

Application for Draft Plan of Subdivision



Guidelines for Applicants

This application form is used to submit a draft plan of subdivision for a specific property in the City of Guelph. To ensure timely processing of this application, please ensure all sections of the application form are accurately completed. Reference can be made to the City of Guelph [Subdivision Assumption Guidance Manual](#). In this form, the term "Subject Land(s)" means the land that is subject to the draft plan of subdivision. The information must be provided along with the appropriate fee. If the required information and fee are not provided, the City will return the application and it will be deemed incomplete until all required information and fees are provided.

Application Submission Requirements

Planning staff will work with you to identify the appropriate application form to be completed and will assist you in identifying the material required to support the request or application.

1. Initial Planning Meeting

Although this meeting is optional it is strongly recommended to discuss your preliminary proposal. Information will be shared on what to expect during the development application process, and information required before developing a property in Guelph. Contact Planning Services to set up a meeting planning@guelph.ca.

2. Development Review Committee (DRC) pre-consultation meeting

An application for a Draft Plan of Subdivision is required to follow the pre-consultation process. Applicants are required to meet with the DRC prior to submitting a planning application. The purpose of the meeting is to identify any high-level issues and confirm any studies and supporting documents required for a complete application submission. Staff will provide a Development Review Committee (DRC) Checklist along with comments that the applicant shall address in their formal application submission. This Checklist must be filled out per the instructions therein. If the Checklist is not provided with the formal application submission (along with the required documents), the application will be deemed incomplete.

Application forms and further information related to the pre-consultation meeting and process are available at the Planning and Building Services reception counter or guelph.ca/planning.

3. Neighbourhood Meeting and Community Engagement Report

Following the DRC Meeting, City of Guelph staff will request applicants to host a Neighbourhood Meeting for residents in the surrounding area. Applicants shall prepare notices with details of the meeting which will be mailed in advance of the meeting date.

The purpose of the Neighbourhood Meeting is to engage the public early in the process and allow the applicant to address issues in advance of submitting a formal application. At the Neighbourhood Meeting, applicants will share proposed plans with neighbouring residents to receive feedback/comments on the proposal. Applicants will also prepare a Community

Engagement Report that summarizes the comments/feedback received. This Report will also detail any modifications made to the proposal as a result of the issues raised.

Complete Neighbourhood Meeting and Community Engagement Report requirements can be found in the applicable Terms of Reference.

4. Application Form – Draft Plan of Subdivision

Following the pre-consultation meeting, if an Official Plan Amendment and/or Zoning By-law Amendment is required, applicants are required to complete that application form and include any additional information/documents outlined in the DRC Checklist.

If the Applicant/Agent is submitting the application on behalf of the owner, the Registered Owner(s) Applicant Authorization form must be completed and attached to this application.

5. Cover Letter

In addition to the required materials, every application shall include a cover letter. The cover letter will provide a detailed description of the proposed development, any pertinent background information, and a list of submitted documents as required through the DRC pre-consultation meeting.

6. Required Fee(s)

Required fees are identified in the DRC Checklist and in accordance with the Development Application Fee By-law. Payment is accepted by electronic funds transfer (EFT), or cheque/bank draft made payable to the City of Guelph. The application will not be received unless payment is made. Please contact the planner for fee confirmation and EFT payment instructions. Contact Planning team through email if needed (planning@guelph.ca).

Please see the current fee schedule [Development Application Fees and Charges](#).

In accordance with the Planning Act, if no decision is made on the Draft Plan of Subdivision application within the statutory timeline, the fees for the application development type shall be refunded as per the [Planning Act](#).

Please note that decision timelines are based on the date that the application is deemed complete, and not when the application is submitted or when payment has been received.

7. Submission Requirements

These criteria and/or terms of reference will be included in staff comments provided in the DRC Checklist. The DRC Checklist **must** be included with an application submission. **If these criteria and/or terms of reference are not followed, the application will be deemed incomplete.**

8. Engineering Clearance

Applicants must follow the City of Guelph's Development Engineering Manual, Guidelines for Development of Contaminated or Potentially Contaminated Sites, Guelph Noise Control Guidelines, Linear Infrastructure Standards, Region of Waterloo Design Guidelines and Supplemental Specifications for Municipal Services and Traffic Impact Study Guidelines for guidance on technical requirements for all engineering aspects related to the proposed development. In some cases, the City's Engineering may require a site-specific criterion and/or terms of reference for servicing, stormwater management or traffic capacity. It is the responsibility of the applicant to ensure all technical requirements are followed in preparing an application submission.

City of Guelph Planning Staff may require an engineering clearance letter as part of a complete submission package. Engineering staff will determine whether an Engineering Clearance letter is required and the contents of the Clearance letter. It is the responsibility of the applicant to consult with Engineering staff prior to submitting your application.

Some of the guideline documents can be found here: <https://guelph.ca/city-hall/planning-and-development/how-to-develop-property/development-applications-guidelines-fees/>

9. External Agency Clearance

The Grand River Conservation Authority (GRCA) provides plan review and technical clearance services to municipalities on applications under the Planning Act and to ensure development proposals meet GRCA and provincial environmental policies. Consultation with GRCA Resource Planning Staff prior to submission of all applications is required and a clearance letter must be submitted with your application.

Clearance letters may be required from the following external agencies, but not limited to: the Ministry of Tourism, Culture and Sport (MCTS), the Ministry of Transportation (MTO), and/or the Ministry of Natural Resources and Forestry (MNR). This will be confirmed during your Development Review Committee (DRC) meeting with City staff. If City staff have indicated on your DRC Checklist that a clearance letter from one or more external agencies is required, it **must** be submitted with your formal application. If it is not included, the application will be deemed incomplete.

10. Draft Plan of Subdivision

Please refer to the DRC pre-consultation checklist for the required number of draft plans.

All plans must be submitted in metric units and are to contain all information in accordance with [Section 51\(17\) of the Planning Act](#).

11. Studies and Supporting Documents

As identified in the DRC Checklist, submissions must be submitted in a digital format along with the required number of hard copies. The information contained in all digital submissions must be

consistent with the hard copies provided. If the supporting reports and studies are not submitted to the specifications of the applicable Terms of Reference, the application will be deemed incomplete.

12. Terms of References and Naming Conventions

Terms of References and Naming Conventions are available on the [City of Guelph website](#). When submitting a complete application, the City of Guelph's Document and File Naming Conventions must be followed. The Naming Conventions are intended to help the applicant organize the application submission. If the Terms of References and Naming Conventions are not followed, the application will be deemed incomplete.

Note: Drawings/Plans must be individually folded to 8 ½ x 11. Rolled drawings/plans will not be accepted. One (1) hard copy of all required materials will be made available for members of the public to view. Additional information/reports/studies/plans may be required upon review of the application. If hard copies are submitted, please ensure that they are individually bound.

13. Digital Submissions

Digital Submissions shall be submitted via a file sharing program of your choosing (ie. Dropbox [<https://www.dropbox.com>]). Ensure a downloadable link is sent to planning@guelph.ca. If individual PDF attachments are sent to us via email, we will not accept the application. Please ensure that the title of the folder includes the address of the proposed development. All files and materials included in the digital planning application submission shall follow the requirements in the City of Guelph's [Naming Conventions](#). **If the files and materials included in the digital planning application do not follow these requirements, the application will be deemed incomplete.**

The following requirements apply to all drawings and plans:

- All files are to be unsecured (allowing for mark-ups/comments, content copying, page extraction and printing) and not password protected;
- Each drawing/plan shall be a flattened PDF without any additional layers, attributes, or content such as comments, tags, annotations or markups;
- Each drawing/plan shall be included as a separate file;
- Each drawing/plan shall be saved in landscape orientation;
- All drawings are to be drawn to a standard scale and cannot be scanned.

The following requirements apply to all documents (reports, letters, etc.):

- All files are to be unsecured (allowing for mark-ups/comments, content copying, page extraction and printing) and not password protected;
- Each document shall be uploaded as a separate file;
- Each document shall be saved in portrait orientation (tables, images and plans provided in an Appendix excepted);
- All documents must be submitted in PDF, that include PDF bookmarks for headings and all appendices;
- All documents are to have no comments.

14. Pre-submission Review Stage

The City of Guelph has implemented a new Pre-Submission Review Stage in response to the application review timeline requirements introduced through Bill 109. This Pre-Submission Review Stage will be strongly encouraged to allow City of Guelph staff to work collaboratively

with applicants to receive substantive feedback on the technical studies and reports prior to formal submissions. This would free up significant capacity during the formal review stage and allow legislated timelines to be met.

Additional DRC meetings may be scheduled to discuss comments and/or concerns in a collaborative manner. Once revisions are made through subsequent resubmissions, City departments will provide clearance to proceed to a Formal Application Submission.

Depending on the nature of the application and the limited number of technical studies to be reviewed, Planning staff may provide guidance to applicants to proceed directly to the Formal Review Stage.

15. Formal Review Stage

At the Formal Application Submission, applications are review for completeness. If the application is deemed complete, a Notice of Complete Application letter will be sent to the applicant. To bring recommendation reports to Council within prescribed timelines, the formal review stage will generally be a one circulation and one review process with no ability to resubmit with major revisions.

16. Development Application Public Notice Signs

All applications require posting of a Public Notice of Application sign(s) on the subject property.

City planning staff will provide the applicant with a print ready file at the time the application is deemed complete. It is the applicant's responsibility to have the sign(s) professionally prepared at their expense. Wording for the Public Notice of Application sign(s) will be provided by the Development Planner.

The sign(s) must be posted within 15 days of the application(s) being deemed complete. Once the Public Notice sign(s) has been placed, the applicant is to provide a picture of the installed sign(s). The sign(s) shall remain in place until the Draft Plan of Subdivision is approved or refused. It is the responsibility of the applicant to remove the Public Notice of Application sign(s).

A **high-resolution (300 dpi) JPEG image and PDF** that is an accurate visual representation of the proposal must be include with this application to be used on the sign(s).

Sign Specifications:

- a) Size: 1.2m wide by 1.2m high, 0.6m ground clearance.
- b) Acceptable Materials: 20mm exterior grade plywood panel, vertical posts to be 10cm by 10cm installed a minimum of 1.2m below grade; 5cm by 5cm horizontal stringers to be located behind the top, bottom and centre of the sign panel.
- c) Paint: Sign panels and all structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkyd paint over a suitable primer. Lettering shall be painted in black on a white background.
- d) Lettering: The sign shall be professionally lettered or silk screened using upper case Helvetica Medium typeface or similar sans serif, size 30mm, 50mm and 100mm. The lettering must not be capable of being removed.
- e) Wording: The sign shall contain wording that has been approved by Development Planning and shall generally be in the format as shown on the Public Notice Sign Declaration.
- f) Location:

- For interior lots having frontage on one street, the required sign shall be located approximately midway between the side lot lines at a maximum setback of 1.2m from the streetline.
- For lots with streetline(s) that abut two streets (i.e. corner lots, through lots), a separate sign shall be required facing each street, located approximately midway between the side lot lines at a maximum setback of 1.2m from the streetline(s).
- All signs shall be located away from any obstructions such that the signs are visible from the street.

g) Maintenance: The applicant will maintain the sign both in structure and paint work to the satisfaction of the City.

I, THE UNDERSIGNED, UNDERSTAND THAT EACH SIGN MUST BE POSTED NO LATER THAN 15 CALENDAR DAYS AFTER THE APPLICATION(S) IS DEEMED COMPLETE AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE DECISION.

Signature of Owner or Authorized Agent

Date (day month year)

City of Guelph Draft Plan of Subdivision Application Form

Office Use

Date Received: _____ File Number: _____

Staff Contact: _____

Pre-consultation at Development Review Committee (DRC): Yes No

DRC Date: _____

Is this a: Pre-Submission application Formal Development application

Note: Completeness requirements for Formal development application submissions are indicated below.

The application will be reviewed for completeness according to Section 51 of the Planning Act. If the information, including copies of the required plans and applicable fees are not provided, the City may return the application, requesting further information. If complete, the file is opened and timelines for processing will commence. The DRC Checklist from the Development Review Committee meeting outlines the required documents for a complete submission. If the Checklist is not provided with a formal application submission, the application will be deemed incomplete.

Part 1: Applicant Information

1.1 Subject Land(s)

Municipal Address: _____

Legal Description: _____

- Lot(s): _____
- Concession(s): _____
- Former Twp.: _____
- Registered Plan No.: _____
- Lots(s)/Block(s): _____
- Reference Plan No.: _____
- Part(s): _____

Property Size (in hectares): _____

1.2 Registered Property Owner(s)

Name/Company Name: _____

Contact Name(s): _____

Mailing Address: _____

City: _____

Province: _____ Postal Code: _____

Email: _____

Primary Number: _____ Secondary Number: _____

Date the property was acquired by current owner(s): _____

1.3 Applicant/Agent (Authorized by Registered Owner(s) to file application)

Company Name: _____

Contact Name(s): _____

Mailing Address: _____

City: _____

Province: _____ Postal Code: _____

Email: _____

Primary Number: _____ Secondary Number: _____

1.4 Ontario Land Surveyor

Company Name: _____

Contact Name(s): _____

Mailing Address: _____

City: _____

Province: _____ Postal Code: _____

Email: _____

Primary Number: _____ Secondary Number: _____

1.5 Mortgagee(s) and/or Person/Organization holding an interest in the subject property

Company Name: _____

Contact Name(s): _____

Mailing Address: _____

City: _____

Province: _____ Postal Code: _____

Email: _____

Primary Number: _____ Secondary Number: _____

1.6 Which of the above is to be the primary contact for this application? (please choose one)

Registered Property Owner(s)

Applicant/Agent (authorized in writing)

Ontario Land Surveyor

NOTE: All official correspondence from the City of Guelph will be sent only to the designated primary contact indicated above.

1.7 Proposal summary:

Part 2: Property Information

2.1 Are there any existing easements or restrictive covenants affecting the subject land?

Yes No

If yes, please provide a brief description of each of the instrument(s) below or attach registry details to this application:

2.2 Does the current property owner(s) hold an interest in any adjoining lands?

Yes No

If yes, please provide details below or attach information to this application:

2.3 What are the existing and previous uses of the subject land including buildings?

Existing use(s) (briefly describe):

Are there any existing building(s) or structure(s) on the lands?

Yes No

a) If yes, indicate whether existing will be demolished or retained and include an existing conditions plan, showing type of building/structure, setback(s), height and dimension of building/structure and/or floor area (metric)

b) If known, what was the date the land building/structure(s) were added?

c) Length of time existing uses have continued:

d) List all known previous uses:

2.4 Provincial Consistency and Conformity

1. Is this application consistent with the Provincial Policy Statement issued under subsection 3(1) of the Planning Act? Provide an explanation.

2. Does the application conform to or not conflict with any Provincial Plans?

2.5 Current Official Plan Information

Land use Designation:

Uses Permitted:

Is the property within the Natural Heritage System or Adjacent Lands (see Schedule 4 of [City of Guelph Official Plan](#))?

Yes No

If the proposal conforms to the City of Guelph Official Plan, provide an explanation of how the application conforms to the City of Guelph Official Plan:

2.6 Current Zoning Information ((if applicable, include any overlays to the subject property as set out in Sections 12 and 13 of Zoning By-law (1995)-14864 as amended)

Zoning Designation:

2.7 Have there ever been any industrial, commercial uses (i.e. gas stations, dry cleaners) on the subject or adjacent lands, any grading changes to the subject land by adding fill, any petroleum or other fuel stored on the subject or adjacent lands, or are there any other reasons to believe that the subject lands may have been contaminated by former uses?

a) Yes No

b) If Yes, please be specific and provide further details:

c) If Yes, what information or reports did you rely on to answer the above question?

d) If Yes to any of the above, has a Record of Site Condition (RSC) for the subject site ever been filed with the Provincial Environmental Site Registry?

Yes No

2.8 Do the subject lands contain any areas of archaeological potential?

Yes No

If Yes, please be specific and provide further details, including on an Archaeological Assessment report and Conservation Plan prepared by a licensed archaeologist.

Part 3: Development Proposal Information

3.1 Land Use and Subdivision Breakdown

Land use (proposed)	Numerical reference to lot/blocks	Number of units or dwellings	Area of Land Use (hectares)	Density (units or dwellings per hectare)	Number of parking spaces dedicated for use
Detached residential					
Semi-detached residential					
Multiple attached residential (i.e. townhouse)					
Other residential (specify: _____)					
Commercial					
Industrial					
Park or Open Space					
Natural Heritage System (wetlands, woodlands, etc.)					
Roads					
Other (specify: _____)					
Totals:					

3.2 How will the City's requirement to dedicate municipal parkland be satisfied for this development?

Previously dedicated Yes No

If Yes to the above, provide specific details how this has been satisfied:

Part 5: Previous Applications

If known,

(a) has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act;

Yes No

(b) has the subject land ever been the subject of an application for approval of consent under Section 53 of the Planning Act;

Yes No

(c) has the subject land ever been the subject of an application for approval of a minor variance;

Yes No

(d) has the subject land ever been the subject of an application for approval of a site plan;

Yes No

(e) has the subject land ever been the subject of an application for an amendment to the Official Plan, a Zoning By-law or a Minister's Zoning Order;

Yes No

If the answer to any of the above is yes, provide the file number and status of the application:

File Number:

Status:

Part 6: Finance and Tax Checklist

1. Land size (in hectares):

2. Lot coverage of proposed structure(s):

3. Number of storeys for proposed structure(s):

4. Type of Use (i.e. Condominium, Hotel, Retirement Home, etc.):
Number of Bedrooms/Units based on type:

5. The number of accessory dwellings proposed, if applicable:

6. The number of rental units proposed, if applicable:

7. Is the development a non-profit? Yes No

8. The number of affordable units proposed, if applicable:

9. Is the application proposing industrial use expansion? If yes, indicate the % of proposed floor space for the expansion:

10. Do any of the ownership categories apply to the subject property?

11. The number of residential units in the existing buildings proposed to be demolished:

Part 7: Coordination of Plans/Reports and Clearance from External Agencies

I/We, the undersigned have submitted all required materials, including all required plans/reports and they have been coordinated with the appropriate internal and external agencies:

Yes No

(Initials of Applicant)

I/We, the undersigned have attained agency clearance from all required agencies/departments and clearance letters are included in this application submission:

Yes No

(Initials of Applicant)

Part 8 Authorization and Declaration

8.1 Authorization of Agent

Must be completed by the owner if the Owner is not filing out the application

I / We, the undersigned,

[Organization name / property owner's name(s)]

being the registered property owner(s) of

(Legal description and/or municipal address)

hereby authorize:

(Authorized agent's name)

as my/our agent for the purpose of submitting an application(s) to the City of Guelph and acting on my/our behalf in relation to the application.

Dated this _____ day of _____ 20 ____ .

(Signature of the property owner) _____ Day Month Year

NOTES:

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).
2. If the agent or representative is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.

8.2 Municipal Freedom of Information

In submitting this development application and supporting document, the owner or authorized agent, hereby acknowledge the City of Guelph will provide public access to all development applications and supporting documentation, and provide my consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at privacy@guelph.ca or 519-822-1260 ext. 2349.

Signature of Owner or Authorized Agent _____ Day Month Year

8.3 Permission for Access to Property

The owner or authorized agent hereby authorizes the City of Guelph staff and committee members to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Signature of Owner or Authorized Agent _____ Day Month Year

8.4 Public Notice of Application Sign(s)

Below is the required Public Notice of application sign(s) on the subject property within 15 calendar days of the application being deemed complete.

I, THE UNDERSIGNED, UNDERSTAND THAT EACH SIGN MUST BE POSTED NO LATER THAN 15 CALENDAR DAYS AFTER THE APPLICATION(S) IS DEEMED COMPLETE AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE DECISION.

Signature of Owner or Authorized Agent

Day Month Year

8.5 Declaration of Application

I/We,

of the City/Town of

in County/Regional Municipality of

, solemnly declare

that all of the above statements contained in this application 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.

Signature of Owner or Authorized Agent

Day Month Year

NOTE: The signature of applicant or authorized agent must be witnessed by a Commissioner.

Sworn (or declared) before me at:

in the Region/County/District of:

this

day of

20

Commissioner of Oaths:

Applicant: