



## Instructions for DRAFT PLAN OF SUBDIVISION APPLICATION

THE CORPORATION OF THE CITY OF LONDON  
PLANNING AND DEVELOPMENT  
6<sup>th</sup> FLOOR, CITY HALL, 300 DUFFERIN AVENUE, LONDON, ONTARIO N6A 4L9  
Telephone: (519) 930-3500

### DETACH AND RETAIN THIS PAGE FOR FUTURE REFERENCE

1. This process pertains to draft plan of subdivision applications:
  - i) "Plan of Subdivision";
  - ii) "Major Redline Amendments to Draft Approved Plans of Subdivision".
2. For associated fees, please refer to the City of London's Fees and Charges By-law (A-53).
3. Other related applications can be processed concurrently and within the process for plans of subdivision.

### STEPS IN THE PROCESS

- |               |  |
|---------------|--|
| <b>Step 1</b> | <b>Consult with Planning and Development.</b> Applicants are encouraged to meet with a City staff member prior to submitting an application.   |
| <b>Step 2</b> | <b>Application Submission for Pre-Consultation Meeting.</b> Complete the attached application form and submit five (5) full size copies of the draft plan, a digital file tied to NAD83UTM horizontal control, and basic engineering information to Planning and Development Services by the last working day of the month for consideration at the following months Initial Proposal Review (IPR) meeting.  |
| <b>Step 3</b> | <b>Formal Pre-Consultation Meeting (IPR).</b> These meetings are chaired by Planning and Development Services and are held regularly.<br><br>The purpose of the meeting is to: <ol style="list-style-type: none"><li>i) Review the proposed plan of subdivision application and submitted material/information</li><li>ii) Identify key Departmental and Agency issues in processing</li><li>iii) Identify any concurrent applications that may be required</li><li>iv) Identify any studies required to be completed prior to acceptance of an application</li><li>v) Identify staff contact assigned to the file.</li></ol>  |
| <b>Step 4</b> | <b>Submit complete application package.</b> This includes information and material identified at the Pre-Consultation meeting, a complete application form, required fees, digital file, authorization letter (with dated, original signature), requested zoning overlay (if applicable), a parking plan (if applicable), a reduced copy of the draft plan, 24 rolled copies of the proposed plan of subdivision, and a simplified file of the draft plan per schedule APP-2B<br><br>Please be advised that in order to allow background documents and drawings, submitted in association with planning applications, to be posted on the City of London website for public viewing, we will require all submitted materials to be in an accessible format. <u>Any materials that are not in an accessible format will result in an application being deemed incomplete per the Planning Act and in force London Plan policy 1612.</u><br><br>The accessible document requirements are outlined in the <a href="#">Web Compliance Accessibility Guidelines</a> (WCAG) 2.0 AA Standards as required by the Accessibility for Ontarians with Disabilities Act (AODA) in the Information and Communications Standards of the Integrated Accessibility Standards Regulation (IASR).<br><br>For drawings, maps and information that are displayed visually, alternative text (alt-text) will be required to include a detailed description and provide context to ensure users of assistive technology can easily understand what the image is showing. For additional information on creating accessible Portable Document Format (PDF) files please refer to: <a href="http://www.adobe.com/accessibility/products/acrobat/">http://www.adobe.com/accessibility/products/acrobat/</a> . |
| <b>Step 5</b> | <b>Complete application accepted.</b> The file is opened and timelines for processing are established.   |
| <b>Step 6</b> | <b>Application circulated.</b> The application is circulated to the public, agencies and departments.  |
| <b>Step 7</b> | <b>60-day Status Letter.</b> A 60-day status letter is sent to the Applicant.  |

<b>Step 8</b>	<b>Post-circulation meeting.</b> This meeting will be convened by Planning and Development Services and will include the applicant and consultants to discuss agency or public issues raised during circulation, review proposed conditions of draft approval, and review municipal requirements for inclusion in the subdivision agreement.
<b>Step 9</b>	<b>Finalize planning report for Planning &amp; Environment Committee.</b>
<b>Step 10</b>	<b>Public Meeting of Planning &amp; Environment Committee and recommendation of Draft Approval/Refusal to Council.</b>
<b>Step 11</b>	<b>Recommendation of Council to Approval Authority.</b>
<b>Step 12</b>	<b>Draft approval with conditions or refusal by Approval Authority.</b>
<b>Step 13</b>	<b>Notice of draft approval or refusal circulated.</b>
<b>Step 14</b>	<b>Appeal period.</b>



London  
CANADA

# THE CITY OF LONDON SUBDIVISION APPLICATION FORM

FOR FORMAL APPLICATION FOR APPROVAL UNDER SECTION 51 OF THE *PLANNING ACT*

### CONCURRENT APPLICATIONS FILED

Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees

- Official Plan Amendment
- Zoning By-law Amendment
- Minor Variance
- Site Plan
- Other (Specify): \_\_\_\_\_

### OFFICE USE ONLY

Date Stamp – Date Received

FOR REFERENCE ONLY

Municipal address:

### REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:

Note: If the information below is not received together with the fees required under subsection 69(1) of the *Planning Act* and the information and material required under subsections 51(17) and 51(18) of the Act, the application **will be deemed incomplete, the time period referred to in subsection 51(34) of the Act will not begin and the application will be returned to the applicant.**

**2 copies** of the completed application form and declarations, completed as required under subsections 51(17) and 51 (18) of the *Planning Act*;

**24 rolled copies** of the draft plan, completed as required under Section 51(17) and 51(18) of the *Planning Act* – Refer to Schedule APP-2A;

**1 copy** of the draft plan on an 8-1/2" by 14" or 11" by 17" reduction;

**1 copy** of the draft plan on an 8-1/2" by 14" reduction with the requested zoning plotted as an overlay on the face of the draft plan;

Electronic copy of a simplified draft plan for use by City on the on-site signs and web pages – Refer to schedule APP-2B;

**1 copy** of a bibliography/document list of all documents you used to support the submission of your application to meet the requirements of subsection 51(52.3) and 51(52.4) of the *Planning Act*, in the event of an Ontario Municipal Board Hearing.

**General Format: Author, A. A. (Year of Publication). Title of Document. City of Publication: Publishing Company.**

Application Fee(s) made payable to the City Treasurer;

A Letter of Authorization from the owner (with dated, original signature) **OR** completion of the Owner's Authorization on page 6 (item 30), **if the owner is not filing the application**;

**1 copy** of the Parking Plan, if required (see page 3, item 11);

Required studies identified at Pre-consultation; and

**The file must be tied to the City's geographic NAD83 UTM horizontal control (refer to the City's Plans and Submission Standards available on-line).** The file must contain the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.). **Please send digital files to [LondonPlanSubmit@london.ca](mailto:LondonPlanSubmit@london.ca).** A 3.5 inch floppy diskette or a CD containing the plan of subdivision in AutoCAD format is also acceptable.

### PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply 3 copies of each):

Note: This section applies to all reports that were identified at A.P.A.G. as studies that are required at the time of submitting the application – Refer to

### THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

City of London, Planning and Development  
300 Dufferin Ave., 6<sup>th</sup> Floor, P.O. Box 5035, London, Ontario N6A 4L9

Telephone: 519-930-3500

**PLEASE REFER TO ONTARIO REGULATION 544/06 FOR ITEM REFERENCES 1 THROUGH 32**

**1a) Applicant Information**  
 Complete the information below. All communications will be directed to the **Prime Contact** with a copy to the owner.  
*Note: If additional space is required for owner(s) information, please attach a separate sheet containing this information.*

<b>Registered Owner(s)</b>		
Name:		
Address:	City:	Postal Code:
Phone:		
Fax:		
Email:		
<b>Applicant (complete if the Applicant is not the Owner)</b>		
Name:		
Address:	City:	Postal Code:
Phone:		
Fax:		
Email:		
<b>Agent Authorized by the Owner to file the Application (if applicable)</b>		
Name:		
Address:	City:	Postal Code:
Phone:		
Fax:		
Email:		
<b>Ontario Land Surveyor</b>		
Name:		
Address:	City:	Postal Code:
Phone:		
Fax:		
Email:		

**1b) Which of the above is the Prime Contact?**

**2) Date Application Submitted to the City of London:**

**3) Description of Land:**

3a) Geographic Township:

3b) Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

3c) Street Address (if applicable):

**4) Are there any easements or restrictive covenants affecting the subject lands? Yes    No**

**5) If Yes, describe each easement and/or covenant and its effect:**

Reference Plan No.	Instrument No.	Purpose of Easement and/or Covenant (e.g. hydro, sewer, pipeline, etc.)

**6) Other Applications Under Planning Act**

Has the subject land ever been the subject of an application for approval of any of the following?

Yes                      No                      Unknown

If Yes, complete the following information:

	Draft Plan of Subdivision	File No.:	Status:
	Draft Plan of Condominium	File No.:	Status:
	Official Plan Amendment	File No.:	Status:
	Zoning By-law Amendment	File No.:	Status:
	Minor Variance	File No.:	Status:
	Site Plan	File No.:	Status:
	Part Lot Control	File No.:	Status:
	Other (Specify)	File No.:	Status:

PROPOSED USES	7) No. of Lots/Blocks (as labelled on plan)		8) No. Residential Units	9) Net Area (Hectares)	10) Density Proposed (Specify Units per Hectare (uph))	11) No. Parking Spaces <sup>1</sup>
	Lots	Blocks				
<b>RESIDENTIAL</b>						
a. Detached Dwellings						
b. Semi-detached Dwellings						
c. Row, Townhouse (Multiple Attached) Dwellings						
d. Apartments Residential <ul style="list-style-type: none"> <li>• less than 2 bedrooms</li> <li>• 2 bedrooms or more</li> </ul>						
e. Seasonal Residential						
f. Mobile Home						
g. Other Residential (specify in item 13)						
<b>NON-RESIDENTIAL</b>						
h. Neighbourhood Commercial						
i. Other Commercial (specify in item 13)						
j. Industrial						
k. Institutional (Specify in item 13)						
l. Local and Community Park						
m. Open Space and Hazard Lands						
n. Road Allowances						
o. Other (Specify in item 13)						
<b>TOTAL</b>						

<sup>1</sup> A parking plan must also be submitted, in accordance with the Small Lot Subdivision Design Guidelines, if the plan contains lot frontages that are less than 11.0 metres.

**Item 12 to the Schedule of Ontario Regulation 544/06 applies only to plans of condominium.**

**13) Describe Proposed Other Uses, if applicable**  
 (this applies to items g, i, k, o in the table on the previous page)

Other Residential:

Other Commercial:

Other Institutional:

Other (specify):

**14) Official Plan Information**

- a) What is the land use designation of the site in the Official Plan?
- b) Does the proposal conform?            YES            NO
- c) If No, has a separate application for an Official Plan Amendment been made?  
       Yes        No            FILE No.:                            Status:

**Zoning Information**

- a) What is the current zoning of the subjectlands?
- b) Does the proposed plan conform to the existing zoning?            YES            NO
- c) If No, have you made a concurrent application for rezoning?  
       Yes        No            FILE

**15) Access**

Access to the subject lands will be by:

Private Street (not permitted)	Provincial Highway	Other (Specify)
Right of Way (not permitted)	Assumed Municipal Street	

**Item 16 to the Schedule of Ontario Regulation 544/06 applies only if access is by water.**

**17) Water Supply**

Water supply will be provided to the subject lands by:

Municipal piped water	Privately owned and operated individual wells for each lot
Privately owned and operated communal well	Other (specify)

**18) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, you are required to provide:**

- A servicing options report; and
- A hydrogeological report

**19) Sewage Disposal**

Sewage disposal will be provided to the subject lands by:

Municipal sanitary sewers	Privately owned individual septic system for each lot
Privately owned communal collection	Other (specify)

**20) If the plan would permit development of five or more lots or units on privately owned and operated individual or communal septic systems, you are required to provide:**

- A servicing options report; and
- A hydrogeological report

**21) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, you are required to provide:**

- A servicing options report; and
- A hydrogeological report

**22) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed, you are required to provide:**

- A hydrogeological report

**23) Archaeological Potential**  
 Does the subject land contain any areas of archaeological potential? Yes No

**24) If the plan would permit development on land that contains known archaeological resources OR areas of archaeological potential, you are required to provide:**  
 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  
 A conservation plan for any archaeological resources identified in the assessment.

**25) Storm Drainage**  
 Storm drainage will be provided to the subject lands by:

Connection to Municipal Storm Sewers	Connection to Municipal Drain (specify)
Swales and/or ditches	Other (specify)

**Other Information that would assist in processing this application:**  
 The subject lands are within the \_\_\_\_\_ (sub) watershed.  
 Has a conceptual stormwater management plan been completed for the subject lands? Yes No  
 If yes, please provide:  
 Name of Study:  
 Date of Study:  
 Completed by:

**Item 26 to the Schedule of Ontario Regulation 544/06 applies only to plans of condominium.**

**27) Is the draft plan consistent with policy statements issued under subsection 3(1) of the *Planning Act*?**  
 Identify policies from the 2005 Provincial Policy Statement (PPS) that you intend to use to support your application.  
*Note: If additional space is required, please attach a separate sheet containing this information.*

**Items 28 and 29 to the Schedule of Ontario Regulation 544/06 do not apply to the City of London.**

**30) What is the applicant's proposed strategy for consulting with the public with respect to this application?**

**31) Owner’s Authorization**

**This must be completed by the owner if the OWNER IS NOT FILING THE APPLICATION**  
 If there are multiple owners, an authorization letter from each owner (with dated, original signature) is required **OR** each owner must sign the following authorization (Note: the **REQUIRED** wording for the Owner’s submission statement or Applicant/Agent authorization to be provided on the face of the draft plan is located in the table in APP-2 (Mapping Information Requirements).

I, we \_\_\_\_\_, being the registered owner(s) of the subject lands,  
Print (name(s) of owner(s), individuals or company)

hereby authorize \_\_\_\_\_ to prepare and submit a draft plan of subdivision  
Print (name of agent and/or company (if applicable))

application for approval.

\_\_\_\_\_

Signature Day Month Year

**IMPORTANT:**

- If the Owner is an incorporated company, the company seal shall be applied in the authorization block above (if there is one).

**32) Applicant’s Declaration**

**This must be completed by the Person filing the Application (Owner or Agent) for the proposed development site.**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print (name of applicant) Print (Name of City, Town, Township, etc.)

in the Region/County/District of \_\_\_\_\_ solemnly declare that all of the statements contained in

this application for draft plan of subdivision at \_\_\_\_\_  
(Municipal Address or Legal Description)

and all supporting documents and plans are true and complete, 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."

Declared before me at:  
 Region/County/District of Middlesex  
 in the Municipality of The City of London, this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

\_\_\_\_\_ Signature

\_\_\_\_\_ Please Print name of Applicant

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



**33) Owner’s or Applicant’s Consent Declaration**

In accordance with the provisions of the Planning Act, it is the policy of the City to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I \_\_\_\_\_ the owner/the authorized applicant/the authorized agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

\_\_\_\_\_  
 Signature Day Month Year

**34) Owner’s Permission and Acknowledgement for Access to Property and On-Site Sign**

*This must be completed by the property owner(s).*

*Note: if there are multiple property owners, or properties, a permission, acknowledgement and direction letter from each owner (with dated, original signature) is required OR each owner must sign the following permission and acknowledgement.*

I, (we) \_\_\_\_\_ (print name of owner or owner’s company representative (if applicable)), of \_\_\_\_\_ (print name of owner’s company/corporation, if applicable), being the registered owner of \_\_\_\_\_ (print address of the subject property), hereby:

- grant permission for City of London staff to enter onto the property, without notice, for the purposes of evaluation of this application.
- grant permission for the City of London, or a representative of the City, to enter onto the property as necessary, and without notice, to install, maintain, relocate, modify, and/or remove one or more “Planning Application” signs in association with this application.
- agree that I will not damage, deface, remove, or relocate the sign(s), and that doing so may result in a contravention of the Planning Act, therefore voiding my application and necessitating re-application to the City of London.
- acknowledge that the City, or a representative of the City, will remove the sign at such date as deemed appropriate by the City.
- acknowledge that minor excavation and site disturbance may result from sign-related activities.
- acknowledge that the City of London, or a representative of the City, will keep a photographic record of the site conditions existing immediately prior, and following, the undertaking of sign-related activities.

\_\_\_\_\_  
 Signature of owner or owner’s company representative Day Month Year  
 “I/we have the authority to bind the corporation”

**PROVINCIAL POLICY INFORMATION REQUIREMENTS**

**Schedule APP-1**

Completion of the following will assist the municipality in performing a complete review of the subject proposal.

**1) What is the current and previous use of the subject land?**

Current Use(s): \_\_\_\_\_  
 All previous known uses:

**2) Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land, or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?**

Yes No

If Yes, please be specific:

What information did you use to determine the answers to the above questions?

**3) If Yes to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.**

Report attached? YES NO

**4) Subsurface Rights**

Are the subsurface rights and the surface rights to the property held by the same owner? YES NO

If the answer to 4 is No, who owns the subsurface rights? \_\_\_\_\_

If the answer to 4 is No, please have the owner complete the following declaration.

**AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS**

(if subsurface rights different from the Owner of the lands)

I, \_\_\_\_\_, owner of the subsurface rights for the subject property, am aware of this application and consent to it.

\_\_\_\_\_  
 (signature)

\_\_\_\_\_  
 (date)

\_\_\_\_\_  
 (address)

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Facsimile Number

**5) Significant Features Checklist**

Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres (unless otherwise noted). Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry <sup>1</sup>				___metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry <sup>2</sup>				___metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry <sup>3</sup> within 1000 metres				___metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				___metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				___metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				___metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				___metres	Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated future ones				___metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater				___metres	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.
Electric transformer station				___metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				___metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				___metres	Will the corridor be protected? Noise Study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				___metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				___metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				___metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				___metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				___metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, 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					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites <sup>4</sup>				___metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				___metres	Development to comply with the Minimum Distance Separation Formulae and O. P. policies.

<sup>1</sup>Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

<sup>2</sup>Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

<sup>3</sup>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.

<sup>4</sup>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, organic soils) or unstable bedrock (Karst topography).

**MAPPING INFORMATION REQUIREMENTS**

**Schedule APP-2A**

<p><b>Pursuant to subsection 51(17) of the <i>Planning Act</i>, attach 24 rolled copies of a draft plan of subdivision showing:</b>  <b>Note: all measurements, scales, etc. must be in metric units</b></p>	
the boundaries of the proposed subdivision certified by an Ontario Land Surveyor	
Ontario land surveyor's name, signature and date of signature	
map scale	
legend	
north marker	
name of person or firm who prepared the plan	
date plan prepared and dates of any revisions	
the location, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts	
dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any	
on a small key plan at a scale of not less than 1cm:100m,	
<ul style="list-style-type: none"> <li>- all of the adjacent land to the proposed subdivision that is owned by the applicant or in which the applicant has an interest</li> <li>- every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part</li> </ul>	
the purpose for which the proposed lots are to be used	
the existing land use on the site and on all adjacent lands	
the approximate dimensions and layout of proposed lots	
natural and artificial features within or adjacent to the land proposed to be subdivided <ul style="list-style-type: none"> <li>- existing buildings and structures to be retained or demolished</li> <li>- active or inactive railways, rail rights-of-way</li> <li>- highways and other roads - existing, public/private, open/closed location, width, and proposed generic street labels (i.e. Street A, Street B) with a separate list of proposed street names</li> <li>- watercourses (lakes, streams, ponds, wetlands, etc.)</li> <li>- flood plains/flood elevations, flood lines, fill lines, top of slope lines</li> <li>- woodland</li> <li>- significant plant and wildlife habitat (including ESA's &amp; ANSI's)</li> <li>- drainage courses, retention ponds (natural or man-made)</li> <li>- archaeological or historic features</li> </ul>	
the municipal services available or to be available to the land proposed to be subdivided <ul style="list-style-type: none"> <li>- waterlines and sewer</li> <li>- main hydro lines</li> </ul>	
the nature and porosity of the soil	
existing contours or elevations as may be required to determine the grade of the highways and drainage	
the availability and nature of domestic water supplies	
the nature and extent of any restrictive covenants or easements affecting the site	
lot and concession/registered plan number/street address	
Owner's name(s), signature(s) and date of signature(s) or Authorized Individual - See below for acceptable wording	

**The file must be tied to the City's geographic NAD83 UTM horizontal control (refer to the City's Plans and Submission Standards available on-line).** The file must contain the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.). **Please send digital files to [LondonPlanSubmit@london.ca](mailto:LondonPlanSubmit@london.ca).** A 3.5 inch floppy diskette or a CD containing the plan of subdivision in AutoCAD format is also acceptable.

**OWNER'S SUBMISSION STATEMENT OR APPLICANT/AGENT AUTHORIZATION TO BE PROVIDED ON THE FACE OF THE DRAFT PLAN**

The Owner **must** provide the following submission statement (and signature) within the title block on the face of the draft plan "I hereby submit this draft plan of subdivision."

*I hereby submit this draft plan of subdivision.*

\_\_\_\_\_  
 (Signature Line)

\_\_\_\_\_  
 (Name of Owner - Printed)

If the Owner has authorized an agent or applicant to submit the draft plan of subdivision application on their behalf and, **ONLY IF the Owner is unable to sign the face of the draft plan (Note: the Owner is the PREFERRED signing authority on the face of the plan)**, the agent or applicant must include the following authorization (and signature) on the face of the draft plan "I (we), (name of authorized agent or applicant), am authorized to submit this draft plan of subdivision on behalf of the owner, (company name or name of owner)."

I, (we) \_\_\_\_\_, am authorized to submit this draft plan of subdivision on behalf of  
 (Name or Company Name)

the owner, \_\_\_\_\_  
 (Name or Company Name)

\_\_\_\_\_  
 (Signature Line)

\_\_\_\_\_  
 (Name of Authorized Agent or Applicant - Printed)

**SIMPLIFIED SUBDIVISION PLAN REQUIREMENTS Schedule APP-2B**

**A simplified draft plan of subdivision is required in accordance with the following requirements for the City's inclusion on the on-site signs and the application-specific web page.**

The graphic must be sized to the dimensions of 46”(W) x 46”(H), provided in PDF and JPEG format at a DPI of 300.

The subdivision must be centred and scaled within the 46” bounding box to allow for maximum readability. The area outside of the draft plan of subdivision must be populated with Ontario Base Map data to provide context for the surrounding land. This additional contextual information should be displayed at a lighter transparency and contain information such as, but not limited to: streets, parcel fabric, building outlines, and watercourses. The images should be full bleed with no borders. The image must not be distorted or skewed in any way and is subject to cropping.

The simplified image of the proposed subdivision must include the following elements:

- Outline the extent of the subdivision boundary
- Road, lot, and block fabric and descriptions
- Proposed street name labels
- Proposed block numbers & area calculations
- Colour application to all lots and blocks per *The London Plan* colours (see Map 1 of *The London Plan* for relevant place types and colour standards)
- Light grey colour application to all street and walkway blocks
- Basic map elements: (north arrow, scale, etc.)

**SERVICE VIABILITY SUBDIVISION INFORMATION****Schedule B****PRELIMINARY ENGINEERING: BASIC INFORMATION REQUIRED AT PRE- SUBMISSION**

If City services are proposed or existing, please submit a basic Pre-engineering Report (3 copies) with the necessary explanatory drawings which indicate the proposed or existing overall servicing scheme for the development and which covers, if necessary, the following points:

**Sanitary Sewers**

- a) Indicate location of existing sewers on/or adjacent to the proposed site to which the development is expected to be connected.
- b) If the land to be developed is 2 ha. (5 acres) or more, what will be the influence on trunk and semi-trunk mains in the area?
- c) Will existing installations have to be adjusted or relocated to serve the proposed development?
- d) If lands beyond the proposed development are to be serviced through this development, indicate what suitable arrangements are required to service the development.

**Watermains**

- a) Indicate location and size of existing watermains on/or adjacent to the proposed development.
- b) If development presents a major increase in demand, what effect is anticipated on the existing serviced area?
- c) If lands beyond the proposed development are to be serviced through this development, suitable arrangements are to be indicated.
- d) Will existing installations have to be adjusted or relocated to serve the proposed development?
- e) Identify the pressure zone(s) within which the proposed development lies.
- f) It is a requirement for the developer's engineer to indicate the existing level of fire protection adjacent to the proposed development and expected level of fire protection to the proposed development, (i.e. static and residual pressures and expected flows).

**Storm Sewers**

- a)
  - i) Indicate quantity and direction of drainage;
  - ii) For open ditches, indicate culverts, their size and the ditch inverts;
- b) Show all topography within 46m (150 feet) radius of the proposed streets intersecting with an Arterial Road.

**Stormwater Management**

- a) Subwatershed Plan / Master Drainage Plan referenced for guidance
- b) Indicate:
  - i) run-off coefficients used;
  - ii) preliminary storage calculations;
  - iii) estimated required area needed for any on site facility and contingency factor used.
- c) Proposed location and preliminary conceptual design of any on site facility.
- d) Outlet location and condition.
- e) Proposed overland flow routes to the Thames River/ receiving stream.

**Transportation**

- a) Indicate:
  - i) existing conditions;
  - ii) identify known deficiencies.

**RECORD OF ISSUES SCOPING (PRE-CONSULTATION) MEETING      Schedule C**

**ISSUES IDENTIFICATION & CLEARANCE FORM (TO BE COMPLETED BY PLANNER)**

The following form is to be completed at the Pre-consultation (IPR) meeting and signed off by the assigned staff member responsible of Planning and Development PRIOR to the Application being accepted by the City.

TO:             Manager, Subdivision Planning

FROM:         Planner/Applicant

RE:             Application for:

1.         Review of submitted application forms, related applications and notes.

2.         Major issues identified.

3.     Fee(s) to be Paid:

Subdivision:	\$
Zoning:	\$
Official Plan:	\$
Minor Variance:	\$
Consent:	\$
Part Lot:	\$
Other:	\$
 Total:	 \$

**PRE-CONSULTATION**

**Schedule D**

Studies or information to be completed prior to acceptance of the application and submitted to the Subdivisions and Special Projects Planner assigned to the file.

INFORMATION	REQUIRED AT SUBMISSION	PROVIDED AT SUBMISSION	DURING PROCESS	AS A CONDITION
Official Plan Amendment				
Zoning By-law Amendment				
Amendment Justification Report				
Agricultural Separation Study (MDS)				
Servicing Options Report				
Subject Land Status Report				
80% Complete (Conceptual) Stormwater Management (SWM) Report				
100% Complete (Functional) Stormwater Management (SWM) Report				
Traffic calming				
Traffic Impact Study				
Hydromorphological Report				
Hydrogeological Study				
Geotechnical Study				
Environmental Impact Study (EIS)				
Approved top-of-bank demarcation mapping				
Tree, vegetation & preservation report				
An opportunities & constraints mapping				
Park concept plan				
Market impact				
Archaeological Assessment Report				
Land Needs Justification Report				
Aggregate Resource Analysis				
Slope Stability Study				
On-Street Parking Analysis				
Sanitary Capacity Analysis				
Tree Preservation Report				
Well Inventory Report				
Record of Site Condition				
Site Contamination Report				
Subject Land Status Report				
Building-Shadow Analysis				
Wind Study				
Dust Study				
Noise Study				
Vibration Study				
Noise and Vibration Study				
Built Heritage Report				
Other (specify)				

**APPLICATION CHECKLIST**

Complete      Incomplete      Letter identifying which additional studies are required

APPLICATION CLEARED FOR ACCEPTANCE AND CIRCULATION      Planner \_\_\_\_\_

Date \_\_\_\_\_