

1. Application Information

1.1 Name of owner(s). An owner's authorization is required in Section 17.1, if applicant is not the owner.

Name of owner(s)

First Name*	Last Name*	Middle Initial
Bart	Spence	

Home Telephone Number*	Business Telephone Number	Email Address
204-290-6914	204-290-6914	bspence@skynorthair.com

Address

Unit Number	Street Number*	Street Name*	PO Box
	6007	South Drive	

City/Town*	Province*	Postal Code*
Winnipeg	Manitoba	R3R 0B5

1.2 Agent/applicant: Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)

Contact Name

First Name	Last Name	Middle Initial
John	Balkwill	A

Home Telephone Number	Business Telephone Number	Fax Number
807-466-8325	807-466-8325	

Address

Unit Number	Street Number	Street Name	PO Box
3	619	Ninth Street North	

City/Town	Province	Postal Code
Kenora	Ontario	P9N 2S9

1.3 Name of owner(s) of the sub-surface rights if different from the surface rights owner(s)

2. Description/Location of the Subject Land (complete applicable boxes in section 2.1)

Upper-Tier/District	Municipality
Kenora	Unorganized Territory

Former Municipality	Geographic Township

Geographic Township in Territory without Municipal Organization	Section or Mining Location No.
PINS 4215- 2444 and 42150- 2700	Bald Indian Bay, Lake of the Woods

Concession Number(s)	Lot Number(s)	Registered Plan Number	Lot(s)/Block(s)
Location A 298P			

Reference Plan No.	Part Number(s)	Parcel Number(s)	Name of Street/Road	Street Number
		275 DKF		

2.2 Are there any easements or restrictive covenants affecting the subject land?*

Yes No

If yes, describe each easement or covenant and its effect. Use a separate page, if necessary.

3. Designation of Lands/Current and Proposed Land Use

3.1 Name of the official plan
Unorganized Territory- Lake of the Woods

3.2 The current designation(s) of the subject land in the applicable official plan(s)*

Lower-tier
N/A

Upper-tier
N/A

Single-tier
N/A

Planning board
N/A

3.3 What is the present zoning, if any, of the subject land?

3.4 If the land is covered by a Minister's Zoning Order (MZO), what is the regulation number?

3.5 If the land is covered by a MZO, what uses are permitted by the order?

3.6 What is the current use of the subject land?
Cottaging- Seasonal / Resource Based Recreational Use

3.7 What are the surrounding land uses?

East
Cottaging

West
Cottaging

North
Cottaging

South
Cottaging

3.8 Check whether this application is for approval of:* Condominium Description Plan of Subdivision

Indicate below the type of condominium proposed.

Standard Amalgamations Vacant Land Phased Common Elements Leasehold

3.9. Table A
Table A - Proposed Land Use

Proposed Land Use		Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (ha.)	Density (Units/Dwellings per ha.)	Number of Parking Spaces
Residential	Detached					(1)
	Semi detached					(1)
	Multiple attached					
	Apartment					
	Seasonal		9	21.725		
	Mobile home					
	Other (specify)					
Commercial						
Industrial						
Park, open space		nil			nil	nil
Institutional (specify) ▶						
Roads		nil			nil	nil
Other (specify) ▶						
Totals			9	21.725		

(1) Complete only if for approval of condominium description

Previous/Former Uses of Site and Adjacent Land (History)

3.10 Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent land?

Yes No Unknown

If yes, specify the uses.

Mining Explorations in past

3.11 Has the grading of the subject land been changed by adding earth or other material(s)?

Yes No Unknown

3.12 Has a gas station been located on the subject land or adjacent land at any time?

Yes No Unknown

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

Yes No Unknown

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

Yes No Unknown

3.15 What information did you use to determine the answers to the above questions on former uses?

My partner (Alex Clark) and I have over 100 years experience working on Lake of the Woods at both MNR&F (Resource Management) and private land development consulting.

3.16 If yes to any of (3.9), (3.10), (3.11), (3.12), or (3.13), an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.

Is the inventory of previous uses attached?

Yes No

If the inventory is not attached, why not?

See Environmental Impact Statement (EIS) completed by Alex Clark - Natural Resources Consulting.

3.17 If yes to (3.9), (3.10), (3.11), (3.12), (3.13) or (3.14), was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed? Refer to Appendix 2.

Yes No

If no, why not? Explain on a separate page, if necessary.

See Reports completed on Burley Island including:

- Environmental Impact Study (EIS) completed by Alex Clark Natural Resources Consulting
- Archaeological Assessment completed by Mike McLeod, Boreal Heritage Consulting
- Fisheries Assessment Report completed by Alex Clark, R.P.F., Natural Resources Consulting
- Hydrogeological Report and Stormwater Drainage Plan completed by Alex Clark N R Consulting
- Services Option Report completed by Alex Clark NR Consulting
- Drainage Plan completed by Alex Clark N R Consulting
- First Nation Consultation Summary Report completed by John Balkwill, LakeLand Consulting Services

4. Consultation with the Planning Approval Authority/Municipality/Planning Board

4.1. Has there been consultation with the Ministry of Municipal Affairs (MMA) prior to submitting this application?

Yes No

If yes, and if known, indicate the file number

MMA&H (Sylvie Oulton) reviewed Preliminary Submission / Pre- Consultation and responded on September 20, 2019 and File No. was assigned 60 T - 198176

4.2. Have you consulted with the municipality/planning board on the application's conformity to the official plan?

Yes No

If yes, attach a letter/documentation from the municipality/planning board on the proposal's conformity to the official plan. (If an official plan amendment is needed, it should be submitted prior to or concurrently with this application.)

Attached

4.3 Have you discussed with the municipality/planning board the official plan 'submission requirements for a plan of subdivision/condominium'?

Yes No

4.4 Have you provided with this application a list, together with the related materials, of the submission requirements identified in the official plan?

(All materials required in the official plan for complete application must be provided when submitting an application.)

Yes No Attached

If no, why not? Please explain.

No Official Plan for this Unorganized Territory/ Area

5. Additional Information for Condominium Applications Only

A. General information for all types of condominium

5.1 Has a site plan for the proposed condominium been approved?*

Yes No

5.2 Has a site plan agreement been entered into?*

Yes No

5.3 Has a building permit for the proposed condominium been issued?*

Yes No

5.4 Has construction of the development started?*

Yes No

5.5 If construction is completed, indicate the date of completion (yyyy/mm/dd)

5.6 Is the building currently occupied?*

Yes No

5.7 Is this a conversion of a building containing rental residential units?*

Yes No If yes, indicate the number of units to be converted, _____ units.

5.8 Has the municipality approved the conversion?

Yes No If yes, attach a council resolution to this effect from the municipality Attached

B. Information specific to each type of condominium apart from the standard condominium

5.9 **Amalgamations** (where two or more corporations may amalgamate.)

Include the following with your application: a plan showing the relationship of the condominiums to be amalgamated; the ministry file numbers; the approval dates; and any other relevant information.

5.10 **Vacant Land** (condominium in which each owner may decide what type of structure, if any, will be built on his or her lot.)

This kind of development may, for example, be suitable for a mobile home development. Include information on the proposed servicing and the status of required permits, etc.

5.11 **Phased** (condominium development which will allow a single condominium to be built in phases.)

Include a summary outline of the number of units and common elements to be developed in each specific phase and any common elements that would be available in subsequent phases.

5.12 **Common Elements** (condominium with the following features: the common elements are defined; the land is not divided into units; the homes could be freehold; facilities such as a recreational centre or roads and sewers could be common elements.)

Include a map showing the freehold properties outside the specific condominium site. Identify common elements and property ownerships.

5.13 **Leasehold** (condominium where the initial term of the lease of the land must be from 40-99 years and the leasehold unit owner could sell the unit without the consent of the landlord.)

On a separate page, provide information on what happens at the end of the lease period. Include dates.

6. Provincial Plans

6.1. Is the subject land for the proposed development located within an area of land designated in any provincial plan (Example: Oak Ridges Moraine Conservation Plan, the Greenbelt Plan, the Growth Plan for the Greater Golden Horseshoe, the Parkway Belt West Plan, the Niagara Escarpment Plan, or the Central Pickering Development Plan)?*

Yes No

6.2 If yes, identify which provincial plans(s) and explain the current designations(s) of the subject land(s).

6.3 If yes, does the proposal conform/not conflict with the policies contained in the provincial plan(s)?*

Yes No

If yes, please explain. Attach a separate page, if necessary. Submit a copy of a planning report, if applicable.

6.4 Is the subject land the subject of a proposed amendment to a provincial plan?

Yes No

If yes, what is the applicable provincial plan? Specify the file number and status of the application.

7. Status of Current and Other Applications under the *Planning Act*

7.1 Has the subject land ever been the subject of a planning application, including applications before the Ontario Municipal Board (OMB), for approval of either:

Amendment to the Official Plan*

Yes No If yes and if known, indicate i) file number and ii) status of the application

i) File Number	ii) Status
----------------	------------

Plan of Subdivision*

Yes No If yes and if known, indicate i) file number and ii) status of the application

i) File Number	ii) Status
----------------	------------

Consent*

Yes No If yes and if known, indicate i) file number and ii) status of the application

i) File Number	ii) Status
----------------	------------

Site Plan*

Yes No If yes and if known, indicate i) file number and ii) status of the application

i) File Number	ii) Status
----------------	------------

Zoning By-law Amendment*

Yes No If yes and if known, indicate i) file number and ii) status of the application

i) File Number	ii) Status
----------------	------------

Minor Variance* Yes No

If yes and if known, indicate i) file number and ii) status of the application

i) File Number

ii) Status

Minister's Zoning Order Amendment* Yes No

If yes and if known, indicate i) file number and ii) status of the application and the Ontario Regulation number.

i) File Number

ii) Status

Ontario Regulation number

Note: Please provide list(s) of the relevant applications on a separate page and attach to this form. For those applications before the OMB, provide the OMB file number and the status of appeal.

8. Provincial Policy

8.1 Is the proposed development consistent with the Provincial Policy Statement (PPS) issued under subsection 3(1) of the *Planning Act*?*

 Yes No

(See Appendix 2 for more information on the PPS.)

8.2 Explain how the application is consistent with the PPS. Attach a separate page if necessary.

This Application For Subdivision to create 7 Lots and two Blocks is consistent with Provincial Policy Statement (PPS), as it demonstrates sound land use planning principles by following sustainable resource practices. Each new lot created far exceeds the Provincial minimal lot standards. Lots vary in size from 1.0 ha. to 2.2 hectares.

8.3 Has a site assessment been carried out by a qualified person to determine if natural heritage features exist on or within 120 metres of the subject property?

 Yes No

8.4 Have any studies been completed to assess the impacts of the proposed development on any existing natural heritage features and adjacent lands?

 Yes No

8.5 **Table B** is a checklist (not a substitute for the PPS) to assist in identifying areas of provincial interest that may apply to your application.

Please check the appropriate boxes in **Table B** in **Appendix 1**.

The last column is **additional information** associated with each feature or development circumstance that may be needed to process an application. Applicants are encouraged to submit supporting documentation with the application.

9. Housing Affordability

9.1 For applications that include permanent housing, complete **Table C - Housing Affordability**.

For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage.

Information should be based on the best information available at the time of application. If additional space is needed, attach a separate page.

Table C - Housing Affordability

For example: semi-detached - 10 units; 1000 sq. ft./5.5 metres, \$140,000

Housing Type	Number of Units	Unit Size and/or Lot Frontage	Estimated Selling Price/ Rent	Canada Mortgage and Housing Corporation (CMHC) Average Price / Rent for Current Year
Semi-detached				
Link/Semi-detached				
Row or townhouse				
Apartment block				
Other types or multiples				

9.2 What is the municipality/planning board's minimum target, or provincial target established in a provincial plan, for the provision of housing which is affordable to low and moderate income households?

9.3 What is the municipality/planning board's development standards for residential intensification, redevelopment and new residential development?

9.4 Explain how the proposed development would assist in:

- i) achieving the municipality/planning board's targets for residential intensification and redevelopment; and

ii) implementing the municipality/planning board's development standards and policies for residential intensification and redevelopment. Attach a separate page if necessary.

9.5 Is there any other information that may relate to the affordability of the proposed housing or the type of housing needs served by the proposal?

Yes No If yes, please explain in Section 15.1 or attach a separate page, if necessary.

10. Archaeology

10.1 Does the subject land contain any known archaeological resources or areas of archaeological potential?*

Yes No

If yes, does the plan propose to develop lands within the subject lands that contain:

- known archaeological resources¹? Yes No
- areas of archaeological potential²? Yes No

10.2 If yes to 10.1, the following reports must be prepared:

- a) an archaeological assessment that is prepared by a person who holds a licence that is effective with respect to the subject land and issued under Part 6 (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and
- b) a conservation plan for any archaeological resources identified in the assessment.

Titles of reports

See Mike McLeod, Boreal Heritage Consulting, Archeological Assessment Report attached.

10.3 Are the reports attached?

Yes No If no, discuss the reasons with the regional MSO.

Notes:

1. Archaeological resources include artifacts, archaeological sites and marine archaeological site. Refer to the PPS for the definition.
2. Areas of archaeological potential means areas with the likelihood to contain archaeological resources. Refer to the PPS for the definition.

11. Servicing

11.1 Indicate in **a)** and **b)** below the proposed type of servicing for the subject land. Select from **Table D** the appropriate type of servicing. Provide/attach a separate page with the names of the relevant servicing information and/or reports indicated in **Table D** and as requested in **c)** below.

a) In **Table D**, **select** the relevant boxes in the right column.

Indicate the proposed type of sewage disposal system – whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, or other means?*

Private Class 4 Septic System Installed On Each Lot

b) In **Table D**, select the relevant boxes in the right column

Indicate the proposed type of water supply system - whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means?*

Draw Water From Lake of the Woods

c. Provide a list of available servicing reports/information Attached

d. Have these reports been submitted with your application?

Yes No

Indicate on the list the reports that are included with the application.

Letter from Bells Septic Hauling to be secured

Letter from Barging Operator on Lake of the Woods

11.2 Hauled Sewage

If development is proposed on a privately owned and operated individual or communal septic system, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage resulting from the proposed development. Refer to Table D below.

11.3 Is there municipal support for the allocation of uncommitted reserve servicing capacity to the subject application?

Sewage Yes No Water Yes No

Table D - Sewage Disposal and Water Supply

Type of Servicing	Reports/Information Required [select appropriate boxes where applicable]	
Sewage Disposal	a) Publicly owned and operated sanitary sewage system	<input type="checkbox"/> Applicants must provide evidence in their application that there is municipal confirmation of sufficient uncommitted reserve sewage system capacity to service the development at the time of draft approval. The reserve sewage system capacity shall also include treatment capacity for hauled sewage from individual on-site sewage systems.
	b) Public communal septic	<input type="checkbox"/> Development of five or more lots/units would require a servicing options report ¹ and a hydrogeological report ² . <input type="checkbox"/> Development of less than five lots/units and generating effluent of more than 4,500 litres per day would require a servicing options ¹ and hydrogeological report ² .
	c) Privately owned and operated individual septic system	<input checked="" type="checkbox"/> Development of five or more lots/units would require a servicing options report ¹ and a hydrogeological report ² . <input checked="" type="checkbox"/> Development of less than five lots/units and generating effluent of more than 4,500 litres per day would require a servicing options ¹ and hydrogeological report ² .
	d) Privately owned and operated communal septic system	<input checked="" type="checkbox"/> Development of less than five lots/units and generating effluent of 4,500 litres or less per day would require a hydrogeological report ² .
	e) Other	To be described by applicant.
Hauled Sewage	<input checked="" type="checkbox"/> If development is proposed on privately owned and operated individual or communal septic systems, applicant must provide evidence in the application showing either: <input type="checkbox"/> i) Municipal confirmation of sufficient uncommitted reserve sewage system capacity, at the time of draft approval, for treatment of septage resulting from the proposed development, Or <input checked="" type="checkbox"/> ii) Confirmation (i.e., letter) from a commercial enterprise (private provider) for hauled sewage (septage) indicating that capacity is available, at the time of draft approval, to accommodate the specific proposal.	
Water Supply	a) Publicly owned and operated piped water system	<input type="checkbox"/> Applicants must provide evidence in their application that there is municipal confirmation of sufficient reserve water system capacity to service the development at the time of draft approval.
	b) Privately owned and operated individual well(s)	<input checked="" type="checkbox"/> A communal or individual well system for the development of more than five lots/units would require a servicing options report ¹ and a hydrogeological report. ²
	c) Privately owned and operated communal well(s)	<input type="checkbox"/> Communal well systems for non-residential development may need a hydrogeological report ² .
	d) Lake or other water body	A Permit to Take Water may be required. Contact your regional Municipal Services Office for guidance.
	f) Other	To be described by applicant.

Notes:

- To facilitate review of the application - submit a letter from the municipality to show concurrence (or not) with the recommendations in the servicing options report.
- Before undertaking a hydrogeological report, consult with MMA about the assessment required given the nature and location of the proposal.
 Where communal services are proposed (water and/or sewage), ownership of these services must be assumed by the municipality or a public body through a signed letter of acceptance.

Other notes: See attached Appendix 2 for more information.

- To facilitate review of the application, submit a letter from the local health unit indicating that the site is developable and could accommodate the proposal.
- A Building Permit is required for septic systems under *Part 8 of the Building Code*.
- A certificate of approval is required from the Ministry of the Environment and Climate Change (MOECC) for sewage systems generating more than 10,000 litres of effluent per day.
- Permit to Take Water is required for water taking of more than 50,000 litres of surface and/or ground water per day.
- Servicing projects that require a Class EA under the *Environmental Assessment Act* should be discussed early with your regional MSO and the MOECC office.
- Satisfying policy requirements comes first; technical studies and any other requirements are to assist in meeting the policy.

12. Access

12.1 Indicate below in **a)** and **b)** the proposed **access** to the subject land.
Note the information that may be required, as indicated in **Table E** below.

a. The proposed road access would be by:

- Provincial highway Municipal road maintained all year Municipal road maintained seasonally
 Other public road Right of way No road access Other

b. Is water access proposed?

- Yes No

If yes, on a separate page, describe the parking and docking facilities to be used, the approximate distance of these facilities from the subject land and the nearest public road access.

- Attached

13. Stormwater Management/Drainage

13.1 Indicate in **a)** below the proposed type of **stormwater management** for the subject land.
Provide/attach the servicing reports/information as indicated in **Table E** and required in **b)** below.

a. The proposed stormwater management would be by:

- Sewers Ditches Swales Other

b. Is the stormwater management report attached?

- Yes No

If not attached as a separate report, in what report can it be found?

14. Garbage Disposal

14.1 Describe the available or proposed garbage disposal for the proposed development.
All garbage from this development will be hauled to the City of Kenora Waste Management Site at Barsky's Hill.
A letter from the City of Kenora will be secured stating that they have residual capacity at present to accept all garbage from this 7 lot development on a user pay system.

Table E – Road/Water Access and Stormwater Management

Services	Reports /Information Required	
Storm Drainage	a) Sewers	i) A stormwater management plan is recommended, and should be prepared concurrently with any hydro-geological report for submission with the application. ii) A stormwater management plan may be needed prior to final approval of a plan of subdivision or prior to site plan approval.
	b) Ditches c) Swales d) Other	A stormwater management plan may be needed.
Road Access	a) Provincial highway	Application to MTO for an Access Permit should be made prior to submitting this application (See Appendix 2). An Access Permit is required from MTO prior to commencing development.
	b) Municipal or other public road maintained all year	Detailed road alignment and access will be confirmed when the development application is made.
	c) Municipal road maintained seasonally	Subdivision or condominium development is not usually permitted on seasonally maintained roads.
	d) Right of way	Access by right of ways and private roads are not usually permitted, except as part of a condominium.
Water Access	A letter is required from the owner(s) of a commercially operated parking and docking facility indicating that capacity is available to accommodate the specific proposal.	

15. Consultation Strategy

15.1 Please describe in detail your proposed strategy for consulting with the public with respect to this requested amendment. Please explain below or attach on a separate page.

Posting a Notice in the Kenora Enterprise, weekly newspaper in Kenora.

16. Other Information

16.1 Is there any other information that may be useful to the ministry in reviewing this development proposal (e.g., information relating to housing affordability, requirements and policies in the municipal official plan, or efforts made to resolve outstanding objections or concerns by area resident(s), the municipality, other)?

If so, explain below or attach a separate page with this information.

16.2 The original or certified copy of any other information and materials, as required by the official plan of the municipality/planning board, must be provided with this application.

16.3 Where applicable and relevant information is available in a planning report submitted to council, or in a technical study/report(s) prepared for the proposal, please provide the name, section and page number if you have referenced the study/report(s) in any of the questions above.

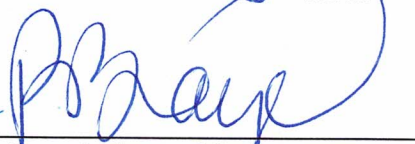
17. Affidavit or Sworn Declaration

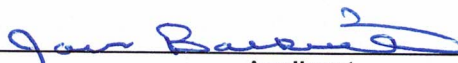
I, Balkwill, John of the City of Kenora
Last Name, First Name* Municipality*
in the province of Ontario, make oath and say (or solemnly declare)

that the information required under Schedule 1 to Ontario Regulation 544/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the City of Kenora in the District of Kenora
(lower-tier municipality)* (upper-tier municipality)*

on this* 24 day of* August, *2022
day month


Commissioner of Oaths
Pamela Sunshine Jeanne Braye,
a Commissioner, etc., Province of Ontario,
for Hook, Seller & Lundin, LLP,
Barristers and Solicitors.
Expires June 19, 2025


Applicant

18. Authorizations


18.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner 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, Bart Spence - 7169176 Manitoba Ltd. am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I authorize John Balkwill- LakeLand Consulting Services , Alex Clark - NR Consulting to make this application on my behalf.

Signature of Owner

Date (yyyy/mm/dd)

X 

2022/08/28

18.2 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.

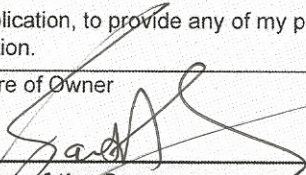
Authorization of Owner for Agent to Provide Personal Information

I, Bart Spence- 7169176 Manitoba Ltd., am the owner of the land that is 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*.

I, authorize John Balkwill- LakeLand Consulting Services and Alex Clark- NR Consulting, 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.

Signature of Owner

Date (yyyy/mm/dd)

X 

2022/08/28

19. 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, Bart Spence - 7169176 Manitoba Ltd. am the owner of the land that is 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*. I 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 of Owner

Date (yyyy/mm/dd)

X 

2022/08/28

20. Submission of Application

Date of application to Ministry of Municipal Affairs (yyyy/mm/dd)*

21. Applicant's Checklist

- i) Have you remembered to attach the following:
 - Eight copies of the completed application form (ensure you have a copy for yourself)
 - Twelve copies, at a minimum, of the draft plan
 - Twelve copies of the draft plan on 8½" x 11" paper
 - Eight copies each of the reports as indicated in the application form
 - The required fee, either a certified cheque or money order, payable to the Minister of Finance
- ii) Check that the application form is signed and dated by the owner/agent

Note: Submission of digital report(s)/electronic copies is encouraged but this does not replace the ministry's requirement for hard copies.

Forward Complete Application to:

- Municipal Services Office (MSO) of the Ministry of Municipal Affairs
- Please see the attached map for geographic areas of coverage for each MSO. Refer to Page 1 for the address of each MSO.

Appendix 1

Table B below is a checklist (not a substitute for the PPS) to assist in identifying areas of provincial interest that may apply to your application. Please check the appropriate boxes in **Table B**.

The last column is **additional information** associated with each feature or development circumstance which may be needed to process an application.

Applicants are encouraged to submit supporting documentation with the application.

Table B - Significant Features Checklist

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Class 1 industry ¹	<input type="checkbox"/>		If sensitive land use is proposed within 70 m from the boundary lines, a noise/odour/particulate study may be needed.
Class 2 industry ²	<input type="checkbox"/>		If sensitive land use is proposed within 300 m from the boundary lines, a noise/odour/particulate study or other studies may be needed.
Class 3 industry ³	<input type="checkbox"/>		If sensitive land use is proposed within 1000 m from the boundary lines, an assessment of the full range of impacts and mitigation measures may be needed.
Landfill site(s): closed/active landfill	<input type="checkbox"/>		<p>If sensitive land use is proposed, and if within 500 m 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	<input type="checkbox"/>		<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 m 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 m from the periphery of the noise/ odour-producing source structure of a STP producing greater than 25,000 cubic metres of effluent per day; or • 400 m from the boundary line of a waste stabilization pond.

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Provincial highway	<input type="checkbox"/>		<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. be required by the Ministry of Transportation.</p>
Airports where Noise Exposure Forecast (NEF) or Noise Exposure Projection (NEP) greater than 30	<input type="checkbox"/>		<p>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.</p>
Active railway line and major highways	<input type="checkbox"/>		<p>A noise feasibility study may be needed to determine possible noise impacts and appropriate mitigation measures if sensitive land use is proposed within:</p> <ul style="list-style-type: none"> • 500 m of a main railway line or of any provincial highway; • 250 m of a secondary railway line; • 100 m of other railways or a freeway right of way; and • 50 m of a provincial highway right-of-way.
Electricity generating station, hydro transformers, railway yards, etc.	<input type="checkbox"/>		<p>If sensitive land use is proposed, and if within 1000 metres, a noise study may be needed to determine possible noise impacts and appropriate mitigation measures.</p>
High voltage electric transmission line	<input type="checkbox"/>		<p>Consult the appropriate electric power service/utility for required buffer/separation distance.</p>
Transportation, other infrastructure, utility and hydro corridors	<input type="checkbox"/>		<p>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.</p>
Agricultural operations	<input type="checkbox"/>		<p>If development is proposed outside of a settlement area, it must comply with the Minimum Distance Separation Formulae.</p>

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Mineral mining operations and petroleum resource operations and known petroleum resources	<input type="checkbox"/>		<p>If within 1000 m, demonstrate that development and activities would:</p> <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; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • serve a greater long-term public interest if the resource use is not feasible, and • address issues of public health, public safety and environmental impacts.
Mineral aggregate operations, and known deposits of mineral aggregate resources	<input type="checkbox"/>		<p>If a sensitive land use is proposed, a feasibility study is needed to determine noise, dust/particulate and hydrogeology if within:</p> <ul style="list-style-type: none"> • 1000 m of the property boundary line (or licensed area) of any land designated for or an existing pit, or • 1000 m of the property boundary line (or licensed area) of any land designated for or an existing quarry. <p>If within 1000 m of a known deposit of sand and gravel or a bedrock resource, the applicant needs to demonstrate that development and activities would:</p> <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 impacts.
Significant wetlands in Ecoregions 5E, 6E and 7E; Significant coastal wetlands; Significant habitat of endangered species and threatened species	<input checked="" type="checkbox"/>		<p>Development and site alteration are not permitted in the features.</p> <p>Are any significant wetlands, significant coastal wetlands or unevaluated wetlands present on the subject lands or within 120 m?</p> <p>Are any known significant habitats present on the subject lands or within 50 m?</p> <p>Has there been preliminary site assessment to identify whether potentially significant habitats are present?</p>

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E	<input type="checkbox"/>		Development and site alterations are not permitted in the feature, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Are any significant wetlands, significant coastal wetlands or unevaluated wetlands present on the subject lands or within 120 m?
Significant woodlands and valleylands south and east of the Canadian Shield; Significant wildlife habitat; Significant Areas of Natural and Scientific Interest	<input type="checkbox"/>		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. Are any significant woodlands, significant valleylands, significant wildlife habitat, and Areas of Natural and Scientific Interest (ANSIs) on the subject lands or within 50 m? If yes to the above, an environmental impact study may be needed. Consult with the regional Municipal Services Office.
Fish habitat	<input checked="" type="checkbox"/>		Development and site alteration are not permitted in fish habitat except in accordance with provincial and federal requirements. Is any fish habitat on the subject lands or within 15 m? Is any lake trout lake on the subject lands or within 30 m? If yes to the above, an environmental impact study may be needed. Consult with Ministry of Municipal Affairs early in the planning proposal stage.
Adjacent lands to natural heritage features and areas	<input type="checkbox"/>		Development and site alteration are not permitted on adjacent lands to natural heritage features unless: <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.
Sensitive surface water features and sensitive groundwater features	<input type="checkbox"/>		Development and site alteration are restricted in or near sensitive surface water features and sensitive groundwater features. 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.

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Water quality and quantity	<input checked="" type="checkbox"/>		<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 early in the planning stage. The province has particular interests in lake trout lakes.</p>
Cultural heritage and archaeology	<input checked="" type="checkbox"/>		<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 proposed adjacent development or site alteration.</p>
Human-made hazards ⁴ including mine hazards and high forest fire hazards	<input checked="" type="checkbox"/>		<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 resource 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 m of existing un-decommissioned oil and gas works?</p> <p>Are the subject lands on or within 1000 m of a salt solution mining well?</p> <p>Demonstrate how the hazard(s) will be addressed.</p>

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Mine hazards, former mining operations, or rehabilitated and abandoned mine sites	<input checked="" type="checkbox"/>		If proposal is on, adjacent to, or within 1000 m of mine hazards, former mining operations, rehabilitated mine sites, abandoned mine sites, or AMIS identified sites, progressive and final rehabilitation will be required to accommodate subsequent land uses. All work must be completed to the satisfaction of the province.
Non-operating mine site within 1000 metres	<input checked="" type="checkbox"/>		Was the mine rehabilitated? Have potential impacts been addressed? If within 1000 m, demonstrate to the satisfaction of the Ministry of Northern Development and Mines that the mine has been rehabilitated or all potential impacts have been investigated and mitigated.
Rehabilitated and abandoned mine sites	<input checked="" type="checkbox"/>		If proposal is on, adjacent to, or within 1000 m, consult with the Ministry of Northern Development and Mines. Progressive and final rehabilitation will be required to accommodate subsequent land uses.

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Natural hazards	<input type="checkbox"/>		<p>Development should generally be directed to areas outside of hazardous lands and hazardous sites.</p> <p>Is your development proposal within:</p> <ul style="list-style-type: none"> • a dynamic beach hazard? • the defined portions of the one hundred year flood level along the connecting channels of the Great Lakes? • areas that would be inaccessible as a result of flooding, erosion or dynamic beach hazards and a floodway? <p>Is your proposal subject to limited exceptions such as:</p> <ul style="list-style-type: none"> • safe access appropriate for the nature of the development and the natural hazard? • Special Policy Area? • uses which by their nature must locate in the floodway? <p>Where development is permitted in portions of hazardous lands and hazardous sites not subject to the above prohibitions, flood-proofing, protection works standards and access standards must be adhered to. In addition, vehicles and people need to have a way to safely enter and exit the area, hazards cannot be created or aggravated and there can be no adverse environmental impacts.</p> <p>Are the subject lands within or partially within:</p> <ol style="list-style-type: none"> i) hazardous lands adjacent to the shorelines of the Great-Lakes - St. Lawrence River System and large inland lakes (includes flooding, erosion and dynamic beach hazards)? ii) hazardous lands adjacent to river, stream and small inland lake systems (includes flooding and erosion hazards)? iii) hazardous sites (includes unstable soils and unstable bedrock)? iv) a special policy area shown in an approved official plan? v) the food fringe in an area subject to the two zone concept of floodplain management? <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>

Development Circumstances Or Features of Interest to the Province	(a) If a feature/land use, is it on site or within 500 m Or (b) If a development circumstance, does it apply?	If a feature/land use, specify distance from site (in meters)	Additional information that may be required
Contaminated sites	<input type="checkbox"/>		<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 the Environment and Climate Change (MOECC). A Phase 2 Environmental Site Assessment 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> <p>Refer to Appendix 2 for more information. Consult with the Ministry of Municipal Affairs on your specific proposal.</p>
Crown lands ⁵	<input type="checkbox"/>		<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 and Forestry (MNRF) 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 daytime 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 1000 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 a naturally occurring hazard(s). 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 MNRF as being of special interests, such as lake access points. Distances quoted in Table A are approximate and are intended for your guidance in assessing your application.