



## **SUBDIVISION / CONDO PLAN APPROVAL**

### **TO THE APPLICANT**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the Town of Hawkesbury.

The Municipality can enter into subdivision agreements as a condition of a draft plan approval in reliance of the statutorily prescribed authority in subsection 51(26) of the Planning Act. A subdivision agreement is normally entered into by the parties following the issuance of a draft plan approval and before the registration of the final approved plan of subdivision.

To help process your application, please fill in the attached application form and submit the appropriate plans and documents. A check list is attached which you may use to ensure that you have included all the required information. Please remember that a complete application will help us to process your request faster.

**The time required to approve your application depends on the complexity of the plans. All engineering reviews are done by a professional firm. All professional fees are the responsibility of the proponent as per By-Law no. 21-2008.**

If you have any questions, please do not hesitate to contact the Planner at (613) 632-0106, extension 2020 or Fax (613) 632-2463.

File No. \_\_\_\_\_

**APPLICATION FOR A SUBDIVISION/CONDO AGREEMENT APPROVAL**

<input type="checkbox"/> new application	<input type="checkbox"/> amendment to a subdivision agreement
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Date of application \_\_\_\_\_

**A) APPLICANT INFORMATION**

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
Number & Street City Postal Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Name of Agent: \_\_\_\_\_  
(Engineer)

Address: \_\_\_\_\_  
Number & Street City Postal Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

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**B) PROPERTY INFORMATION**

Legal description: Lot \_\_\_\_\_ Conc. \_\_\_\_\_ Plan no. \_\_\_\_\_

Lot Frontage \_\_\_\_\_ m. Lot Depth \_\_\_\_\_ m.

Lot Area \_\_\_\_\_ m<sup>2</sup>.

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**C) PLANNING INFORMATION**

Official Plan Designation:  
United Counties Prescott-Russell \_\_\_\_\_  
Town of Hawkesbury \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Describe proposed \_\_\_\_\_  
Project, number of lots, \_\_\_\_\_  
Proposed used of lots \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**D) SIGNING AUTHORITY**

Please indicate the name and title of the person having the authority to sign the Subdivision Agreement: \_\_\_\_\_  
\_\_\_\_\_

**E) PARK DEDICATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F) COST ESTIMATES FOR MUNICIPAL ROAD & SERVICES**

Please state estimated cost of:

1. Watermain
2. Sanitary Sewer
3. Storm Sewer
4. Road:
  - a) granular base
  - b) asphalt
  - c) concrete curb
5. Street Lighting
6. Electrical Distributing System
7. Street Name Signs

*See attached Schedule « A » for format.*

**DECLARATION:**

I, \_\_\_\_\_ declare that the contents of this application and of the plans and documents are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>OFFICE USE ONLY</b>	<b>Circulation Date</b>
Administration	_____
Professional Engineer	_____
South Nation Authority	_____
Building Official	_____
Fire Chief	_____
Public Works	_____
Water Service	_____
Payment of Application fee \$ _____	

**SUBDIVISION / CONDO PLAN AGREEMENT CHECK LIST**

Please use this checklist to verify that you have included all the required information.

**GENERAL**

- 1. Five (5) copies of application form. \_\_\_\_\_
- 2. Five (5) copies of plan proposed for registration. \_\_\_\_\_
- 3. One (1) copy of registered deed. \_\_\_\_\_
- 4. Five (5) paper copies (full size: scale 1:500) of the following plans, if applicable:
  - General Plan - road construction \_\_\_\_\_
  - General Plan - water main, sanitary and storm sewers \_\_\_\_\_
  - General Plan - grade control plan \_\_\_\_\_
  - General Plan - sediment & erosion control plan \_\_\_\_\_
  - General Plan - composite utility plan: electrical distribution, street lighting and natural gas distribution \_\_\_\_\_
- 5. Five (5) copies of stormwater management calculation report. \_\_\_\_\_
- 6. Five (5) copies of all other relevant environmental studies. \_\_\_\_\_
- 7. A deposit of \$1,500.00 payable to the Town of Hawkesbury for all professional fees. \_\_\_\_\_
- 8. A cheque to the amount of \$2,500.00 made payable to the Town of Hawkesbury for the processing of the application. \_\_\_\_\_
- 9. One (1) copy of registered mortgage (if applicable). \_\_\_\_\_
- 10. One 8 1/2 X 14 legal size paper and a digital copy of all final approved plans \_\_\_\_\_

**SCHEDULE "A" - SAMPLE**  
**REFERRED TO IN THE FOREGOING AGREEMENT**  
**STREET**

	<b>ESTIMATE</b>	<b>BONDING</b>
<b>1. <u>WATERMAIN</u></b>		
93.5m of 200mm watermain, 15m of 150mm watermain, valves, hydrant, fixtures \$26,155.00 at 25%	\$ 26,155.00	\$ 6,538.75
<b>2. <u>SEWERS</u></b>		
a) 87m of 200mm sanitary and manhole \$18,575.00 at 25%	\$ 18,575.00	\$ 4,643.75
b) 70m of 600mm storm, 16m of 300mm storm, manhole, catch basins \$44,675.00 at 25%	\$44,675.00	\$ 11,168.75
c) 4 house connections \$8,800.00 at 25%	\$ 8,800.00	\$ 2,200.00
<b>3. <u>ROADS</u></b>		
a) 176m of concrete curbs \$11,940.00 at 75%	\$ 11,940.00	\$ 8,955.00
b) 85m x 10.19m wide of road excavation, granular materials and asphalt \$71,406.00 at 75%	\$ 71,406.00	\$ 53,554.50
<b>4. <u>STREET LIGHTING</u></b>		
Two lights, supply conductor and control cabinet \$6,000.00 at 75%	\$ 6,000.00	\$ 4,500.00
<b>5. <u>ELECTRICAL DISTRIBUTION SYSTEM</u></b>		
N/A		N/A
<b>6. <u>STREET NAME SIGNS</u></b>		
Two (2) signs \$500.00 at 100%	\$ 500.00	\$ 500.00
<b>SUB-TOTAL</b>	<u>\$188,051.00</u>	<u>\$ 92,060.75</u>
<b>7. <u>ENGINEERING SUPERVISION</u></b>		
Supervision to be done by ( <i>name of engineering firm</i> ) (3% of total estimated cost) \$5,641.53 at 100%	\$ 5,641.53	\$ 5,641.53
<b>TOTAL</b>	<u><u>\$193,692.53</u></u>	<u><u>\$ 97,702.28</u></u>