



The Corporation
of the City
of Cambridge

Plan of Subdivision

City of Cambridge
Planning Operations Division
Planning Services Department
50 Dickson Street, 3rd Floor
Cambridge, Ontario, N1R 5W8
519.740.4650

Application for Approval of a Draft Plan of Subdivision under Section 51 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

NOTE TO APPLICANTS:

This application form is to be used by persons or public bodies wishing to subdivide land by plan of subdivision. In this form, the term “subject land” means the land that is the subject of the proposed plan of subdivision.

N.B. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

COMPLETENESS OF APPLICATION:

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 51 of the Planning Act, and Ontario Regulation 544/06. If the information, including copies of the proposed draft plan and fees are not provided, the City may return the application or refuse to further consider the application until receipt of all the required information and fees have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed plan of subdivision. To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be refused.

Pre-Submission Consultation is a requirement of the planning process. Applicants are advised to contact the Planning Operations Division to arrange a Pre-Submission Consultation Meeting with the Subdivision Coordinating Committee **prior** to submitting the application.

USING THE APPLICATION FORM:

This application form must be completed by the owner or the owner’s authorized agent. Where an agent makes the application, the owner’s written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

SUBMISSION OF THE APPLICATION:

An application submission must include:

- One original and one copy of the completed application form;
- One copy of the application form and any information submitted to the Region of Waterloo;
- The application fee as indicated in the Planning Services Department fee schedule;
- Fifteen (15) copies of the proposed draft plan as per Section 51(17) of the *Planning Act*;
- Fifteen (15) copies of the Planning Report, as described herein;
- A reduction of the proposed draft plan presented on an 8.5" x 11" SHEET OF MYLAR OR PHOTOGRAPHIC PAPER at an appropriate scale, clearly legible for reproduction by the City;
- A preliminary Servicing and Stormwater Management Report;
- The required technical/information reports as set out in Section 8.1 herein;
- Any other required information identified by the Region of Waterloo and the City of Cambridge as part of the Pre-Submission Consultation process.

DRAFT PLAN OF SUBDIVISION:

Proposed plans must be drawn on a single sheet, to scale and include:

- All items identified in Subsection 51(17) of the Planning Act, R.S.O., 1990, Chapt.P.13, as amended;
- Subsection 51(17) of the Planning Act requires submission of a small key plan, at a scale of not less than 1 cm to 100 metres on the proposed draft plan, showing the matters described in Subsection 51(17)(c);
- Proposed street names must be shown;
- The MINIMUM and MAXIMUM density by residential type for all lots and blocks in which residential units may be permitted;
- An space measuring not less than 9cm x 7cm on the title block/information area of the plan that is visible after folding in which the City of Cambridge/Regional Municipality of Waterloo may affix the draft approval stamp and signature; and
- * Measurements are to be in metric units.

The copies of the proposed draft plan and application form will be circulated by the City to the Regional Municipality of Waterloo, persons and public bodies prescribed by the regulations and any other person or public body that may have an interest in the application.

SUBMISSION REQUIREMENTS:

- To assist in the review of the proposed plan of subdivision, the City of Cambridge, Region of Waterloo and other public bodies may require that certain types of studies or reports be prepared in support of the proposed plan. These may include; lot grading and drainage, traffic impact, noise, archaeological, heritage, environmental and hydrogeological, etc. The need for and the timing of these studies, if required, will be identified during the pre-submission consultation meeting.
- A preliminary Stormwater Management Report is required with the submission of this application. The report must describe the proposal for stormwater management in accordance with the area municipality's storm water management/drainage policies. It is the responsibility of the applicant to ensure that the plan and report have been prepared to area municipal standards and that sufficient copies of the report have been included with the application.
- All applications must be accompanied by fifteen copies of a "Planning Report". This Report will briefly describe, for review agencies, site orientation, site issues and inter-relationship of site issues. The Report also provides a starting point for analysis of the proposal. This Report is not to replace any detailed and specific reports identified during the Pre-submission consultation. The "Planning Report" is to include the following:

PLANNING REPORT

- a. **Introduction** – A general discussion of the subject area that is under consideration and any pertinent background information.
- b. **General Description** – A legal description of the property including location, size and physical features.
- c. **Conformity** – A discussion on conformity of the proposed plan of subdivision with the Regional Official Policies Plan, the City of Cambridge Official Plan, and the City of Cambridge Zoning By-law.
- d. **The Concept** – A brief description of the principal road pattern with regard to public transit and traffic flow such as ring roads, spine system and hierarchy of internal streets, as well as proposed street names.
- e. **Site Development** – A description of the elements in the plan such as walkways/parkland network, utilization of watercourses, area grading, and treatment of low lying wetlands and organic soils.
- f. **Land Use Pattern** – A discussion of proposed densities, location of housing types, commercial facilities, schools, parks, etc., and the relationship of these land uses to the natural features of the site. A discussion of existing buildings or structures on the site, and if any, those intended for demolition or retention, including a review of heritage impact.
- g. **Statistical Analysis** – A calculation of density ranges, service and commercial facilities, schools, parks and open spaces, churches, major roads, community centres, etc., with sizes noted and percentage of land proposed for each use. This analysis will assist in determining school and servicing requirements and overall population densities.
- h. **Utilities and Engineering** – A discussion of sanitary sewers or sewage disposal, water supply/distribution, lands below identified flood lines, urban drainage and storm

water management, master drainage plan and conformity, watershed study and conformity, and gas, hydro, and telephone servicing. At the initial review stage this information will be of a preliminary nature but will indicate an awareness of conditions to be resolved between the applicant/developer and the applicable public body.

- i. **Boundary Conditions** – A discussion of existing land use and environmental conditions at least 20 metres (64 feet) beyond the subject area. Such a discussion shall be sufficiently thorough to ensure that no impediment is caused by the development for any adjacent lands.
- j. **Environmental Assessment (EA)** – What services and facilities are covered by EA and under which schedule will these projects be assessed?
- k. **Staging and Phasing of Development** – An estimate should be included as to phasing and timing of development with particular direction from the applicant regarding how the subdivision registration (final approval) will be staged and how servicing and development will be phased with each registration.
- l. **Noise Impacts** – A discussion of how the plan has been designed to address impacts from nearby road, rail or stationary noise sources. The discussion should also identify the manner in which mitigation, if any, may be implemented.
- m. **Odour Impacts** – A discussion of how the plan has been designed to address impact from existing or proposed odour sources in the vicinity of the subject site. The discussion should also identify the manner in which mitigation, if any, may be implemented.

PROCEDURE:

1. Pre-Submission Consultation and review of the proposed application by the Subdivision Coordinating Committee. The committee will notify the applicant of any additional materials (i.e. reports or studies) that must accompany their application.
2. The formal application is reviewed by Planning Operations staff to ensure all prescribed information and the required fees have been provided. The applicant will be notified, in writing, of whether the application is considered 'complete'. Instructions regarding the Development Application Notification Sign will be sent to the applicant at this time.
3. If the application is complete, a "Notice of Application" regarding the requested Plan of Subdivision will be circulated to land owners within 120 metres of the subject property and various Departments and agencies for comment. A notice will be posted in the Planning Services Department and will be published in a local newspaper.
4. A "Public Meeting" will be arranged by Planning Operations staff to be held at the next appropriately available meeting of the General Committee of Council. The owner/applicant is expected to attend this meeting to present the proposal and address any questions or concerns that may arise. Notice of this meeting will be in the same manner as, and may be combined with, the "Notice of Application" as described above.
5. A staff report containing a recommendation and any conditions of approval, if required, will be formulated. A copy of this report will be mailed to the applicant prior to the review by the General Committee of Council.

6. The General Committee will consider the application and the staff report and make recommendations to the Council of the City of Cambridge. If Council recommends the draft plan for approval by the Region, the plan will be forwarded to the Region of Waterloo for their Draft Approval of the plan.

DEVELOPMENT APPLICATION SIGNS:

The Cambridge Planning Services Department will supply the applicant with the required number of "Development Application Notification Sign(s)". The applicant shall install such Development Application Notification Sign(s) at the site in the following manner:

1. Immediately after the Development Application Notification Signs are issued;
2. Along the street frontages of the subject land with one sign per frontage;
3. As near the street line as feasible;
4. At least one metre above grade and parallel to and facing the street;
5. Shall not be attached or nailed to trees.

Such Development Application Notification Sign(s) shall remain in place until the by-law comes into effect or the application is refused by Council. It is the responsibility of the applicant to remove the Development Application Notification Sign(s).

HELP:

If you require help in completing this application form, please call the City of Cambridge Planning Operations Division at 519.740.4650.

Notes:

- Page 17 of the Application Form includes several declarations and authorizations that MUST be signed by the owner of the "subject lands" to which this application applies. If there is more than ONE owner, an additional copy of Page 17 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers, etc. to ensure that you are advised of all matters pertaining to this application.
- Pre-submission consultation is required. Please contact the Planning Operations Division at 519.740.4650 to make arrangements for a pre-submission review.



The Corporation
of the City
of Cambridge

**Application for Approval of a
Draft Plan of Subdivision
Under Section 51 of the Planning
Act, R.S.O. 1990, Ch. P. 13,
as amended**

City Use Only

Date Received:	Date Accepted:	Fee Paid:	File No. 30T -
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Resubmission of an earlier plan? Yes (File No. _____) No Unknown

1.0 GENERAL INFORMATION

Name	Address	Phone Nos.
1.1 Registered Owner of Subject Land*		Home
	Postal Code	Business
	Email Address	Fax
1.2 Applicant (if different)**		Home
	Postal Code	Business
	Email Address	Fax
1.3 Agent or Consultant		Home
	Postal Code	Business
	Email Address	Fax
1.4 Ontario Land Surveyor		Home
	Postal Code	Business
	Email Address	Fax

* If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner.

** Owner's authorization (Part 10.0) required if applicant is not owner.

1.5 To whom should all correspondence be sent? (One only)

Owner Applicant Agent/Consultant

2.0 PRE-SUBMISSION CONSULTATION WITH PLANNING STAFF

Has the proposed Draft Plan of Subdivision for which this application is being submitted been the subject of pre-submission consultation with Planning Operations Division Staff?

Yes No

If YES, when? _____

3.0 LOCATION OF LANDS

Assessment Roll No.	Lot	Concession	Former Twp.
Registered Plan No.	Lot(s)	Reference Plan No.	Part(s)
Municipal Address			

3.1 Particulars of Property (in metric units)

Frontage	Depth	Area
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4.0 CURRENT USE OF LAND:

4.1 What is the current use of the subject land?

4.2 How is the subject land currently designated in the applicable Official Plans?

Regional Official Policies Plan: _____

City of Cambridge Official Plan: _____

4.3 How is the subject land currently designated in the applicable community, district or implementation plan?

Name of Plan: _____

Designation(s): _____

4.4 Is there reason to believe the surface or subsurface of the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No

If YES, explain: _____

4.5 What information did you use to determine the answer to Question 4.4?

4.6 If YES to Question 4.4, an Environmental Audit of the site including a previous use inventory showing all former uses of the subject land and the adjacent land is required.

Is the Environmental Audit attached? Yes No

4.7 Are any buildings, structures or features on the subject lands or adjacent lands designated under the *Ontario Heritage Act* or in the process of being designated?

Yes No

If YES, please explain: _____

4.8 Are there any existing buildings or structures on the existing lands?

Yes No

If YES, are they to be demolished?

Yes No

4.9 Does the subject land contain any areas of archaeological potential?

Yes No

If YES, has the following information/reports been provided?

An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act

A conservation plan for any archaeological resources identified in the assessment

4.10 Are there any existing easements or restrictive covenants affecting the subject land?

Yes No

If YES, please explain: _____

4.11 Are there any significant wetlands as designated in the area municipal or Regional Official Plan located on the subject property or within 120 metres of the subject property?

Yes No

4.12 Is the subject site located within:

Yes No 70 metres of a Class I industry?

Yes No 300 metres of a Class II industry?

Yes No 1000 metres of a Class III industry?

Class I industry – Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only

Class II industry – Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic

Class III industry – Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions

4.12 List any approvals or permits previously issued in support of the proposed draft plan prior to submission of this application (i.e. Access, Fill, Construction and Alterations to Waterways Permit; Archaeological Study)

Please provide copies.

5.0 PROPOSED LAND USE

5.1 Affordable Housing

How has this application addressed Affordable Housing?

“Affordable” mean units, including not-for-profit and market housing, which are affordable to households with incomes in the lowest 60% (or 30% as applicable) of the income distribution for the housing market area. For assistance, refer to the current Information Bulletin released by the Ministry of Municipal Affairs and Housing from time to time.

5.2 Complete Table A on proposed land use:

Table A – Proposed Land Use

Proposed Land Use	* Number of Units or Dwellings	Identify Lot and/or Blocks on the Draft Plan	Area (ha) of Proposed Use	Density (Units, Dwellings per ha)	Number of Parking Spaces Provided
Single Detached Residential					N/A
Semi-Detached Residential					N/A
Row, Townhouse Residential					
Apartment Residential					
Mobile Home					
Other Residential (specify)					
Commercial				N/A	
Industrial				N/A	
Dedicated Park	N/A			N/A	N/A
Open Space	N/A			N/A	N/A
Stormwater Management	N/A			N/A	N/A
Institutional (specify)					
Roads	N/A			N/A	N/A
Walkway	N/A			N/A	N/A
Other (specify)					
Other (specify)					
Totals				N/A	

* For “Lot-less” Blocks, the MINIMUM and MAXIMUM number of units must be identified

5.3 What is the gross residential unit density per hectare for the total land area subject to this application?

5.4 What is the gross residential unit density per hectare for the total land area subject to this application minus those lots, blocks, roads, etc. being created for a public purpose?

6.0 STATUS OF OTHER RELATED PLANNING APPLICATIONS:

6.1 Have you confirmed that the proposed development meets all of the requirements of the applicable Official Plan?

Yes No

(If an Official Plan Amendment is needed, it must be submitted prior to or concurrently with this application.)

6.2 Has an application for approval of a proposed Official Plan Amendment been submitted for the subject lands?

Yes No

If YES, and if known, indicate the file number, the status of the application and a brief explanation of the nature of the amendment.

6.3 Has a previous application for approval of a plan of subdivision or a consent ever been submitted for the subject lands?

Yes No

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

6.4 Has a previous application for approval of a site plan, minor variance, and/or zoning by-law amendment application been submitted for the subject lands?

Yes No

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

6.5 Has the subject land ever been subject to a Minister's Order?

Yes No

- 6.6 Are the water, sewage or road works associated with the proposal subject to the provisions of the Environmental Assessment Act?
 Yes No
- If YES, do you want the notice of public meeting for this application to be modified to state the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act?
 Yes No
- 6.7 Is the plan of subdivision consistent with policy statements issued under subsection 3(1) of the Planning Act?
 Yes No
- 6.8 Is the subject land within an area of land designated under any provincial plan or plans?
 Yes No
- If YES, Name of plan(s): _____
- Does the plan conform to, or does not conflict with, the applicable provincial plan(s)?
 Yes No

7.0 PROPOSED SERVICING

7.1 Sewage Disposal and Water Supply

Select (✓) the proposed sewage disposal and water supply servicing type from Table B and Table C. If applicable attach and provide the name of the servicing information/report(s) as indicated in Table B and Table C.

Name of servicing information/report(s):

Table B – Sewage Disposal

✓	Service Type	Action or Needed Information/Reports
	Publicly owned and operated piped sewage system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Privately owned and operated communal wastewater system ³	Communal systems for the development of more than 5 residential lots/units: servicing options statement ¹ , hydrogeological report ² , and indication whether a public body is willing to own and operate the system ³ . For surface discharge an assimilative discharge capacity report is required. ⁴ Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: hydrogeological report. ⁵
	Privately owned and operated individual septic system(s)	Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report ³ .
	Other	To be described by the applicant.

TABLE C – WATER SUPPLY

✓	Service Type	Action or Needed Information Reports
	Publicly owned and operated piped water system	No action at this time. Region will need to confirm that capacity is available to service this application.
	Privately owned and operated communal well(s)	Communal well system for the development of more than 5 lots/units: servicing options statments ¹ , hydrogeological reports ² and indication whether a public body is willing to own and operate the system ³ . Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report ² .
	Privately owned and operated individual well(s)	Individual well for the development of more than 5 lots/units: servicing options statement ¹ and hydrogeological report ² . Individual wells for non-residential development where water will be used for human consumption: hydrogeological report ² .
	Other	To be described by the applicant.

- 1 Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application.
- 2 All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking a hydrogeological report, consult the Region about the type of hydrogeological assessment that the Region would expect to see given the nature and location of the proposal.
- 3 Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy.
- 4 Reviewed by MOEE and Region.

7.2 Stormwater Drainage

A preliminary stormwater drainage report is required for all types of storm drainage. Select (✓) the proposed stormwater drainage servicing type from Table D. Attach and provide the name of the preliminary servicing information for the facility you have identified in Table D.

Name of servicing information/report: _____

Have you attached a preliminary stormwater management report ? Yes No

If not attached in a separate report, in what report can it be found? _____

Table D – Storm Drainage

<input checked="" type="checkbox"/>	Service Type	Action or Needed Information/Reports
	Sewers	A preliminary stormwater management report is required. This report must be prepared to area municipal standards and be submitted with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval. If a hydrogeological report is required it should be prepared concurrent with the preliminary stormwater management report.
	Ditches or Swales	
	SWM Pond	
	Infiltration trenches	
	Other	

7.3 Access

Select (✓) the proposed type of access from Table E. Attach and provide the information as indicated in Table E.

Name of servicing information/report: _____

Table E – Road Access

<input checked="" type="checkbox"/>	Service Type	Action or Needed Information/Reports
	Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. Land use permits for any development adjacent to a highway is required from MTO.
	Regional Road	No action at this time unless identified during pre-consultation. The Region will indicate acceptance of road alignment, access, and identify road widening(s) and road improvements, if required, when the application is circulated for comment.
	Municipal Road	No action at this time unless identified during pre-consultation. The municipality will indicate acceptance of road alignment and access when the application is circulated for comment.
	Water	Indicate parking, docking and distance to facilities from subject land and nearest road.
	Other	To be described by the applicant.

8.0 OTHER INFORMATION

8.1 During the pre-submission consultation the required reports and studies would have been identified. Have you attached the required number of reports or studies identified during the pre-submission consultation?

- | | | | |
|-----------------------------------|-----|--------------------------|------------------------------|
| a) Planning Report (15 copies) | Yes | <input type="checkbox"/> | |
| b) Stormwater Management | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c) Environmental Report | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| d) Noise Study (rail/road) | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| e) Noise Study (stationary) | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| f) Traffic Impact (local) | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| g) Traffic Impact (Regional) | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| h) Traffic Impact (highway) | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| i) Archaeological Study | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| j) Servicing Options | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| k) Hydrogeological | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| l) Soils / Geotechnical | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| m) Water Pressure | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| n) Tree Management | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| o) Environmental Impact Statement | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| p) Environmental Assessment | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| q) Other _____ | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |
| r) Other _____ | Yes | <input type="checkbox"/> | N/A <input type="checkbox"/> |

N/A = not applicable to this application

8.2 Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this application (i.e. efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

To assist you in determining what may be required as this proposed plan advances towards draft plan approval, we have set out below a general indication of the key requirements or matters to be addressed at different stages. If you have any questions or require a more detailed explanation, please call the City of Cambridge Planning Operations Division at 519.740.4650.

PLANS IN CIRCULATION:

Revisions to the proposed plan will not be accepted for re-circulation until all the issues and concerns related to the original submission have been identified.

ZONE CHANGE:

If a zone change is required to implement the draft plan, a Zone Change Application must be submitted together with the Plan of Subdivision Application, which will be processed concurrently.

MODIFICATIONS:

Plans subject to modification following draft approval will be subject to the applicable Draft Approval Modification Fee.

REGISTRATION:

Following the list of conditions of draft approval there will be a number of notes. Special attention should be paid to these notes as they include specific instructions on how to satisfy certain conditions or requirements.

9.0 AFFIDAVIT OR SWORN DECLARATION:

I, _____ of the _____
(Name of Owner) (City/Town or Township)

in the _____ make oath and say (or solemnly declare)
(Region or County)

that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Signature of Applicant

This _____ day of _____, 20_____.

10.0 AUTHORIZATIONS OF OWNER FOR AGENT TO MAKE THE APPLICATION:

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, _____, am the owner of the land that is the
(Owner's Name)

subject of this application for approval of Plan of Subdivision, and I authorize

_____ to make this application on my behalf.
(Name of Agent)

Date

Signature of Owner

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Freedom of Information and Privacy Coordinator who can be reached through the Clerk's Division of the Corporate Services Department at 519.740.4680, ext. 4610.

For Office Use Only	
File Number Assigned:	_____
AMANDA Number Assigned:	_____
Planner Assigned To:	_____