

The Corporation of Loyalist Township
P.O. Box 70, 263 Main Street,
Odessa, Ontario
K0H 2H0



Tel: (613) 386-7351
Fax: (613) 386-3833
www.loyalist.ca

Please find attached a copy of Loyalist Township's **Subdivision/Condominium** application. **The fee to submit an application is included on Attachment 1 – Fee Schedule.**

Before you submit your application, you are encouraged to contact the Approvals Planner, Avinash Soni at asoni@loyalist.ca (613) 386-7351, ext. 156#, or the Planning Supervisor, James Griffin at jgriffin@loyalist.ca (613) 386-7351, ext. 140#, at the Loyalist Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

Appointments are required.

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday (September to April) or 8:15 a.m. – 4:30 p.m. Monday to Thursday and 8:15 a.m. – 12:15 p.m. Friday (May to August) or e-mail info@loyalist.ca.

Plan Review Fee Schedule

Applications made under the Planning Act,
written comments to member municipalities.



Plan Review Fees – Effective January 1, 2026

Planning Application Type	Fee ³	Notes
Official Plan Amendment	\$785 (minor ⁴) \$1,305 (major ⁶)	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$465	See above.
Consent	\$465 per lot	Fees for the review of applications required to fulfill a conditions of consent approval are waived.
Minor Variance	\$465	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$465 (minor ⁴) \$1,370 (standard ⁵) \$2,540 (major ⁶)	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$465 (minor ⁴) \$1,375 (standard ⁵) \$2,540 (major ⁶)	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,420 \$1,260 \$865	Application for Draft Plan Approval. Application for Final Plan Approval. Re-submission of lapsed Draft Plan Approval or Amendment.
Brief Realty or Property Development Inquiry – no inspection	\$85	Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 41/24. ⁷
Brief Realty or Property Development Inquiry – with inspection	\$250	
Standard Legal, Realty, or Property Development Inquiry – no inspection	\$210	
Standard Legal, Realtor, or Property Development Inquiry – with inspection	\$385	

Notes:

- Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
- Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
- Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
- Minor refers to applications that are generally minor in nature (e.g. single family residential).
- Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
- Major refers to major development projects (e.g. multiple residential, industrial).
- Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.



SUBDIVISION/CONDOMINIUM APPLICATION FORM

FOR APPLYING FOR APPROVAL UNDER SECTION 51 OF THE PLANNING ACT AND SECTION 50 OF THE CONDOMINIUM ACT

File Number: _____

Date Received: _____

Amount Paid: _____

APPLICATION TYPE

☐ Subdivision

☐ Condominium

1. **A COMPLETE APPLICATION** includes both prescribed and required information:

Information Prescribed by O. Reg. 544/06 is mandatory, must be provided and is indicated in *italics* and declared as well as by the following symbol: ➡

Required information (normal type) is necessary for efficient processing and a proper planning evaluation. Without a complete application, the application could be refused.

Attached

- ➡ 1.1 ___ 1 original of the completed application form and declaration;
- ➡ 1.2 Digital Submission of all drawings and studies
- ➡ 1.3 ___ Application *Fee(s)*; (see *Fee schedule - Attachment 1*)
- 1.4 ___ 3 copies of each plan on an 11" x 17" page
- 1.5 ___ 1 copy of all supporting technical and background information reports as required through this application form; (This varies with the type and circumstances of an application)

Please list the reports or studies that accompany this application here: (and supply 3 copies of each)

➡2. LOCATION OF LAND

2.1 Local Municipality _____

2.2 Lot(s)/Block(s) _____ Concession(s) _____ Registered Plan No. _____

2.3 Street Address or Civic Address (if appropriate) _____

2.4 Are there any easements or restrictive covenants affecting the subject lands?

YES _____ NO _____ If Yes describe the easement or covenant and its effect

APPLICANT INFORMATION

3.1 Complete the information below and indicate one contact as the Prime Contact. All communications will be directed to the Prime Contact.

Registered Owner (s):

Name: _____

Address: _____

Telephone No. and Fax: _____

E-Mail: _____

Applicant(s) Solicitor:

Name: _____

Address: _____

Telephone No. and Fax: _____

E-Mail: _____

Agent:

Name: _____

Address: _____

Phone and Fax: _____

E-Mail: _____

Planning Consultant:

Name: _____

Address: : _____

Phone and Fax: _____

E-Mail: _____

Ontario Land Surveyor:

Name: _____

Address: _____

Phone and Fax: _____

E-Mail: _____

Engineer:

Name: _____

Address: _____

Phone and Fax: _____

E-Mail: _____

3.2 Which of the above is the Prime Contact? _____

➔4. **PROPOSED LAND USE**

Please fill out the table below:

PROPOSED USES	No. of Residential Units	No. of Lots/Blocks (as labelled on plan) Lots Blocks	Area in Hectares	Density Proposed (Specify Units Per Net Hectare)	Bdrm. Count (Specify by No. of Res. Units)	Floor Coverage M ²	No. of Parking Spaces
RESIDENTIAL							
Detached Dwellings							
Semi-detached Dwellings							
Row, Townhouse (Multiple Attached) Dwellings							
Apartments Residential ■ < 2 bedrooms ■ 2 bedrooms +							
Other (Specify)							
NON-RESIDENTIAL							
Neighbourhood Commercial	Nil				Nil	Nil	
Other Commercial	Nil				Nil	Nil	
Industrial	Nil				Nil	Nil	
Park Land Dedication	Nil				Nil	Nil	
Open Space and Hazard Lands	Nil				Nil	Nil	
Institutional (Specify)	Nil				Nil	Nil	
Road Allowances	Nil				Nil	Nil	
Other (Specify)	Nil				Nil	Nil	
TOTAL							

➡4.1 Additional Information For Condominium Applications Only:

New Building

- a) Has the Township approved a site plan? YES _____ NO _____
- b) Has a site plan agreement been entered into? YES _____ NO _____
- c) Has a building permit been issued? YES _____ NO _____ Permit # _____
- d) Is the proposed development under construction? YES _____ NO _____
- e) If construction is completed, indicate date of completion _____

EXISTING BUILDING

Is this a conversion of an existing building containing rental residential units?

Date of construction _____ YES _____ NO _____

If yes, indicate the number of units to be converted. _____ units

5. STATUS OF OTHER PLANNING APPLICATIONS

- ➡5.1 a) What is the existing land use designation of the site in the Township Official Plan?

- b) Has a separate application for a Township Official Plan Amendment been made?

YES _____ NO _____ OTHER (explain)

- ➡5.2 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent?

YES _____ Unknown _____

If YES, and if known, indicate the application file number and the decision made on the application.

- ➡ 5.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance or zoning bylaw amendment application?

YES _____ NO _____ UNKNOWN _____

If YES, and if known, indicate the file number and the status of the application.

5.4 What is the existing zoning of the subject lands? _____

➡ 6. **SERVICING**

	Yes	No	Studies Required Now	Attached
➡ Water Supply and Sewage				
a) Public Services				
6.1 municipal sanitary sewers			Preliminary Servicing Study	
6.2 municipal piped water			Preliminary Servicing Study	
b) Private Services				
6.3 Wells and/or septic for a residential subdivision only, with five or fewer lots (or units)			A Hydrogeological Report A Servicing Options Report (if greater than 4,500 litres of effluent)	
6.4 Wells and/or septic for a residential subdivision only, with six or more lots (or units)			A Hydrogeological Report A Servicing Options Report	
6.5 Any development on individual private services not covered in 6.3 or 6.4			A Hydrogeological Report A Servicing Options Report	
➡ Storm Drainage				
6.6 Sewers			A Storm Water Management Report	
6.7 Ditches, swales				
6.8 Other (specify)				
➡ Roads and Access				
6.9 public road			A Traffic Impact Study may be required	
6.10 private road			not permitted	

7. **ARCHAEOLOGICAL POTENTIAL**

a) Does the subject land contain any areas of archaeological potential?

b) If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential.

- (i) An archaeological impact assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI of the Ontario Heritage Act; and
- (ii) A conservation plan for any archaeological resources identified in the assessment.
- (iii) Name of licensed archaeologist and license #.

8. **PROVINCIAL PLANNING STATEMENT (PPS)**

An outline of the PPS is provided in the Table below. Planning Authorities “shall be consistent with” the PPS in making decisions on all applications. Please indicate below which, if any, features or development circumstances apply (BE SPECIFIC). Where applicable, information addressing PPS conformity must be provided below. Indicate the report’s title, as well as page numbers, for each PPS issues. A copy of the Provincial Planning Statement (2024) issued under Section 3 of the Planning Act is available at the Ministry of Municipal Affairs and Housing website (www.mah.gov.on.ca).

Refer to the Provincial Policy Statement for a full description of the policies.

General PPS Policy Section	Determine any potential PPS issues. Indicate below, specifically, which PPS subsection applies and the Feature or Circumstance involved.	<u>How Has the Issue Been Addressed?</u> <u>Report/Study Title, if applicable</u>
2.1 Planning for People and Homes		

2.2 Housing		
2.3 Settlement Areas		
2.4 Strategic Growth Areas		
2.8 Employment		
2.9 Energy Conservation, Air Quality and Climate Change		
3.1 Infrastructure and Public Service Facilities		
3.2 & 3.3 Transportation		
3.5 Land Use Compatibility		
3.6 Sewage, Water and Stormwater		
3.9 Public Spaces, Recreation, Parks, Trails and Open Spaces		
4.1 Natural Heritage		
4.2 Water		
4.6 Cultural Heritage and Archaeology		
5.2 Natural Hazards		
5.3 Human Made Hazards		

9. **LAND USES FOR THE SITE AND SURROUNDING AREA**

9.1 Location and area of land adjoining or adjacent to lands to be subdivided in which the owner has an interest.

9.2 What is the current use of the Subject land? _____

9.3 What were the previous uses of the Subject land, if known? _____

9.4 Has there been industrial use of the site? Yes _____ No _____

Has there been filling on the site? Yes _____ No _____

9.5 Is there reason to believe the site may have been contaminated by former uses on the site or adjacent sites? Yes _____ No _____

If YES to 9.4 or 9.5, then a study showing all former uses of this site, or if appropriate the adjacent site, is required. A qualified consultant must complete this study.

9.6 Are the water, sewage and road works associated with the proposed development subject to the provisions of the Environmental Assessment Act? Yes ____ No ____

If YES, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act? Yes ____ No ____

➔ 10. **OWNER'S AUTHORIZATION**

(if the Owner is NOT the Applicant)

(If Multiple Owners, An Authorization Letter From Each Owner Is Required)

PLEASE PRINT

If an agent is employed, the registered owner(s) must complete the following (or provide similar authorization on the face of the draft plan):

I, (we) _____ being the registered
(name(s) of owner, individuals or company)

owner(s) of the subject lands, hereby authorize _____
(name of agent)

to prepare and submit a draft plan of subdivision/condominium for approval.

Signature Day Month Year

NOTE: If the Owner is an incorporated company, the company seal shall be applied (if there is one).

➔ 11. **DECLARATION** *(This must be signed in the presence of a Commissioner)*

I (we), _____ of the _____
(name of applicant) (name of City, Town, Township, etc.)

in the County/Region/District of _____ solemnly declare that
all of the statements contained in the application _____
(description)

and all supporting documents 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: _____ in the County/Region/District of
_____ this _____ day of _____

Commissioner of Oaths

Signature of Applicant

Please Print Name of Applicant

An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.

REMOTE STATUTORY DECLARATION

Declared remotely by _____ stated as being located in the
Owner/Applicant

City/Town of _____ In the County of _____

Before me at the Township of Loyalist in the County of Lennox & Addington, on this
_____ day of _____ 20_____

In accordance with O.Reg 431/20, Administering Oath or Declaration Remotely.

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 of Commissioner of Oath

➔ 12. **APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

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

In submitting this development application and supporting documentation, I, _____

(the applicant)

hereby acknowledge the above-noted 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

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

Loyalist Township
Planning Division
18 Manitou Crescent
Amherstview, Ontario

Telephone: (613) 386-7351, extension 140

or mail to:

Loyalist Township
Planning Department
P.O. Box 70, 263 Main Street
Odessa, Ontario K0H 2H0

➔ MAPPING INFORMATION REQUIREMENTS

Attach 3 copies of a draft plan of subdivision showing: (all measurements, scales, etc. must be metric)

➔ SUBSECTION 51(17) REQUIREMENTS:

- the boundaries of the proposed subdivision certified by an Ontario Land Surveyor
☐
- locations, widths and names of the proposed highways within subdivision and of existing highways on which the subdivision abuts
- on a key map on the draft plan of subdivision
 - all adjacent land owned by the applicant or in which applicant has an interest
 - all subdivisions adjacent to the proposed subdivision
 - boundaries of proposed subdivision and boundaries of township lots or original grants that include any part of the proposal
- **purpose for which the proposed lots are to be used**, including maximum number of units by type, for each lot and block
- **existing uses of all adjoining lands**
- **dimensions and layout of the proposed lots and blocks**, including walkways, school sites and park blocks, if any
- **natural and artificial features within or adjacent to the property:**
 - existing buildings and structures to be retained or demolished

- active or inactive railways, rail rights-of-way ☐
- highways and other roads - existing/proposed, public/private, open/closed location, width, and names ☐
- watercourses (lakes, streams, ponds, wetlands, etc) ☐
- flood plains/flood elevations ☐
- woodlands ☐
- significant plant and wildlife habitat (including ESA/s & ANSI's) ☐
- drainage courses, retention ponds (natural or man-made) ☐
- archaeological or historic features ☐
- the availability and nature of domestic water supplies ☐
- the nature and porosity of the soil ☐
- existing contours or elevations as may be required to determine grade of highways and drainage of proposed lands to be subdivided ☐
- municipal services available or to be available to the land proposed to be subdivided ☐
 - waterlines and sewer ☐
 - main hydro lines ☐
- the nature and extent of any restrictions affecting the land to be subdivided, including restrictive covenants or easements ☐

OTHER REQUIRED INFORMATION:

- legend ☐
- map scale ☐
- boundary of property to be subdivided ☐
- north marker ☐
- lot and concession/registered plan number/street address ☐
- date plan prepared and dates of any revisions ☐

- name of person or firm who prepared the plan ☐
- owner's name, signature and date of signature ☐
- Ontario land surveyor's name, signature and date of signature ☐

NOTE: Digital Mapping Information – Submit One (1) digital plotting of the draft plan in AutoCAD or acceptable GIS format, including the textual description of file format, map standards used, scale, contact person and phone number.

ATTACHMENT 1

FEE SCHEDULE

- A) In accordance with Loyalist Township By-law No. 2025-71, the following Tariff of Fees is set for the processing of Plans of Subdivision, Plans of Condominium and the removal of Part Lot Control By-laws.
- (i) The fee for processing an application for a Plan of Subdivision/Condominium under Section 51 of the Planning Act, R.S.O. 1990, **as amended is set as follows:**
 - (a) Eight thousand dollars (\$8,000) for up to 20 development lots and/or blocks in a subdivision or 20 units or less in a condominium plus a \$5,000 deposit. Attachment 2 is an example of a standard pre-development agreement that must be completed and submitted with the deposit and application.
 - (b) Fifteen thousand dollars (\$15,000) for over 21 development lots and/or blocks in a subdivision or in excess of 20 units in a condominium plus a \$5,000 deposit. Attachment 2 is an example of a standard pre-development agreement that must be completed and submitted with the deposit and application.
 - (c) Please note engineering review fees are cost recoverable
For subdivision applications, all 0.3 metre reserve blocks shall not be included in the calculation of the applicable fee.
 - (ii) If the conditions are to be changed on a draft-approved plan of subdivision or condominium at the request of the applicant, a fee of one thousand seven hundred (\$1,700.) will be applied
 - (iii) The fee for processing an application for a By-law to remove Part Lot Control pursuant to the Planning Act, RSO 1990 as amended shall be one thousand nine hundred dollars (\$1,900)
- B) In addition to the above Fee Schedule, the applicant shall be responsible for any additional fees related to the peer review of any special studies or supporting documentation submitted as part of the application for subdivision/condominium.

ATTACHMENT 2

PREDEVELOPMENT AGREEMENT - Example

THIS AGREEMENT made in duplicate this _____ day of _____, 2026.

between:

THE CORPORATION OF LOYALIST TOWNSHIP

(Hereinafter called the "Municipality")

PARTY OF THE FIRST PART

- AND -

(hereinafter called the "Owner")

PARTY OF THE SECOND PART

WHEREAS the Owner proposes to develop certain lands within the Municipality and the proposed development will involve, inter alia, the review and negotiation of subdivision or condominium draft plan conditions, final plan of subdivision and of a subdivision or condominium agreement or site plan approval and the preparation of a site plan agreement;

AND WHEREAS the Municipality deems it necessary and advisable to retain its own staff and/or consultants to advise on legal, planning, engineering and related matters with respect to the Owner's development proposal;

AND WHEREAS the Owner agrees to reimburse the Municipality for all legal, planning, engineering, administrative and other costs incurred by the Municipality relating to the Owner's proposed development;

NOW THEREFORE in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties hereto, the parties agree as follows:

1. In consideration of the provisions of Paragraph 2 and 3 of this Agreement, the Municipality hereby agrees to instruct its staff, solicitor, and planning and engineering consultant to negotiate, review, prepare, comment on and/or amend (on behalf of the Municipality) all applications, plans, diagrams, specifications, by-laws, reports, studies documents, agreement and other things and matters relating to the Owner's development proposal or any part or parts thereof including without limitation, preparation for and attendance at any and all hearings convened before any tribunal having jurisdiction.
2. The Owner hereby covenants and agrees to reimburse the Municipality forthwith on demand for all fees, costs or other expenses whatsoever incurred by the Municipality relating to or arising out of the Owner's development proposal and the matters generally described in paragraph 1 of this Agreement.
3. The Owner hereby agrees to deposit with the Municipality, at the time of signing this Agreement, a cheque in the amount of \$5,000 payable to the Municipality as a Security Deposit to be used in the event of non-payment of any fees, disbursements and costs.
4. The Municipality shall invoice the owner upon receipt of any such accounts for fees, disbursements and costs.
5. The Owner shall upon receipt of such invoice from the Municipality pay to the Municipality the amount due within 30 days.
6. In the event the Owner does not pay the amount due, the said amount shall be deducted from the security deposit and all work on the application shall cease until such Security Deposit is reimbursed to the initial sum of \$5,000.
7. The Security Deposit or any portion thereof shall be retained by the Municipality until all accounts, statements, invoices, etc., submitted to the Municipality and relating to the Owner's application have been paid in full and all matters relating to the Owner's application have been completed. In the event that either party hereto indicates that it desires to cease all work relating to the Owner's application in the matters generally described in Paragraph 1 of this Agreement, then the balance, if any, of the Security Deposit shall be returned by the Municipality to the Owner without interest after the payment of all accounts, statements, invoices, etc., submitted or to be submitted to the Municipality and relating to the Owner's application have been paid in full. Interest at the rate of 2% per month shall be payable by the Owner to the Municipality on all sums of money payable to the Municipality pursuant to their Agreement which are not paid on demand or otherwise satisfied from the Security Deposit calculated from the date of such demand.
8. This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals by the hands of their officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED
in the presence of

**THE CORPORATION OF
LOYALIST TOWNSHIP**

MAYOR

TOWNSHIP CLERK

PER:

PER:

ATTACHMENT 3
SUBDIVISION/CONDOMINIUM APPROVAL
TYPICAL CONDITIONS

PROVIDED BELOW IS A LIST OF TYPICAL CONDITIONS, WHICH MAY BE APPLIED TO DRAFT APPROVAL OF A SUBDIVISION/CONDOMINIUM, DEPENDING ON THE SITUATION. THIS IS NOT AN ALL ENCOMPASSING OR EXHAUSTIVE LIST BUT IS PROVIDED FOR BASIC INFORMATION ONLY.

CONDITIONS

1. That this approval applies to the draft plan (insert drawing number) prepared by (insert firm name), dated (insert date), which shows a total of (insert number and type of lots) lots (identify lots) and (insert number and type of blocks) blocks (identify blocks).
2. That the road allowances included in this draft plan shall be shown and dedicated as public highways.
3. That the street(s) shall be named to the satisfaction of the (name of municipality).
4. That the final approval and registration of the subdivision shall be phased to the satisfaction of the Township. The phasing shall take into account the logical and functional layout of storm sewers, sanitary sewers, water mains, roadways, and related works that minimizes maintenance, including regrading and sodding if required, drainage on private property and meets currently accepted planning and engineering principles. The agreement shall be reviewed every 5 years for lot sizes and technological changes, and should both parties not agree, an arbitrator shall be appointed.
5. That all requirements, financial or otherwise, of Loyalist Township concerning the provision of roads and transit, fencing, lighting, sidewalks, installation of services, construction access, improvement of parkland and drainage, and any other matters be to the Township's satisfaction and the owner shall enter into a subdivision agreement with the Township to reflect the above issues.
6. The owner shall not undertake any improvements to the property related to the subdivision until the owner has entered into a subdivision or other written agreement with the Township and has posted security to the satisfaction of the Township.
7. That the owner agrees to ensure that the plan of subdivision, final and as-builts drawings are georeferenced to coordinate system NAD 83, Zone 18N.
8. That the owner agrees to ensure that all drawing submissions shall be provided in both paper and electronic PDF format with Final and as-built plans also provided in AutoCAD DWG format.
9. All construction shall be in accordance with the Ontario Provincial Standards as amended and the Loyalist Township Development Guidelines as amended. Where there is a dispute between the two, Loyalist Township Guidelines shall be used.
10. The Draft Plan approval should allow for the withdrawal of draft plan approval in the event that the Development fails to proceed in a timely fashion.

11. Any existing wells on the property shall be decommissioned as per MECP requirements with documentation provided to the Township.
12. Natural wildfire breaks are to be incorporated into detailed design as required.
13. Community Mailboxes shall be provided as required and at location(s) acceptable to Loyalist Township and Canada Post. Access to Community Mailboxes shall meet AODA and Canada Post requirements.
14. Prior to construction, the Township must approve all service connections and crossings, as well as an emergency plan for the correction of any interruption of service to existing infrastructure. The emergency plan shall include the plan for the immediate restoration of service.
15. That the owner agrees to provide a Blasting Plan including a Vibrations report and Structural condition survey of neighboring properties signed and stamped by a qualified professional engineer to the satisfaction of the Manager of Engineering and Environment prior to Blasting. At a minimum, the report shall include Assessment and Reporting, Construction Specifications, and Compliance Verification requirements as per OPSS.MUNI 120 and 30 metre setback requirement from any municipally owned infrastructure.
16. That the owner agrees to pay all costs of the Township to obtain peer review of any aspect of the subdivision prior to final plan approval.
17. That the Owner is advised of the Development charges By-law 2021-066 and the associated Development Charges Background Study dated August 26, 2021 and agrees to fund any off-site improvement related to the development deemed to be a local service under the By-law.
18. Please be advised that impost fees apply to all new water and sewer connections as per by-law 2019-099 and as escalated annually.
19. Cost Recovery – The proponent is notified Engineering fees are charged on recovery basis and are not flat fee.
20. That the owner agrees to construct all works that may be considered temporary to facilitate the development of the subject property, as required by the Manager of Engineering and Environment. These may include, but not be limited to, emergency access, temporary turnaround, or outfalls.
21. Any new residential properties fronting on new and existing streets shall have their services for electrical, bell and cable provided underground.
22. The owner shall ensure that all servicing is designed in accordance with applicable Municipal, Provincial (MECP, MTO, etc.) or Federal guidelines, and associated approvals or Environmental Assessments will be required at the developer's cost.
23. That the owner agrees to submit a geotechnical report prepared, signed, and stamped by a qualified Professional Engineer licensed in the Province of Ontario to the satisfaction of the Manager of Engineering and Environment.
24. That the owner agrees to submit a hydrogeological study prepared, signed, and stamped by a qualified Professional Engineer or Professional Hydrogeologist licensed in the Province of Ontario to the satisfaction of the Manager of Engineering and Environment, to assess the impact of groundwater on infrastructure and structures within the development.

25. That the owner agrees to submit a traffic impact analysis report and/or brief as required and prepared, signed and stamped by a qualified Professional Engineer licensed in the Province of Ontario to the satisfaction of the Manager of Engineering and Environment. The traffic assessment shall follow all guidelines of the County of Lenox and Addington Traffic Impact Study guidelines.
26. The owner agrees to submit a stormwater management report prepared, signed, and stamped by a qualified Professional Engineer licenced in the Province of Ontario to the satisfaction of the Manager of Engineering and Environment.
27. The owner shall be required to follow the Township's Watermain Construction Dead Ends policy, as amended, and shall dedicate any easements and/or blocks required for the provision of water main looping to the satisfaction of the Township.
28. That the subdivision agreement includes a clause that the owner agrees to provide GPS location of all requested assets and features, an annual year-end asset management report and a final asset management report at assumption prepared, signed, and stamped by a qualified Professional Engineer licensed in the Province of Ontario to the satisfaction of the Manager of Engineering and Environment.
29. That the placement of surplus fill be placed and/or temporarily stored in accordance with the Loyalist Township Fill By-law 2003-22 as amended whether within the Draft Plan of Subdivision or elsewhere in the Township. Temporary fill sites within the Plan of Subdivision will require the approval of the Township. No fill shall be placed until a Fill Permit from Loyalist Township has been obtained.
30. That the owner shall submit a sediment and erosion control plan prepared, signed, and stamped by a qualified professional engineer using MECP's best management practices to the satisfaction of the Manager of Engineering and Environment. The approved plan should include the following notes:
 - a) All erosion and sediment control measures shall be installed prior to development and maintained throughout the construction process until all disturbed areas have been re-vegetated.
 - b) All erosion and sediment control measures shall be inspected after each rainfall to the satisfaction of Loyalist Township and an inspection report provided.
 - c) Any disturbed area not scheduled for further construction within forty-five (45) days will be provided with a suitable temporary mulch and seed cover within seven (7) days of the completion of that particular phase of construction.
 - d) All disturbed areas that will not be further disturbed shall be revegetated with permanent cover immediately following the completion of construction.
 - e) The owner shall ensure that any grade alteration or fill placement on the property is undertaken with Township approval and in accordance with the requirements of the Township's fill and grade alteration by-law and all provisions of O. Reg. 406/19: On-Site and Excess Soil Management, as amended.
31. That all necessary easements, including those internal and external to the site, for drainage, utility, and servicing purposes, as may be required, be conveyed in a form suitable to the Township, appropriate agency, and public authority.
32. That, if required by Loyalist Township, the owner/subdivider shall transfer to Loyalist Township any easement over the subdivider's draft approved lands needed for water or sewer services, or both, which easements will permit development to occur on adjacent property in accordance with the criteria approved by Council. Such easements are to be conveyed upon registration of the final plan of subdivision for any phase of that draft-approved land.

33. Plans of condominium/mixed use plans approved under subdivision draft plan will generally not require assumption or Municipal ownership of any road allowances unless otherwise specified by the Engineering & Environment Manager.
34. All new roads shall be constructed per Township standard cross sections for local or collector roads as specified in Engineering documents, including sidewalk, street trees, and any other features identified.
35. Streetlighting is to be LED and either Cobra Head Cree XSP or King Luminaire K56. No substitutions will be considered.
36. The developer shall be responsible for any changes to the adjacent roads required to accommodate the development including but not limited to relocation of infrastructure, roads, curbs, lights, and any related reinstatement.
37. That the owner agrees that any dead-ends and open sides of road allowance created by this draft plan of subdivision shall be terminated in 0.3m reserves and that the 0.3-metre reserves be shown as blocks on the final plan and be conveyed to Loyalist Township.
38. Temporary 0.3-metre reserves are required across the temporary terminus of all public rights-of-way or vehicle turnarounds, which are a result of the phasing of works.
39. As per standard practice, the Township will require 3 m x 3 m triangular blocks, or larger as required, at all intersections. That the owner agrees that the final plan of subdivision shall not be registered until 3 m x 3 m daylight triangles, or larger, have been transferred to the Township.
40. required, are established at all intersections on the final plan and these blocks shall be dedicated to Loyalist Township as part of the streets on the final plan.
41. That the owner agrees to construct all works which may be considered temporary to facilitate the development of the subject property as required by the Manager of Engineering and Environment.
42. That the owner agrees to a “hold” provision on any lots where construction of a home would cause road maintenance difficulties caused by subdivision phasing design.
43. The proponent shall be responsible for all new signage and any changes to existing signage due to the new development.
44. Damage to existing streets and other infrastructure due to construction activities and traffic will be the responsibility of the Developer.
45. All on-site and off-site improvements and traffic calming measures recommended by the traffic or parking reports/briefs shall be implemented as required by the Township. Any traffic calming measures triggered by this development within public rights of way shall be constructed by the Proponent at their cost.
46. The owner shall install all fences prior to the construction of any dwelling in that relevant phase. Requirements to accommodate this arrangement will be incorporated in the subdivision agreement.
47. Walkway fences shall be provided on all walkways and be located on Township property.
48. A 1.5m black vinyl chain link fence shall be provided at the rear property line of any homes backing onto parkland, naturalized area, environmentally sensitive areas or woodland or as specified by the Engineering & Environment Manager.

49. Noise fencing shall be provided as required by the results of noise studied and shall be installed on private property unless directed otherwise by the Engineering & Environment Manager.
50. That the owner shall provide sufficient land for the provision of any entrance features outside of the right-of-way and intersection sight triangles if required.
51. Establish geodetic survey monuments with elevations within 6 months of the draft plan of subdivision and prior to construction of subdivision. Three monuments should be located within the development to the satisfaction of the Director of Economic Growth and Community Development Services. Monuments should be protected from construction activities and located to avoid impacted construction activities. (if it is somewhere else remove this one).
52. Access to driveways on existing surrounding streets to be maintained at all times during construction save for pipe installation interruptions. 48-hour notice is required for any access/service interruptions.
53. Any required improvements and changes to existing roads and pedestrian corridors shall be at the Developers' expense.
54. All pedestrian walkways and other works shall be AODA Compliant whether within the site or within the existing rights of way.
55. Plans of condominium/mixed use plans approved under subdivision draft plan will generally not require assumption or Municipal ownership of any sanitary works unless otherwise specified by the Engineering & Environment Manager.
56. The Developer will be required to demonstrate that gravity sewers will function adequately, and that capacity exists in the downstream collection and conveyance system. Any upgrades to the sanitary collection or conveyance systems required because of the development shall be completed ahead of servicing at no cost to the municipality.
57. Any easements/blocks required for the provision of sanitary mainline servicing shall be granted to the Township.
58. Any damage to Township infrastructure because of construction shall be immediately repaired by the Owner at the Owner's cost.
59. Detailed design of sanitary sewer should include a grade of at least 1% for the first 60m of a run. The Township requires wye connections for the first 40 homes on any upstream run of sanitary connections on any 200 mm sanitary sewer.
60. Please note Loyalist Township specifies an average daily domestic flow of 350L/day/per capita.
61. Please note that the population factor requested is 2.7 persons/unit or as updated in future Loyalist Township Design Guidelines.
62. Plans of condominium/mixed use plans approved under subdivision draft plan will generally not require assumption or Municipal ownership of any stormwater management facilities unless otherwise specified by the Engineering & Environment Manager.
63. Gravity stormwater laterals shall be provided to all lots with basements and storm sewers adjacent and lot grading will need to be designed such that the elevation of the basement floor be a minimum 300mm above the hydraulic grade line of the 100- year storm at that point. Proposed basement elevations and proposed 100-year hydraulic grade lines should be shown for all storm sewers.

64. Existing overland flow from the existing lots adjacent to and surrounding the development will be the responsibility of the Developer.
65. The Township will require blocks for the major overland flow routes as opposed to easements as per Township standards, where these routes are not confined to a public road. The block sizes shall be confirmed during detailed design and included draft M- Plan.
66. If it is to be assumed by the Municipality, the Developer agrees to maintain and clean stormwater management facilities and that the facilities will be cleaned immediately before final acceptance of the entire development and/or as required by the Stormwater Management Operations manual. These facilities shall be maintained in accordance with the Municipalities CLI-ECA Approval until assumption at the expense of the Developer.
67. The stormwater management facility shall not be assumed until all of the lands contributing to the facility have been constructed and assumed.
68. A stormwater management facility operations manual shall be provided to the Township as a condition of construction approval per the above CLI-ECA Requirements and be amended as necessary prior to assumption.
69. Stormwater management design shall have regard for and consider the use of Low Impact Development principles and climate change impacts, including but not limited to more intense storms. The Township currently recommends designing for the 100- year storm plus 20%.
70. Water distribution within plans of condominium/mixed use plans approved under subdivision draft plan will generally not require assumption or Municipal ownership or maintenance and are considered water services and not watermains. Proponents shall be aware they may have water purveyor responsibilities in these scenarios.
71. The servicing report shall demonstrate that appropriate fire flows are available to service the proposed development. The Townships current hydraulic modelling can be provided upon request. Population per unit per Loyalist Township guidelines is 2.7 and per capita usage is 350 L/day for design purposes.
72. That the reports be updated to the satisfaction of the Manager of Engineering & Environment for detailed design, as required.
73. That any recommendations made in the hydrogeological study be reviewed and included as necessary in the detailed design for infrastructure and building construction.
74. Existing trees are to be maintained where possible and incorporated into the final landscaping and grading plan.
75. Existing monitoring wells that are to be identified and decommissioned as part of the construction of the development shall be formally abandoned and reported to MECP, with documentation provided to Loyalist Township as part of the Summary Inspection Report.
76. The proponent is advised that the Township has been receiving information from our insurers concerning the need for Environmental Liability Insurance and that this condition may be imposed on future agreements.

Notes to Draft Approval

1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to Loyalist Township, quoting the Township file number.
2. We suggest you make yourself aware of the following subsections of the Land Titles Act.
3. Subsection 143(1) requires all new plans be registered in a Land Titles System if the land is situated in a land titles division.
4. Subsection 143(2) allows certain exceptions.
5. It is suggested that the municipality register the subdivision agreement as provided by subsection 51(26) of the Planning Act, R.S.O., 1990 as amended against the land to which it applies, as notice to prospective purchasers.
6. The Ministry of the Environment must approve private sewage disposal facilities, or its agent in certain areas, in accordance with Ontario Regulation 374/81 as amended, made under the Environmental Protection Act, 1990, as amended.
7. Inauguration, or extension of a piped water supply, a sewage system or a storm drainage system, is subject to the approval of the Ministry of the Environment under the Ontario Water Resources Act, R.S.O. 1990, as amended.
8. After registration, the owner must obtain permits from the Ministry of Transportation for all access points to Provincial Highways, all encroachments of utilities, buildings, structures and signs within their areas of control.
9. It is the policy of the Ministry of Transportation to compensate owners for dedication of major widenings and new highway rights-of-ways when funds become available.
10. The Ministry of Transportation uses a 0.3 metre reserve to notify the public that access to the Provincial highway will not be granted across the reserve. It should be shown as a block on the final plan outside the highway right-of-way. Deeds in duplicate conveying this reserve to the "Queen in the right of the Province of Ontario as represented by the Minister of Transportation" together with the proposed final plan should be sent to the Ministry.
11. The section 117 Land Titles entry requirement is being applied to ensure that no lots in this subdivision are sold until part of or the entire road has been constructed by the owner.
 - a) The consent of Council withdrawal of the restriction, shall be granted when Loyalist Township is advised by the Ministry of Transportation that a satisfactory road system is in place.
 - b) All roads must be constructed, graded, surfaced and drainage provided to an acceptable standard of the approval authority and Loyalist Township.
12. Clearances are required from the following agencies:
 - a) (insert agency names, addresses, etc.)
 - b) If the agency condition concern (a) condition(s) in the subdivision agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan.
13. If final approval is not given to this plan, within three years of the draft approval date, and no extensions have been granted, draft approval shall lapse under subsection 51(32) of the Planning Act, R.S.O., 1990, as amended. If the owner wishes to request an extension to draft approval, Council must receive a written explanation **prior to** the lapsing date.

- a) Please note that an updated review of the plan, and revisions to the conditions of approval, may be necessary if an extension is to be granted.
14. All measurements in subdivision and condominium final plans must be presented in metric units.
15. When the zoning by-law required in condition (insert number) is being prepared, reference to this subdivision application T-file number should be included in the explanatory note. This will expedite the Township's and other agencies' consideration of the By-law.
16. Land tax receipts are available from the Provincial Land Tax Protection Office of the Ministry of Finance, Box 625, 33 King Street West, Oshawa, Ontario. L1H 8H9, Tel. (416) 43305804.
17. In addition, the following notification(s) should be included in all Agreements of Purchase and Sale:
- a) that the importation of fill may be required to make the lots suitable for subsurface sewage disposal systems.
 - b) water from (name water body) should be adequately filtered and disinfected prior to being used for human consumption and domestic purposes.
 - c) no fill should be placed or removed, nor any existing vegetation should be **altered within the setback areas from the** (name water body) for each lot without consultation with the appropriate Conservation Authority.
 - d) no filling or dredging of the shore or bed of (name water body), nor any erection of docks or boathouses on the shores or bed of (name water body), should be undertaken without the written permission of the Ministry of Natural Resources and the appropriate Conservation Authority.
18. For your information, easements required for utility or drainage purposes should be granted to the appropriate authority.
19. The final plan approved by the Township must be registered within thirty (30) days or the Township may withdraw it's approval under (insert subsection 51(59) of the Planning Act, SO 1983/subsection 36(16) of the Planning Act. RSO 1990, as amended).
20. A copy of the conditions of draft approval and notes thereto should be submitted to the Real Property Registration Branch of the Ministry of Consumer and Commercial Relations to ensure priority review of the related title application or condominium approval. For additional information on this process, please contact the Ministry of Consumer and Commercial Relations at:

Manager
Surveys, Mapping and
Title Examination Section
Real Property Registration Branch
4th Floor, 393 University Avenue
Toronto, Ontario