

# OAKVILLE

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## Development Application Form

**Official Plan Amendment**

**Zoning By-law Amendment**

**Draft Plan of Subdivision**

**Draft Plan of Condominium**

Send your digital requests to [planningapps@oakville.ca](mailto:planningapps@oakville.ca)

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

**March 2026**

**Town of Oakville  
Planning and Development**  
1225 Trafalgar Road  
Oakville, ON., L6H 0H3

Phone: 905-845-6601

# Application Form

# FORM 1

Planning and Development  
Town of Oakville

## 1. Application Type:

Official Plan Amendment	
Zoning By-law Amendment	
Draft Plan of Subdivision	
Draft Plan of Condominium	
Temporary Use By-law	

Pre-Consultation Meeting Date(s): \_\_\_\_\_

## 2. Applicant Information:

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

Name	Address	Contact
Registered Owner(s):		Email:
		Phone:
		Mobile:
Applicant:		Email:
		Phone:
		Mobile:
Agent/Planning Consultant*		Email:
		Phone:
		Mobile:
Solicitor:		Email:
		Phone:
		Mobile:
Other (Specify):		Email:
		Phone:
		Mobile:

## 3. Location of the Property:

Municipal Address:		
Lot(s)/Block(s):	Concession:	Registered Plan #:
Reference Plan #:	Part(s)	
Roll #:		

3.1. Details about the Subject Lands:

Frontage(s):	Depth:	Area:
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**4. Existing and Previous Use:**

4.1. What is the existing use of the lands?

4.2. Length of time for the existing use?

4.3. What were the previous uses?

4.4. Length of time for the previous use?

4.5. Existing buildings/structures:

Building	Year Built	Setbacks		Height (m)	No. of Storeys	Ground floor area
		Front	Rear			

4.6. Identify the existing buildings or structures on the subject land(s) that are “listed” or “designated” under the *Ontario Heritage Act*:

4.7. List all matters registered on title affecting the subject land(s) (i.e. easements, agreements, restrictive covenants):

4.8. Indicate the land uses on the surrounding properties:

North:

South:

East:

West:

## **5. The Proposal:**

Provide justification for this application to amend the Official Plan and/or Zoning By-law. (Attach a separate report if necessary). Attach the text of any requested Official Plan amendment and the amended Official Plan schedule as required. In the case of an Official Plan Amendment, the applicant is required to provide complete planning evidence outlining the justification for the amendment. This should address, but not be limited to, why the proposed change is desirable and how it relates to the overall goals and objectives of the Official Plan, the Region of Halton Official Plan, the Provincial Planning Statement, and any applicable Provincial Plans. Further studies may be required by the applicant depending on the nature of the application.

5.1. Describe the Proposal:

## **Official Plan Amendment:**

5.2. What is the current official plan designation on the subject lands:

5.3. What land uses are permitted by the current designation on the subject lands?

5.4. What is the proposed designation on the subject lands?

5.5. What land uses will be permitted by the proposed designation on the subject lands?

5.6. Attach the proposed Schedule to be changed or replaced, where applicable.

**Zoning By-law Amendment/Temporary Use By-Law Amendment:**

5.7. What is the existing Zoning designation on the subject lands?

5.8. What is the proposed Zoning designation on the subject lands?

5.9. What land uses will be permitted by the proposed designation?

5.10. What is the reason for the proposed rezoning?

- 5.11. Attach the text of the proposed regulation to be changed, replaced or deleted.
- 5.12. Attach the proposed Schedule to be changed or replaced, where applicable.

**Subdivision and Condominium Applications:**

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

- 5.14. Identify if the subdivision has servicing allocation, and for how many Single-detached equivalent (SDE) units or IDU's:

- 5.15. Complete this chart:

Proposed Uses	# of Residential units	Lot/Block #'s		Area (ha)	Density (units per ha)	Parking Provided
		Lots	Blocks			
Residential						
Detached Dwellings						
Semi-Detached Dwellings						
Townhouses - street						
Townhouses - lane						
Townhouse - stacked						
Townhouse – back-to-back						
Townhouse - other						
Apartments – studio						
Apartment – 1 bdr						
Apartment – 2 bdr						
Apartment – 3 bdr						
Other (specify)						
Non-Residential						
Commercial	n/a				n/a	

Office	n/a				n/a	
Employment/Industrial	n/a				n/a	
Institutional (specify)	n/a				n/a	
Open Space/Hazard Lands	n/a				n/a	n/a
Parkland	n/a				n/a	n/a
Road Allowances (and widenings)	n/a				n/a	n/a
Utility corridors	n/a				n/a	n/a
Other (specify)	n/a				n/a	
<b>TOTAL</b>						

5.16. Additional information for Condominium Applications:

5.16.1. Identify any associated site plan application file #'s:

5.16.2. Identify if construction of the development has commenced:

**6. Servicing:**

Service Type	Development Proposed	Yes	No	Studies Required
<b>Public Services (are the responsibility of Halton Region):</b>				
Municipal sanitary sewers	any			none
Municipal piped water	any			none
<b>Private Services:</b>				
Wells and/or septic systems for a residential subdivision only, with five or fewer lots (or units)	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 including information on known water quality problems, depth of overburden and soil type
Any development on individual private services not covered above	any			To be determined
<b>Stormwater Management:</b>				
Sewers	development on piped service			Stormwater Management Study
Ditches/swales	development on			

	non-piped service			
Other(specify)	Describe			
<b>Roads and Access:</b>				
Public Roads	any			Transportation Study
All municipal or provincial arterial roads	Development within 50 m			Noise Study
Easements and restrictive covenants	Any			Show and describe on draft plans

## **7. Planning Policy and Framework:**

- 7.1. Provincial Planning Statement - Attach a Planning Justification Report which explains how the requested application is consistent with the Comprehensive Provincial Planning Statement.
- 7.2. Halton Region Official Plan - 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:
- 7.3. Town of Oakville Official Plan - 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):
- 7.4. Zoning By-law - Identify the existing zoning on the subject land(s) (including special provisions, holding zones, interim controls etc.):

7.5. 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:

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

7.6. 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.)

7.6.1. 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.

## **8. Other Applications:**

8.1. Are there any existing, or have there been previous applications made under the *Planning Act*, such as for approval of an official plan amendment, zoning by-law, plan of subdivision, a minor variance, a Minister's zoning order amendment or a site plan or for a consent that involves the land:

8.1.1. subject land? Yes \_\_\_\_\_ No \_\_\_\_\_

8.1.2. within 120 m of the subject land? Yes \_\_\_\_\_ No \_\_\_\_\_

8.1.3. If Yes to 81.1 or 8.1.2, list below or attach a separate sheet:

8.1.3.1. The type of application and file #:

8.1.3.2. Legal description/address:

8.1.4. Has the subject land ever been the subject of a Minister's Zoning Order? If so, please note the Ontario Regulation number of that order?

### **AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(name of applicant) (name of City or Town)

in the Region /County/District of \_\_\_\_\_ do 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 the Region /County/District of \_\_\_\_\_,  
in the \_\_\_\_\_, this \_\_\_\_\_ day of  
(municipality)  
\_\_\_\_\_, 202

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Commissioner of Oaths

**OWNERS AUTHORIZATION (if the owner is not the applicant)**

I, we \_\_\_\_\_ being the Registered Owners of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit this/these applications for approval.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner(s)

**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 Ontario Land Tribunal a minimum of 4 hard copies and 1 digital (USB device or download link) of all submission documents will be forwarded to the attention of the Planning & Development 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.

Dated: \_\_\_\_\_ 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* applications 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.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

# Fee Calculation

# FORM 2

Planning and Development  
Town of Oakville

## Application Type:

Official Plan Amendment	
Zoning By-law Amendment	
Draft Plan of Subdivision	
Draft Plan of Condominium	
Temporary Use By-law	

Official Plan Amendment	Amount	Total
<b>Base Fee</b>	\$38,642.00	
<b>PLUS:</b> Variable Rate based on Site Area _____ site area @ \$30/100m <sup>2</sup> (shall be a maximum of \$15,000.00) - (Fee By-law 2025-166 – Schedule A (17))		
<b>TOTAL</b>		

Zoning By-law Amendment	Amount	Total
<b>Zoning By-law Amendment Application Base Fee</b>	\$39,191.00	
<b>PLUS:</b> Variable fee for all development blocks/lots which are <b>NOT</b> subject to a future Site Plan application	Units 1-25 (up to 25 units) \$175/unit Units 26-100 (up to 75 units) \$138/unit Units 101-200 (up to 100 units) \$104/unit Units 201+ \$71/unit	
<b>PLUS:</b> Variable fee (includes non-residential component of a Mixed-Use building)	_____ m <sup>2</sup> GFA @\$73/100m <sup>2</sup> _____ m <sup>2</sup> Site Area @\$30/100m <sup>2</sup> (whichever is greater)	
<b>PLUS:</b> For development blocks/lots subject to a future Site Plan application	_____ m <sup>2</sup> Site Area @\$73/100m <sup>2</sup>	
<b>Minor Zoning By-law Amendment Base Fee</b> (Schedule A, (18))	\$4,328.00	
<b>PLUS:</b> per unit fee	\$143/unit	
<b>Temporary Use By-law Base Fee</b>	\$31,237.00	
<b>Extension of a Temporary Use By-law Base Fee</b>	\$10,290.00	
<b>TOTAL</b>		

**NOTE:** Development Applications requiring subsequent Site Plan approval: If a development application (such as a Zoning By-law Amendment or draft plan of subdivision) proposes blocks that will later require site plan approval, the per-unit variable fee will not be collected at this stage. Instead, a site area fee will apply. The per-unit variable fee will be collected at the site plan stage.

For any blocks or lots that will not require site plan approval, the per-unit variable fee continues to apply.  
(Fee By-law 2025-166 – Schedule A (2))

**NOTE:** For all applications proposing residential uses, the variable fee calculation based on unit count shall only be applied to “dwelling units” as defined in the applicable zoning by-law. For residential uses that propose other types of units, not defined as “dwelling units” (e.g. residential care facility rooms), the variable fee based on site area or gross floor area shall apply, whichever is greater.

Draft Plan of Subdivision		Amount	Total
<b>Base Fee</b>		\$31,934.00	
<b>PLUS:</b> Variable fee for all development blocks/lots which are <b>NOT</b> subject to a future Site Plan application	Units 1-25 (up to 25 units)	\$990/unit	
	Units 26-100 (up to 75 units)	\$788/unit	
	Units 101-200 (up to 100 units)	\$595/unit	
	Units 201+	\$396/unit	
<b>PLUS:</b> For development blocks/lots subject to a future Site Plan application	_____m <sup>2</sup> Site Area @\$92/100m <sup>2</sup>		
<b>Final Approval Fee</b>	\$9,986.00	To be determined following approval	
<b>Revision Fee</b>	\$7,458.00		
<b>Extension to Draft Approval</b> (1 year)	\$9,648.00		
<b>Emergency Extension to Draft Approval</b> (3 months)	\$3,692.00		
<b>Preparation of an agreement</b>	See fee schedule		
<b>TOTAL</b>			

**NOTE:** Development Applications requiring subsequent Site Plan approval: If a development application (such as a Zoning By-law Amendment or draft plan of subdivision) proposes blocks that will later require site plan approval, the per-unit variable fee will not be collected at this stage. Instead, a site area fee will apply. The per-unit variable fee will be collected at the site plan stage for a residential development plus the non-residential fee (if applicable).

For any blocks or lots that will not require site plan approval, the per-unit variable fee continues to apply.  
(Fee By-law 2025-166 – Schedule A (2))

Draft Plan of Condominium		Amount	Total
<b>Base Fee</b>		\$23,592.00	
<b>PLUS:</b> Variable fee for residential development which are <b>NOT</b> subject to a future Site Plan application	Per unit fee	\$1,217.00/unit	
	_____m <sup>2</sup> Site Area @\$78/100m <sup>2</sup>		
<b>Final Approval Fee</b>	\$9,986.00	To be determined following approval	
<b>Revision Fee</b>	\$6,121.00		
<b>Extension to Draft Approval</b> (1 year)	\$9,986.00		

<b>Emergency Extension to Draft Approval</b> (3 months)	\$3,821.00	
<b>Preparation of an agreement</b>	See fee schedule	
<b>TOTAL</b>		
<b>NOTE:</b> Applications for Plan of Condominium for a Common Element condominium would require only the Base Fee to be paid at time of application. Includes applications that have already received Site Plan approval. If Site Plan approval is not required the per unit fee would apply.		

<b>Total Town of Oakville Fee</b>	<b>Amount</b>	<b>Total</b>
Official Plan Amendment (as calculated above)		
Zoning By-law Amendment (as calculated above)		
Draft Plan of Subdivision (as calculated above)		
Draft Plan of Condominium (as calculated above)		
<b>TOTAL Town of Oakville Fee</b>		

<b>Region of Halton</b>	<b>Amount</b>	<b>Total</b>
Official Plan Amendment		
Zoning By-law Amendment		
Draft Plan of Subdivision		
Draft Plan of Condominium		
<b>TOTAL Halton Region Fee (payable to Halton Region)</b>		

<b>Conservation Authority Review Processing Fees</b>
<b>Contact Conservation Halton or Credit Valley Conservation for the determination of the application fee based on the scope of the proposed works.</b> 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 additional fee shall be required. The areas of Conservation Authority responsibility are: watercourses, floodplains, wetlands and Lake Ontario shoreline.

**Contacts:**

**HALTON REGION:** [www.Halton.ca](http://www.Halton.ca) 1151 Bronte Road, Oakville  
 Ontario, Canada L6M 3L1 905-825-6000,  
 Toll free: 1-866-442-5866 Email: [accesshalton@halton.ca](mailto:accesshalton@halton.ca)

**CONSERVATION HALTON:**

2596 Britannia Road West Burlington, ON L5N 6R4  
**Tel:** 905-336-1158 **Fax:** 905-336-7014  
**Planning dept fax:** 905-336-6684

**Email:** [web@hrca.on.ca](mailto:web@hrca.on.ca) for general inquires or [enserv@hrca.on.ca](mailto:enserv@hrca.on.ca) for planning related inquiries

**CREDIT VALLEY CONSERVATION:**

1255 Old Derry Road, Mississauga, ON L7P 0G3  
**Tel:** 905-670-1615 **Fax:** 905-670-2210