



County of Bruce Planning & Development Department

Minor Revision / Change of Conditions (Extension) to a Draft Plan of Subdivision / Condominium

1. Application forms are available from the County of Bruce Planning and Development Department. The **Minor Revision/Change of Conditions** to a Draft Plan of Subdivision/Condominium procedure will be initiated once the completed application form and necessary supporting material outlined below are received by the Planning Department.

Should you have any difficulty filling out portions of this Application, please contact your local Planning & Economic Development Department Office for assistance.

You are advised to discuss the proposed changes and completed Application with a Planner from the Planning & Development Department prior to submitting the Application.

2. The application must be accompanied by:
 - a) A copy of the original 'Draft Conditions of Approval';
 - b) A copy of the 'Draft Approved Plan' which accompanied the 'Draft Conditions of Approval';
 - c) 5 copies of the Revised Plan

Please note that the above information is essential information. Failure to provide this information inhibits an evaluation of the proposal and may result in a delay.

3. For some applications, additional information may be required.
4. A cheque, made payable to "Treasurer, County of Bruce" must be submitted to cover the application fee of **\$600.00**.
5. Once an application is received by the Planning Department a report is prepared and presented to the Land Division Committee for its consideration. Under the Planning Act, the Land Division Committee has been given the authority to grant or deny the application for 'change of conditions'. If the Committee grants the 'change of conditions', there is no appeal period.
6. If no other planning approvals (e.g. Zoning By-Law Amendment) are required, an application for Change of Conditions will require approximately two months to process if no objections are received.
7. The completed application form and supporting documentation should be returned to one of the following offices:

The Department currently has two offices.

The **WIARTON OFFICE** serves the following local municipalities:

MUNICIPALITY OF ARRAN-ELDERSLIE (former Arran, Elderslie, Tara, Paisley and Chesley);
MUNICIPALITY OF NORTHERN BRUCE PENINSULA (former Eastnor, Lindsay, St. Edmunds and Lion's Head); and
TOWN OF SOUTH BRUCE PENINSULA (former Albemarle, Amabel, Hepworth and Warton)

Bruce County Planning & Development Department
268 Berford Street, Box 129,
WIARTON, Ontario N0H 2T0
PHONE: (519) 534-2092
FAX: (519) 534-1174
Email: jvandorp@brucecounty.on.ca

The **WALKERTON OFFICE** serves the following local municipalities:

MUNICIPALITY OF BROCKTON (former Township of Brant, Township of Greenock and Walkerton)
TOWNSHIP OF HURON-KINLOSS (former Huron, Kinloss and Lucknow); and
MUNICIPALITY OF SOUTH BRUCE (former Mildmay, Carrick, Teeswater and Culross);

Bruce County Planning and Development Department
30 Park Street, P. O. Box 848, WALKERTON, Ontario, N0G 2V0
PHONE: (519) 881-1782
FAX: (519) 507-3030
E-MAIL: dsmith@brucecounty.on.ca

- And -

MUNICIPALITY OF KINCARDINE (former Kincardine Township, Bruce, Tiverton and Kincardine);
TOWN OF SAUGEEN SHORES (former Saugeen, Port Elgin and Southampton).

Bruce County Planning and Development Department
30 Park Street, P. O. Box 848, WALKERTON, Ontario, N0G 2V0
PHONE: (519) 881-1782
FAX: (519) 507-3030
E-MAIL: lbarrie@brucecounty.on.ca

8. If this application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization for this action must accompany this application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed. An authorization form is attached to the end of this Application.



**County of Bruce
Planning & Development Department**

**Minor Revision / Change of Conditions (Extension) to a Draft Plan of Subdivision
/ Condominium**

1. Registered Owner's Name: _____
Address: _____
Postal Code: _____
Telephone: Home: _____ Work: _____ Fax: _____

2. Applicant's Name: _____
Address: _____
Postal Code: _____
Telephone: Home: _____ Work: _____ Fax: _____

3. Agent's Name: _____
Address: _____
Postal Code: _____
Telephone: Home: _____ Work: _____ Fax: _____

4. All communications will be directed only to the **Prime Contact only**.
Please indicate who this is to be: Owner [] Applicant [] Agent []

5. Location of Property:
Municipality: _____ Former Municipality: _____
Subdivision Draft Plan Approval #41T _____
Condominium Draft Plan Approval #41CD _____
Lot(s)/Part(s) _____ Registered Plan/Concession _____

6. Is there a New/Revised Plan Attached Yes _____ No _____
If no New/Revised Plan Attached please provide an explanation:

7. Condition(s) to be changed (exactly as worded in the Conditions of Draft Approval):

8. New Condition(s) plus explanation of the reasons for the requested change of Condition(s):

9. Is this application being submitted in conjunction with any other planning approval application(s) (e.g. Zoning By-law amendment or Minor Variance)? Yes _____ No _____

If yes, please specify type of application (and file # if known) _____

Question numbers 10 and 11 must be completed in the presence of a 'Commissioner'. Staff in each Planning Office are authorized Commissioners.

10. I, _____, hereby authorize a site visit(s) be undertaken by, but not limited to staff of the following agencies: County of Bruce Planning Department; Municipality; Conservation Authority; and, Grey-Bruce Health Unit (where applicable).

11. I, _____, of the _____ in the _____, of _____, hereby solemnly declare that the statements made herein are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: _____

Signature of Owner: _____

Signature of Agent /Applicant: _____

DECLARED BEFORE ME AT THE
_____ OF _____
IN THE _____ OF _____, THIS
_____ DAY OF _____, 20__.

A COMMISSIONER, ETC.

APPENDIX 'A'
Corporation of the County of Bruce

In The Matter of Application for a Minor Revision /
Change of Conditions (Extension) to a Draft Plan of Subdivision / Condominium

I, _____ being the () Registered Owner(s), () Executor/Executrix, () Signing Corporate Officer(s) for the lands for which application is to be made, hereby authorize and direct _____ to act as my agent and on my behalf to apply to the Corporation of the County of Bruce for a Minor Change of Conditions for a Plan of Subdivision/Condominium on the lands herein described:

Location of Property:

Municipality: _____ Former Municipality: _____

Subdivision Draft Plan Approval #41T _____

Condominium Draft Plan Approval #41CD _____

Lot(s)/Part(s) _____ Registered Plan/Concession _____

Date: _____ Signature: _____

Date: _____ Signature: _____

Witness:

Date: _____ Signature: _____