

# City of Cornwall



## SUBDIVISION APPLICATION

DEPARTMENT OF PLANNING, DEVELOPMENT AND RECREATION

Telephone: (613) 930-2787, ext. 2328  
Fax: (613) 930-7426  
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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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**SUBMISSION OF PLANS**

- 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.

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**Document Submission Checklist**

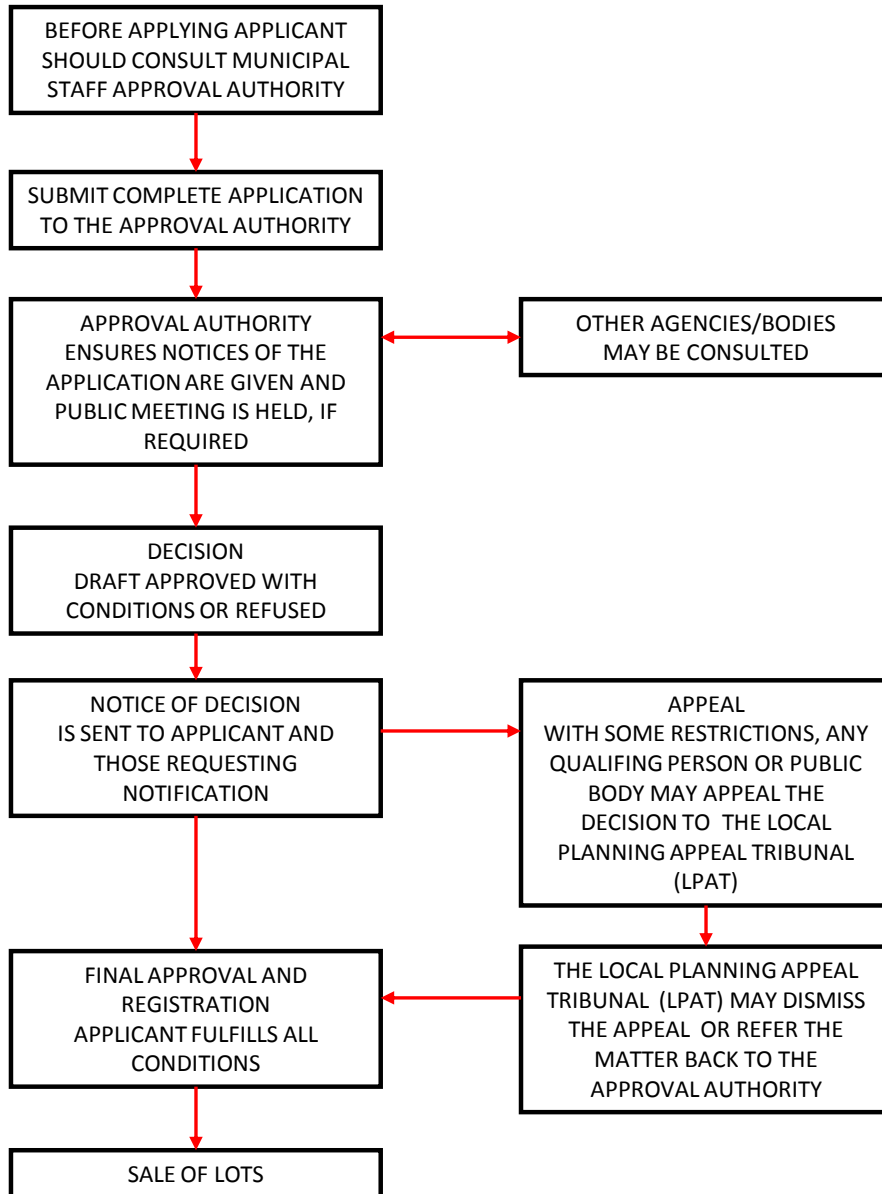
Required Supporting Documentation to be submitted with the application (**including but not limited to**)  
(**Pre-Consultation meeting will determine the required supporting documents**)

- (8) copies of the Application Form to the City of Cornwall Planning Division.
- (35) folded copies of the draft plan, including **one** digital copy and **one** legal size copy (8.5" x 14").
- **Planning**
  - (8) copies Concept Plan showing ultimate use of lands
  - Planning justification summary prepared by a registered professional planner (RPP)
  - Minimum Distance Separation (MDS)
  - Cultural Heritage Impact Statement
  - Archeological Resource Assessment - Stage 1
  - Natural Heritage Impact Assessment/Statement
- **Environmental**
  - (5) copies of Phase 1 Environmental Site Assessment
  - (5) copies of Phase 2 Environmental Site Assessment
  - (4) copies Record of Site Condition (RSC)
  - (11) copies of Environmental Impact Statement
- **Engineering**
  - (6) copies Preliminary Servicing Report

**Technical Requirements**

- Many of the plans and studies collected in support of this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.

# THE SUBDIVISION PROCESS



# City of Cornwall

## SUBDIVISION APPLICATION

Application under Subsection 51 of the Planning Act

To be completed by the Department of Planning, Development and Recreation

File Number:

Date Application Accepted:

Related File Number(s):

### Part 1 Application Information

#### 1.1 Ownership Information:

Name of Registered Property Owner:

Address (include postal code):

Telephone:

Fax No:

E-mail:

#### 1.2 Applicant / Agent:

(Note: See Authorization Page if Applicant is not the Registered Owner)

Name of Applicant / Solicitor:

Address (include postal code):

Telephone No.:

Fax. No.:

E-mail:

#### 1.3 Surveyors O.L.S. and/or Engineers:

Name:

Address (include postal code):

Telephone No.:

Fax. No.:

E-mail:

Name:

Address (include postal code):

Telephone No.:

Fax. No.:

E-mail:

1.4 Location of Subject Land (Complete applicable boxes in section 1.4(a):

➤ <b>1.4(a)</b> County	Local Municipality	Registered Plan No.	Lot(s) Block(s)
Concession Number(s)	Lot Number(s)	Name of Street/Road	Street No.
Reference Plan No.	Part Number(s)		

1.5 Is this a resubmission of a previous application of Draft Plan Approval?

No  Yes If yes, give previous file numbers:

Municipal Affairs: 04-T\_\_\_\_\_ City:\_\_\_\_\_

Is this a re-subdivision of an existing registered plan?

No  Yes If yes, give previous file numbers:

Municipal Affairs: 04-T\_\_\_\_\_ City:\_\_\_\_\_

1.6 Please identify the names and addresses of the holders of any mortgages, charges or other encumbrances on the subject lands.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.7 Are there any easements, rights-of-way or restrictive covenants affecting the subject lands?

No  Yes

If yes, describe the purpose/effect and identify the name and address of the persons who benefit from the easement, right-of-way or covenant.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Part 2 Proposed Land Use					
Intended Land Use	Number of Units or Dwellings	Number of Lots/Blocks on Draft Plan	Area in HA	Number of Parking Spaces	Density (Units per ha)
Single Family Detached					
Semi-Detached					
Townhouses /Row					
Apartments					
Commercial					
Industrial/Employment Lands					
Park or Open Space					
Institutional					
Other					

Names, addresses of mortgage holders, charges or other encumbrances on subject lands:

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### Part 3 Current & Historic Land Use Details

**3.1 Planning Details**

- a.) What is the land use designation of the subject lands in the approved City of Cornwall Official Plan?
- b.) What is the Zoning of the subject lands in the approved City of Cornwall Zoning Bylaw? \_\_\_\_\_  
Rezoning File Number: (if applicable) \_\_\_\_\_
- c.) If known, indicate the approval authority file number and decision of any previous subdivision or consent applications concerning the subject lands. \_\_\_\_\_

**3.2 Property Information:**

Lot (Street) frontage: \_\_\_\_\_ feet      \_\_\_\_\_ metres  
 Depth: \_\_\_\_\_ feet      \_\_\_\_\_ metres  
 Area: \_\_\_\_\_ feet      \_\_\_\_\_ metres

Width of abutting road allowances: \_\_\_\_\_ feet      \_\_\_\_\_ metres  
 Lot Area (Irregular lot) \_\_\_\_\_ feet      \_\_\_\_\_ metres

### Part 4 Servicing Details

**4.1 Access:**

Type of Access to subject land:

- |  |  |
|--|--|
| <input type="checkbox"/> Provincial Highway (access permit required from MTO)                    | <input type="checkbox"/> Regional Road     |
| <input type="checkbox"/> Municipal Road maintained all year (may require Traffic Impact Study)   | <input type="checkbox"/> Other Public Road |
| <input type="checkbox"/> Municipal Road maintained seasonally (may require Traffic Impact Study) | <input type="checkbox"/> Right-of-Way      |
| <input type="checkbox"/> Water Access  | <input type="checkbox"/> Private Road      |
| <input type="checkbox"/> Transit Route   | <input type="checkbox"/> Other             |

**4.2 Municipal Services:**

**Water Supply**

- municipal water
- individual well
- other \_\_\_\_\_

**Sewage Treatment**

- sanitary sewers
- septic systems
- other \_\_\_\_\_

**Storm Drainage**

- storm sewers
- open ditches
- other \_\_\_\_\_

If septic tanks are proposed, is fill necessary to meet Ministry of Environment Standards?

- No       Yes

If "Yes", specify where it is obtainable? \_\_\_\_\_

If other servicing problems are foreseen, what are they? \_\_\_\_\_

What solutions are proposed? \_\_\_\_\_

Is the Preliminary Servicing Report attached?       No     Yes

**\*NOTE: Fully serviced sites are definitely preferred to be proposed for Plans of Subdivision**

**Development Site Appraisal and Evaluation:**

Give a brief description of the existing land use, vegetation, topography and drainage on the site.

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**Part 5 Environmental Data**

**5.1** What measures (e.g. buffering, berms, setbacks, etc.) have or will be taken to eliminate any adverse environmental effects (e.g. traffic, odours, pollution of nearby water bodies, run-off, etc.) on the proposed development or the adjacent area. Where potential adverse environmental effects are foreseen, consultation with the appropriate agencies is required.

**5.2** Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent land(s)?  No  Yes  
If yes, please specify

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**5.3** Are water, sewage or road works associated with the proposed development subject to provisions of the *Environmental Assessment Act*?  No  Yes  
If yes, please specify

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**5.4** Use of Abutting Land: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

**5.5** Has there been an industrial or commercial use on the subject land or adjacent land(s)?  
 No  Yes If yes, specify the uses.

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**5.6** Has the grading of the subject land(s) been changed by adding earth or other material?  
 No  Yes  Unknown

**5.7** Has a gas station been located on the subject land(s) or adjacent land(s) at any time?  
 No  Yes  Unknown

**5.8** Has there been petroleum or other fuel stored on the subject land(s) or adjacent land(s)?  
 No  Yes  Unknown

**5.9** Is there reason to believe the subject land(s) may have been contaminated by former uses on the site or adjacent site(s)?  
 No  Yes  Unknown

**5.10** What information sources did you use to determine the answers to the above questions?

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**5.11** If yes to 5.5, 5.6, 5.7 and 5.8, a previous use inventory showing all former uses of the subject land or, if appropriate, of the adjacent land, is needed. Is the previous use inventory attached?  
 No  Yes



## 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>	YES	NO	UNKNOWN	<u>IF A FEATURE /LANDUSE: 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 <sup>1</sup>					Assess development for residential and other sensitive uses within 70 metres. A noise / odour particulate study may be needed.
Class 2 Industry <sup>2</sup>					Assess development for residential and other sensitive uses within 300 metres. A noise/odour particulate study may be needed.
Class 3 Industry <sup>3</sup> 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"> <li>- 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</li> <li>- 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</li> <li>- 400 metres from the boundary line of a waste stabilization pond.</li> </ul>
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>	<u>YES</u>	<u>NO</u>	<u>UNKNOWN</u>	<u>IF A FEATURE/LANDUSE: 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"> <li>- 500 metres of a main railway line or of any provincial highway;</li> <li>- 250 metres of a secondary railway line;</li> <li>- 100 metres of other railways or a freeway right of way; and</li> <li>- 50 metres of a provincial highway right-of way</li> </ul>
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"> <li>• 1000 metres of the property boundary line (or licensed area) of any land designated for an existing pit, or</li> <li>• 1000 metres of the property boundary line (or licensed area) of any land designated for an existing quarry.</li> </ul> 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"> <li>• not preclude or hinder the expansion of existing operations, or their continued use, or establishment of new resource operations or access to the resources;</li> <li>• not be incompatible for reasons of public health, public safety or environmental impacts; or</li> <li>• serve a greater long-term public interest if the resource use is not feasible, and</li> <li>• address issues of public health, public safety and environmental impacts.</li> </ul>
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?

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF A FEATURE/LANDUSE: SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
<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><b>If yes to the above, an Environmental Impact Study may be needed.</b></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><b>If yes to the above, an Environmental Impact Study may be needed.</b></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"> <li>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.</li> </ul>
<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"> <li>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.</li> </ul> <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>	YES	NO	UNKNOWN	<u>IF A FEATURE/LANDUSE: 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 <sup>4</sup> 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><b>Floodplain - Erosion</b> 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/LANDUSE: 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 <sup>5</sup>					<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 <b>Yes</b> , please follow the pre-approved screening checklist, methodology or process. If <b>No</b> , continue to Question 2.
2				If <b>Yes</b> , do <b>not</b> 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"> <li>• summarize the previous assessment</li> <li>• 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</li> </ul> <p>The summary and appropriate documentation may be:</p> <ul style="list-style-type: none"> <li>• submitted as part of a report requirement e.g., environmental assessment document</li> <li>• maintained by the property owner, proponent or approval authority</li> </ul> <p>If <b>No</b>, continue to Question 3.</p>				
3				
4				
5				
6				
7				If <b>Yes</b> , 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 <b>No</b> , continue to question 8.
8				If <b>Yes</b> , 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 <b>not</b> required. If <b>No</b> , continue to question 9.
9				If <b>Yes</b> , an archaeological assessment of your property or project area is required. If <b>No</b> , 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"> <li>• Elevated topography</li> <li>• Pockets or well-drained sandy soil</li> <li>• Distinctive land formations</li> <li>• Resource extraction areas</li> <li>• Early historic settlement</li> <li>• Early historic transportation routes</li> </ul>				<p>If <b>Yes</b>, an archaeological assessment of your property or project area is required.</p> <p>If <b>No</b>, 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.*