



## SUBDIVISION 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. 4-2017.**

If you have any questions, please do not hesitate to contact the Planner at (613) 632-0106, extension 2231 or by Email: [mbelle-isle@hawkesbury.ca](mailto:mbelle-isle@hawkesbury.ca)

**APPLICATION FOR A SUBDIVISION AGREEMENT APPROVAL**

new application  amendment to a subdivision agreement

Date of application \_\_\_\_\_

**A) APPLICANT INFORMATION**

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

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

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

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

**B) PROPERTY INFORMATION**

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

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

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

**C) PLANNING INFORMATION**

Official Plan Designation:  
Town of Hawkesbury \_\_\_\_\_

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

Describe proposed project, number of lots and proposed use of lots and blocks:

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

**D) SIGNING AUTHORITY**

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

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

**E) PARKLAND DEDICATION (as per Section 51.1(1) of the Planning Act)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Please state estimated cost of:

- |    |  |          |
|----|--|----------|
| 1. | Watermain, Sanitary Sewer, Storm Sewer | \$ _____ |
| 2. | Stormwater management                  | \$ _____ |
| 3. | Road:                                  |          |
|    | a) granular base                       | \$ _____ |
|    | b) asphalt                             | \$ _____ |
|    | c) concrete curb                       | \$ _____ |
| 4. | Street Lighting                        | \$ _____ |
| 5. | Electrical Distributing System         | \$ _____ |
| 6. | 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>	Circulation Date
Administration	_____
Professional Engineer	_____
Project Manager (CET)	_____
Building Official	_____
Fire Chief	_____
Public Works	_____
Water Service	_____
Payment of Application fee	\$ _____ (By-law No. 4-2017)

**SUBDIVISION 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: scale1:500) of the following plans, if applicable:
  - General Plan - road construction \_\_\_\_\_
  - General Plan - watermain, 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. Submission fee, By-law 4-2017 \$150/ dwelling unit or block Minimum \$4000.00. \_\_\_\_\_
- 8. One (1) copy of registered mortgage (if applicable). \_\_\_\_\_
- 9. One digital copy of all submitted plans & documents \_\_\_\_\_

**SAMPLE**

**SCHEDULE "A"  
REFERRED TO IN THE FOREGOING AGREEMENT**

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