



**Planning and Enterprise Services**  
Community Development and Enterprise Services Department  
99 Foster Drive, Sault Ste. Marie, ON P6A 5X6  
saultstemarie.ca | 705-759-5368 | planning@cityssm.on.ca

Received By:

Date:

Application #

Note: All applications must be completed in its entirety, signed and submitted to the Planning and Enterprise Services Division. **Incomplete Applications will be returned.**

## SUBDIVISION/CONDOMINIUM APPLICATION FORM

CIVIC NUMBER: \_\_\_\_\_

### SECTION 1: CONTACT INFORMATION

#### 1. APPLICANT

Name:	
Address:	
Telephone:	
Email:	

#### 2. REGISTERED OWNER

Name:	
Address:	
Telephone:	
Email:	

Registered owner's signature indicating concurrence with application: \_\_\_\_\_

#### 3. AGENT / SOLICITOR

Name:	
Address:	
Telephone:	
Email:	

#### 4. ALL MAIL TO BE DIRECTED TO:

- Owner  
 Applicant  
 Agent/Solicitor

**5. PLANNING CONSULTANT**

Name:	
Address:	
Telephone:	
Email:	

**6. ENGINEERING CONSULTANT**

Name:	
Address:	
Telephone:	
Email:	

## SECTION 2: SUBJECT PROPERTY

### 1. LEGAL DESCRIPTION OF SUBJECT PROPERTY

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### 2. CIVIC ADDRESS OF SUBJECT PROPERTY

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### 3. DESCRIPTION OF ANY EASEMENTS OR RESTRICTIVE COVENANTS AFFECTING THE SUBJECT PROPERTY

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### 4. PREVIOUS APPLICATION FOR SUBDIVISIONS- Was the land subject to a previous application for Subdivision (Section 51 of the Planning Act) or Consent (Section 53 of the Planning Act). If so, list the file numbers and the decision on the application.

	No	Yes	Application/file Number	Status of Application
Official Plan				
Zoning Bylaw				
Minor Variance				
Consent to Sever				

**5. PROPOSED USES- COMPLETE THE FOLLOWING TABLE:**

RESIDENTIAL UNITS	NUMBER OF BLOCKS/LOTS	NUMBER OF UNITS	AREA (HA)	UNITS/HA	PARKING
Detached					
Semi Detached					
Multiple Attached					
Apartment					
Seasonal					
Other					
<b>TOTAL</b>					
<b>COMMERCIAL</b>					
<b>INDUSTRIAL</b>					
<b>INSTITUTIONAL</b>					
Other					
<b>TOTAL</b>					

**5. (continued) DETAILED DESCRIPTION OF "OTHER" USES LISTED ABOVE:**

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**6. CURRENT DESIGNATIONS**

<b>Official Plan</b>	
Schedule A	
Schedule B	
Schedule C	
<b>Zoning By-law</b>	

**7. IS THE SUBJECT PROPERTY SUBJECT TO AN APPLICATION TO AMEND?**

	Yes	No	Application File #	Status of Application
Official Plan				
Zoning By-law				
Minor Variance				
Consent to Sever				

**8. ACCESS TO SUBJECT PROPERTY IS PROVIDED BY:**

	Open Year Round	Seasonal Maintenance
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

**9. SERVICES WILL BE SUPPLIED VIA:**

	WATER	SEWER
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Private	<input type="checkbox"/>	<input type="checkbox"/>

**10. IF PRIVATE SYSTEMS ARE PROPOSED THEY WILL BE:**

	WELL	SEWAGE DISPOSAL
Individual	<input type="checkbox"/>	<input type="checkbox"/>
Communal	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

**11. DRAINAGE:**

**Storm water drainage will be provided by:**

- Sewers
- Ditches
- Swales
- Other

**SECTION 3: APPLICATION INFORMATION**

**1. CONDOMINIUM APPLICATIONS to also complete the following:**

a) Has the site plan for the proposed condominium been approved by the municipality?

Yes  No

b) Has a site plan agreement been entered into with the municipality?

Yes  No

If yes, list the application number : \_\_\_\_\_

c) Has a building permit for the proposed condominium been issued?

Yes  No

d) Is the Condominium under construction?

Yes  No

If yes, estimate date of completion \_\_\_\_\_, 20\_\_\_\_\_

e) Is this a conversion of an existing building containing rental units?

Yes  No

If yes, list the number of units to be converted \_\_\_\_\_

**2. ACCESS TO INFORMATION**

"It is the policy of the City of Sault Ste. Marie Planning Division to provide public access to all zoning and development applications as well as supporting documentation. In submitting this zoning and development application as well as supporting documentation, I hereby acknowledge that information contained in this file may be released to any person or public body regardless of whether that information is personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act."

**3. SITE INSPECTIONS**

As part of processing this application, I acknowledge that City Staff may conduct an on site inspection of the subject property. By signing this application, I grant permission for the on site inspection. This inspection will be of the exterior of your property. If an inspection of the interior of any buildings is required, your specific approval will be sought.

**4. STATEMENT OF THE APPLICANT**

I, \_\_\_\_\_, hereby declare that the statements made herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application. I acknowledge that the information contained in this application will be on file in the Planning Division offices, it will be circulated for various departments and agencies for comments and available to the public upon request.

Signed on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Applicant Signature

## SECTION 4: APPLICANT CHECKLIST

### REMEMBER TO INCLUDE:

- Appendix A (pre application consultation)
- 10 copies of the completed application form
- 25 copies of the Draft Plan
- 10 copies of the Draft Plan on 8.5" X 11' paper
- 5 copies of any report or information that has been requested on Appendix A
- The required application fee (cheque payable to the Corp. of the City of Sault Ste. Marie)