

# HALDIMAND COUNTY

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## GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR A PLAN OF SUBDIVISION OR CONDOMINIUM OR EXEMPTION

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### DEVELOPMENT APPLICATION

A complete application for a plan of subdivision or condominium or exemption consists of the following:

- (a) A properly completed and signed development application form;
- (b) A cheque payable to Haldimand County in the amount set out on the application form. For applications that fall within the Niagara Peninsula Conservation Authority's or Grand River Conservation Authority's watershed, a separate cheque made payable to the Niagara Peninsula Conservation Authority or Grand River Conservation Authority is also required.
- (c) Supporting information adequate to illustrate your proposal as indicated in Section J. of this development application form; and
- (d) Consent from the registered owner of the subject property where the applicant is not the owner.

The above information is required in order to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application.

### PROCESSING THE DEVELOPMENT APPLICATION

Upon receipt of a completed development application, it will be sent to various other public agencies such as the applicable County Departments and the local Conservation Authority for their comments and recommendations. The comments received from these other public agencies assist the planning staff to prepare a report and recommendation.

The time involved in processing a development application varies depending upon its complexity and its acceptability to the various public agencies and local residents. If objections are received during the appeal period for the decision, an Ontario Municipal Board hearing must be held which can add considerable time to the process.

At the appropriate times, the applicant or agent, as the case may be, will receive the following:

- (a) Written acknowledgement of receipt of the completed development application;
- (b) Written notice of the date of public meeting when Committee of the Whole will be considering the development application. Applicants or agents and the general public will have the opportunity to make a verbal presentation at the meeting;
- (c) A copy of the staff report; and
- (d) Written decision of Haldimand Council.

### ASSISTANCE

Before submitting a development application, it is recommended that you contact the Planner to discuss your application. Time is often saved by these preliminary discussions.

On applications of a more complex nature, it may be advantageous to seek the assistance of independent professional help (e.g. planning consultant, engineer, etc.).