



**County of Oxford**  
**Application Guide: Subdivision | Condominium Approval | Condominium Exemption**  
**under Section 51 of the Planning Act**

**PLEASE READ CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM.**

The attached application form is to be used only when applying to the County of Oxford for subdivision/condominium approval or an exemption from the draft condominium plan process. The applicant is advised to approach the County of Oxford Community Planning Office for Official Plan, Zoning and Provincial Policy Statement information prior to making a formal application.

**A. COMPLETING THE APPLICATION**

1. Pre-consultation on applications for draft plan of subdivision/condominium is strongly encouraged prior to the completion of the application and supporting studies. The pre-consultation session is free of charge and will assist the applicant in determining whether additional planning applications are required as well as what studies, reports or materials are required to support a complete application. Please contact the Community Planning Office to arrange a pre-consultation session.
2. The attached application form must be fully completed for submission. Two copies of all required supporting documentation (reports, studies, analysis) must also be submitted along with a digital file of all supporting documents in .pdf format. In addition, the applicant should retain a completed copy of the application for their records.
3. The application shall be completed by the property owner or their authorized agent. Where the application is being made by an agent, the written authorization of the owner shall accompany the application. For convenience, an authorization form has been included in the attached application.
4. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will be consistent with the Provincial Policy Statement and ensure the health, safety and welfare of the future residents or employees, as the case may be. Sufficient studies for the completion of the application should be carried out prior to submission for approval, and should be referenced on the application form. This information will assist in a comprehensive assessment of the application. If further studies are required, the applicant will be notified. If the application or the draft plans are incomplete or inaccurate, the application material will be returned for completion, correction or clarification prior to processing.

**B. DRAFT PLANS**

1. All applications for draft plan approval or exemption must be accompanied by two (2) full size FOLDED copies of the draft plan drawn to scale, with boundaries certified by an Ontario Land Surveyor. In addition, a reduced copy no larger than 11" x 17", a digital file in 'pdf' and an 'e-transmit CAD file' format are required. If further copies are needed, the applicant will be notified.
2. The draft plans must indicate all items as required by Section 51(17) of The Planning Act, available on-line at: [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90p13\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90p13_e.htm)

**C. SUBMISSION OF THE APPLICATION and FEES**

1. The attached, ORIGINAL application form should be submitted to: 

Community Planning  
County of Oxford  
21 Reeve Street, PO Box 1614  
Woodstock ON N4S 7Y3
2. The application must be accompanied by the appropriate planning fee paid by credit card, cash or cheque payable to the "Treasurer, County of Oxford".

The following application fees (current as of January 1, 2024) are as follows:

Draft Plan of Subdivision & Vacant Land Condominium	<b>\$8,415.00</b>
Subsequent Phases Registration:	<b>\$9,500.00</b>
Draft Plan of Condominium:	<b>\$5,245.00</b>
Condominium Exemption:	<b>\$3,055.00</b>

3. Additional fees, as set out in County of Oxford By-Law No. 4889-2007, may be required to review supporting reports and studies. The applicant shall submit a deposit, as determined by the County, based on the estimated cost of peer review for studies submitted in support of the application. Any amount in excess of the actual cost of peer review shall be reimbursed. The applicant shall pay additional fees prior to scheduling any public meeting to cover the full cost of peer review, where the full cost exceeds the amount of the applicant's deposit.

#### **D. PROCESSING THE APPLICATION**

1. After accepting the completed application, the County of Oxford Community Planning Office will issue a Notice of Complete Application to property owners within the prescribed distance of the subject property (excluding condominium exemption).
2. The complete application materials will be circulated to officials of municipalities and other ministries, commissions and authorities, and to others who are considered to have an interest in the proposal, to obtain information and recommendations. Any required peer reviews of the application materials will also be undertaken.
3. After an evaluation of the plan and application materials, a report will be prepared with a recommendation to the approval authority. Conditions will be imposed through the granting of draft plan approval.
4. Public Notice will be given for the statutory public meeting of the approval authority, in accordance with prescribed requirements. In Oxford County, it is customary to hold a public meeting in the area municipality prior to the statutory public meeting of County Council. Attendance by the applicant at both meetings is advised.

#### **E. POST APPLICATION DECISION**

1. Once a decision has been made on the application by the approval authority, notice of decision is given in accordance with prescribed requirements.
2. The conditions of draft approval must be fulfilled prior to the final approval of the plan. The agencies affected by the conditions must indicate, in writing to the Community Planning Office, that the conditions have been fulfilled.
3. The Planning Act provides for an appeal, by specific parties, to the Ontario Land Tribunal for a decision made by the County of Oxford, within 20 days of the issuance of the Notice of Decision.
4. If the decision of this application is appealed, the Owner or Applicant agrees to support the application, provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal and pay all of the County's legal costs associated with the Tribunal hearing.

#### **F. CHECKLIST**

Application, including:

- Owner name on application is as it appears on title
- Signed authorization letter, if application is being made by agent or applicant
- Application is SIGNED and COMMISSIONED
- Public Consultation Strategy
- Correct fee
- Two, full sized, FOLDED sets of the draft plan (rolled draft plans will not be accepted and will be returned)
- One 11x17 copy of draft plan
- Electronic files:
  - Pdf copies of application
  - Pdf copy of draft plan
  - Pdf copies of all supporting documents
  - CAD file of draft plan

**APPLICATION TYPE**

**SUBDIVISION APPROVAL**

**CONDOMINIUM APPROVAL**

**CONDOMINIUM EXEMPTION**

1. **Registered Owner(s): (AS NAME APPEARS ON TITLE)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant (if other than registered owner):**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Solicitor or Agent:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Ontario Land Surveyor:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**All communications will be sent to those listed above, unless otherwise directed.**

OFFICE USE ONLY

Date Application Received Date

Prescribed Information Complete

PIN

**2. Location of Subject Land:**

Municipality \_\_\_\_\_  
 Lot(s) \_\_\_\_\_  
 Lot(s) \_\_\_\_\_  
 Part(s) \_\_\_\_\_

Former Municipality \_\_\_\_\_  
 Concession \_\_\_\_\_  
 Registered Plan No: \_\_\_\_\_  
 Reference Plan No: \_\_\_\_\_

The subject land is located on the \_\_\_\_\_ side of \_\_\_\_\_ (St./Rd./Ave./Line)  
 lying between \_\_\_\_\_ and \_\_\_\_\_ (St./Rd./Ave./Line)

**Street and/or 911 Address (if any):** \_\_\_\_\_

**NATURE OF APPLICATION**

**3. Proposed Land Use**

Indicate the intended uses of land in the proposal. Please use the following definitions for residential buildings.

- a) single detached: a detached residential building containing one dwelling unit
- b) double or semi-detached: a residential building containing 2 dwelling units
- c) townhouse or rowhouse: a residential building containing 3 or more dwelling units with individual direct access to the street or parking area
- d) apartment: a building containing 3 or more dwelling units each with access to the street or parking area via a common corridor.

Please fill out this table						<i>In addition, complete this section for Condominium Applications</i>	
Intended Use	# of Residential Units	Nos. of Lots or Letters of Blks on attached draft plan	Acres or Hectares	Units or Dwellings per hectare	# of Parking Spaces for each use	Floor Coverage (sq.m.)	Bedroom Count Specify by # of Residential Units
RESIDENTIAL							
single detached							
double or semi-detached							
town and row housing							
apartments							
seasonal (cottage or chalet)							
mobile home							
other (specify)*							
NON-RESIDENTIAL							
neighbourhood commercial							
commercial, other							
industrial							
institutional (specify below)*							
park or open space							
roads							
other (specify)*							
TOTAL							

**4. Additional Information for Condominium Applications Only:**

New Building

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| a. Has the local municipality approved a site plan?        | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, Site Plan Application No.?                         | _____                    |                          |
| b. Has a site plan agreement been entered into?            | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Has a building permit been issued?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Is the proposed development under construction?         | <input type="checkbox"/> | <input type="checkbox"/> |
| If construction is completed, indicate date of completion: | _____                    |                          |

Existing Building

- Date of Construction of existing building? \_\_\_\_\_
- a) Is this the conversion of an existing building containing rental residential units?  Yes  No
- If yes, indicate the number of units to be converted. \_\_\_\_\_

***The applicant is advised that an Engineering Report, indicating the structural integrity of the building(s) proposed to be converted may be required as part of the processing of the application.***

**5. Planning Information (All Applications):**

- a. **Present Official Plan Designation applying to the subject land:** \_\_\_\_\_

Note: If the proposed land use conflicts with an Official Plan designation, this application will not be processed unless an application to amend the County Official Plan has also been submitted for approval.

- b. **Present Zoning applying to the subject land:** \_\_\_\_\_

- c. **Provincial Policy Statement, 2020, as amended:**  
 Is the plan consistent with the Provincial Policy Statement. Yes  No   
(see Section A, Item 4 in the application guide)

- d. Are the subject lands currently the subject of any other application under the Act, such as an application for consent to sever, an Official Plan Amendment, a zoning by-law amendment, a Minister's Zoning Order, a minor variance or site plan control?

No  Yes  If Yes, File No. \_\_\_\_\_ Status/Decision \_\_\_\_\_

- e. Have the subject lands ever been the subject of any other application under the Act, such as an application for plan of subdivision, a consent to sever, an Official Plan Amendment, a Minister's Zoning Order, a minor variance or site plan control?

No  Unknown   
 Yes  If Yes, File No. \_\_\_\_\_ Status/Decision \_\_\_\_\_

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

No  Yes  If Yes, describe the easement or restrictive covenant and it's effect:

\_\_\_\_\_

\_\_\_\_\_

**SITE APPRAISAL AND EVALUATION**

**6. Existing Land Use**

Briefly describe:

a. the existing use of the subject lands

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b. if the subject lands are vacant or idle, describe the most recent productive use of the land

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c. do the subject lands constitute a brownfield site? If yes, please explain.

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**7. Existing Buildings:**

a) Describe any buildings, historical or otherwise, and any man-made features on the site and their proposed use. (eg. whether retained, modified, demolished etc.)

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b) if the subject lands are vacant or idle, describe the most recent productive use of the land

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**8. Natural Features:**

What consideration has been given to preserving the natural amenities of the site (eg. prominent topographical features, significant views, mature trees, etc.)

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**SITE INFORMATION AND SERVICES**

**9. Services: (Existing / Proposed)**

**Water Supply and Sewage**

<i>A. Public Services</i>	Yes	No	Studies Required	Attached
(i) municipal piped water			none	n/a
will the extension of a system be required			Servicing Study	
which water system will require extension				
is supply capacity immediately available for this development				
has a servicing study been submitted in support of this servicing solution				
(ii) municipal sanitary sewers			none	n/a
will the extension of a system be required			Servicing Study	
which municipal system will require extension				
is capacity immediately available for this development				
has a servicing study been submitted in support of this servicing solution				
(iii) other water supply: communal well, lake			Servicing Study	
<i>B. Private Services</i>	Yes	No	Studies Required	Attached
Is the site suitable for wells and/or septic systems?				
(i) wells and/or septic systems for a residential subdivision			Hydrogeological Study	
(ii) any development on individual private services not covered in B(i) above			Servicing Options	
(iii) Septic systems for a residential subdivision with fewer than 5 lots (or units), and <b>4500 litres or less</b> of effluent produced per day			Justification Study*	
(iv) Septic systems for a residential subdivision with fewer than 5 lots (or units), and <b>4500 litres or more</b> of effluent produced per day			Hydrological Study Servicing Options	

(\* including information on known water quality problems, depth of overburden and soil types)

<b>Storm Water Management</b>	Yes	No	Studies Required	Attached
sewers			Stormwater Management Study	
ditches, swales				
other (specify)				

**10. Access: Public access to the development is by:**

- Provincial Highway
- County Road
- Municipal Road (maintained all year)
- Municipal Road (seasonally maintained)
- unopened road allowance
- Right-of-way\*
- Water Access\*\*
- Other\*

\*explain: owner of right-of-way or other \_\_\_\_\_

\*\*describe boat docking and parking facilities on mainland and distance from development: \_\_\_\_\_

**11. Archaeological Potential**

Does the subject land contain any areas of archaeological potential? Yes  No

Does the plan permit development of land that contains known archaeological resources or areas of archaeological potential? Yes  No

If yes to either question above, attach 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.

*If the decision of this application is appealed, I \_\_\_\_\_,*  
(owner/applicant name – please print)

**agree to support the application, provide assistance in the preparation and presentation of the application before the Local Planning Appeal Tribunal and pay all of the County's legal costs associated with the Tribunal hearing.**

\_\_\_\_\_  
(signature of owner/applicant)

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I / We \_\_\_\_\_

of the \_\_\_\_\_ in the \_\_\_\_\_  
(Township or Municipality) (County or Region)

**DO SOLEMNLY DECLARE THAT:**

*All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true.*

DECLARED before me at the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Owner / Applicant

\_\_\_\_\_  
Owner / Applicant

\_\_\_\_\_  
A Commissioner for Taking Affidavits

**Municipal Freedom of Information and Protection of Privacy Act - Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800, x3207.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.



**AUTHORIZATION OF OWNER(S) FOR AGENT/APPLICANT TO MAKE AN APPLICATION**

I/We, \_\_\_\_\_ of  
(name(s) of owner/signing authority)

\_\_\_\_\_,  
(name of company, if applicable)

am/are the owner(s) of the land that is the subject of this/these application(s), and I/We hereby authorize

\_\_\_\_\_ of  
(name of applicant)

\_\_\_\_\_,  
(name of company, if applicable)

to make this/these development application(s) on my/our behalf.

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

Date: \_\_\_\_\_

**NOTE:**

Authorization must be provided by ALL parties that appear on title, or by a designated signing officer for a Cell or organization. Names of individual persons signing must be listed on the authorization form.

# Public Consultation Strategy Official Plan & Zoning By-Law Amendments & Plans of Subdivision

As per recent changes to the Planning Act introduced through the *Smart Growth for Our Communities Act*, a public consultation strategy is required for applications for Official Plan Amendment, Zoning By-law Amendment or Draft Plan of Subdivision before the application is deemed to be 'complete' as defined by the Planning Act. Please discuss your proposal with County Planning staff in advance of submission of any application.

Formal notifications, as prescribed by the Planning Act include:

- Circulation to all landowners within 120 m of subject lands and posting of a public notice sign;

Please select any and all forms of **further** public consultation that you, as the applicant / agent / owner intend to undertake:

- None
- Speak to adjacent landowners directly about proposed development;
- Post signs within a common area (for multi-residential buildings and developments);
- Advertise the proposal and public meeting in a local newspaper (please discuss this with County planning staff prior to initiating)
- Host an open house regarding the proposal;
- Other measures (please elaborate)

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(month) (year)

\_\_\_\_\_  
Please print Name

\_\_\_\_\_  
Signature (applicant / agent / owner)

Return the completed Official Plan Amendment, Zone Change, or Draft Plan of Subdivision application and this form to:

County of Oxford  
Community Planning Office  
P.O. Box 1614,  
21 Reeve St.  
Woodstock, ON N4S 7Y3

Phone: 519 539-9800 ext 3912  
Fax: 519 421-4712  
Email: [planning@oxfordcounty.ca](mailto:planning@oxfordcounty.ca)