

Corporation of the City of St. Thomas
APPLICATION FOR PHASING OF SUBDIVISION REGISTRATIONS

SUBMISSION REQUIREMENTS:

The following must accompany the filing of an Application for Phasing of Subdivision Registrations:

- 1 hard copy of a completed application, including all required authorizations/declaration(s)
- 1 hard copy of servicing plans in accordance with the City's Design Guidelines and draft plan conditions
- 1 hard copy of phasing/sequencing plan showing the number of registrations proposed
- 1 hard copy of draft M plan (showing the lands already registered and the lands subject to this application)
- Copy of draft M plan in AutoCad format
- Applicable fee (cheque made payable to the City of St. Thomas)
- **Note:** A copy of the final M Plan, following registry review, submitted in paper and digital form to our office

CURRENT APPLICATION FEES:

Type of Application	Processing Fee (payable upon application)
Draft Plan of Subdivision <ul style="list-style-type: none"> • Phased Plan Registration 	\$1,000.00 per application/phase



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APPLICATION FOR PHASING OF SUBDIVISION REGISTRATIONS

OFFICE USE:	Date Application Received: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

1. Property Owner
 Name: _____
 Address: _____
 Postal Code: _____ Phone: _____ Fax: _____
 Email: _____

2. Agent/Applicant
 Name: _____
 Company: _____
 Address: _____
 Postal Code: _____ Phone: _____ Fax: _____
 Email: _____

Who is the primary contact?

- Registered Owner Applicant/Agent

*Note: Unless otherwise requested all communications will be sent to the Applicant.

*Please indicate the method of communication you would like to be contacted by.

- Phone Email Fax Mail

DESCRIPTION OF SUBJECT LAND

- Description of lots and blocks on original draft plan that are subject to this application:

- Original Date of Draft Plan Approval: _____
- First Lapsing Date of Approval: _____
- Second Lapsing Date of Approval: _____
- Subdivision File No.: _____
- First Registration- 11M Plan Number: _____

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I _____, the Owner or Authorized Agent, hereby agree and acknowledge that the

(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:

Personal information on this form is collected under the authority of Section 41 of the *Planning Act*, R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act*, 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Phasing of Subdivision Registrations Application. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

AFFIDAVIT OR SWORN DECLARATION

I, _____ of _____ in the province of _____,
name of applicant City

make oath and say (or solemnly declare) that the information required by the City 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 _____ on this _____ day of _____, 20____.
City Day Month Year

Signature of Owner or Authorized Agent

Date

Signature of Commissioner of Oaths, etc.

Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize
_____, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

Date

Signature of Owner



APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, _____, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

Date

Signature of Owner

