



## Application Form: Development Agreement, Municipal Act

**File Number:**

**Date Received:**

**Property Tax Roll:**

**Application Fee:**

**Staff Member initials:**

**Fee Paid:    Yes                  No**

**Payment Method: Cash**

**Cheque**

**Interac**

**FIN Code:**

A **Development Agreement** is a construction contract between the municipality and the property owner/developer. *The Planning Act, Chapter P 13, R.S.O. 1990*, authorizes a municipality to enter into an Agreement imposed as a condition of approval of a plan of subdivision. Section 9 of the Municipal Act states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

Additional studies or information may be required by Champlain Township to support the application. The application may not be deemed complete until the plans and reports prepared for the proposed development have been reviewed and approved by the Township’s Engineer and Public Works Department in accordance with the **Township’s Site Plan and Subdivision Design Guidelines**.

Applicants are not required but are strongly encouraged to consult with Champlain Township to determine what studies or information is required to submit a complete application in accordance with By-law 2023-70.

As per the Township of Champlain’s current User Fee By-law, the following costs associated with the processing of planning applications are payable by the applicant:

- Legal costs related to the preparation and registration of agreements and by-laws to be registered on title;
- Engineering costs; and
- All other technical review costs as may be required by Champlain Township.



I/we acknowledge and understand that I/we am/are responsible for all applicable legal, engineering, and technical review costs as determined by the Township of Champlain.

I/we acknowledge that, Dormant Planning Files that have remained inactive for three years for Committee of Adjustment applications and five years for all other planning applications will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any costs paid in the past.

**Additionally,**

I/We acknowledge that, with respect to this application, it is the responsibility of the applicant to determine whether the United Counties of Prescott and Russell require any additional review processes. Furthermore, I/We understand that all applicable fees associated with such reviews are the sole responsibility of the applicant.



## Section 1: Property Owner(s) / Authorized Agent Information

### Property Owner(s) Information:

List ALL registered property owners (First and Last Names):

Corporation Name or Partnership (if applicable):

Contact Name:

Title:

### Property Address:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:

Mailing Address (if different than above):

Phone Number:

Email Address:

Have you consulted with Champlain Township's Planning Department?    Yes                      No

If yes, please indicate the date of the consultation meeting:

For all previously approved, and concurrent development application(s), please list application numbers:

### Mortgages and Charges:

Is the property subject to any mortgages, charges, or other encumbrances? (If yes, please provide the name and mailing address of the holders of these interests or include the instruments to this application.)

Yes                      No

Institution Name:

Institution Mailing Address:



**Authorized Agent Information:**

**(Only complete this section if the applicant is NOT the registered property owner)**

Authorized Agent Last Name:

First Name:

Corporation Name:

Title:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:

Mailing Address (if different than above):

Phone Number:

Email Address:

Please indicate how you would like to receive notification: Phone

Email

What language would you prefer to receive correspondence in: English

French

Who should the correspondence be sent to (check all that apply):

Authorized Agent

Property Owner(s)

**Section 2: Property Information and Characteristics**

Civic Address of Subject Property (If known):

Registered Plan:

Lot/Block Numbers:

Concession:

Land Use Designation:

Zoning Category:

Describe the current use of the property:



Is the property subject to a holding provision?      Yes                      No

**Lot characteristics:**

Lot Frontage (meters)                                      Lot depth (meters)  
 Lot Area (m<sup>2</sup>)    Development Site Area (m<sup>2</sup>)

**Access:**

Provincial Highway                      Private Road                      County Road  
 Right-of-way                      Municipal Road                      Water Frontage

**Section 3: Project Scope and Details**

Proposed Land Uses:

Number of lots to be created:

Number of dwelling units to be created (excluding accessory dwellings):

Type of dwelling units to be created:

Number of parking spaces:

Total area of land occupied by use:                      m<sup>2</sup>

Does the project include the construction of a stormwater management pond?      Yes                      No

Is this project subject to parkland dedication?                      Yes                      No

If applying for a subdivision agreement, does the lot fabric and phasing conform to the draft plan approval?      Yes                      No



**Agreement Type:**

Industrial/Commercial Subdivision

Residential Subdivision

Off Site Improvements

Pre-Servicing Agreement

Have the appropriate groups been notified to explain this proposal?                      Yes                      No

If yes, please explain how:



**Section 4: Supporting Information  
 (as outlined in the Information and Materials By-Law No. 2023-71)**

Please select the information and materials that are being submitted alongside this application form, or at the time of submission as required by the Township, as outlined in the Consultation Meeting Outcome Form:

Table 1 Information and Materials to be provided with the application

<b>Document Type</b>	<b>To be provided with the submission</b>
Application form(s)	
Agrology and Soil Capability Study	
Archaeological Assessment	
Building Elevations	
Environmental Impact Study	
Environmental Site Assessment (Phase 1&2)	
Geotechnical Study	
Grading and Drainage Plan	
Heritage Impact Assessment	
Hydrogeological and Terrain Analysis	
Impact Assessment – Mineral Aggregate	
Impact Assessment – Mining Hazards	
Impact Assessment – Waste Disposal Site(s)/Former Landfill Site(s)	
Landscape Plan	



<b>Minimum Distance Separation</b>	
<b>Noise Control Study</b>	
<b>Plan of Survey</b>	
<b>Planning Rationale</b>	
<b>Plan of Subdivision</b>	
<b>Plan of Condominium</b>	
<b>Rail Proximity Study</b>	
<b>Shadow Analysis</b>	
<b>Site Plan</b>	
<b>Site Servicing Study</b>	
<b>Slope Stability Study</b>	
<b>Transportation Impact Assessment</b>	
<b>Tree Conservation Report</b>	
<b>Urban Design Brief</b>	
<b>Water Budget Assessment</b>	
<b>Wellhead Protection Study</b>	
<b>Wind Analysis</b>	

Additional information and materials may be required by Champlain Township to support the application. The application may not be considered a complete application unless this information and these materials have been completed.



**Please attach a concept plan (sketch) with the following details:**

- Boundaries and dimensions of subject land.
- Location, size, and type of existing and proposed buildings and structures on the subject land, showing distances from front, rear and side lot lines.
- Approximate location of natural and artificial features that are located on or adjacent to subject lands or that may impact the development.
- Current uses of adjacent land.
- Details of roads within and abutting the subject land.
- If access is by water only, location of parking and docking facilities.
- Location and nature of any easement.





**Section 6: Authorization of Property Owner(s) (to name Authorized Agent)**

If someone other than the registered owner(s) of the property are making this application, then this section must be completed. Each registered owner shall sign this section of the application form. Authorization is required from each individual or corporation.

I/We (name(s))

the undersigned, hereby authorize,

(Full name, including company, if any), to submit the enclosed application to Champlain Township, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by Champlain Township relevant to the application.

\_\_\_\_\_  
**Signature of Property Owner**

**Name (First-Last)**

\_\_\_\_\_  
**Signature of Property Owner**

**Name (First-Last)**

**Date Signed:**



## Section 7: Permission and Disclosure

Permission is hereby granted to Champlain Township staff and consultants to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

I/we (Name(s)) \_\_\_\_\_,

the undersigned, am/are the owner(s) of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_  
**Signature of Property Owner**

**Name (First-Last)**

\_\_\_\_\_  
**Signature of Property Owner**

**Name (First-Last)**

**Date Signed:**