

Development Proposal Application Form

Official Plan Amendment

Zoning By-law Amendment

Draft Plan of Subdivision

Draft Plan of Condominium

Send your digital submission requests to
planningapps@oakville.ca

NEW - Fence Variance, Part Lot Control Exemption and Holding By-law Removal
are to be submitted through the Town of Oakville on-line services at:

[Construction and Renovations \(force.com\)](https://www.oakville.ca/business/application-forms-guidelines.html)

(Additional information regarding digital submissions and electronic fee payments can
be found at: <https://www.oakville.ca/business/application-forms-guidelines.html>)

February 2024

**Town of Oakville
Planning Services Department**
1225 Trafalgar Road
Oakville, ON., L6H 0H3

PHONE: 905.845.6601

Application Form

Planning Services Department The Corporation of the Town of Oakville

NOTE: Personal information on the following form is collected under the authority of the Planning Act, RSO 1990, C.P.13, as amended and will be used for the purpose of evaluating this development application(s). The information may be used by other departments and agencies for the purpose of assessing the proposed development. Questions about the collection of personal information can be directed to the Director of Planning Services.

FOR OFFICE USE ONLY

File Number	Ward	District
Date Received	Date Complete	
Project Name	Project Proposal	

TYPE OF APPLICATION

Official Plan Amendment	<input type="checkbox"/>	Plan of Subdivision	<input type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	Plan of Condominium	<input type="checkbox"/>

Applicant's Name:

Site Location:

(Municipal Address /
Legal Description)

Proposal Summary:

Pre-Consultation Date:

Matters Raised at Pre-Consultation:

Parties:

Unless otherwise instructed all correspondence and inquiries will be directed to the agent*

REGISTERED OWNER (Full name and address of OWNER(S), whether a Corporation or individual, must be provided)			
COMPANY NAME:			
CONTACT NAME(S):			
ADDRESS		MUNICIPALITY	
PHONE / FAX	E-MAIL		POSTAL CODE
APPLICANT (Full name and address of APPLICANT(S), whether a Corporation or individual, must be provided)			
COMPANY NAME:			
CONTACT NAME(S):			
ADDRESS		MUNICIPALITY	
PHONE / FAX	E-MAIL		POSTAL CODE
AGENT*/PLANNING CONSULTANT			
NAME:			
ADDRESS		MUNICIPALITY	
PHONE / FAX	E-MAIL		POSTAL CODE
LAND SURVEYOR			
NAME:			
ADDRESS		MUNICIPALITY	
PHONE / FAX	E-MAIL		POSTAL CODE
SOLICITOR			
COMPANY NAME:			
CONTACT NAME (S):			

Identify the address, location and area of the adjacent lands:

- 2.8 Identify when the subject land(s) was/were acquired by the current owner:
- 2.9 Identify the current status of ownership of the subject land(s) by the applicant (i.e. conditional offer):
- 2.10 List all matters registered on title affecting the subject land(s) (i.e. easements, agreements, restrictive covenants):
- 2.11 Indicate the land uses on surrounding properties
 - North:
 - East:
 - South:
 - West:

The Proposal

The applicant is required to provide planning evidence outlining the justification for any proposed Amendments. This should address, but not be limited to, why the proposed changes are desirable and how these relate to the goals and objectives of the applicable Official Plan. A separate Planning Justification Report is required to be submitted with this application form.

- 3.1 Describe the Proposal

Official Plan Amendment

- 3.2 Describe the purpose of the proposed Official Plan Amendment, *where a policy is to be added, changed, deleted or replaced.*
- 3.3 Provide the text of the proposed policy to be added, changed or replaced.

- 3.4 Describe the purpose of the proposed Official Plan Amendment, *where a land use designation is to be changed*.
- 3.5 Attach the proposed Schedule to be changed or replaced, where applicable.
- 3.6 Identify the current and proposed land use designation, including what is permitted, and what is proposed to be permitted.

Zoning By-law Amendment

- 3.7 Describe the purpose of the proposed Zoning By-law Amendment.
- 3.8 Provide the text of the proposed regulation to be changed, replaced or deleted.
- 3.9 Identify the current and proposed zoning classification, including what is permitted, and what is proposed to be permitted.
- 3.10 Attach the proposed Schedule to be changed or replaced, where applicable.

Holding Provision Removal Request

- 3.11 Attach a copy of the Holding Provision Schedule to be removed.
- 3.12 Indicate how the conditions to be completed prior to removal have been met.

Subdivision and Condominium Applications

3.13 Describe the proposal for subdivision (i.e. residential) or condominium (i.e. vacant lands)

3.14 Identify if the subdivision has servicing allocation, and for how many Single-detached equivalent (SDE) units:

Complete this chart

Proposed Uses	Number of Residential Units	Lot and Block Numbers	Area (in Hectares)	Density (Units per Ha.)	Parking Provided
Detached Dwellings					
Semi-detached dwellings					
Townhouse (Multiple Attached Dwellings)					
Average unit size of multiple-attached:					
Apartments					
Average unit size of apartment:					
Commercial	NIL				
Office	NIL				
Employment / Industrial	NIL				

Institutional (Specify)	NIL				
Open Space & Hazard Lands	NIL				
Parkland	NIL				
Proposed Uses	Number of Residential Units	Lot and Block Numbers	Area (in Hectares)	Density (Units per Ha.)	Parking Provided
Other (Specify)					
Road Allowance (and widenings)	NIL				
Utility Corridors	NIL				
<u>TOTAL</u>					

3.15 Additional Information for Condominium Applications

Identify any associated site plan applications by File Number:

Note if site plan approval has been granted and a site plan agreement executed

Identify if construction of the development has commenced

If construction is complete, identify date

Identify if condominium conversion of existing building containing rental residential units

If a condominium conversion, identify the number of units

Planning Policy & Framework

Halton Region Official Plan

- 4.1 Identify the land use designation of the subject land(s) in the approved Halton Region Official Plan (and/or Parkway Belt West Plan and Greenbelt Plan where applicable).
- 4.2 List any concurrent amendments being sought to the **Halton Region Official Plan** and/or Parkway Belt West Plan, for the subject land(s).

Associated File No.:

Town of Oakville Official Plan

- 4.3 Identify the land use designation of the subject land(s), and permitted uses, in the approved Town of Oakville Official Plan (*Livable Oakville* Plan, North Oakville East Secondary Plan or North Oakville West Secondary Plan).

Oakville Zoning By-law

- 4.4 Identify the existing zoning on the subject land(s) (including special provisions, holding zones, interim controls etc.).

4.5 Previous Development Applications

List all previous development applications affecting the subject land(s) and within 120 metres.

Application Type	File Number	Address

4.6 Potentially Contaminated Sites

Identify any industrial or commercial uses on the subject land(s), or on adjacent lands, which may have caused contamination and the last year of use

Identify if any fill has been placed on the subject land(s), and last year of activity

4.7 Class Environmental Assessment

Identify any of the water, sewage and road works associated with the proposed development subject to the provisions of Schedule B and Schedule C of the *Environmental Assessment Act*. (These works must be identified and described on the plan of subdivision, and the applicant must demonstrate how requirements of the Act will be addressed.)

Identify if the Notice of Public Meeting for this application be modified to state that the Public Meeting will address the requirements of both the *Planning Act* and the *Environmental Assessment Act*?

Servicing

Water Supply and Wastewater (Responsibility of Halton Region)

Service Type	Development Proposed	Yes	No	Studies Required	Attached
Municipal sanitary sewers	Any			none	
Municipal piped water	Any			none	
Wells and/or septic systems for a residential subdivision only, with five or fewer lots (or unit)	Any			A hydrogeological study	
Well and/or septic systems for a residential subdivision only, with six or more lots (or units)	Any			A justification study required including information on known water quality problems, depth of overburden and soil type	
Any development on individual private services not covered above	Describe			To be determined	

Stormwater Management

Sewers	Any development on piped service			Stormwater management study	
Ditches / Swales	Any development on non-piped service				
Other (specify)	Describe				

Roads and Access

Public Roads	Any			Transportation Study	
All municipal or provincial arterial roads	Development within 50 metres			Noise Study	
Easements and restrictive covenants	Any			Show and describe on draft plans	

Provincial Policy Statement

The following features are matters of **Provincial Interest** and/or relate to **Provincial Policy Statement**. Indicate if these are located on the subject land(s), or adjacent, and identify consistency with Provincial policy. Attach additional information and supporting documentation where required.

Features / Constraints	YES	YES – off-site but within 500 metres	NO	Potential Information Required
Non-farm development near designated urban areas or efficient settlement areas				Demonstrate sufficient need for 20 yr. projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas
Class 1 Industry				Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry				Assess development for residential and other sensitive uses within 300 metres
Class 3 Industry				Assess development for residential and other sensitive uses within 1,000 metres.
Land Fill Site				Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization Pond				Assess the need for feasibility study for residential and other sensitive land uses.
Active Railway Line				Evaluate the impacts within 100 metres
Controlled access highways or freeways, including designated future ones				Evaluate the impacts within 100 metres
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater				Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted
High voltage electric transmission line				Consult the appropriate electric power service.
Transportation and infrastructure corridors				Will the corridor be protected?
Features / Constraints	YES	YES – off-site but within 500 metres	NO	Potential Information Required
Agricultural operations				Development to comply with the Minimum Distance Separation Formulae.

Mineral aggregate resource				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				Will development hinder continuation of extraction?
Existing Pits and quarries				Will development hinder continued operation or expansion?
Significant wetlands				Demonstrate no negative impacts
Significant portions of habitat of endangered and threatened species.				Demonstrate no negative impacts
Significant fish habitat, valley lands, areas of natural and scientific interest, wildlife habitat				Demonstrate no negative impacts
Significant groundwater recharge areas, headwaters and aquifers				Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant built heritage resources and cultural heritage landscapes				Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate removed catalogued and analyzed prior to development.
Erosion hazards				Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains				Where one-zone flood plain management is in effect, development is not permitted within the flood plain.
Hazardous sites and rehabilitated mine sites				For development on rehabilitated mine sites, an application for approval from the Ministry of Northern Development and Mines should be concurrently.
Features / Constraints	YES	YES – off-site but within 500 metres	NO	Potential Information Required
Contaminated sites				Assess an inventory of previous uses in areas of possible soil contamination.

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 naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (Karst topography).

AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____
in the _____ of _____

make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Sworn (or declared) before me at:
in the Region/County/District of:
this _____

_____ day of _____ 202

Commissioner of Oaths

Applicant

Please Print Name of Applicant

OWNERS' AUTHORISATION (if the Owner is Not The Applicant)

(if multiple owners, an Authorisation from each Owner is required)

I, we,

being the Registered Owners of the subject lands, hereby authorise,

to prepare and submit this / these applications for approval.

Dated _____ at _____

Signature _____

Note: If the owner is an incorporated company, the Company Seal shall be applied to this form.

DOCUMENT SUBMISSION FOLLOWING APPEAL RECEIPT

I, we _____

being the Registered Owners of the subject lands agree that within 5 business days of receipt of an appeal of the application to the Local Planning Appeal Tribunal a minimum of 4 hard copies and 1 digital (usb) of all submission documents will be forwarded to the attention of the Planning Department's Legislative Coordinator. Additional copies may be required to accommodate multiple appellants.

Dated: _____ Signature: _____

NOTICE SIGN DECLARATION

I hereby certify that the required notice sign will be installed in accordance with Town policy and I further agree to maintain the sign structure and paint work to the satisfaction of the Town, and , at the appointed time, will remove the sign and in the event that I fail to remove the sign, where required to do so by the Town, I hereby consent to allow the Town to enter on to my property and remove the sign and charge me the requisite fee for staff time to compensate the Town’s expenses related to the removal of the sign by the Town.

Signed and sealed at _____ this
(municipality)
day of _____ 202

Signature of Owner or Authorised agent:

Name of Signatory (print):

Company and position:

Sworn (or declared) before me at:
in the Region/County/District of:
this _____ day of _____ 202

Commissioner of Oaths

(signature)

ACKNOWLEDGEMENT OF PUBLIC INFORMATION

(by Owner)

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. In accordance with the Act, the Town of Oakville will provide public access to all *Planning Act* application and supporting information submitted to the Town for review.

I,

(print name)

the Owner, hereby agree and acknowledge that the information contained in this application and any supporting information, including reports, studies, and drawings, provided with this application by me, 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 Town of Oakville making this application and its supporting information available to the general public, including copying, posting on the Town’s web-site and/or releasing a copy of the application and any of its supporting information to any third party upon their request, and as part of a standard distribution of copies of such documentation, I consent to the Town releasing copies of any of the documentation to additional person, including but not limited to members of Council and ratepayers’ associations.

Date

Signature

Note: If the owner is an incorporated company, the Company Seal shall be applied to this form.

Fee Calculation

FORM 2

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Plan of Condominium

Official Plan Amendment**

Type of Fee		Amount	Number of Applications	Total
Official Plan Amendment Base Fee		\$30,124.00		
Official Plan Amendment – Variable Rate ₣	site area @ \$28.00/100m ² (shall be up to a maximum of \$15,000.00)			
TOTAL OFFICIAL PLAN AMENDMENT FEE				\$

Zoning By-law Amendment**

Type of Fee		Amount	Number of Applications	Total
Zoning Application Base Fee		\$29,983.00		
Residential (variable fee) For all development blocks/lots which ARE NOT subject to Site Plan approval	Units 1 – 25 (up to 25 units)	\$134.00/unit		
	Units 26 – 100 (up to 75 units)	\$106.00/unit		
	Units 101 – 200 (up to 100 units)	\$79.00/unit		
	Units 201-1000	\$54.00/unit		
	All additional units	\$0.00/unit		
Plus Variable Fee (includes non-residential component of Mixed-Use)				
For non-residential applications based on GFA ₣	m ² GFA @ \$69.00/100m ² <i>or</i>			
For non-residential application based on site area ₣	site area @ \$28.00/100m ²			
For development blocks/lots subject to site plan approval	site area @ \$69.00/100m ²			
Temporary Use By-law Base Fee		\$28,906.00		
Extension of Temporary Use By-law Base Fee		\$9,966.00		
TOTAL ZONING BY-LAW AMENDMENT FEE				\$

₣ As per By-law Number 2023-003 (Schedule A), where a non-residential variable fee is required for a single block or lot, the greater fee between either the site area or the gross floor area shall be applied.

Plan of Subdivision**

<i>Type of Fee</i>		<i>Amount</i>	<i>Number of Applications</i>	<i>Total</i>
Individual Application Plan of Subdivision Base Fee		\$23,762.00		
Residential (variable fee)	Units 1 – 25 (up to 25 units)	\$736.00/unit		
	Units 26 – 100 (up to 75 units)	\$586.00/unit		
	Units 101–200 (up to 100 units)	\$443.00/unit		
	Units 201-1000	\$294.00/unit		
	All additional units	\$0.00/unit		
For all development blocks/lots which ARE subject to Site Plan approval	site area @ \$69.00/100m ²			
(1) Final Approval		\$9,344.00	<i>To be determined following approval</i>	
(1) Red-Line Revision Fee		\$5,728.00		
(1) Extension of Draft Approval		\$9,344.00		
(1) Emergency Extension to Draft Approval (3-months)		\$3,576.00		
Preparation of Agreement (Subdivision & Condominium)		See Appendix A (2023-003)		
TOTAL PLAN OF SUBDIVISION FEE			\$	

Plan of Condominium***

<i>Type of Fee</i>		<i>Amount</i>	<i>Number of Applications</i>	<i>Total</i>
Individual Application Plan of Condominium Base Fee		\$20,645.00		
Plus Variable fee (For condominiums other than Common Element)				
Residential (variable fee) For all condominiums NOT subject to Site Plan approval		\$1,065.00/unit		
Residential (variable fee) AND Non-Residential	site area @ 69.00/100m ²			
For all condominiums which ARE subject to Site Plan approval †				
(1) Final Approval		\$9,344.00	To be determined following approval	
(1) Red-Line Revision Fee		\$5,728.00		
(1) Extension of Draft Approval		\$9,344.00		
(1) Emergency Extension to Draft Approval (3-months)		\$3,576.00		
Preparation of Agreement (Subdivision & Condominium)		See Appendix A (2023-003)		
TOTAL PLAN OF CONDOMINIUM FEE			\$	

TOTAL TOWN OF OAKVILLE FEE(S)	\$
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*** Applications for Plan of Condominium for Common Element require only the Individual Application Base Fee to be paid at time of application.

† Includes applications that have already received Site Plan approval

Other Fees:
Halton Region

<i>Type of Fee</i>	<i>Amount</i>	<i>Number of Applications</i>	<i>Total</i>
Official Plan Amendment	\$11,273.50		
Zoning By-law Amendment	\$1,123.65		
Plan of Subdivision	\$11,590.95		
Plan of Condominium	\$3,349.90		
TOTAL HALTON REGION FEE (Payable to "Halton Region")		\$	

Conservation Authority Review Processing Fees

Conservation Halton or Credit Valley Conservation for the determination of the application fee based on the scope of the proposed works. Where a development proposal requiring one or more of the planning applications listed in this form is adjacent to an area where the Conservation Authority has a review responsibility, an addition fee shall be required. The areas of Conservation Authority responsibility are: watercourse, floodplains, wetlands and Lake Ontario shoreline. The cheque must be made payable to "Conservation Halton" or "Credit Valley Conservation" and submitted to the Town with the application package for distribution.

Contacts:

HALTON REGION: www.Halton.ca
 1151 Bronte Road, Oakville
 Ontario, Canada L6M 3L1 905-825-6000,
 Toll free: 1-866-442-5866 Email: accesshalton@halton.ca

CONSERVATION HALTON:
 2596 Britannia Road West Burlington, ON L7P 0G3
 Tel: 905-336-1158 Fax: 905-336-7014
 Planning dept fax: 905-336-6684
 Email: web@hrca.on.ca for general inquires or
enserv@hrca.on.ca for planning related inquiries.