



**REQUEST FOR AMENDMENT TO
DRAFT APPROVED PLAN OF SUBDIVISION**
(under Section 51 of the Planning Act, RSO 1990, c. P. 13)

RED

Planning and Development Services
65 Harwood Avenue South
Ajax ON L1S 2H9

Tel. 905-683-4550
Fax. 905-686-0360
www.ajax.ca

FOR TOWN USE ONLY	
File Number	Date of Receipt

1. Submission Requirements

Information Requirements

- One (1) original and ten (10) copies of this application form** are to be submitted to the Town of Ajax Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario L1S 2H9.
- One (1) copy of a cover letter** providing a detailed description of the proposal and an explanation of how the proposal complies with applicable policies and urban design guidelines.
- Fifty (50) copies of the proposed revised draft plan of subdivision**, with the proposed changes outlined in red. All drawings shall be folded to a size suitable for mailing (either 8 ½ x 11, or 8 ½ x 14 format). **Unfolded or rolled drawings will not be accepted.**
- Fifteen (15) reduced copies** of the proposed draft plan of subdivision (either 8 ½ x 11 or 8 ½ x 14 format).
- Seven (7) copies** of all supporting reports and documentation.
- Electronic version of all drawings and studies** on a compact disc in both PDF and AutoCAD form. The digital file should be an exact representation of the paper submission.

Town of Ajax Fees

- An **application fee, in accordance with the Planning Act Fees and Charges By-law, as amended**, payable to the Corporation of the Town of Ajax, is required. Payments may be made by cheque, cash or money order.

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)

Fee Submitted: \$ _____

Refund Policy

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)

A refund of Town of Ajax Application fees will be calculated as follows:

- **Where an application is withdrawn after a file has been opened, but before it has been circulated: 90%**
- **Where an application is withdrawn after first submission comments have been provided to the applicant, but before a second submission has been submitted: 50%**
- **Where an application is withdrawn any time after second submission has been submitted: No refund**

Conservation Authority Fees

- Payment of fees in accordance with their schedule to the **Central Lake Ontario Conservation Authority** or the **Toronto and Region Conservation Authority**, for lands potentially affected by flooding and erosion within their jurisdiction.

Durham Region Fees

- Payment of fees in accordance with their schedule to the **Regional Municipality of Durham**, as the Regional Planning review fee.
- Payment of fees in accordance with their schedule to the **Regional Municipality of Durham**, for any developments proposed on private services, which is the Regional Health Department's review fee.

Other Fees

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)

Additional costs for the processing of the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study. This requirement applies to matters such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc., in all cases the Town shall notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

Additional costs for advertising may be charged where it is not possible or appropriate for public notice of an application to be placed on the Community Page of the Ajax News Advertiser. Please be advised that a sign will be required to inform the public of the proposed development. Planning and Development Services will provide the necessary requirements and standards.

The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board. The applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of development agreements when such agreements are required.

An additional **non-refundable fee** of \$500 when more than one public open house and one public meeting by the Community Affairs and Planning Committee are required.

2. Contact Information

	Mailing Address	Telephone	Facsimile	E-mail
Owner		()	()	
Applicant		()	()	
Agent or Primary Consultant		()	()	
Other: (specify)				
Correspondence relating to this application should be sent to (select one only): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Primary Consultant <input type="checkbox"/> Other	The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee of Land or Tenant <input type="checkbox"/> Prospective Owner			
If the applicant is not the Owner, the Owner must consent to the proposed Request for Amendment to Draft Approved Plan of Subdivision application. <input type="checkbox"/> Separate Letter of Authorization attached	Owner's Signature:			
	Date:			

3. Details of the Requested Revision to the Draft Approved Plan of Subdivision

Proposed Land Use	Draft Approved Yield		Proposed Revision		Proposed Change	
	Units	Net Land Area	Units	Net Land Area	Units	Net Land Area
Single Detached Residential						
Semi Detached Residential						
Minor Residential (Townhouses)						
Multiple Residential (Apartments)						
Net Residential Change						
Commercial Uses						
Employment Uses						
Environmental Protection or Open Space Uses						
Institutional or Community Facilities						
Net Non Residential Change						
Total Change						

4. Declaration

I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect under an oath and by virtue of the Canada Evidence Act.

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Signature of Owner or Applicant

Date

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P13 and the applicable implementing Ontario Regulation, and will be used to evaluate the request for amendment to draft approved plan of subdivision. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343.

If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.