



Application Form – Subdivisions and Condominiums

Instructions

This form is to be used when submitting a proposed plan of subdivision or plan of condominium to the County of Elgin as the Approval Authority. Prior to the submission of an application the County requires applicants to pre-consult. The County will organize and host a pre-consultation meeting where an applicant has an opportunity to discuss a proposal with staff from the County, the local municipality and relevant agencies.

The prescribed information set out in Section 51(17) of the Planning Act must be submitted to the approval authority. Completing this form and attaching the accompanying information will help in satisfying the requirements of the Planning Act and Ontario Regulation 544/06. If additional space is needed to answer any of the questions, attach separate pages. Please note that the Approval Authority in accordance with Section 51 (18) of the Planning Act and the County of Elgin Consultation By-Law 13-27 may require additional information.

A planning fee of \$4,000.00 is required to accompany this application (payable by cheque to the 'Treasurer – County of Elgin'). As well, a deposit of \$2,000.00 is required in the event this application is appealed to the Local Planning Appeal Tribunal.

All sections in this form marked * must be completed before the application will be accepted. Failure to complete the entire application may result in delays in processing the application and in obtaining a decision.

Section One – General Information *

Type of Application: ☒ Subdivision ☐ Condominium Municipality Central Elgin (Port Stanley)
Date of pre-consultation meeting: _____ Date November 5, 2020

Section Two – Primary Contacts *

Owner of Subject Lands: WASTELL DEVELOPMENTS INC.
Address 5-1895 BLUE HAZON DR. LONDON ON
Postal Code N6H 5L9 Telephone (519) 850-0020
Fax N/A E-mail julian@wastell.ca

Does the same owner own the subsurface rights? ☒ Yes ☐ No

If not, indicate who owns the subsurface rights: _____

Applicant / Agent: Monteith Brown Planning Consultants (c/o Patrick Matkowski)

Address 302-219 Oxford Street West, London, Ontario

Postal Code N6H 1S5 Telephone 519-686-1300

Fax _____ E-mail pmatkowski@mbpc.ca

Specify to whom communications should be sent: ☐ Owner ☒ Agent

Section Three – Secondary Contacts

Surveyor: _____

Address _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

Engineer: Development Engineering (London) Limited (c/o Jon Bakker)

Address 41 Adelaide Street North, Unit 71, London, Ontario

Postal Code N6B 3P4 Telephone (519) 672-8310, Ext. 138

Fax _____ E-mail jbakker@deveng.net

Solicitor: _____

Address _____

Postal Code _____ Telephone _____

Fax _____ E-mail _____

Section Four – Location and Description of Subject Lands *

Municipal Address _____

Assessment Roll Number _____ Former Municipality Yarmouth

Description of the land (such as lot & concession) 41 Adelaide Street North, Unit 71

Description of the land (such as reference or plan numbers) _____

Dimensions of the land: Frontage 247m Depth +/- 343 m (max) Area 8.23 ha

Are there any easements or restrictive covenants affecting the subject lands? ☐ Yes ☒ No

If yes, attach a copy of any deeds or documents and describe the nature and effect of the easement or restrictive covenant: N/A

Section Five – Policy Context *

Is the plan consistent with the Provincial **Planning** Statement?

☒ Yes ☐ No

Does the plan conform to the County Official Plan?

☒ Yes ☐ No

What is the designation of the subject lands in the local Official Plan? Residential, Natural Heritage, Natural Hazard

Does the plan conform to the local Official Plan?

☒ Yes ☐ No

If the plan does not conform to the municipality's Official Plan, has an application for an amendment been submitted?

☐ Yes ☐ No

If YES, indicate the application file number and its status: N/A

If NO, the plan may be premature.

What is the current zoning on the subject lands? 'Open Space Zone 2, Special Zone 53' ('OS2-53')

Does the plan conform to the uses permitted under the local municipal Zoning By-law? ☐ Yes ☒ No

If the plan does not conform to the local Zoning By-law, has an application for an amendment been submitted?

☒ Yes ☐ No

If YES, indicate the application file number and its status: Filed Concurrently

Do the subject lands contain any areas of archaeological potential? ☒ Yes ☐ No ☐ Unknown

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential an **Archaeological Assessment** and a **Conservation Plan** for any identified archaeological resources must be attached.

☐ Attached ☒ Not Applicable

A Condition of Draft Plan Approval will be to complete a Stage 3 Archaeological Assessment.

	Number of Units or Dwellings (as shown on the Plan)	Area in Hectares	Density (Units per Hectare)	Number of Parking Spaces	Number of Bedrooms	Tenure
RESIDENTIAL						
Detached Dwellings	32	1.49	21	N/A		
Semi-detached dwellings				N/A		
Multiple Attached (Row / Townhouses)	61	1.95	31	2 per unit		
Apartments						
Seasonal						
Mobile Home						
Other Residential (Specify) Block 38 (Medium Density Block)	72 (max)	1.13	64 (max)	2 per unit		

NON-RESIDENTIAL

Commercial						
Industrial						

Institutional (Specify)						
Park or Open Space			N/A	N/A		
Roads		1.47	N/A	N/A		
Natural Heritage / Hazard Block Stormwater Management Block		1.81 0.38				
Other (Specify)						
TOTAL	165 (max)	8.23	20 uph			
For Condominium Applications only, specify number of parking spaces for detached and semi-detached use					N/A	
Indicate if any of the units or dwellings is for specialized housing, being housing for groups such as senior citizens or the disabled.					N/A	

Section Seven - Condominium Applications *

- Has the local municipality approved a site plan? ☐ Yes ☐ No
- Has a site plan agreement been entered into? ☐ Yes ☐ No
- Has a building permit been issued? ☐ Yes ☐ No
- Is the proposed development under construction? ☐ Yes ☐ No

If construction has been completed, indicate date of completion _____

- Is this a proposal to convert an existing building containing residential rental units? ☐ Yes ☐ No

If YES, the number of units to be converted _____

- Does this proposal comply with the Rental Housing Protection Act? ☐ Yes ☐ No

Indicate the type of condominium proposed (check only one)

- () **Standard (Not Phased)** - The traditional condominium type.
- () **Standard (Phased)** - A single standard condominium built in phases. **Provide** a summary of the number of units and common elements to be developed in each specific phase. Also provide a plan showing the units and common elements in each phase.
- () **Amalgamation** - Where two (2) or more existing standard condominium corporations amalgamate. **Provide** a plan showing the relationship of the previous condominiums to be amalgamated. Also provide file numbers, approval dates, etc.
- () **Common Elements** - Where common elements are defined but the land is not divided into units. **Provide** a summary of the property ownerships and a plan showing the affected freehold properties outside the specific condominium site. Also provide a plan and a description of the common elements.

() **Leasehold** - The initial term of the lease must be from 40 years to 99 years and a leasehold unit owner can sell a unit without the consent of the landowner. **Provide** information regarding the date the leases will be expiring and the intent of what happens at the end of the lease period.

() **Vacant Land** - Each owner may decide what type of structure, if any, will be built on the lot (unit). **Provide** information on proposed servicing and status of required permits etc. Also provide a plan which includes the proposed building envelopes.

NOTE: Where appropriate, a condominium may be exempt from the draft plan approval process. A letter setting out the reasons in support of a request for exemption shall be provided with this application.

Section Eight – Services * (mark all that apply)

☒ Municipal sanitary sewage system

☐ Private individual or communal septic system(s)

☐ with greater than 4500 litres of effluent produced per day

☐ with less than 4500 litres of effluent produced per day

☒ Municipal piped water

☐ Private communal well system

☐ Individual private well(s)

☒ Municipal Storm Sewers

☐ Other, explain _____

☐ Provincial Highway

☒ County Road

☐ Municipal Road

Servicing reports attached: Preliminary Servicing Report & SWM Report (DevEng, 2024)

A **hydrogeological report** and a **servicing options report** is required to accompany this application if the plan proposes a multi-lot development on privately owned and operated wells and/or privately owned and operated septic systems or any development on privately owned and operated septic systems where more than 4500 litres of effluent would be produced per day.

Section Nine – Previous and Existing Uses

What is the current use of the subject land? Agricultural Field

What previous uses have there been on the subject land? Agricultural Field

What are the current surrounding land uses? Residential, Commercial, Natural Heritage

Is there reason to believe that the subject land may be contaminated by former uses on the site or adjacent sites?

No.

If YES, an Environmental Site Assessment may be necessary. Has an Environmental Site Assessment under the Environmental Protection Act been completed? ☒ Yes ☐ No

What information did you use to determine the answers to the Previous and Existing Uses questions?

Confirmation with proponent.

Section Ten – Status of Other Applications under the Planning Act *

Please indicate whether the subject land or land within 120 metres of it has been or is the subject of any other applications under the Planning Act. ☒ Yes (complete below) ☐ No ☐ Unknown

If YES, indicate the type of application: - 4980 Sunset Drive

☒ official plan amendment ☒ zoning by-law amendment ☐ minor variance

☐ consent ☐ plan of subdivision or condominium

☒ site plan ☐ any other matter, please specify _____

Authority considering the application County of Elgin / Central Elgin File No. OPA No. 11/ ZBA 01-22

Purpose of the application and the impact (if any) on this proposal No negative impact. Provides opportunity for future convenience commercial uses.

Current status of the application Approved.

Section Eleven – Supporting Information


List the information / material that are available in support of this proposal:

Document Title	Author or Source
Planning Justification Report	MBPC, 2025
Traffic Impact Study	Paradigm, 2024
Geotechnical Study	LDS, 2023
Environmental Impact Study	MTE, 2024
Stage 1-2 Archaeological Study	LEC, 2021
Preliminary Servicing Report & SWM Report	DevEng, 2024

Section Twelve – Owners Delegation of an Agent *

I, being the registered owner(s) WASTELL DEVELOPMENTS INC. of the subject land authorize
(name(s) of owner, individual or company)

Monteith Brown Planning Consultants to prepare this application on my/our behalf.
(name of agent)

PC

Signature of Owner(s)

2025-04-30
Date

Section Thirteen – Affidavit or Sworn Declaration *

I, Patrick Matkowski of the City of London in the
(name) (Municipality)

County of Middlesex make oath and say (or solemnly declare) that the information
(County)
contained in this form and the accompanying material is true.

Sworn (or declared) before me at the City of London in the County of Middlesex, this 14
(Municipality) (County)
day of March, 2025.


Commissioner of Oaths

Kristin Dawn Lefave
a Commissioner, etc., Province of Ontario
for Monteith Brown Planning Consultants Ltd.
Expires June 8, 2026


Applicant

Section Fourteen – Applicant's Consent for Release of Information *

In accordance with provisions of the Planning Act, it is required that the application and all supporting documentation be available for public viewing. Therefore, in accordance with the above, I/We, the applicant(s), hereby acknowledge that the information contained in this application and any supporting documentation provided by myself, my agents, consultants and solicitors will be part of the public record and will be available to the general public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.


Signature of Applicant

March 14 2025
Date

YOUR SUBMISSION CHECKLIST:

- Have you read "An Applicant's Guide to the County of Elgin Subdivision and Condominium Review Procedures" before completing this application form? ☒
- Have you discussed your proposal with the local municipality and County Planning Staff? ☒
- 2 copies of this form, completed and signed ☒
- 2 copies of any information or reports that accompany the application ☒
- 6 full size (approx 24" x 36") folded copies of the plan signed by the owner(s) and an Ontario Land Surveyor (*Note: draft plan must indicate all items as required by Section 51(17) of the Planning Act*) ☒
- 6 reduced copies of the plan (no larger than 11" x 17") ☒

* Contact the Planning Department to confirm the number of required copies

- Digital copies of submitted material shall be in pdf format ☒
- Digital copies of the plan shall be submitted in .dwg AND .pdf formats ☒
- \$4,000.00 application fee made payable by cheque to the 'Treasurer – County of Elgin' ☒
- \$2,000.00 deposit made payable by cheque to the 'Treasurer – County of Elgin' ☒

Applicant's declaration in the event of an appeal

If the decision of this application is appealed by a third party, I Patrick Matkowski
(owner/applicant – please print)
agree to support the application, provide assistance in the preparation of the application before the Local Planning Appeal Tribunal and **will direct our client to** pay all of the County's legal costs associated with the LPAT hearing. It is also acknowledged that the deposit held by the County of Elgin may not cover all of the costs associated with the LPAT hearing.

*NOTE: In the event that the application is not appealed, the deposit will be reimbursed by the County.



Signature of Owner/Applicant/Authorized Agent

Forward to:
County of Elgin
Planning Department
450 Sunset Drive
St. Thomas ON N5R 5V1

For Help You May Contact:
Planning Department
phone 519-631-1460 fax 519-633-7661
e-mail: sevans@elgin.ca