

Application No. \_\_\_\_\_

**APPLICATION FOR SUBDIVISION/CONDOMINIUM AGREEMENT  
TOWN OF AMHERSTBURG**

1. Name of approval authority Corporation of the Town of Amherstburg

2. Date application received by municipality \_\_\_\_\_

3. Date application deemed complete by municipality \_\_\_\_\_

4. Name of registered owner \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

Name of registered owner's solicitor  
or authorized agent (if any) \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

Please specify to whom all communications should be sent:

☐ registered owner      ☐ solicitor      ☐ agent

5. Location and description of subject land:

Concession No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s) No. \_\_\_\_\_

Street Address \_\_\_\_\_ Assessment Roll No. \_\_\_\_\_

6. Size of subject land:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

7. Are there any easements or restrictive covenants affecting the subject land?

☐ yes      ☐ no

If yes, please provide a description of each easement or covenant and its effect

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or for a consent under Section 53 of the Act, as amended, or its predecessors?

☐ yes ☐ no

If yes, please indicate the file number and the decision:

\_\_\_\_\_

9. Current Official Plan Land Use designation of subject land \_\_\_\_\_

10. Please provide the following information pertaining to the draft plan of subdivision:

	No. of Units or Dwellings	No. of Lots or Blocks	Area in Hectares	Units per Hectares	Parking Spaces
<b>Residential</b>					
Detached					
Semi-detached					
Multiple attached					
Apartment					
Seasonal					
Mobile Home					
Other Residential					
<b>Sub-total</b>					
<b>Non-Residential</b>					
Commercial					
Industrial					
Institutional					
Roads					
Other Uses					
<b>Sub-total</b>					
<b>Total</b>					

11. If one of the proposed uses referred to in item 9 above is identified as other residential, institutional or other use, please describe the use below:

other residential \_\_\_\_\_

institutional \_\_\_\_\_

other use \_\_\_\_\_

12. Access to subject parcel:

- ☐ Municipal Road
- ☐ County Road
- ☐ Provincial Highway
- ☐ Private
- ☐ Water

If access to the subject land is **by water** only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road.

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13. Type of water supply:

- ☐ municipally owned and operated piped water supply
- ☐ well
- ☐ Other (specify) 

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14. Type of sanitary sewage disposal:

- ☐ municipally owned and operated sanitary sewers
- ☐ septic system
- ☐ Other (specify) 

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15. Type of storm drainage:

- ☐ sewers
- ☐ ditches
- ☐ swales
- ☐ Other (specify) 

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16. Please indicate whether the property is the subject of any other application for one of the following:

- ☐ official plan or official plan amendment approval
- ☐ zoning by-law amendment
- ☐ Minister’s zoning order amendment
- ☐ minor variance
- ☐ consent
- ☐ site plan

If known, indicate the file number and status of the foregoing application(s):

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**Plan of Condominium Approval**

17. Has a site plan for the proposed condominium been approved and a site plan agreement been entered into?

- ☐ yes
- ☐ no

18. Has a building permit for the proposed condominium been issued?

☐ yes ☐ no

19. Is the proposed condominium:

under construction? ☐ yes ☐ no

completed? ☐ yes ☐ no

20. If the proposed condominium has been completed what was the date of completion?

Date \_\_\_\_\_

21. Is the proposed condominium a conversion of a building containing residential rental units?

☐ yes ☐ no

Number of units to be converted \_\_\_\_\_

DATED at the \_\_\_\_\_  
PRINT TOWN OR CITY NAME

in the \_\_\_\_\_ this date \_\_\_\_\_.  
COUNTY NAME

\_\_\_\_\_  
(signature of applicant, solicitor or authorized agent)

I, \_\_\_\_\_ solemnly declare that all the statements contained in this application are 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn before me at the **Town of Amherstburg** in the **County of Essex** on this  
date\_\_\_\_\_.

\_\_\_\_\_  
APPLICANT, SOLICITOR OR AUTHORIZED AGENT

\_\_\_\_\_  
A COMMISSIONER, ETC.

☐ I acknowledge that the Town requires all documents associated with the application to be provided in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) as the documents will be made public in accordance with the Planning Act and Municipal Act. The Town will not provide a letter confirming a complete application has been made until such time as all required documents are provided as noted. I further acknowledge that a public meeting for my application will not be scheduled until a letter confirming a complete application has been issued.

\_\_\_\_\_  
APPLICANT, SOLICITOR OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

**AUTHORIZATION**

(Please see note below)

To: Clerk  
Town of Amherstburg

Description and Location of Subject Lands:

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ to:

- (1)

make an application on my/our behalf to the Council for the Town of Amherstburg;
- (2)

appear on my behalf at any hearing(s) of the application; and
- (3)

provide any information or material required by Town Council relevant to the application.

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
Print Town or City Name

In the \_\_\_\_\_, on \_\_\_\_\_.  
Print County Name Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

\* Note: This form is only to be used for applications which are to be signed by someone other than the owner.

FEE SCHEDULE AS PER By-law 2024-088

Application Type	Fee Basis	Minimum Deposit to Accompany Application	Flat Fee	ERCA FEE	Total
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/ Condo - up to 20 Lots/ Blocks/ Units	Per Application	\$2,000	\$9,793	\$300	\$12,093
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/ Condo - 21 to 50 Lots/ Blocks/ Units	Per Application	\$2,000	\$9,793	\$300	\$12,093
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/ Condo - more than 50 Lots/ Blocks/ Units	Per Application	\$2,000	\$9,793	\$300	\$12,093

Engineering review fees of \$1500.00 per each time a file is reviewed may be applicable as per Amherstburg’s User fee by-law.

If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.