application for Official Plan or Zoning By-law Amendment 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.

Information and Material to be Provided Under Subsection 22(4) and (5) of the *Planning Act*

INSTRUCTIONS

NOTES TO APPLICANT(S)/AGENTS:

- 1) Application must be fully completed and submitted to the Planning Department, signed by both the applicant and owner of the affected land.
- 2) The applicant is to provide a supporting letter detailing their proposed strategy for consulting with the public with respect to this requested development application.
- 3) It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the Provincial Policy Statement and City's Official Plan Policies.

The application must be complete and comprehensive and include the following where applicable:

Where additional supporting materials are required, **(6)** copies of all supporting technical reports and information must be submitted with the application together with a CD containing all digital copies.

Required Supporting Documentation to be submitted with the application **(including but not limited to):**
(Pre-Consultation meeting will determine the required supporting documents)

- i. Phase I and if required a Phase 2 Environmental Site Assessment
 - ii. Preliminary Site Servicing Report and/or brief
 - iii. Archaeological Resource Assessment Stage 1
 - iv. Transportation Impact Assessment and/or brief
 - v. Minimum Distance Separation (MDS)
 - vi. Natural Heritage Impact Statement
 - vii. Cultural Heritage Impact Statement
 - viii. Noise Attenuation Study
- 3.) A Survey/Site Plan **(8)** paper copies showing:
- i. Applicant/owner's total holdings in the area.
 - ii. Land(s) which are the subject of the proposed amendment.
 - iii. The location, size and use of all existing buildings or structures on the subject lands and on immediately adjacent properties.
 - iv. Proposed buildings or structures, together with height, size, setbacks and exterior design.
 - v. Ingress-egress, parking, unloading and driveway areas.
 - vi. Landscaping, including fencing and buffers.

Note: *In some cases the proposed development, access points, buffering and landscaping will be subject to review and approval through the Site Plan Control Bylaw.*

- 4.) Any other information that the applicant feels is warranted should be attached on additional sheets.

- 5.) Planning Advisory Committee meetings are scheduled at least 20 days in advance, therefore, applications must be submitted in excess of 34 days before the anticipated meeting to comply with the legislated notification period.
- 6.) The applicant should note that in case the request for an amendment to the City's Official Plan and/or Zoning Bylaw is denied / refused by the Approval Authority and/or appealed then the item will be referred to the Local Planning Appeal Tribunal (LPAT) to hear the matter.

The onus is on the applicant to demonstrate:

- 1) How their proposal would be consistent with provincial and local policies and;
- 2) How the existing Official Plan Policies or Zoning provisions fall short

The Local Planning Appeal Support Centre helps people understand and navigate the land use planning and appeal process in Ontario - www.lpasc.ca

Local Planning Appeal Tribunal (LPAT) - Rules of Practice and Procedure
www.elto.gov.on.ca/proposed-rules-and-effective-date-for-lpat

- 7.) Bylaw No. 2013-040, as amended, of the City of Cornwall, prescribes fees for applications which should be submitted at the time of application. Cheques should be payable to the City of Cornwall.

Fee Schedule attached separately.

DETAIL(S) OF APPLICATION SECTIONS

PARTS I & II: GENERAL INFORMATION AND NATURE OF PROPOSED DEVELOPMENT

This section must be completed for reference purposes.

PART III: REQUESTED OFFICIAL PLAN AND/OR ZONING BYLAW AMENDMENT(S)

Existing Zoning and/or Official Plan designations may be confirmed with the City of Cornwall Department of Planning and Housing Services. Information relating to the specifics of the Zoning and/or Official Plan requested must be provided.

PART IV: JUSTIFICATION / SUITABILITY OF SITE

The justification information **must** be provided and will be used by the Planning Division in consideration of the application. Attach additional sheets, signed and dated, if more room is required. Detailed information as to the reasons for requesting the Zone or Official Plan change and particulars of any special circumstances which the applicant wishes to be considered in support of the application should be included in this section.

The Planning Division cannot accept or process an application for a Zoning Bylaw Amendment that is not in conformity with the Official Plan.

PART V: CURRENT AND PREVIOUS USES

This section must be completed.

PART VI: SERVICING

This section must be completed.

PART VII: AGREEMENT TO INDEMNIFY

This section must be signed by the owner/applicant.

**The Corporation of the City of Cornwall
OFFICIAL PLAN AND ZONING BYLAW AMENDMENT APPLICATION FORM**

Office Use Only

File Number: _____

Date Accepted: _____

Related Files Number: _____

PART I: GENERAL INFORMATION

1. Applicant's Name _____ 1.2 Location of Lands
(Address, Ref. plan, Part #, etc.) _____
Phone Number _____
- 1.3 Please identify the names and addresses of any mortgages, charges or other encumbrances on the subject lands.

PART II: NATURE OF PROPOSED DEVELOPMENT

- 2.1 Describe in general terms the nature of the development proposal to be accommodated by the proposed Zoning/Official Plan designation. If no new development is proposed, describe in detail the reason(s) for this application.

- 2.2 Where appropriate, please provide the following detailed information on your proposal:
- Lot Dimensions: (*in metric*) Frontage _____ Depth _____ Lot Area _____
- Residential Information (*if applicable*)
- | | |
|---|---|
| 2.2.1 No. of Units _____ | 2.2.6 Proposed Density _____ (du/ha) |
| 2.2.2 Height of Building _____ (m) | 2.2.7 Housing Type _____ |
| 2.2.3 No. of Storeys _____ | 2.2.8 Type & No. of units:
Bachelor <input type="checkbox"/> 1 Bedroom <input type="checkbox"/> 2 Bedroom <input type="checkbox"/>
3 Bedroom <input type="checkbox"/> 4 Bedroom <input type="checkbox"/> Other <input type="checkbox"/> |
| 2.2.4 Ground Floor Area _____ (m ²) | 2.2.9 Total number of Parking Spaces:
(<i>Existing /proposed</i>) Surface _____ |
| 2.2.5 Total Floor Area _____ (m ²) | Underground _____ |

Commercial / Industrial Information (if applicable)

- 2.2.10 Building Dimensions _____ (m)
- 2.2.11 Ground Floor Area _____ (m²)
- 2.2.12 Gross Floor Area _____ (m)
- 2.2.13 Gross Leasable Area _____ (m²)
- 2.2.14 Mezzanine Level _____ (m²)
- 2.2.15 Building Height _____ (m)
- 2.2.16 Number of Storeys _____
- 2.2.17 Total Number of Parking Spaces (existing/proposed) _____
- 2.2.18 No. of Handicapped Spaces _____
- 2.2.19 Lot coverage (as % of Total area) _____
- 2.2.20 Nature of Buffering Landscaped Open Space (fencing, berming, plantings, etc.) _____
- 2.2.21 Is Outdoor Storage Proposed YES NO
If Yes, how much? _____

PART III: REQUESTED ZONING BYLAW AND/OR OFFICIAL PLAN AMENDMENT

3.1 Existing Zoning designation on the property? _____ Existing Official Plan designation on the property? _____

3.2 Other Applications
Is the subject land also the subject of an application for a Plan of Subdivision, Consent, Official Plan Amendment or a Site Plan approval?

Yes No Unknown

3.3 If yes and if known, please indicate the application file number(s) and status.

3.4 Is a change in the Official Plan Designation being proposed?
Yes No If so, to which Designation(s)? _____

3.5 Is a change in the Zoning category being proposed?
No Yes If so, to which zone(s)? _____

3.6 Are changes to the list of permitted uses proposed?
No Yes If so, identify the proposed use: _____

3.7 Are changes to the general provision or definition Section(s) of the Bylaw proposed?

No Yes If so, identify the existing requirement and the requested requirement: _____

3.8 Are changes to the Zone Regulations proposed? (e.g. lot frontage, height, side yard, etc.)

No Yes If so, please identify:

Section	Existing	Proposed
_____	_____	_____
_____	_____	_____
_____	_____	_____

3.9 Is it possible to modify your proposal so that no change(s) to the applicable regulations, provisions or definitions are required?

PART IV: JUSTIFICATION / SUITABILITY OF SITE

4.1 Describe the suitability of the subject land in terms of both physical characteristics and location for the proposed change in Zoning/Official Plan designation.

4.2 Indicate the existing surrounding zones/designations and how the requested zone is suitable in relation to the surrounding zones/designations.

4.3 Indicate the adjacent land uses and how the use(s) permitted in the required zone will be compatible with surrounding uses.

4.4 What is the existing Official Plan designation on the lands?

4.5 Indicate how the requested zoning complies with the relevant policies of the Official Plan. Alternatively, an "Official Plan Amendment will need to be requested.

PART V: CURRENT AND PREVIOUS USES

5.1 What are the:

Current uses(s): _____

All previous known uses: _____

5.2 Current land use(s) carried on since: _____

5.3 Existing Buildings: (*describe briefly*) Number: _____ Number of Storeys: _____

Height: _____ (m) Ground Floor Area: _____ (m²) Gross Floor Area: _____ (m²)

5.4 Are any existing buildings designated as being architecturally and/or historically significant under the Ontario Heritage Act?

Yes No

Does this property abut a historically designated property or district?

Yes No

5.5 Identify any building or structures to be removed: _____

5.6 Has there been any industrial or commercial use(s) on the subject land or adjacent lands?

Yes No Unknown

If Yes, specify the use(s) and the last year of operation of said use(s):

5.7 Has the grading of the subject land been changed by adding earth or other material?

Yes No Unknown

5.8 Has a gas station been located on the subject land or land adjacent to the subject land at anytime?

Yes No Unknown

5.9 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

Yes No Unknown

5.10 Is there a reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No Unknown

5.11 Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?

Yes No

If Yes, explain: _____

5.12 Have you ever been advised by the Ministry of Environment and Energy or another source that the property is or may be contaminated?

Yes No

If Yes, explain: _____

5.13 Do any Environmental Audits or Environmental Class Assessments exist examining the subject site?

Yes No Unknown

If Yes, is a copy available for review? Yes No Unknown

5.14 What information did you use to determine the answers to the above questions?

If Yes to 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12 or 5.13, a previous use inventory is needed, showing all former uses of the subject land, and if appropriate, the adjacent land.

PART VI: SERVICING

6.1 Indicate the proposed sewage disposal system:

- (a) Public piped sewage
- (b) Public or private communal septic system
- (c) Individual septic system
- (d) Other (specify) _____

Note: If (b), (c) or (d) above are indicated, then a servicing options statement and/or hydro geological report may be required.

6.2 Indicate the proposed water supply system:

- (a) Public piped water system
- (b) Public or private communal well
- (c) Individual well
- (d) Other (specify) _____

Note: If (b), (c), or (d) above are indicated, then a servicing options statement and/or hydro geological report may be required.

6.3

Indicate the proposed storm drainage system:

- (a) Sewers
- (b) Ditches or swales
- (c) Other (specify) _____

Note: A preliminary stormwater management report may be required.

6.4 Road Access will be from:

- Provincial Highway
- Municipal Road
- Right-of-way
- Other (*explain*) _____

PART VII: AGREEMENT TO INDEMNIFY

The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process the application, including any fees and expenses attributable to proceedings before the Local Planning Appeal Tribunal (LPAT) or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The required fee for the processing of this application shall be in accordance with the City's current Fees Bylaw pertaining to planning matters. A cheque for the required amount must accompany the application at the time of submissions. The amount of the required fees should be confirmed with the City prior to the submission of the application.

LIST OF SUPPORTING MATERIALS ATTACHED:

(Minimum Requirement ⇨ 4 copies of any survey/site plan)

SOLICITOR OR AGENT

NAME: _____

ADDRESS _____
Number and Street Address

City / Province / Postal Code

TELEPHONE NO.: _____ FAX: _____

EMAIL: _____

I/WE CERTIFY THAT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, THE PARTICULARS GIVEN IN THIS APPLICATION AND ACCOMPANYING PLAN(S) ARE CORRECT. I/WE HEREBY APPLY IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 17 AND/OR 34 OF THE PLANNING ACT, R.S.O. 1990, AS AMENDED, FOR THE CHANGE OF OFFICIAL PLAN AND/OR ZONING DESCRIBED IN THIS APPLICATION.

OWNER(S) SIGNATURE: _____

DATE: _____

APPLICANT'S SIGNATURE _____

DATE: _____

NOTE: PLEASE FILL OUT APPENDIX (I) AND (II) TO THE BEST OF YOUR ABILITY, SINCE IT FORMS THE BASIS OF ANALYSIS IN DETERMINING IF THERE IS ANY POTENTIAL ARCHAEOLOGICAL/HISTORIC SIGNIFICANCE ON-SITE.

APPENDIX I

PROVINCIAL POLICY INFORMATION

Significant Features Checklist

Check through the following list, indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 m (metres). Indicate under YES, NO or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

<u>FEATURES OR DEVELOPMENT CIRCUMSTANCES</u>	<u>YES</u>	<u>NO</u>	<u>UNKNOWN</u>	<u>IF A FEATURE / LAND USE: SPECIFY DISTANCE IN METRES</u>	<u>POTENTIAL INFORMATION NEEDS</u>
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹					Assess development for residential and other sensitive uses within 70 metres. A noise / odour particulate study may be needed.
Class 2 Industry ²					Assess development for residential and other sensitive uses within 300 metres. A noise/odour particulate study may be needed.
Class 3 Industry ³ within 1000 metres					Assess development for residential and other sensitive uses within 1000 metres. An assessment of the full range of impacts and mitigation measures may be needed.
Land fill Site(s): Closed/ Active Landfill					<p>If a sensitive land use is proposed and if within 500 metres of the perimeter of the fill area, studies including leachate and groundwater impacts, noise, methane gas control, odour, vermin and other impacts may be needed.</p> <p>The proponent may also be requested to provide other information such as age and size of landfill site; type of waste disposed on site; projected life of site; size of buffer area; amount of truck traffic per day, etc.</p> <p>If proposal is on a closed landfill that is 25 years old or less, approval under Section 46 of the <i>Environmental Protection Act</i> is required and should be obtained prior to any <i>Planning Act</i> approval.</p>
Sewage Treatment Plant and Waste Stabilization Pond					<p>Need for a feasibility study if the proposal is for a sensitive land use and the property line is within:</p> <ul style="list-style-type: none"> - 100 metres from the periphery of the noise/odour -producing source structure of a sewage treatment plant (STP) producing less than 500 cubic metres of effluent per day; or - 150 metres from the periphery of the noise/odour- producing source structure of a sewage treatment plant (STP) producing less than 25,000 cubic metres of effluent per day; or - 400 metres from the boundary line of a waste stabilization pond.
Provincial Highway					<p>Consult with the Ministry of Transportation in order to assess whether direct access to the provincial highway will be permitted. If so, permits will be required for all proposed buildings/land use and entrances within the permit control area in accordance with the Public Transportation and <i>Highway Improvement Act</i>.</p> <p>If the proposal is located in proximity to a provincial highway, a traffic impact study and a stormwater management report would be required by the Ministry of Transportation.</p>

<u>FEATURES OR DEVELOPMENT CIRCUMSTANCES</u>	YES	NO	UNKNOWN	<u>IF A FEATURE / LAND USE: SPECIFY DISTANCE IN METRES</u>	<u>POTENTIAL INFORMATION NEEDS</u>
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is greater than 30					If the proposal is to redevelop existing residential uses and other sensitive land uses, or infill of residential and other sensitive land uses in areas above 30 NEF/NEP, assess feasibility of proposal by demonstrating no negative impacts on the long-term function of the airport.
Active railway line and major highways					A noise feasibility study may be needed to determine possible noise impacts and appropriate mitigation measures if sensitive land use is proposed within: <ul style="list-style-type: none"> - 500 metres of a main railway line or of any provincial highway; - 250 metres of a secondary railway line; - 100 metres of other railways or a freeway right of way; and - 50 metres of a provincial highway right-of way
Electric generating station, hydro transformer, railway yards etc.					If sensitive land use is proposed and if within 1000 metres, a noise study may be needed to determine possible noise impact and appropriate mitigation measures.
High voltage electric transmission line					Consult the appropriate electric power service / utility for required buffer / separation distance.
Transportation, other infrastructure, utility and hydro corridors					For all corridors, demonstrate that the proposed development in planned corridors would not preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations					If development is proposed outside of a settlement area, it must comply with the Minimum Distance Separation Formulae.
Mineral aggregate operations, and known deposits of mineral aggregate resources (Existing pits and quarries)					If a sensitive land use is proposed, a feasibility study is needed to determine noise, dust/particulate and hydrogeology if within: <ul style="list-style-type: none"> • 1000 metres of the property boundary line (or licensed area) of any land designated for an existing pit, or • 1000 metres of the property boundary line (or licensed area) of any land designated for an existing quarry. If within 1000 metres of a known deposit of sand and gravel or a bedrock resource, the applicant needs to demonstrate that development and activities would: <ul style="list-style-type: none"> • not preclude or hinder the expansion of existing operations, or their continued use, or establishment of new resource operations or access to the resources; • not be incompatible for reasons of public health, public safety or environmental impacts; or • serve a greater long-term public interest if the resource use is not feasible, and • address issues of public health, public safety and environmental impact
Significant wetlands; Significant coastal wetlands; Significant habitat of endangered species and threatened species					Development and site alteration are not permitted in the features. Are any significant wetlands, significant coastal wetlands or unevaluated wetlands present on the subject lands or within 120 metres? Are any known significant habitats present on the subject lands or within 50 metres? Has there been preliminary site assessment to identify whether potentially significant habitats are present?

<u>FEATURES OR DEVELOPMENT CIRCUMSTANCES</u>	YES	NO	UNKNOWN	<u>IF A FEATURE/LANDUSE: SPECIFY DISTANCE IN METRES</u>	<u>POTENTIAL INFORMATION NEEDS</u>
<p>Significant woodlands and valleylands</p> <p>Significant wildlife habitat;</p> <p>Significant Areas of Natural and Scientific interest (ANSI)</p>					<p>Development and site alteration are not permitted in the feature unless no negative impacts on the natural features or their ecological functions have been demonstrated.</p> <p>Are any significant woodlands, significant valleylands, significant wildlife habitat and Areas of Natural and Scientific Interest (ANSIs) on the subject lands or within 50 metres?</p> <p>If yes to the above, an Environmental Impact Study may be needed.</p> <p>Consult with the regional Municipal Services Office.</p>
<p>Fish Habitat</p>					<p>Development and site alteration are not permitted in fish habitat except in accordance with provincial and federal requirements.</p> <p>Is any fish habitat on the subject lands or within 15 metres?</p> <p>Is any lake trout lake on the subject lands or within 30 metres?</p> <p>If yes to the above, an Environmental Impact Study may be needed.</p> <p>Consult with the Ministry of Municipal Affairs and Housing early in the planning proposal stage.</p>
<p>Adjacent lands to natural heritage features and areas</p>					<p>Development and site alteration are not permitted on adjacent land to natural heritage features unless:</p> <ul style="list-style-type: none"> the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.
<p>Sensitive surface water features and sensitive groundwater features</p>					<p>Development and site alteration are restricted in or near sensitive surface water features and sensitive groundwater features.</p> <p>Demonstrate suitable mitigation measures and/or alternative development approaches to protect, improve or restore sensitive surface water features, sensitive groundwater features and their hydrologic functions.</p>
<p>Water quality and quantity</p>					<p>For all plans of subdivision/condominium proposals, a stormwater management plan or an assessment is generally required to determine potential impacts on water quality and quantity.</p> <ul style="list-style-type: none"> If the proposal is adjacent to a water body such as a lake or stream, wetland, spring, or ground water recharge area, an impact assessment on the water body may be needed. <p>Development adjacent to a lake trout lake must address other requirements. Consult with the Ministry of Municipal Affairs and Housing early in the planning stage. The province has particular interest in lake trout lakes.</p>

<u>FEATURES OR DEVELOPMENT CIRCUMSTANCES</u>	<u>YES</u>	<u>NO</u>	<u>UNKNOWN</u>	<u>IF A FEATURE / LAND USE: SPECIFY DISTANCE IN METRES</u>	<u>POTENTIAL INFORMATION NEEDS</u>
Cultural heritage and archaeology					<p>Significant built heritage resources and significant cultural heritage landscapes shall be conserved; adverse impacts on these resources are to be mitigated.</p> <p>Development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if significant archaeological resources have been conserved by removal and documentation, or by preservation on site.</p> <p>Where significant archaeological resources must be preserved on site, only development and site alteration which maintain the heritage integrity of the site may be permitted.</p> <p>Development and site alteration may be permitted on adjacent lands to protected heritage property if it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.</p> <p>Mitigation measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by the proposed adjacent development or site alteration.</p>
Human-made hazards ⁴ including mine hazards and high forest fire hazards					<p>Development proposed on abutting or adjacent to lands affected by mine hazards, oil, gas and salt hazards, or former mineral mining operations, mineral aggregate operations, or petroleum resources operations may be permitted only if rehabilitation measures to address and mitigate known or suspected hazards are under-way or have been completed.</p> <p>Are the subject lands on or within 75 metres of existing un-decommissioned oil and gas works?</p> <p>Are the subject lands on or within 1000 metres of a salt solution mining well?</p> <p>Demonstrate how the hazard(s) will be addressed.</p>
Erosion hazards					<p>Determine feasibility within the 1:1000 year erosion limits of ravines, river valleys and streams.</p>
Natural hazards					<p>Development should generally be directed to areas outside of hazardous lands and hazardous sites .</p> <p>Floodplain - Erosion Where development is permitted in portions of hazardous lands, flood proofing, protection works standards and access standards must be adhered to. Demonstrate how the hazards will be avoided, or addressed through flood- proofing and protection works.</p> <p>Where one-zone floodplain management is in effect, development is not permitted within the floodplain. Where two-zone floodplain management is in effect, development is not permitted within the floodplain.</p> <p>Erosion hazard limit is determined using the 100 year erosion rate (average annual rate of recession over a one hundred year time frame.)</p> <p>If the proposal is in a hazardous area, demonstrate how the hazards will be avoided, or where appropriate, addressed through standards and procedures such as flood-proofing and protection works.</p>

<u>FEATURES OR DEVELOPMENT CIRCUMSTANCES</u>	YES	NO	UNKNOWN	<u>IF A FEATURE / LAND USE: SPECIFY DISTANCE IN METRES</u>	<u>POTENTIAL INFORMATION NEEDS</u>
Contaminated sites					<p>To determine potential soil contamination, there is a need for a Phase 1 Environmental Site Assessment (ESA) as per applicable regulation of the Ministry of Environment and Climate Change (MOECC) .</p> <p>A Phase 2 Environmental Site Assessment (ESA) is needed if the site has potential for soil contamination.</p> <p>Remediation of contaminated sites shall be undertaken as necessary, prior to any activity on the site(s) associated with any proposed new sensitive use such that there will be no adverse effects. A Record of Site Condition (RSC) is required where a more sensitive use is proposed.</p>
Crown lands ⁵					<p>Consult your local regional Municipal Services Office as the first point of contact for assistance in dealing with planning issues relating to proposals requiring the acquisition or use of Crown lands.</p> <p>Contact the Ministry of Natural Resources District Office regarding the actual acquisition or use of Crown lands.</p>

Notes:

1. Class 1 Industry – small scale, self-contained plant, no outside storage, low probability of fugitive emissions and day time operations only.
2. Class 2 Industry – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry - Indicate if within 1,000 m. (metres) - processing and manufacturing with frequent and intense off site impacts and a high probability of fugitive emissions.
4. Hazardous sites – property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays - Leda, organic soils) or unstable bedrock (Karst topography).
5. Certain areas of Crown Lands are identified by MNR as being of special interests, such as lake access points.

APPENDIX II

MINISTRY OF TOURISM, CULTURE AND SPORT – Criteria for Determining Areas of Archaeological Potential

A checklist of screening questions of archaeological potential features for non-specialist guidance

FEATURE OF ARCHAEOLOGICAL POTENTIAL	YES	NO	N/A	COMMENT
1				If Yes , please follow the pre-approved screening checklist, methodology or process. If No , continue to Question 2.
2				If Yes , do not complete the rest of the checklist. You are expected to follow the recommendations in the archaeological assessment report(s).
<p>The proponent, property owner and/or approval authority will:</p> <ul style="list-style-type: none"> • summarize the previous assessment • add this checklist to the project file, with the appropriate documents that demonstrate an archaeological assessment was undertaken e.g., MTCS letter stating acceptance of archaeological assessment report <p>The summary and appropriate documentation may be:</p> <ul style="list-style-type: none"> • submitted as part of a report requirement e.g., environmental assessment document • maintained by the property owner, proponent or approval authority <p>If No, continue to Question 3.</p>				
3				
4				
5				
6				
7				If Yes , to any of the above questions (3 to 7), do not complete the checklist. Instead, you need to hire a licensed consultant archaeologist to undertake an archaeological assessment of your property or project area. If No , continue to question 8.
8				If Yes , to any of the above questions (3 to 7), do not complete the checklist. Instead, please keep and maintain a summary of documentation that provides evidence of the recent disturbance. An archaeological assessment is not required. If No , continue to question 9.
9				If Yes , an archaeological assessment of your property or project area is required. If No , continue to question 10.

APPENDIX II – Continued...

MINISTRY OF TOURISM, CULTURE AND SPORT – Criteria for Determining Areas of Archaeological Potential

10	<p>Is there evidence of two or more of the following on the property (or projected area)?</p> <ul style="list-style-type: none"> • Elevated topography • Pockets or well-drained sandy soil • Distinctive land formations • Resource extraction areas • Early historic settlement • Early historic transportation routes 				<p>If Yes, an archaeological assessment of your property or project area is required.</p> <p>If No, there is low potential for archaeological resources at the property (or project area).</p>
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The proponent, property owner and/or approval authority will:

- summarize the conclusion
- add this checklist with the appropriate documentation to the project file

The summary and appropriate documentation may be:

- submitted as part of a report requirement e.g., under the *Environmental Assessment Act*, *Planning Act* processes
- maintained by the property owner, proponent or approval authority

AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, a written authorization from the owner confirming that the applicant is authorized to make the application, must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I/We _____ (print) being the
owner(s) of the land(s) that is the subject of this application and hereby authorize
_____ (print) to
prepare and submit this application on my/our behalf.

Date

Signature of (Registered) Owner

If the applicant is not the owner of the land that is the subject of this application, complete the Authorization of the owner concerning personal information set out below.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I/We _____ (print)
being the owner(s) of the land(s) that is the subject of this application for a consent and for the
purposes of the Freedom of Information and Protection of Privacy Act, and I/we authorize
_____ (print)
as my agent for this application, 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

Affidavit/Sworn Declaration of Applicant

This must be completed by the applicant(s) for proposed consent

I/We _____ of the City of Cornwall

in the County / District / Regional Municipality of Stormont make oath and say (or solemnly declare)

that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the City of Cornwall in the County of Stormont

this _____ day of _____, 20_____.

A Commissioner of Oaths

Signature of Applicant/Owner(s)/Authorized Agent

Consent of the Owner

Complete 'the consent of the owner' concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I/We _____ (print) am/are the

owner(s) of the land(s) that is/are the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, and I/we 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.

Signature(s) of owner(s)

Date (yyyy/mm/dd)

The personal information on this form is collected under the authority of the Planning Act, 1998, and will be used for Subdivision Registration Approval purposes only. Questions about the collection of personal information should be directed to the City Clerk, 360 Pitt Street, Cornwall, Ontario, K6J 3P9, Tel.: 613-930-2787.