



# Town of Fort Erie

## APPLICATION FOR FINAL SUBDIVISION APPROVAL & AGREEMENT 2022

INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE ONTARIO PLANNING ACT AND WILL BE USED BY THE TOWN OF FORT ERIE IN THE PROCESSING OF THIS APPLICATION. THE INFORMATION AS WELL AS SUPPORTING STUDIES AND REPORTS MAY BE USED BY OTHER DEPARTMENTS AND AGENCIES FOR THE PURPOSE OF ASSESSING THE PROPOSAL AND PREPARING COMMENTS. THIS INFORMATION MAY ALSO BE RELEASED TO THE PUBLIC

**Planning and Development Services  
The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive  
Fort Erie, Ontario L2A 2S6**

**FOR OFFICE USE ONLY**

Reviewed for completeness by: \_\_\_\_\_

Date Deemed Complete: \_\_\_\_\_

Application Fee Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

“Date Received”

**IMPORTANT: APPLICANTS MUST SUBMIT THE FOLLOWING WITH THE FINAL PLAN OF SUBDIVISION/CONDOMINIUM. PLEASE CHECK ALL APPLICABLE BOXES AND SUBMIT WITH YOUR APPLICATION. KEEP COPIES FOR YOUR FILES**

**SUBMISSION REQUIREMENTS:**

- One (1)** copy of the application completed by the property owner or authorized agent.
- Property owner site access permission form, owner consent and owner authorization if applicable
- One (1)** copy of the completed subdivision checklist attached as Appendix A.
- The application must also be accompanied by five (5) folded copies of the engineering drawings, design sheets, design calculations, Stormwater Management Report, draft easement plans and any other design reports.
- If applicable, **five (5) copies** of the proposed phasing plan.
- One (1) hard copy** and **one (1) digital copy** in excel format of cost estimates for the construction of the subdivision servicing works.
- If applicable, **one (1) copy** of an appraisal of subdivision lands in accordance with the Town's Park Dedication By-law 69-2008.
- One (1) copy** of draft legal survey of all lots, blocks and required town easements.
- Digital copies of all studies, reports and plans submitted.

**APPLICATION FEES:**

<b>TOWN OF FORT ERIE REVIEW FEE</b>	
Final Subdivision Agreement Processing	<input type="checkbox"/> <b>\$4759.00</b>
Legal Fee Deposit	<input type="checkbox"/> <b>\$2565.00</b>
Subdivision Engineering Plan Review up to the 4 <sup>th</sup> submission (subdivision)	<input type="checkbox"/> <b>for plans 3 to 10 lots \$1709</b> <input type="checkbox"/> <b>for plans 11 to 20 lots \$3419</b> <input type="checkbox"/> <b>for plans 21 to 40 lots \$6954</b> <input type="checkbox"/> <b>for plans over 40 lots \$13,1677</b>
Subdivision Engineering Plan Review beyond the 4 <sup>th</sup> submission (subdivision)	<input type="checkbox"/> <b>for plans 3 to 10 lots \$ 428</b> <input type="checkbox"/> <b>for plans 11 to 20 lots \$855</b> <input type="checkbox"/> <b>for plans 21 to 40 lots \$1739</b> <input type="checkbox"/> <b>for plans over 40 lots \$3420</b>
<b>REGIONAL PLANNING DEPARTMENT REVIEW FEE</b>	
Fee will be collected at the time of Environmental Compliance Approval Application. Please contact Region of Niagara concerning their schedule of fees.	
<b>NIAGARA PENINSULA CONSERVATION REVIEW FEE (if applicable)</b>	
Please contact the Niagara Peninsula Conservation Authority concerning their schedule of fees for subdivision applications.	

**NOTE: APPLICANTS SHOULD REVIEW THIS APPLICATION WITH THE PLANNING DEPARTMENT BEFORE SUBMITTING.**

**SECTION 1—CONTACT INFORMATION**

**Name of Applicant:** \_\_\_\_\_

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

Town/City: \_\_\_\_\_ Postal/Zip Code : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

**Name of Owner(s)** (if different from the applicant): \_\_\_\_\_

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

Town/City: \_\_\_\_\_ Postal/Zip Code : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

**Main Point of Contact Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

(this will be the person that will handle the file and liaise with the Town)

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

Town/City: \_\_\_\_\_

Postal/Zip Code : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

**Name of Owner's Signing Officer:** \_\_\_\_\_

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

Town/City: \_\_\_\_\_

Postal/ZipCode: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

**Lawyer's Information:** \_\_\_\_\_

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

Town/City: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

**Please check if the property owner should also be copied on all communication:**  **initial** \_\_\_\_\_

**SECTION 2– PROPERTY INFORMATION**

Original Subdivision File Number or Draft Plan of Subdivision Name: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot & Conc. Numbers: \_\_\_\_\_

Roll Number: \_\_\_\_\_

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

**SECTION 3–SUBDIVISION/CONDOMINIUM PHASING INFORMATION**

Is the Plan a registered plan?  Yes  No

If YES, please indicate the Plan Number: \_\_\_\_\_

Are you proposing to Phase the development of the Plan?  Yes  No

If you answered yes to the question above please fill in the table below:

Phase #	Number of Lots	Description Location

**Please note that if the developer wishes to develop the subdivision in Phases a phasing plan will be required with the application and the approval of the phasing is at the discretion of the Director, Infrastructure Services or the Director, Planning and Development Services**

**SECTION 4-PLANS CHECKLIST**

Check list Completed By: \_\_\_\_\_

Item to be Reviewed	Checked	Comment
<b>General – Plans and Documents</b>		
Block for Approval by Town		
Cost Estimate was included for construction		
Check for North Arrow and direction and legend		
Check if all plans are stamped by Engineer		
Check if all plans are scaled: Enter scale in comments		
Check Revision Number and comments		
Check for street names, limits of construction, phasing delineations etc.		
Check if borehole locations are noted and if so if a disclaimer is noted and geodic report included in submission		
Check to make sure that all existing services are shown on the drawing and if any are being abandoned they are noted on plans <ul style="list-style-type: none"> <li>• Watermain, hydrants and services</li> <li>• Sanitary sewer, manholes and services</li> <li>• Storm sewer, manholes and services</li> </ul>		
Check to see if utilities are on plan or if there is a noted they have been contacted		
Is site in NPCA designated area – if so forward to NPCA for comment		
Is site on Regional Road – if so forward to Region for comment		
Check if road widening is required		
Are any easements required for servicing		
Ensure all OPSD and OPSS are correct		
Is a sediment and erosion control plan submitted		
Is a transportation impact study required? Or submitted?		

Item to be Reviewed	Checked	Comment
<b>General – Contract Documents</b>		
Are the contract documents included in package		
Are towns SP for, accessible customer service training included		
Are all SP noted in FoT included in document		
Are the following authorities related requirements in document: MTO, MNR, NPCA, Regional, CN, Utilities		
<b>Is there any draft conditions required on drawings?</b>		

Item to be Reviewed	Checked	Comment
<b>General – Cost Estimates</b>		
Are items divided between primary, secondary, on and off site works (off site to go to IS for approval)		
Check that all items are included in cost estimates: <ul style="list-style-type: none"> <li>• Watermain, hydrants and services</li> <li>• Watermeter, backflow preventor and premiss isolation</li> <li>• Sanitary sewer, manholes and services</li> <li>• Storm sewer, manholes and services</li> <li>• SWM requirements</li> <li>• Lighting</li> <li>• Landscaping</li> <li>• Paving</li> <li>• Line painting</li> <li>• Curbs</li> <li>• sidewalks</li> </ul>		
Are unit prices listed and reasonable –off site to IS		

Item to be Reviewed	Checked	Comment
<b>Street Lighting Plan</b>		
Has a plan been submitted		
<b>Has CNP been contacted? Who is designing the street lighting plan?</b>		
Is light type and bulb shown on the plan		
Check decorative fixtures in guidelines to ensure the proposed lighting matches.		

Item to be Reviewed	Checked	Comment
<b>Roads</b>		
Confirm if fire route is indicated, 6m to 9m in width, radius' are 12m centreline		
Dead end entrances 90m or greater require turning facilities for fire trucks		
Check that typical finished road/parking area cross-section are shown – including pavement width and structure, cross fall, curbing and subdrain – Road make-up 450mm Granular, 50mm HL8-HS and 40mm HL3-HS		
Check curb radii		
Check gutter elevations and slopes are graded to low points		
Are utilities shown, location of hydro poles, transformers, bell and cable boxes		
Check sidewalk crossings on new driveway are upgraded to carry cars – 125mm (5") concrete with wire mesh across driveways – 150mm (6") granular -125mm (5") across boulevards		

<ul style="list-style-type: none"> <li>not required on cul-de-sac &lt; 150m unless draft condition</li> <li>1 side on local roads</li> <li>1 or 2 on collector roads</li> <li>2 on arterial roads</li> </ul>		
Ensure external sidewalks required to create a link to the existing pedestrian system are shown on drawings		
Check road cross section – existing and proposed centre line of road profiles match		
Check and see if a street scape plan was submitted which should include all utilities and boxes, Canada post mail box, bell boxes, street signs, cable boxes, hydro, gas, street lights, street trees, driveways and parking limits (one side, sidewalks etc.)		
Check if road names are on drawings and are correct		

Item to be Reviewed	Checked	Comment
<b>Watermains</b>		
Where is the connection for the subdivision – confirm details are to the Towns standard		
Dead-end mains should have hydrant or blow-off for flushing		
Water services to be 20mm (3/4") copper to PL		
Depth of cover to be 1.7m		
Width of polystyrene board requirement for shallow depth W=(F-x) –Y, where: <ul style="list-style-type: none"> <li>W – required width of Styrofoam in ft.</li> <li>F – frost, free depth in ft. + 1.0ft</li> <li>X – depth in feet from grade to top of Styrofoam</li> <li>Y- clearance between the underside of the Styrofoam and the top of the pipe in ft. (min. 6 inches)</li> </ul>		
Minimum size is 150mm Diameter, check type, class, size and backfill requirements		
Parallel horizontal distance from sewer should be 2.4m		
Vertical crossing wtm should be on top and 0.50m from invert of sewer to crown of wtm		
Hydrants should be approximately every 150m – check locations for conflicts		
Check to see if existing water services is shown on the drawing and labeled		
Check that thrust blocks and joint restraints are specified and fittings shown and labeled.		
Check to see if watermain is labeled and plan and profile matches plan		
Are required fire flows provided for the		

development and has the existing fire flow been confirmed adequate – distance is 90m from hydrant to connection or entrance		
Has a Form 1 – Record of Watermain been submitted by the Design Engineer?		

Item to be Reviewed	Checked	Comment
<b>Sanitary Sewer Works</b>		
Minimum sewer diameter is 200mm and velocity is 0.6 per second		
Minimum sewer lateral is 100mm (4") grade is 2-8%		
Minimum velocity is 0.60m/sec max. is 3.00 m/sec		
Sewer invert drops at MH: <ul style="list-style-type: none"> <li>• 0.06m sewer turns through 90 or increase in pipe size, match obverts</li> <li>• 0.03m sewer turns through 45</li> <li>• Grade of sewer if sewer is straight through</li> </ul>		
Design Sheets are submitted with area plan		
Is a drainage area plan submitted and correct and match design sheets		
Manhole spacing 120m		
Minimum MH diameter is 1200mm		
Check to see if service lateral and clean-out are on drawing with size labeled		
Check location of cleanouts		
Check to see that inverts work and check that top of MH elevations are provided		
Check for backfill requirements noted on drawing		
Check conflicts at crossings		
Check that proposed and existing sewers are labeled with type, class, size and that minimum cover is 2.4m		

Item to be Reviewed	Checked	Comment
<b>Pumping Stations</b>		
Pumping Station to handle design flow from site – calculations provided for expected flows		
One standby pump included to handle the design flow		
Electrical supply should have manual alternation of the pumps		
Should have provisional room for check valves on each pumping unit		
Wet well capacity between HWL and LWL should allow a minimum pump cycling time of 10 minutes		
LWL should be no lower than 1 ½ suction pipe diameters		



Operating level should be shown on drawing		
Float switch should be located away from turbulent area in the wet well		
Aluminum accessories are generally preferred		
Vehicular access should be provided as well as protective fencing		
Standby-power should be considered		
Operational Considerations: <ul style="list-style-type: none"> <li>• Heating equipment</li> <li>• 220 and 110 volt outlets</li> <li>• Potable water supply to building</li> <li>• Lifting hooks for heavy equipment</li> <li>• Adequate clearance e of equipment removal</li> <li>• Ladders to within 2ft of bottom of wet well</li> </ul>		
Minimum velocity in forcemain is 2.5ft/sec		
Is odour study included – any recommendations implemented		
Is noise study included – any recommendations implemented		
Sewer to be checked for allowable capacity		

Item to be Reviewed	Checked	Comment
<b>Storm Sewer Works</b>		
Design Sheets have been included and area plan attached (Sheets and Plans must match)		
Designed for 5 year flows (A=747.93, B=6.8, C=0.768) Q=2.778CiA		
Minimum Diameter 300 mm		
Desired minimum velocity 0.60 m/sec - maximum velocity 6.0 m/sec		
Manhole spacing every 120 m up to 900mm and 150m > 900mm		
Minimum MH diameter 1200mm		
Check to see if inverts work and top elevations of MH are provided		
Check to see if information on plan is labeled as to type, size, class and type of bedding		
Minimum cover of 1.5m		
Check and make sure all MH are labeled and CB are labeled		
Note: that drop structures are required for inverts > than 1m		
Note: that safety grates are required for sewer deeper than 4m		
Check conflicts with existing laterals, watermains utilities etc.		
Check sump pump discharge location and downspouts are noted on the drawing <ul style="list-style-type: none"> <li>• RWL to grade at side or rear for residential</li> </ul>		

<ul style="list-style-type: none"> <li>• RWL to storm sewer for ICI</li> </ul>		
CB spacing: <ul style="list-style-type: none"> <li>• Road grade 0-3% every 105m</li> <li>• Road grade 3.1-5% every 90m</li> <li>• Road grade &gt;5% every 75m</li> <li>• Cannot be within 1.5m of drop curb for driveway or sidewalk</li> </ul>		
RYCB – must be located every 70m or 4 backyards		
Sideyard swales can only be from 2 backyards		
Ensure swale detail is shown on a drawing		
Swale slopes to be 2.0% or (0.5% to 6%) depth from 150mm to 600mm ideal at 200mm		
Ditch/swale to be located on one property		
If an existing system exists – check the structural integrity and I/I potential		

Item to be Reviewed	Checked	Comment
<b>SWM Report / Plans</b>		
What is the outlet from the site? Is there any issues with the receiving outlet		
Is storage required- to what level and how is it provided		
Is quality required and to what level and how is it provided		
Check if correct rainfall data is used		
Check pre-develop calculations & areas, run-off coefficients		
Check post development calculations & areas, run-off coefficients		
Make sure all RWL and sump pump locations are correctly accounted for in the design calculations		
Report to include: <ul style="list-style-type: none"> <li>• Storm conveyance system</li> <li>• End of pipe facility</li> <li>• Pond cross section</li> <li>• Storage capacity and rate of discharge calculations</li> </ul>		
Ponds: <ul style="list-style-type: none"> <li>• Check side slopes (7:1 / 10:1 abutting park)</li> <li>• Functional facility to have 5:1 slopes and needs to be fenced</li> <li>• Fencing requirements</li> <li>• Forebay sizing calculations</li> <li>• Inlet structure</li> <li>• Outlet structure and orifice calculations</li> <li>• Check volume calculations</li> </ul>		
Stormceptors: <ul style="list-style-type: none"> <li>• Check sizing calculations</li> </ul>		

Check storage capacity & rate of discharge calculations		
Check that report has a maintenance section – and forms if required		
Check to make sure that on site ponding does not adversely affect site use		
Check the HWL for on-site ponding to ensure that all areas where ponding will occur are noted. – show 5 and 100 year level		

Item to be Reviewed	Checked	Comment
<b>Lot Grading</b>		
Check sump pump discharge location and downspouts are noted on the drawing or shown on drawing <ul style="list-style-type: none"> <li>RWL to grade at side or rear for residential</li> <li>RWL to storm sewer for ICI</li> </ul>		
Check difference in neighbouring property grades and proposed		
Check driveway slopes 1-10% ideal is 6%		
Check location of driveway not to be less than 7.5m from intersection		
Check grades on neighbouring properties is not adversely affected by new grades		
Check overall grades and see if any onsite ponding will occur		
Show major overland flow route		
Lot grades to range from 1.5-6% side yards to be 3:1		

Item to be Reviewed	Checked	Comment
<b>Landscaping Plan</b>		
Was a street scape or street tree plan provided		
Was the TOFE planting detail provided		
Do any plantings conflict with overhead or underground services or utilities (1.5m from underground infrastructure)		
Are the specified trees on the approved list of trees from TOFE		
Is all vegetation being removed noted on the plan – is all existing vegetation on the plan		



**ENVIRONMENTAL ACKNOWLEDGEMENT CERTIFICATE**  
(to be signed by Owner and Applicant)

I/We \_\_\_\_\_ the owner of (property address) \_\_\_\_\_ and the applicant \_\_\_\_\_ of the above-noted lands hereby acknowledge that it is my/our responsibility to use all reasonable efforts to identify the potential for contamination on the above-noted lands and to ensure the I/We are in compliance with all applicable laws, regulations, guidelines and other government directives pertaining to contaminated sites as well as the Town's Official Plan policies pertaining to potentially contaminated properties. I/We acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I/We further acknowledge that the Town of Fort Erie is not responsible for the identification and/or remediation of contaminated sites, and I/We agree, whether in, through, or as a result of any action or proceeding for losses or damages related to environmental contamination or clean-up of contamination, I/We will not sue or make claim whatsoever against the Town of Fort Erie, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

Proceeding will not commence until this is provided.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

(Town, City or Township)

\_\_\_\_\_  
*SIGNATURE OF OWNER*

\_\_\_\_\_  
*(please print name)*  
*(AFFIX Corporate Seal if applicable)*

\_\_\_\_\_  
*SIGNATURE OF APPLICANT*

\_\_\_\_\_  
*(please print name)*  
*(AFFIX Corporate Seal if applicable)*



**SITE GRADING AND TREE CLEARING ACKNOWLEDGEMENT**  
**(to be signed by Owner)**

I, \_\_\_\_\_, the owner of the above-noted lands hereby agree  
not to remove any woody vegetation nor conduct any grading on the subject site  
( \_\_\_\_\_ ) until such time as a final subdivision approval is  
granted.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

(Town, City or Township)

\_\_\_\_\_  
*SIGNATURE OF OWNER*

\_\_\_\_\_  
*(please print name)*  
*(AFFIX Corporate Seal if applicable)*



**SITE ACCESS CERTIFICATE  
(to be signed by Owner)**

I, \_\_\_\_\_, the owner of the above-noted lands hereby grant  
Town of Fort Erie staff or Members of a Town Committee or any other public agency, to enter the  
subject site ( \_\_\_\_\_ ) to review and confirm the information provided with  
the application.  
(Address)

***Proceeding will not commence until this is provided.***

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
(Town, City or Township)

\_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_  
*(please print name)*  
*(AFFIX Corporate Seal if applicable)*

## DECLARATION OF APPLICANT OR AUTHORIZED AGENT

THE FOLLOWING DECLARATION MUST BE SIGNED BY THE APPLICANT OR AGENT IN THE PRESENCE OF A COMMISSIONER FOR THE TAKING OF AFFIDAVITS

I, \_\_\_\_\_  
*(name of applicant or agent)*

of the \_\_\_\_\_  
*(Town, City or Township)*

in the \_\_\_\_\_  
*(Region, County or District)*

solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of THE CANADA EVIDENCE ACT.

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

### COMMISSIONER:

Declared before me at: \_\_\_\_\_  
*(Town, City or Township)*

in the \_\_\_\_\_  
*(Region, County or District)*

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
**COMMISSIONER'S STAMP**



## AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

**AUTHORIZATION: Must be filled in if by the Owner if the Applicant and/or Agent is not the registered Owner of the lands. Please provide names of all owners of the Corporation or numbered Company.**

I/We, \_\_\_\_\_,  
(Names of Owners)

being the registered owner(s) of the lands subject of this application hereby authorize

\_\_\_\_\_  
(Name of Person)

of the Town/City of \_\_\_\_\_  
(Town, City or Township)

in the Regional Municipality of \_\_\_\_\_  
(Region, County or District)

to make application on my/our behalf to the Town of Fort Erie for a Zoning By-law Amendment and/or Official Plan Amendment in accordance with Subsection 10.1, Section 34 of The Planning Act of Ontario, R.S.O. 1990, c.P. 13 as amended.

Dated at the Town/City of \_\_\_\_\_  
(Town, City or Township)

in the Regional Municipality of \_\_\_\_\_  
(Region, County or District)

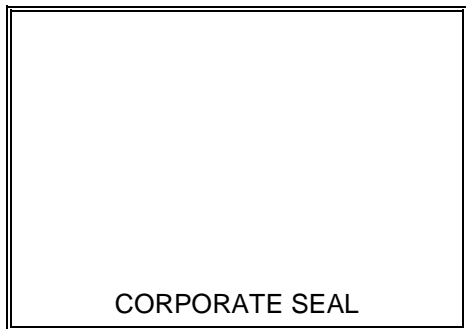
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

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

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness



**NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.**