

Detach and retain Information and Instructions for future reference.**Pre-Consultation**

Prior to the submission of this application, you must complete a multi-stage pre-consultation for the proposal. The request for a pre-consultation shall be made through the submission of the [Pre-consultation form](#) on the City's website.

For more information on subdivisions or condominiums, please see the City of Oshawa website at <https://www.oshawa.ca/en/business-development/development-applications.aspx>.

Questions in respect to the application and process or requests for consultation with staff before an application is made may be made in person at Planning Services, City Hall, 8th Floor, 50 Centre Street South, Oshawa or by telephone at 905-436-3853 or by email at planning@oshawa.ca.

Prior to the submission of this application, applicants are encouraged to discuss the proposal with Durham Region Planning staff to ensure conformity with the Durham Region Official Plan. If required, an application to amend the Durham Region Official Plan should be submitted to the Region of Durham concurrently with this application. Please contact the Regional Planning staff at Regional Municipality of Durham, Planning Department, 605 Rossland Road East, P.O. Box 623, Whitby, Ontario L1N 6A3 or by telephone 905-668-7711.

Submission Requirements

- Eight (8) copies (one original, seven copies) of a fully completed application form is submitted to:

Director, Planning Services
Economic and Development Services Department
Corporation of the City of Oshawa
50 Centre Street South (8th Floor)
Oshawa, Ontario L1H 3Z7

- The applicable processing fee is required to be paid as follows:

Condominiums:

- \$15,450** processing fee for draft approval and amendment to draft approval for common elements condominiums
- \$12,102** processing fee for draft approval and amendment to draft approval for all other types of condominiums
- \$2,692** processing fee for condominium agreement or for an amendment to a condominium agreement
- \$2,732** processing fee for an amendment to condominium description or declaration
- \$1,013** processing fee for changes to the conditions of a Draft Plan of Condominium approval that does not involve any review of plans (e.g. extension of Draft Approval)

- **\$2,826** processing fee for clearing/releasing any phase of a plan of condominium for registration
- A **\$2,500** advertising fee is required to be paid to the City. There is no advertising fee associated with a condominium application unless it is a conversion from rental tenure or is a common element condominium.

Subdivisions:

- **\$36,050** plus **\$464** per unit/block for the first 200 units/blocks and **\$258** per unit/block over 200 units/blocks processing fee for draft plan approval and amendment to draft approval for subdivisions
- **\$5,382** processing fee for preparation of subdivision agreement and amendment to subdivision agreement
- **\$2,826** processing fee for clearing/releasing any phase of a plan of subdivision for registration
- A **\$2,500** advertising fee is required to be paid to the City.

Methods of payments are: Cash, Cheque (payable to City of Oshawa) and Interac Debit

- The City collects a **\$15,560 plus (\$2,185 or \$4,175/ha)** (subdivision or comparable condominium) or **\$2,185** (condominium) fee on behalf of the Central Lake Ontario Conservation Authority (CLOCA). A cheque payable to the CLOCA for this amount is to be attached to the application. An additional fee may be applicable for the review of technical reports (\$3,530/technical report).
- The City collects a review fee on behalf of the Durham Region Planning and Economic Development Department. A certified cheque or money order payable to the Regional Municipality of Durham in this amount is to be attached to the application.
 - **\$5,000** (subdivision)
 - **\$3,000** (subdivision – additional phased draft approvals)
 - **\$2,000** (vacant lot condominium, standard or leasehold condominium, phased or conversion condominium)
 - **\$1,500** (amendment/redline revision/change of conditions)
 - **\$1,000** (common element condominium)
 - **\$500** for recirculation and review of amended plans or studies prior to draft approval

Note:

1. The City of Oshawa's Planning Services processing fees for applications (excluding advertising fees) increase annually by 3%, each January 1st. These fees are calculated by Planning Services and will be published in a brochure available at <https://www.oshawa.ca/en/business-development/development-applications.aspx> or by calling Planning Services at 905-436-3853.
2. Additional copies of plans, maps or other material may be required at a later date in response to site specific conditions and circumstances.

Plans and Supplementary Information:

If an Application for a Plan of Subdivision is being submitted in conjunction with an Application to Amend the Zoning By-law, only the plans required by the Plan of Subdivision application need to be submitted.

If an Application for a Plan of Condominium is being submitted in conjunction with an Application to Amend the Zoning By-law, only the plans required by the Plan of Condominium application need to be submitted.

For Subdivision and Condominium Applications please submit the following, as applicable (consult with Planning Services staff):

- Three (3) usb/flash drives or a digital download link containing digital copies of **all** plans and documents are required. The drawings shall be in both AutoCad format and PDF format. All studies and reports shall be in PDF format.
- Four (4) copies of an elevation drawing showing the massing and conceptual design of the proposed building(s) (e.g. townhouses, apartments) and commercial, office and industrial buildings.
- Four (4) copies of floor plan drawings in the case of apartment buildings, commercial, office and industrial buildings. Such drawings shall include underground and storage areas.
- Separate Letter of Authorization, if the applicant is not the owner (see Section 1, 18 and 19).
- If this application does not conform to the Durham Regional Official Plan, a Durham Regional Official Plan Amendment application must be received and accepted by the Region, otherwise this application will be considered to be premature (see Section 5).
- If this application does not conform to the Oshawa Official Plan, an Oshawa Official Plan Amendment application must be received and accepted by the City of Oshawa, otherwise this application will be considered to be premature (see Section 5).
- Separate document providing information regarding consistency with Provincial Policies and Plans, if applicable (see Section 9).
- Four (4) copies of a Geotechnical report, four (4) copies of a Hydrogeological report and eight (8) copies of a Servicing Options report (see Section 10).
- Letter from a qualified Professional Engineer regarding any projects subject to the provisions of the Environment Assessment Act (see Section 11).
- Five (5) copies of a Traffic Study.
- Three (3) copies of the Site Screening Questionnaire which is attached to this application or eight (8) copies of a Phase 1 Environmental Assessment (see Section 13).
- Four (4) copies of an Archaeological Assessment and four (4) copies of a Conservation Plan (see Section 15).
- A proposed strategy for consulting with the public with respect to the application (see Section 16).
- Four (4) copies of additional technical studies or background material (see Section 16).
- One (1) copy of the Minimum Distance Separation 1 – Data Sheet which is attached to this application (see Section 16).
- Three (3) copies of the Ontario Building Code Information Sheet (one for each building) which is attached to this application must be completed, if applicable.

For Subdivision Applications please also submit the following:

- Four (4) copies of a plan showing all of the information required by Section 51(17) of the Planning Act.

- An information sheet from a surveyor which indicates the lot area of all proposed lots and blocks, the width of each proposed lot and block at the street line and the width of each proposed lot and block at a depth of 6 metres from the street line; if such information is shown on the draft plan of subdivision, this information sheet is not required.
- The data required by items 7, 8, 9, 10, 11 and 13 of the Schedule to Ontario Regulation 178/16 shall be included in an information panel on the plan.

For Condominium Applications please also submit the following:

- Four (4) copies of a site plan showing all the information required by the Planning Act.

General Requirements for All Plans

Note: All dimensions are to be in metric.

- Plans are required to be drawn in one of the following metric scales - 1:100, 1:200, 1:300, 1:400 or 1:500.
- The standard drawing sheet sizes to be used for plans are 8½" x 14", 11" x 17" or 24" x 36".
- All plans are required to be folded to legal size (8½" x 14") with the title block visible in the lower right hand corner of the drawing sheet.
- If all of the required information can be shown clearly and legibly on a single sheet, this is acceptable. If not, it is required that more than one sheet be prepared to show the required information (i.e., a site plan, a grading plan, a servicing plan).
- Elevations indicating lot grading shall be to the nearest centimetre. All other elevations shall be to the nearest millimetre. All elevations shall be based on the Oshawa Geodetic Bench Mark System and the number of the bench mark shall be indicated.
- All abbreviations and symbols shall be in accordance with City of Oshawa standards, which can be obtained from Engineering Services in the Economic and Development Services Department.

General Information Required on Plan:

- Title block including project title or proposed use of building, project address or location, owner's/developer's name and address, agent's name and address, north arrow, scale, date of issue of drawing, title project (job) number, drawing number and revisions suffix and designer's name, address, telephone number and professional seal.
- Key plan to identify the site in relation to the street plan in the surrounding area.
- Reference to an up-to-date plan of survey.
- Legal description of subject property (lot number and registered plan number).
- The location, width and name of any roads within or abutting the Subject Lands, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
- Reference to the nearest intersecting street(s).
- Location and dimensions of existing natural and manmade features on the property and on the adjacent properties and road allowance within a minimum of 15 metres of the subject property such as buildings, easements, underground services, overhead services, water courses, trees, driveways, driveway openings, catchbasins and manholes, wells and septic tanks, fences, fire hydrants, street furniture, barriers, free-standing signs, and electrical transformers.
- Building entrances and exit doors.
- Future street widening.
- The identification, location, size and type of all existing and proposed buildings and structures, indicating their distance from all lot lines.
- Location and dimensions of all parking spaces, loading spaces, aisles and driveways.

- Location and details of existing and proposed refuse collection facilities.
- Extent and details of paved areas.
- Extent and details of sodded and landscaped areas in accordance with the City's "Landscaping Design Policies".
- Location and details of all existing vegetation to be removed or to be retained.
- Location and type of lighting and proposed electrical transformers.
- Location of road intersections and driveways across the street and adjacent to the subject property.
- Location of proposed firewalls (if any).
- Location of Fire Department connection(s), if any, and the nearest fire hydrants.
- Centreline turning radius and width of Fire Department access routes.
- Location, length and exposed height of retaining walls including height and type of guards at top (retaining walls higher than 0.6 metres will require a P.Eng. stamp during the Building Permit application process).
- Location, width and gradient of barrier-free access to the entrance story.
- The location and extent of easements, rights-of-way, restrictive covenants, etc., on the subject property; a note on the plan must explain the nature of the encumbrance.
- The location and extent of any easements, rights-of-way or other rights over adjacent properties (i.e., mutual drives); a note on the plan must explain the nature of the encumbrance.
- Location of any and all internal sidewalks and pedestrian facilities, including connections to public sidewalks.

Site Data Required on Plan:

- Lot area (gross and net).
- Paved area and any gravelled area (m² and %).
- Landscaped area (m² and %).
- Building area coverage (m² and %).
- Gross floor area and gross leasable area by type of use calculated in accordance with the definitions in Zoning By-law 60-94.
- Number of stories above and below grade. Identify stories below grade as basement or cellar as defined in Zoning By-law 60-94.
- Number of dwelling units and total unit count by bedroom type.
- The total number of parking and loading spaces required and proposed for each type of use.
- Area of road widening, if required.
- Usable floor area of dwelling units by unit type (each one bedroom model, each two bedroom model, etc.).
- Building height above grade per height definition in Zoning By-law 60-94.
- Building height above sea level.
- Location of any openings in walls located less than 1.2 metres from interior property lines.
- Number and width of barrier-free parking spaces (By-law 79-99).

Do not submit these Information and Instructions pages with your application, retain for future reference.



Application to Process a Plan of Subdivision or Condominium

Indicate (X) whether this application is for a:

- Plan of subdivision approval and subdivision agreement;
- Plan of condominium and condominium agreement;
- Amendment to a subdivision agreement;
- Amendment to a condominium agreement; or
- Subdivision or condominium red-line revision.

| Office Use |
|----------------|
| Date Received: |
| File Number: |
| Checked by: |
| Ward: |

1. Registered Owner/Applicant/Agent/Ontario Land Surveyor

| Name | Mailing Address | Contact Information |
|-------------------------------------|-----------------|---------------------|
| Registered Owner* | | Telephone |
| | | Email |
| Applicant (if different than above) | | Telephone |
| | | Email |
| Agent (if different than above) | | Telephone |
| | | Email |
| Ontario Land Surveyor | | Telephone |
| | | Email |

* If more than one Registered Owner, attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.

Matters relating to this application should be sent to (select one only):

- Registered Owner Applicant Agent

The applicant is:

- Registered Owner Lessee of land/ tenant Prospective Owner Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the proposed Subdivision or Condominium application by signing the application in Sections 18 and 19 or submitting a letter of authorization. Is a separate Letter of Authorization attached? Yes No

| | |
|---|---|
| Holders of mortgages, charges or other encumbrances in respect to the subject land: | <input type="checkbox"/> Yes No <input type="checkbox"/> Don't Know <input type="checkbox"/> |
| Name: | Address(es): |

2. Details of Subject Lands

| Location and Description | | | |
|--|-----------------|-----------------------|------------------------|
| Municipal Address(es) (Street Number and Name of Street) | | | Assessment Roll No(s). |
| Area Municipality | Lot(s) | Concession(s) | Former Twp. |
| Registered Plan Number | Lot(s)/Block(s) | Reference Plan Number | Part Number(s) |

| Site Characteristics | | | |
|----------------------|------------------------|------------------------|------------------|
| Frontage (metres) | Average Depth (metres) | Average Width (metres) | Area (sq. m./ha) |
| | | | |

| Other Details | |
|---|--|
| Date the site was acquired by the current Registered Owner, if known | |
| Date(s) existing buildings and structures were constructed on the property, if known | |
| Length of time the existing uses on the site have continued, if known | |
| Identify the address of any abutting lands the Registered Owner of the subject property owns: | |
| | |

| | Yes | No | Explain |
|--|--------------------------|--------------------------|--|
| Is there an airport nearby? | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, at what distance from site? _____ metres |
| Has the grading of the subject land been changed by the addition of earth or other material? | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, describe: |

3. Existing Use of the Subject Land

| | |
|---------------|--|
| Existing use: | |
|---------------|--|

4. Interests and Encumbrances

Are there any existing easements, rights-of-way, restrictive covenants affecting the subject land? **If Yes**, describe: Yes No

Are there any Aboriginal land claims negotiations affecting the subject lands or is covered by a Provincial/Aboriginal co-management agreement? **If Yes**, describe:

Yes No

Are there any existing easements, rights-of-way or other rights over adjacent properties affecting the subject land (i.e. mutual driveways)? **If Yes**, describe and show on the plan the nature and location of the easement, rights-of-way or other rights over adjacent properties:

Yes No

Does the Registered Owner have an interest in nearby or adjoining lands? **If Yes**, indicate the location and area of nearby or adjoining lands which the Registered Owner has an interest:

Yes No

5. Current Planning Status

| | |
|---|--|
| Current Durham Regional Official Plan designation: | |
| Current Oshawa Official Plan designation: | |
| Current Part II Plan/Secondary Plan designation (where applicable): | |
| Current Zoning: | |

| | | |
|--|------------------------------|-----------------------------|
| Does this application conform to the Durham Regional Official Plan? If No , a Durham Regional Official Plan Amendment application must be received and accepted by the Region, otherwise this application will be considered to be premature. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

| | | |
|---|------------------------------|-----------------------------|
| Does this application conform to the Oshawa Official Plan? If No , an Oshawa Official Plan Amendment application must be received and accepted by the City of Oshawa, otherwise this application will be considered to be premature. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

6. Proposed Land Use(s)

Complete the following table:

| Proposed Land Use(s) | Number of Units or Dwellings | Number of Lots/Blocks on the Draft Plan | Number of Parking Spaces on Draft Plan | Total Area (hectare) | Net Density (Units/Dwellings per hectare) |
|-----------------------------------|------------------------------|---|--|----------------------|---|
| Detached Residential | | | | | |
| Semi-detached Residential | | | | | |
| Multiple attached Residential | | | | | |
| Apartment Residential | | | | | |
| Seasonal Residential | | | | | |
| Mobile Home | | | | | |
| Other Residential (specify) _____ | | | | | |
| Commercial (specify) _____ | | | | | |
| Industrial (specify) _____ | | | | | |
| Park, Open Space (specify) _____ | | | | | |
| Institutional (specify) _____ | | | | | |
| Roads | | | | | |
| Other (specify) _____ | | | | | |
| Totals | | | | | |

7. Additional Information for Condominium Applications Only

Indicate the proposed type of condominium that is being requested:

- Standard Common Elements Phased Vacant land

| | Yes | No | Explanation |
|--|--------------------------|--------------------------|--|
| Has a site plan for the proposed condominium been approved? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has a site plan agreement been entered into? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Required number of parking spaces provided in accordance with Zoning By-law 60-94? | | | Required: Proposed: |
| Has a building permit for the proposed condominium been issued? | <input type="checkbox"/> | <input type="checkbox"/> | Date issued: |
| Has construction of the development started? | <input type="checkbox"/> | <input type="checkbox"/> | Date started: |
| Date construction has been completed: | | | Date completed: |

| | Yes | No | Explanation |
|---|--------------------------|--------------------------|-----------------------------|
| Is this a conversion of a building containing residential rental units? If Yes , refer to the applicable Regional and Oshawa Official Plan policies indicating the conditions to be satisfied to ensure an adequate supply of rental accommodation in the Region and Oshawa. | <input type="checkbox"/> | <input type="checkbox"/> | # of Units to be converted: |

8. Lands Subject to Other Applications

Has an application for approval of a consent, site plan, minor variance or zoning by-law amendment been submitted by the applicant or Registered Owner for land within 120 metres of the subject land? **If Yes**, indicated the type(s) of application(s), file numbers (if known) and the status of the applications(s):

Yes No

Indicate if the subject land was ever subject of an application for approval for any of the following applications as applicable:

| Type of Application | Submitted | | File Number | Land Affected | Purpose and Effect of Application | Status of Application |
|---|--------------------------|--------------------------|-------------|---------------|-----------------------------------|-----------------------|
| | Yes | No | | | | |
| Durham Regional Official Plan Amendment | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Plan of Subdivision/ Condominium | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Zoning By-law Amendment | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Official Plan Amendment | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Application for Minor Variance | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Application for Consent/Removal of Part Lot Control | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Application for Site Plan Approval | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

9. Consistency with Provincial Policies and Plans

| | Yes | No | N/A | Explanation |
|---|--------------------------|--------------------------|-----|-------------|
| Is the application consistent with the Provincial Policy Statement? | <input type="checkbox"/> | <input type="checkbox"/> | | |

| | Yes | No | N/A | Explanation |
|---|--------------------------|--------------------------|--------------------------|-------------|
| Is the application consistent with the Growth Plan for the Greater Golden Horseshoe? | <input type="checkbox"/> | <input type="checkbox"/> | | |
| If applicable, is the application consistent with the Greenbelt Plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| If applicable, is the application consistent with the Oak Ridges Moraine Conservation Plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | |
|--|------------------------------|-----------------------------|
| Is a separate document providing the above information attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

10. Servicing and Infrastructure

(a) Water Service

Existing type of water service:

- a municipal piped water system a privately owned and operated individual or communal well

Proposed type of water service:

- a municipal piped water system a lake or other water body
 a privately owned and operated individual or communal well other means¹ (specify) _____

| | | |
|--|------------------------------|-----------------------------|
| Does the plan propose development of more than five lots or units on privately owned and operated individual or communal wells? If Yes , provide eight (8) paper copies of a servicing options report and four (4) paper copies of a hydrogeological report with your application and PDF format. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

(b) Sewage Disposal

Existing type of sewage disposal:

- a municipal sanitary sewage system other means¹ (specify) _____
 a privately owned and operated individual or communal septic system¹

Proposed type of sewage disposal:

- a municipal sanitary sewage system other means¹ (specify) _____
 a privately owned and operated individual or communal septic system¹

| | | |
|---|------------------------------|-----------------------------|
| Does the plan propose development of five or more lots or units on privately owned and operated individual or communal septic systems? ^{1,2} | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

| | Yes | No |
|--|--------------------------|--------------------------|
| Does the plan propose development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and would more than 4500 litres of effluent be produced per day as a result of the development being completed? ^{1,2} | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the plan propose development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and would 4500 litres of effluent or less be produced per day as a result of the development being completed? ¹ | <input type="checkbox"/> | <input type="checkbox"/> |

Note¹: All developments proposed on individual site servicing systems or tanks will require a Geotechnical report and Hydrogeological report. Before undertaking the preparation of such reports, consult the appropriate approval authority (City of Oshawa – Economic and Development Services Department – Permit Services) about the type of geotechnical report and hydrogeological assessment expected. These reports are required in both paper (6 copies) and PDF format.

Note²: Attach a Servicing Options report with your application in both paper (8 copies) and PDF format.

List the reports below and attach the reports to your application in both paper and PDF format.

| Title | Author | Date | Attached? | To be Submitted |
|-------|--------|------|-----------|-----------------|
| | | | | |

(c) Storm Drainage

Existing method of storm drainage:

- storm sewers
- ditches
- drainage swales
- other means (specify) _____

Proposed method of storm drainage:

- storm sewers
- ditches
- drainage swales
- other means (specify) _____

11. Projects Subject to the Provisions of the Environment Assessment Act

Submit a letter from a qualified Professional Engineer indicating if there are any water, sewage, stormwater and/or road works associated with the proposal subject to the provisions of the Environmental Assessment Act. If there are works subject of the Environmental Assessment Act, the letter must briefly explain the works involved and explain the nature of the works and class(es) of Environmental Assessment required to implement the development.

| | | |
|--|------------------------------|-----------------------------|
| Is a letter from a qualified Professional Engineer regarding the above attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

12. Access to the Subject Property

Existing access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-Way
- Water (see note below)
- Other (specify) _____

Proposed access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-Way
- Water (see note below)
- Other (specify) _____

Note: If access to the subject land will be by water only, specify the parking and docking facilities used or to be used and the approximate distance of the facilities from the subject land and the nearest public road:

13. Site Contamination

| | Yes | No |
|--|--------------------------|--------------------------|
| Has a site screening questionnaire, which is attached to this application, been completed for this site and submitted with your application? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the Ministry of Environment’s Guideline been completed and provided for this site? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has it been submitted to the City of Oshawa? If No , submit eight (8) paper copies and one (1) digital copy in PDF format with your application. | <input type="checkbox"/> | <input type="checkbox"/> |

Indicate the title, date and author of the report in the space provided.

| Title | Author | Date | Attached? | To be Submitted |
|-------|--------|------|-----------|-----------------|
| | | | | |

14. Current Heritage Status Designation

| | | |
|--|-------------------------------------|---|
| Is this property listed on the Heritage Oshawa Inventory of Heritage Properties? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes , is the property: | <input type="checkbox"/> Designated | <input type="checkbox"/> Non-Designated |
| | <input type="checkbox"/> Class “A” | <input type="checkbox"/> Class “B” |

The applicant, by submitting this application agrees not to demolish, alter, or apply for a demolition permit during the processing of this application.

15. Archaeological Potential

| | Yes | No |
|--|--------------------------|--------------------------|
| Does the subject land contain any areas of archaeological potential? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the plan propose to permit development on land that contains known archaeological resources or areas of archaeological potential? | <input type="checkbox"/> | <input type="checkbox"/> |

If Yes, include the following with your application:

- Four (4) paper copies and one (1) digital copy in PDF format of an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act; and
- Four (4) paper copies and one (1) digital copy in PDF format of a conservation plan for any archaeological resources identified in the assessment.

16. Other Information

(a) Approvals from Other Agencies/Levels of Government

Does the proposed use(s) require any approvals from other agencies/levels of government? Specify: Yes No

(b) Additional Technical Studies or Background Material

The application may be deemed not to be complete without the submission of the required reports identified in this application. In addition, although not required, the submission of additional technical and information reports may be necessary in order to appraise the proposal and were identified at the pre-application consultation stage or through further processing of the application. Submit four (4) paper copies and one (1) digital copy in PDF format of each report/study with the application (or other number of copies as determined by the Economic and Development Services Department).

List any additional technical studies or background material being submitted to support the application and/or to satisfy requirements of the Oshawa Official Plan, Council policy, Provincial statutes and regulations, etc.:

| Name of Report | Prepared by | Date |
|----------------|-------------|------|
| | | |

(c) Digital Mapping Information

Three (3) usb/flash drives or digital download link containing the digital plotting of the proposed draft plan must be submitted with the application. The digital file must be in an AutoCad format and also in PDF format and include a textual description of the file format, map standards used, scale, contact person and general location information, such as lot, concession and area municipality.

| | | |
|------------------------------|------------------------------|-----------------------------|
| Is digital mapping attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|------------------------------|-----------------------------|

(d) Public Consultation Strategy

A proposed strategy for consulting with the public with respect to the request is required to accompany all applications.

| | | |
|--|------------------------------|-----------------------------|
| Proposed strategy for consulting with the public included? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

(e) Sign(s) Information

A sign will be required to be posted on the subject land to inform the public of the proposed application(s). The Economic and Development Services Department will supply the applicant with the required wording, location and specifications of the sign.

(f) Woodlots

| | | |
|--|------------------------------|-----------------------------|
| Does the subject property contain one or more woodlots as defined below? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

For the purposes of defining a woodlot, the diameter of a tree is measured at a point which is 1.37 metres (4.5 ft.) above the highest point of the undisturbed ground at the base of the tree. With that in mind, a “woodlot” is defined as any area which has a minimum of:

- (a) 1,000 trees per hectare (400 trees/ac.) of any size;
- (b) 750 trees per hectare (300 trees/ac.) which measure more than 5 centimetres (2 in.) in diameter;
- (c) 500 trees per hectare (200 trees/ac.) which measure more than 12 centimetres (4.7 in.) in diameter; or
- (d) 250 trees per hectare (100 trees/ac.) which measure more than 20 centimetres (8 in.) in diameter.

For further information on “woodlots”, refer to the Regional Municipality of Durham’s Tree Conservation By-law 30-2020 and any amendments thereto.

(g) Minimum Distance Separation

| | | |
|--|------------------------------|-----------------------------|
| Are there one or more livestock barns or manure storage facilities located within 500 metres (1,640 ft.) of the boundary of the subject property? If Yes , complete the “Minimum Distance Separation 1 – Data Sheet” which is attached to this application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

17. Acknowledgements and Affidavit or Sworn Declaration

Applicant’s Acknowledgements

1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the City of Oshawa at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant’s failure to identify any third party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.
2. Personal information on this form is collected under the authority of the *Planning Act* and will be used to determine compliance with City of Oshawa by-laws and policies.

of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application. I fully understand and agree to comply with all of the Applicant's Acknowledgements as set out above.

Declared before me at the _____ of _____ in the _____
 (City, Town, etc.) (Oshawa, Toronto, etc.) (Region, County, etc.)

of _____ this _____ day of _____ in the year of _____.
 (Durham, Simcoe, etc.)

 A Commissioner, etc. Signature of Registered Owner, Applicant or Authorized Agent

18. Authorizations

If the applicant is not the Registered Owner of the land that is the subject of this application, the written authorization of the Registered Owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the Registered Owner.

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for approval of a plan of subdivision or condominium description and I authorize _____ (please print) to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* to provide any of my personal information that will be included in this application or collected during the processing of the application.

 Date Signature of Registered Owner

19. Consent of Registered Owner

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for approval of a plan of subdivision or condominium description and, for the purpose of the *Municipal 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.

 Date Signature of Registered Owner



Screening Questionnaire for Identifying Potentially Contaminated Sites

This questionnaire has been developed to assist the City of Oshawa in identifying development applications on sites that may be contaminated as a result of a previous use or activity. The Ministry of the Environment, Conservation and Parks (MECP) has developed a [“Guideline for Use at Contaminated Sites in Ontario \(February 1997\)”](#) that outlines the process recommended for the restoration and clean-up of contaminated sites. Applicants on sites that may be contaminated will be required to demonstrate to the satisfaction of the City that they have addressed this Guideline.

This questionnaire is not required to be completed if a Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the MECP’s Guideline has been provided to the City of Oshawa.

1. Details of Subject Lands

| Location and Description | | |
|--|-----------------|----------------------------|
| Landowner Name | | |
| Mailing Address (Street Number and Street Name) | | |
| Location of Subject Lands (Street Number and Name of Street) | | |
| Lot(s) | Concession(s) | Former Twp. |
| Registered 40M Plan Number | Lot(s)/Block(s) | Registered 40R Plan Number |

2. Current Use of the Property

What is the current use of the property? (Check the appropriate uses(s):

Category 1: Industrial Commercial Community

Category 2: Residential Institutional Parkland

Category 3: Agricultural Other

Note: daycare facilities and a property that contains a religious building(s) are considered institutional uses. See [Ontario Regulation 153/04](#), as amended, for definitions.

3. Previous Use of Subject Site

| Questions | Yes | No |
|---|--------------------------|--------------------------|
| Does this development proposal require a change in property use that is prescribed under the Environmental Protection Act and O.Reg. 153/04 (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified above)? If yes, a Record of Site Condition must be filed on the Provincial Environmental Site Registry. | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the property or any adjacent lands ever been used as an Enhanced Investigation Property (e.g. industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has fill (earth materials used to fill in holes) ever been placed on the property? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the property or any adjacent lands identified as a wellhead protection zone? (Please review the Ministry of the Environment, Conservation and Parks Source Protection Information Atlas to confirm). | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the property within 250 metres from an active or decommissioned landfill/dump, waste transfer station or Polychlorinated Biphenyl (PCB) storage site? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the property ever stored/generated/accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the subject lands or lands abutting it previously or currently support one or more of the Potentially Contaminating Activities identified in Table 2 of Schedule D of O.Reg 153/04 , as amended? | <input type="checkbox"/> | <input type="checkbox"/> |

Note: If the answer is “Yes” to any question above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

The City must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. City third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

Note: The City may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

4. Declarations

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the Planning Act and reviewed by the City of Oshawa Planning Department.

A Qualified Person sign-off may be waived by the City for minor variances; and/or applications where site contamination was recently addressed by a related planning application.

For a full list of Qualified Person exemptions, please see [Appendix B of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#). Where a Qualified Person sign-off is required on this form, the completion of a Regional Reliance Letter and Certificate of Insurance may be waived.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject property contains contaminants at a level that would interfere with the proposed property use.

I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with [Appendix F of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#).

Qualified Person

Name of Qualified Person (please print)

Signature of Qualified Person

Name of Firm

Address

Telephone Number

Fax

Email Address

Date

Professional Seal:

Property Owner, or Authorized Agent:

Name of Registered Owner or
Authorized Agent (please print)

Signature of Registered Owner or Authorized Agent

Name of Company (if applicable)

Title of Authorized Agent

Address

Telephone Number

Fax

Email Address

City of Oshawa File Number

Regional File Number

Date



Minimum Distance Separation 1 – Data Sheet

This form is to be completed and attached to a development application when applying for a new non-farm use within 750 metres of a proposed Type A¹ land use or 1,500 metres of a proposed Type B² land use. Complete one sheet for each set of farm buildings.

This form does not need to be completed if the Minimum Distance Separation (MDS) Data Sheet is completed in relation to a subdivision/condominium application.

| | |
|---|----------|
| Closest distance from the livestock facility to the nearest boundary of the subject site: | metres |
| Closest distance from the manure storage to the nearest boundary of the subject site: | metres |
| Tillable hectares where livestock facility located: | hectares |

| Location of Livestock Facility | | | |
|--|-----------------|---|----------------|
| Registered Owner of Livestock Facility | | Telephone of Registered Owner of Livestock Facility | |
| Municipal Address(es) (Street Number and Name of Street) | | | |
| Lot(s) | Concession(s) | Former Twp. | |
| Registered Plan Number | Lot(s)/Block(s) | Reference Plan Number | Part Number(s) |

| Type of Livestock | Existing Housing Capacity # | Manure System (Check one box) | | | |
|--|-----------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|
| | | Covered Tank | Open Solid Storage | Open Liquid Tank | Earthen Manure Storage |
| Dairy <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers <input type="checkbox"/> Calves | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Beef <input type="checkbox"/> Cows <input type="checkbox"/> Backgrounders <input type="checkbox"/> Feeders <input type="checkbox"/> Shortkeepers | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

¹ Type A Land Uses:

Industrial
 Agricultural Related
 Recreational-Low Intensity
 Residential Dwelling on an existing lot
 Creation of up to 3 lots

² Type B Land Uses:

Residential Subdivisions
 Multiple Residential
 Rural Residential Cluster
 Institutional
 Recreational-High Intensity
 Commercial
 Expansion of a settlement area

| Type of Livestock | Existing Housing Capacity # | Manure System (Check one box) | | | |
|--|-----------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|
| | | Covered Tank | Open Solid Storage | Open Liquid Tank | Earthen Manure Storage |
| Swine <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Breeder gilts <input type="checkbox"/> Feeder Hogs | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Poultry <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (6-10kg) <input type="checkbox"/> Meat Turkeys (<6kg) <input type="checkbox"/> Turkeys Breeder Layers | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Horses | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sheep <input type="checkbox"/> Adult Sheep – for dairy <input type="checkbox"/> Adult Sheep – for meat <input type="checkbox"/> Feeder Lambs | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mink – Adults | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> White Veal Calves – milk fed <input type="checkbox"/> Veal – grain fed | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Goats <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Declaration by Registered Owner or Authorized Agent

To the best of my knowledge, the information provided in this questionnaire is true. I agree for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, 1989, to 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.

Name (please print)

Signature of Registered Owner or Authorized Agent

Date

Ontario Building Code Design Information

| |
|--|
| Proposed: |
| Location: |
| Permit Application No.: |
| Site Plan Application No.: |
| Oshawa Snow Load Map Received: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Major Occupancy: <input type="checkbox"/> A-_____ <input type="checkbox"/> B-_____ <input type="checkbox"/> C-_____ <input type="checkbox"/> D-_____ <input type="checkbox"/> E-_____ <input type="checkbox"/> F-_____ |
| F-3 Combustible content of <input type="checkbox"/> _____ kg/sq. m (lb/sq. ft.) <input type="checkbox"/> _____ MJ/sq. m (BTU/sq. ft.) |
| Building Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m |
| Gross Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m |
| Building Height: Storeys _____ Height _____ m Level(s) of basement _____ |
| Building Divided by Firewalls: <input type="checkbox"/> Yes <input type="checkbox"/> No Building A _____ sq. m Building B _____ sq. m Building C _____ sq. m |
| Firewall Construction: <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry _____ Hours FRR, extended _____ mm above roof |
| Proposed Mezzanines: <input type="checkbox"/> Yes <input type="checkbox"/> No Open mezzanine: _____ sq. m located in _____ Enclosed mezzanine: _____ sq. m located in _____ |
| Building is required to face: <input type="checkbox"/> _____ OBC defined public street(s) <input type="checkbox"/> _____ access route(s) for Fire Department vehicles |
| Fire Hydrant located within: _____ m <input type="checkbox"/> from building entrance <input type="checkbox"/> from Fire Department connection |
| Fire Sprinkler System Proposed: <input type="checkbox"/> Entire Building <input type="checkbox"/> Addition Only <input type="checkbox"/> Basement Only <input type="checkbox"/> In Lieu of Roof Rating <input type="checkbox"/> Not Proposed |
| Governing OBC Article: <input type="checkbox"/> 3.2.2. _____ <input type="checkbox"/> Table 9.10.8.1. <input type="checkbox"/> 3.2.2. _____ <input type="checkbox"/> High Building 3.2.6. |
| Permitted Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible <input type="checkbox"/> Both |
| Actual Construction: <input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible <input type="checkbox"/> Both |
| Energy Efficient Design Standard: <input type="checkbox"/> To Be Determined at Building Permit Application <input type="checkbox"/> Exceed 13% of SB10 Div.2 or 4 <input type="checkbox"/> ASHRAE 189.1-2014 <input type="checkbox"/> ASHRAE 90.1-2013+SB10 <input type="checkbox"/> NECB-2015+SB10 <input type="checkbox"/> SB10 Div. 5 (Part 9 Non-Residential) <input type="checkbox"/> SB12 Chapter 1 and 3 (Part 9 Residential) <input type="checkbox"/> Exceed 15% of SB12 Chapter 2 <input type="checkbox"/> Exempt from Energy Efficiency – Explanation: _____ |

Proposed:

Total Occupant Load: _____ persons based on:
 _____ sq. m /person not found in OBC T.3.1.17.1.

Fire Alarm System: Yes No
If No, Explain _____

Standpipe and Hose System: Yes No
If No, Explain: _____

Barrier-Free Design: Yes No
If No, Explain: _____

Required Fire Resistance Rating (FRR) (Note: Optional for Site Plan Application)

| | |
|--|---|
| Horizontal Assemblies FRR Hours: Floors _____ hours Roof _____ hours Mezzanine _____ hours | FRR of Supporting Members Floors _____ hours Roof _____ hours Mezzanine _____ hours |
| Listed Design No. or Description Floors _____ hours Roof _____ hours Mezzanine _____ hours | ULC Design No. or Description Floors _____ hours Roof _____ hours Mezzanine _____ hours |

Spatial Separation - Construction of Exterior Walls (submit calculations if required)

| Wall | Area of EBF (m ²) | L.D. (m) | L/H or H/L | Permitted Max. % of Openings | Proposed % of Openings | FRR (Hours) | Listed Design or Description | Comb. Const. | Comb.Constr. Noncomb. Cladding | Noncomb. Constr. |
|-------|-------------------------------|----------|------------|------------------------------|------------------------|-------------|------------------------------|--------------|--------------------------------|------------------|
| North | | | | | | | | | | |
| South | | | | | | | | | | |
| East | | | | | | | | | | |
| West | | | | | | | | | | |

Design & Review By: OAA P. Eng. CET MAATO BCIN

| | |
|---------------|-------------------|
| Name: | BCIN # |
| Firm: | BCIN # |
| Phone: | Email: |
| Date: | Signature: |

Note: Every building or part thereof described in OBC Division C, Table 1.2.1.1. shall be designed and reviewed by an architect, professional engineer or both.

Reference: 2012 Ontario Building Code, as amended