



## **TOWN OF AURORA**

### **SUBDIVISION AND/OR CONDOMINIUM APPLICATION GUIDE**

#### **PLANNING AND DEVELOPMENT SERVICES**

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## 1. INTRODUCTION

This Guide has been prepared by the Town of Aurora Planning and Development Services staff to provide a general outline of the procedures involved in the processing and review of an Application Form for a Draft Plan of Subdivision and/or Draft Plan of Condominium in the Town of Aurora. The purpose of the Guide is to familiarize the Applicant of the responsibilities of both the proponent and the Municipality under the provisions of the *Planning Act* as amended and the Town's policies.

## 2. PRE-CONSULTATION MEETING

Pre-Consultation Meetings are a vital part of the planning process. Before submitting a Draft Plan of Subdivision or Draft Plan of Condominium Application, Applicants are **required** to arrange a Pre-Consultation meeting with Planning and Development Services. Please call (905)727-3123, ext. 4226 to arrange a meeting.

The Pre-Consultation Meeting will allow the Applicant to explain the proposal and give Staff an opportunity to provide preliminary comments and advise what reports/materials will be required to make a "Complete Application" pursuant to the *Planning Act*.

Prior to the Pre-Consultation Meeting, the following information **must** be provided to the planner:

- A preliminary subdivision layout plan showing adjoining land uses and streets;
- Legal description of the site;
- Location description; and
- A brief description of the proposal.

The information provided by the Applicant for the Pre-Consultation Meeting will be circulated to concerned departments for preliminary comments. Pre-Consultation Meetings are held on the first and third Thursday of the month by the Planning Review Committee.

## 3. APPLICATION REQUIREMENTS

A "Complete Application" as outlined below, allows the Planning Application to proceed expeditiously.



### a) Submission Requirements

For Draft Plan of Subdivision and Draft Plan of Condominium Applications, the submission requirements are as follows:

- i. Application Fees;
- ii. Application Form, 3 Copies;
- iii. Draft Plan of Subdivision / Condominium, 25 Copies;
- iv. Planning Justification Report, 15 Copies;
- v. Legal Survey 10 Copies; and
- vi. All plans and reports as determined at the Pre-Consultation Meeting or as necessary.

#### GIS Submission Requirements:

Please note that spatial data for the Application should be submitted in an *esri* supported format, preferably in a shapefile (.SHP) or file geodatabase (.GDB; version 10.0 or older) format. A PDF should also be included showing the final product layout. If it is not possible to provide the fore mentioned formats, spatial data will be accepted in an AutoCAD format (.DWG or .DXF; version 2012 or older).

All spatial data should be projected/georeferenced to the projected coordinate system of North American Datum (NAD) 83, Universal Transverse Mercator (UTM), Zone 17 N. Spatial data should be stored in different layers/feature classes for different types of features and named appropriately. For example, there should be a single layer for lot boundaries and not two different layers where one indicates the north and south lot boundaries and another layer is lines for the east and west lot boundaries. The spatial data should be submitted in a digital format via e-mail or digital storage media (i.e. CD/DVD or USB Flash Drive). Zip files are acceptable and the entire file size for e-mail submission should not exceed 10 MB. Should the file size be greater than 10 MB, please submit the files on CD/DVD or USB Flash Drive. Any changes made to the data by the applicant after submission, geometry or lot numbers for instance, should also be submitted following the guidelines previously stated.

In addition, files submitted digitally will not be distributed to external agencies and will only be used by internal staff members.

### b) Application Fees

Please refer to the Fee By-law for the Draft Plan of Subdivision and Draft Plan of Condominium Application Fees, found on the Town's website under Planning. A processing fee in the amount specified on the Fee Calculation Worksheet shall be made payable to **The Town of Aurora**, and must be submitted with this Application Form. Please note that this fee is **non-refundable** regardless of the outcome pertaining to this request. Planning Applications will not be accepted

unless the full Application Fee and required material is received. The Town does not collect fees on behalf of external agencies. The fees for an associated Draft Plan of Subdivision or Draft Plan of Condominium Application should be made at the same time. A Complete Application, including the completed Fee Calculation Worksheet and subsequent fees are required prior to initiating a new file.

### **c) Freedom of Information**

Please note that the *Planning Act* requires the Town of Aurora to ensure that adequate information is made available to the public in connection with each Land Development Application. This information and all accompanying documentation will be used by the Town to evaluate the Application and create a record that is available to the general public. If you have any questions regarding this collection of information, please contact the Town Clerk at 905-727-3123.

## **4. APPLICATION PROCESSING**

Within 30 (thirty) days after a person(s) or public body makes an Application for Plan of Subdivision/Condominium and pays the necessary fees, planning staff shall notify said person(s) or public body as to whether the Application is considered complete pursuant to section 51(19.1) of the *Planning Act*. The Planner reviews the Application to determine conformity to the Official Plan and Zoning By-law and to determine whether a Site Plan Application has been submitted and/or is required to be completed for the site. Once the Application has been received and the Owner is notified that the Application is considered complete, a Notice of Complete Application will be advertised in the Town of Aurora's local papers.

### **a) Application Circulation**

The Application will then be circulated to all internal Town departments and external agencies for comments. A breakdown of the circulation process is as follows:

- i. Applications will be circulated, requesting comments back between 3 (three) and 4 (four) weeks from the date that Application was circulated;
- ii. Comments will be received and reviewed by Development Planning;
- iii. All comments will be compiled and provided to the Applicant with an overview of outstanding matters to be addressed;
- iv. The Applicant would then be required to re-submit plans responding to all department and agency comments;
- v. Re-submissions are re-circulated for comments; and
- vi. A recommendation report will be prepared (including Draft Plan Conditions) to General Committee and Council.

Applicants should note that the greatest delays in processing the Application result from delays in, or failure to adequately address comments.

### **b) Notice of a Public Planning Meeting**

All Draft Plan of Subdivision Applications are subject to at least one Public Planning Meeting as required by the *Planning Act*. Typically when development proposals consist of more than one type of Application, such as an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision, the required Public Planning Meetings can be combined into one meeting. Public Planning Meetings are generally held the last Wednesday of each month.

In accordance with the *Planning Act*, Notices of the formal Public Planning Meeting are forwarded by mail to every person assessed within 120 (one hundred and twenty) metres (400 feet.) of the entire land holding and to any other person who has requested to be notified of the meeting. In addition, notice is given by publication in the two local newspapers, the Town's website and a sign is posted on the subject lands. Notices must be sent out within 20 (twenty) days prior to the scheduled Public Planning Meeting date.

### **c) Notice Signs**

The Applicant is required to erect a Notice Sign at the time, and in a form and location, prescribed by the Town of Aurora to advise the Public of the Application(s). Notice Sign(s) shall be produced, erected and maintained in accordance with the following procedures:

- a) Planning and Development Services will provide the Applicant with the wording for the Notice Sign and it is the Applicant's responsibility to ensure that the Notice Sign is erected by the date stipulated. If the Notice Sign is not erected as prescribed, the Public Planning Meeting will be rescheduled.
- b) One Notice Sign shall be erected on each street frontage at approximately the mid-point along the frontage and within 6.09 metres (20 feet) from the lot line and should be clearly visible from the street. The specific location should be discussed with Planning and Development Services staff.
- c) The Notice Sign(s) shall be constructed of 3/4" thick plywood (good on one side or better grade) and a minimum of 4 feet by 4 feet in size. It shall be supported by a minimum of two uprights and secured in the ground. The Notice Sign(s) face shall be at eye level (*approximately five feet above the ground*).
- d) The Notice Sign(s) shall have black lettering on a white background and be clearly visible from the street. The lettering shall be of a plain upper case (*Helvetica Medium or similar typeface*).
- e) All Notice Signs shall be approved by the Town in advance. The Notice Signs shall contain the following information (*The exact wording will be forwarded to the Applicant by Planning and Development Services*);



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- f) The Notice Sign(s) shall be removed within seven days after one of the following events has taken place:
- i. The Application is refused by Council or withdrawn;
  - ii. The Official Plan Amendment is approved or refused by the Ontario Municipal Board;
  - iii. The Zoning By-law comes into force or is approved by the Ontario Municipal Board; and
  - iv. The Subdivision has been draft approved by either Council or the Ontario Municipal Board.

Failure to maintain the prescribed Notice Sign(s) in good order may be considered sufficient grounds to halt the processing of the Application at any time and to refuse the Applicant's request.

Below is a **SAMPLE** of the Notice Sign wording.

**NOTICE**

APPLICATION HAS BEEN MADE FOR A DRAFT PLAN OF SUBDIVISION/CONDOMINIUM AND (if APPLICABLE)\_AMENDMENT TO THE TOWN OF AURORA OFFICIAL PLAN FROM \_\_\_\_\_ TO \_\_\_\_\_ AND( IF APPLICABLE) AN AMENDMENT TO ZONING BY-LAW 2213-78 FROM \_\_\_\_\_ TO \_\_\_\_\_ TO PERMIT THE DEVELOPMENT OF \_\_\_\_\_ AS A PLAN OF SUBDIVISION COMPRISED OF \_\_\_\_\_ ON THIS SITE. ADDITIONAL INFORMATION AND A COPY OF THE WRITTEN NOTICE MAY BE OBTAINED FROM THE TOWN OF AURORA - PLANNING AND DEVELOPMENT SERVICES (905) 727-3123 EXT. \_\_\_\_ (REFER TO FILE D09-\_\_ - \_\_) WEEKDAYS BETWEEN 8:00 A.M. AND 5:00 P.M. A PUBLIC MEETING TO DISCUSS THE APPLICATION WILL BE HELD AT THE AURORA TOWN HALL COUNCIL CHAMBERS AT 100 JOHN WEST WAY AT 7:00 P.M. ON \_\_\_\_\_.

For further information with respect to the above, please contact the Planner assigned to the file.

If the development proposed is amended, Planning and Development Services staff will determine if another Public Meeting is required. In the event that another Public Meeting is required, new Notices and new Notice Signs will also be required as directed by Planning and Development Services staff.



**d) Public Planning Meeting Procedures**

A Public Planning Meeting is held by Council with Notice provided to every person assessed within 120 (one hundred twenty) metres (400 [four hundred] feet) of the entire land holding and to any other person who has requested to be notified of the meeting. A staff report is prepared for the Public Planning Meeting by Planning and Development Services that outlines the purpose of the Application and identifies issues to be addressed prior to a future staff report with staff recommendations to the Application. At the Public Planning Meeting, both Planning and Development Services staff and the Applicant will make presentations on the proposal and are available to answer questions from Council and members of the public. Further, at the Public Planning Meeting, all comments from the public are heard. Council will provide direction to staff to respond to all public, departmental and agency comments and to prepare a subsequent report for General Committee and Council consideration on the Planning Application(s).

**5. DRAFT APPROVAL**

**a) Draft Plan of Subdivision or Condominium Approval by Council / Delegation**

A Staff Report is required for approval by General Committee and Council for Draft Plan of Subdivision or Condominium Applications. The Draft Plan of Subdivision or Condominium Applications must be at a relatively advanced stage as the planning report will outline the specifics of the Development Application and attached plans in sufficient detail for Council to assess the application.

A Staff Report will be prepared for Council to consider for approval of the Draft Plan of Subdivision or Condominium Application. The Staff Report will also contain a recommendation that the Mayor and Town Clerk be authorized to execute a Subdivision or Condominium Agreement, including any and all documents and all of the Agreements referenced in the Conditions of Approval; including any ancillary agreements require to give effect to same

**b) Draft Approval Notice**

A Notice that a Subdivision or Condominium has been Draft Approved is required to be issued by the Town of Aurora Planning and Development Services for any Plan of Subdivision Application submitted on or after July 1, 1996. The Notice is circulated to the agencies and departments involved that provided comments, as well as any members of the public who either requested Notice at the Public Planning Meeting or specifically written and requested Notice. The Notice is circulated within 15 (fifteen) days of the Council decision and shall contain a copy of the Council decision and the Draft Conditions. There is a 20 (twenty) day appeal period at this time, as outlined in section 5.2 of the *Planning Act*.

### **c) Right of Appeal**

Any person or public body may, no later than 20 (twenty) days after the day that the giving of written Notice as required by the *Planning Act* is completed, appeal to the Ontario Municipal Board by filing with the approval authority a Notice of Appeal setting out the objection to the Amendment and the reasons in support of the objection. (See section 4.5 for information on the approval authority).

After the 20 (twenty) day Appeal Period is over and no Appeals have been received, Draft Approval can be issued. The Planner prepares the Draft Approval as follows:

- i. Prepare and stamp the plans for the Planning and Development Services Director to sign;
- ii. Complete circulation sheet for Conditions of Draft Approval circulation;
- iii. Have Planning and Development Services Director sign Approval Notice and Draft Approved plans;
- iv. Wait to receive final plans (final plan process);
- v. Review after three years if the Applicant does not proceed with the Subdivision process (extension process); and
- vi. Incorporate Conditions of Approval from the planning report into a Draft Approval Notice.
- vii. Once Draft Approval has been granted by Council, rezoning can be finalized.

If the Conditions of Approval change in the future, a report must go to Council outlining the change. If approved, a Notice must be sent out identifying the changes. The Notice must include a copy of the new Draft Conditions.

In addition to the Appeal process during the specific Notice Period above, the Applicant or any public body may also appeal any of the Conditions up to the Approval of the final Plan of Subdivision. The Appeal Process is similar to the process outlined above, by filing an appeal with the Town Clerk stating the reason for the Appeal.

As well, the Town may withdraw the approval of a Draft Plan of Subdivision or change the Conditions of Approval at any time before the approval of the final Plan of Subdivision if, once the Conditions have or will be fulfilled and Plan given final approval, the Plan is not registered within 30 (thirty) days of the date of final approval.

## **6. THE SUBDIVISION OR CONDOMINIUM AGREEMENT**

### **a) Information Required Prior to Drafting the Subdivision Agreement**

In order to initiate the Subdivision or Condominium Agreement Process, the Town requires a Letter of Request from the proponent, including the complete names and addresses of the Owners of the property and the complete legal description of the lands affected by the Agreement, in a form and manner acceptable to the Land Registrar. The proponent is then sent a letter of receipt with a copy of the Precedent Agreement.

Prior to drafting the Subdivision Agreement, all of the requirements of Figure 1 shall be submitted to Planning and Development Services for review.

### **Condominium Requirements**

In order for the preparation of the Condominium Agreement to occur, all of the site work must be completed, including the landscaping, in accordance with the approved Site Plan. If the Applicant wishes to proceed prior to the completion of the site work, they must submit a letter of request and Town staff will review the request in accordance with the requirements of the Site Plan Agreement and the status of the site development. The request may be forwarded to Council for consideration.

The following materials are necessary in connection with the preparation of the condominium agreement to be submitted to Planning and Development Services:

- i. 10 (ten) draft condominium plans folded to 22 cm X 30 cm (8.5 in X 11 in) for circulation to all internal departments for their review;
- ii. 1 (one) copy of the legal description of the property;
- iii. 1 (one) copy of the proposed phasing of the property (must conform to the draft final condominium plans);
- iv. 1 (one) reduction of the original condominium plan to be used as a Schedule in the Land Registry copy of the Agreement; and
- v. Payment of all fees and charges, and provision of all securities, if required.

### **b) Circulation of the Draft Final M-Plans or Condominium Plans**

The draft final M-plans or Condominium Plan and lot schedules will be reviewed by Planning and Development Services and if there are any discrepancies, the Applicant will be notified and revised plans and schedules will be required prior to circulation. If the plans and schedules appear to be satisfactory, they will be circulated to all necessary departments and agencies for comment. If significant changes are required such as changes to phasing, the draft M-Plans or Condominium Plans must be revised and re-circulated prior the Agreement being drafted.

The phasing of registration and/or the proposed staging of the construction of public services should be determined between the parties. All materials submitted should reflect the proposed phasing/staging per the Town of Aurora Street Naming Policy. Street names of the proposed public roads are selected and processed for Council approval through Planning and Development Services, in consultation with The Regional Municipality of York, from the Town's list of approved names. Approved selections are submitted to Council by Planning and Development Services for assignment to the development. Assigned street names should appear on future engineering submissions along with municipal addresses assigned by Planning and Development Services. The utility companies (Enbridge, Powerstream, Rogers Cable and Bell Canada) also review the utility plans for final confirmed locations. All easements should be identified on a separate draft reference plan.

Discussions with Parks, Recreation and Cultural Services regarding any reports or studies required as a Condition of Draft Approval, open space lands, parkland, tree planting and/or preservation, etc. should take place at this time to determine the landscaping requirements (parkland/open space grading, sodding/seeding, fencing, walkways, etc.).

All documents as required by the Draft Approval should be undertaken and submitted to the appropriate departments and agencies at this time. Clearance letters from the respective agencies (Lake Simcoe Regional and Toronto Regional Conservation Authorities, Ministry of Natural Resources etc.) stating they are satisfied with the work/studies undertaken are required to be submitted to the Town, prior to final clearance, with copies of the work/studies supplied to the Town.

An Agreement with Powerstream should be commenced at this time. A clearance letter from Powerstream is required by the Town prior to preparation of the Town's final clearance of the subdivision for registration.

### **c) Preparation of the Subdivision or Condominium Agreement**

Once the Draft M-plans or Condominium Plans and Draft R-plans have been finalized, the drafting of the Subdivision or Condominium Agreement may begin. The materials listed in Figure 1 are necessary in connection with preparation of the initial Subdivision or Condominium Agreement to be submitted to the Planner (*except where noted otherwise*).

The Planner will review the precedent document and insert all of the Draft Conditions that are not included. Once the initial draft of the Subdivision or Condominium Agreement is completed, the Planner will circulate the document to the internal departments for comments. An internal staff meeting may take place at this time at which the departments review the document and provide any changes to the Planner to incorporate for a second draft.

Once the first circulation of the Agreement is completed and revisions made, the second draft of the Agreement may be given to the Applicant and Owner to review. The turnaround time for

comments is generally about 1 (one) week to 10 (ten) days. The process of collecting comments and circulating the revised agreement continues until all parties are in agreement.

Once the draft Plan of Subdivision or Condominium plans have been finalized, the drafting of the Subdivision or Condominium Agreement may begin. The planner will review the standard draft conditions and inserts all of the Draft Conditions which are not included. Once the initial draft of the Subdivision or Condominium Agreement is completed, the Planner circulates the draft Agreement to the internal departments for comments. The process of collecting comments and circulating the revised Agreement continues until all parties are in agreement. The Agreement is then finalized and sent to the Applicant for signing.

#### **d) Finalizing and Executing the Condominium or Subdivision Agreement**

The Condominium or Subdivision Agreement will not be executed by the Town until all documents are in final form, no additional information or revisions are required to the Agreement, the Agreement is signed and returned to the Town, and all fees and securities have been submitted. A detailed list of all materials required in final form prior to the execution of the Subdivision Agreement can be found in Figure 2. Upon receipt of the above mentioned requirements the Agreement packages are sent to the Town Clerk who will sign and seal the document and forward it to the Mayor for signing.

#### **e) Clearance Letters**

Once the agreement is executed, Town staff will circulate the executed agreement to internal departments for clearance of draft plan conditions. The Applicant is responsible to circulate external agencies' for clearance of draft plan conditions.

#### **f) Inhibiting Order**

Once the Agreement has been executed, the Applicant may request the preparation of an Inhibiting Order. The materials listed in Figure 3 shall be submitted by the Applicant to the respective departments as set out in Figure 3.

#### **g) Registration of the Condominium or Subdivision Agreement**

The final clearance for registration will not be granted until clearance letters are received from all concerned agencies and internal departments indicating that their conditions have been met through the Condominium or Subdivision Agreement process and all items noted in Figure 3 have been submitted to the satisfaction of the Town. Once all clearances and items noted in Figure 3 have been received by Planning and Development Services to the satisfaction of the Director of Planning and Development Services, a final clearance letter is drafted and sent to the Town Solicitor for registration of the documents. All easements and/or rights-of-way are to be granted to the appropriate authority at this time.

**FIGURE 1 - PRIOR TO DRAFTING THE SUBDIVISION AGREEMENT**

<b>DOCUMENT</b>	<b># OF COPIES</b>	<b>REQUIREMENTS</b>
Draft Final M-Plan	10	Folded to 22cm X 30cm (8.5in X 11in) signed by an Ontario Land Surveyor (OLS)
Draft R-Plan	10	Folded to 22cm X 30 cm (8.5in X 11in) prepared by an Ontario Land Surveyor
Final Surveyor's Certificate	10	Signed and Sealed by the surveyor, listing the lot areas and lot frontages calculated in accordance with the requirements of the Zoning By-law, and a certification by the OLS that the lots conform to the Zoning By-law.
Supplementary Lot Schedule	10	(If Required) Certified by an OLS that any reserve blocks, when added to adjacent lands, will form complete lots/blocks in conformity with the Zoning By-law.
Draft Landscape Plans	3	Prepared by a qualified landscape architect (OALA), including specifications and cost estimates.
Engineering Drawings	6	Prepared to the satisfaction of the Planning and Development Services Engineer, including cost estimates for the services to be installed.
All reports and/or studies	1	If there are no revisions to these documents before the Subdivision Agreement goes to Council, then only 1 (one) additional set will be required at that time. Otherwise, 2 (two) complete sets will be required at the time the Subdivision Agreement goes to Council.
Fire Break Plans	1	These may be forwarded directly by the Applicant to Central York Fire Services, as long as Planning and Development Services is notified in writing of this action.
Contract Specifications	1	Tender document for the construction of services.
PIN	1	Copy of the PIN of the property.
Proposed Phasing	1	Must conform to the draft final M-plans.
Application	1	Application to Register the Lands in Land Titles (if applicable)
An indication of any external services to be constructed or Front Ending Agreement required under the terms of the <i>Development Charges Act</i> .		
Calculations of any "endeavours to collect" or other miscellaneous cost sharing recoveries to benefit others.		
Any appraisals etc. to support cash-in-lieu of parkland in accordance with By-law No. 4291-01.F, as amended. A copy of the Town's cash-in-lieu policy may be obtained from the Corporate and Financial Services.		

**FIGURE 2 - PRIOR TO THE EXECUTION OF THE SUBDIVISION AGREEMENT**

DOCUMENT	# OF COPIES	VERSION	REQUIREMENTS
Agreement	4	Originals	Executed by the Owner (originals to go to Land Registry Office, Applicant, Planning and Development Services and Town vault, departments get a copy of the Land Registry Office original) <b>**Note – if there is more than one owner, additional copies of the Agreement and all original attachments will be required.</b>
M-Plans	6	As approved - full size, folded to max. 8.5 x 14"	Signed by the Surveyor to be used as Schedule (A) in the Agreement
M-Plans	1	As approved - reduced	Signed by the Surveyor to be used as Schedule (A) in the Land Registry copy of the Agreement
R-Plans	6	As approved - full size, folded to max. 8.5 x 14"	To be used as Schedule (G) in the Agreement
R-Plans	1	As approved – reduced	To be used as Schedule (G) in the Land Registry copy of the Agreement
Solicitor's Opinion as to Title	4	Original	Signed by the Solicitor and sealed (if applicable) to be used as Schedule (D) in the Agreement.
Surveyor's Certificate	4	Original	Signed and sealed by an Ontario Land Surveyor to be used as Schedule (E) in the Agreement
Engineering Drawings	6	As approved - full size, folded to max. 8.5 x 14"	Signed by Director of Infrastructure and Environmental Services including the composite utility plan to be used as Schedule (I)
Engineering Drawings	1	As approved - reduced	Signed by Director of Infrastructure and Environmental Services including the composite utility plan to be used as Schedule (I) in the Land Registry copy of the Agreement
Landscape Drawings	6	As approved - full size, folded to max. 8.5 x 14"	Signed by the Director of Parks, Recreation and Cultural Services to be used as Schedule (J)
Landscape Drawings	1	As approved - reduced	Signed by the Director of Parks, Recreation and Cultural Services to be used as Schedule (J) in the Land Registry copy of the Agreement
All Reports and Studies	2	Final approved	As required by the conditions of Draft Approval
Payment of all fees and charges	n/a	n/a	As listed on Schedule
Provision of all securities	n/a	n/a	As listed on Schedule

**FIGURE 3 - PRIOR TO PREPARATION OF AN INHIBITING ORDER  
AND FINAL REGISTRATION OF THE SUBDIVISION AGREEMENT**

<b>DOCUMENT</b>	<b>SUBMITTED TO</b>	<b>REQUIREMENTS</b>
Transfer of Land	Town Solicitor	To be drafted for all conveyances listed on Schedule (G), including discharges or partial discharges of all encumbrances
Transfer of Easement	Town Solicitor	To be drafted for all easements listed on Schedule (G), including postponements, partial discharges, or discharges of all encumbrances
Notice of Subdivision Agreement	Town Solicitor	To be drafted as specified by the Town Solicitor including postponements, partial discharges, or discharges of all encumbrances
Application for Inhibiting Order - Land	Town Solicitor	To be drafted as specified by the Town Solicitor
Application to Delete Inhibiting Order	Town Solicitor	To be drafted as specified by the Town Solicitor
Clearance letter from Powerstream	Planning and Development Services	Indicating that an Electric Plant Agreement has been executed, along with verification that any other (prior to final approval) special conditions have been fulfilled
Clearance letter from all depts. & agencies	Planning and Development Services	To be checked against the Draft Plan Conditions
Original Subdivision Agreement	Planning and Development Services	All signed and stamped by the owner of the property
Final M-Plans	Planning and Development Services	All final copies
Final R-Plans	Planning and Development Services	All final copies
Cash in lieu of parkland	Planning and Development Services	As set out in Schedule (K) of the Subdivision Agreement
Payment of all fees	Planning and Development Services	As set out in Schedule (K) of the Subdivision Agreement
Submission of all letters of credit	Planning and Development Services	As set out in Schedule (L) of the Subdivision Agreement
Insurance	Planning and Development Services	Confirmation of receipt required to be submitted to Planning and Development Services
Confirmation that all taxes are paid	Corporate Services	Confirmation of receipt required to be submitted to Planning and Development Services.