



**WELLINGTON NORTH**  
SEMPER PORRO

**DEVELOPMENT APPROVAL APPLICATION**

**Type of Approval Application Required:**

Development Agreement		Application Fee:	\$2,000.00	Deposit Fee:	\$5,000.00
Condominium Agreement:		Application Fee:	\$10,000.00	Deposit Fee:	\$15,000.00
Site Plan Control (Minor):		Application Fee:	\$2,000.00	Deposit Fee:	\$3,500.00
Site Plan Control (Complex):		Application Fee:	\$3,000.00	Deposit Fee:	\$6,000.00
Site Plan Control – Amendments:		Application Fee:	\$300.00	Deposit Fee:	\$700.00
Subdivision Agreement:		Application Fee:	\$10,000.00	Deposit Fee:	\$15,000.00
Review of Draft Plan of Subdivision or Condominium:		Application Fee:	\$6,000.00	Deposit Fee:	\$5,000.00
Pre-Servicing Agreement:		Application Fee:	\$7,000.00	Deposit Fee:	n/a

**Roll No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. Legal Description of Property					
Lot No:				Plan/Concession No:	
Civic No:		Street Name:			
Frontage:		Depth:		Area:	

2. Owner's Information			
Name:			
Email:			
Address:			
Phone No:		Cell Phone:	

3. If Applicant is other than Owner			
Name:			
Email:			
Address:			
Phone No:		Cell Phone:	

4 Property & Building Information			
Current Zoning:			
Official Plan Designation:			
Is this property subject to other applications pursuant to the Planning Act?			
Zone Change?		Land Severance?	
Minor Variance?		Official Plan Amendment?	
Other?			
Current Use of Property:			
Proposed Use of Property:			
Current Use of Building(s):			
Proposed Use of Building(s):			

#### 5. Application Fee

The applicant submits with the application the fee in the amount of \$ \_\_\_\_\_  
 No assurance is given that the payment of the fee will result in approval. The application will be processed according to the policy of council.

#### 6. Submissions

Submissions are to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale.  
 PDF submissions shall have layers unlocked to permit mark-ups and additional notes.

#### 7. Authorization of Applicant

The undersigned hereby applies to the Council of the Township of Wellington North for approval under the Planning Act, R.S.O. 1990, c. P. 13 and in accordance with Township By-laws on lands described in this application.

**Owner / Authorized Agent:**

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 DATE

<b>Authorization for Agent (If Required)</b>
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I / we \_\_\_\_\_

The Registered Owners of: \_\_\_\_\_

Hereby authorize: \_\_\_\_\_

To act as agent for the Development Control Application which deals with the above noted lands.

_____	_____
Print Owners Name	Signature of Owner

_____	_____
Print Owners Name	Signature of Owner

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 202\_\_\_\_\_

<b>For Office Use:</b>
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Date:	Amount Rec'd	\$
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## WELLINGTON NORTH

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Potential Required Reports & Studies, but not necessarily be limited to the following:

Planning Report	
Environmental Impact Study (EIS)	
Source Water Protection / Geotechnical Investigation / Soil Report / Hydrogeological Investigation	
Servicing Design Brief or Functional Servicing Report	
Preliminary Grading Plan	
Water Distribution Report	
Stormwater Management Report (SWM)	
Transportation Impact Study (TIS)	
Environmental Site Assessment (ESA) Subdivision	
Archaeological Assessment	
Heritage Impact Assessments and Conservation Plan	

Helpful Links:

- [Community Growth Plan](#)
- [Municipal Servicing Standard](#)
- [Sewage Allocation Policy](#)
- [Zoning By-law](#)
- [Zoning By-law Amendment Application](#)
- [Minor Variance Application](#)



**WELLINGTON NORTH**  
SEMPER PORRO

## THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

### DEPOSIT AGREEMENT

The undersigned applicant for *(Please check appropriate item)*:

Condominium Agreement:	Development Agreement:
Pre-Servicing Agreement:	Review of Draft Plan of Subdivision or Condominium:
Site Plan Control - Amendments	Site Plan Control (Complex)
Site Plan Control (Minor):	Subdivision Agreement:

hereby agrees with the Corporation of the Township of Wellington North (the “municipality”) that he/she shall forthwith pay to the municipality’s Treasurer a deposit in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ ) to assure the municipality that all applicable planning fees and costs shall be paid promptly.

The undersigned applicant acknowledges and agrees that:

1. The deposit monies shall be placed in trust with the municipality;
2. The deposit or any remaining balance shall only be refunded upon final disposition of the planning application, including all appeals related thereto;
3. The Township may disburse funds from time to time from the deposit monies in order to pay third party fees (e.g. engineering, legal, planning, township staff technical review) incurred by the Township during the review of the application. The applicant may be required to top up the deposit, at the discretion of the Township. If the applicant fails to replenish the deposit within thirty (30) days of the request by the Township, the Township shall cease any further processing of the planning application until such time as the originally required deposit has been replenished. The Township will provide an itemized statement listing all transactions when any such request is made and when the file is closed;
4. If any Official Plan Amendment, Zoning By-law or Zoning By-law amendment, passed by the Township, is appealed to the Ontario Municipal Board by any person other than the applicant, the applicant shall pay a further deposit of Five Thousand Dollars (\$5,000.00), said deposit to be given to the Township either by way of cash or a letter of credit prior to the amending by-law being forwarded to the Ontario Municipal Board. Any unused portion of said deposit shall be refunded to the applicant after all Township expenses have been paid. If the total costs incurred by the municipality in defending the application before the Ontario Municipal Board

exceed the Five Thousand Dollars (\$5,000.00), the applicant agrees to pay the additional costs, and

- 5. The required deposit amount is based on the Township of Wellington North's Fees and Charges By-law for Planning Applications, a copy of which Schedule is attached hereto and forms a part of the deposit agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

**TOWNSHIP OF WELLINGTON  
NORTH**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Development Clerk / Clerk  
/ Deputy Clerk and/or  
Treasurer/Deputy Treasurer.

**SIGNATURE OF OWNER REQUIRED (IF DIFFERENT FROM APPLICANT)**

I/We, \_\_\_\_\_  
(property owner(s) for the planning application)

hereby authorize any monies refundable be paid to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner(s)

**SCHEDULE "F"**  
**PLANNING**  
**Effective January 1, 2022**

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance	\$2,000.00	
Zoning Amendment	\$9,000.00	
Pre-servicing Application	\$7,000.00	
Holding Zone Removal By-law	\$1,000.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	\$1,000.00	
Certificate of Compliance	\$130.00	
Plan of Subdivision/Condominium, Site Plan and Development Agreements		
Part Lot Control	\$1,000.00	
Clearances for Severance Conditions	\$130.00	
Cash in Lieu of Parkland	\$2,000.00 per lot or part lot	
Fee for services provided by Municipal employees	\$50.00 (per hour, per employee)	
Copy of Zoning By-law	\$30.00	
	<b>DEPOSIT (refundable)</b>	<b>ADMINISTRATION (not refundable)</b>
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$15,000.00	\$10,000.00
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment	\$5,000.00	\$6,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> <li>• Minor</li> </ul>	\$3,500.00	\$2,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> <li>• Complex</li> </ul>	\$6,000.00	\$3,000.00
Site Plan Control Amendments	\$700.00	\$300.00
Lot Grading/surface Works Security Deposit	\$1,900.00	\$100.00
Development Agreement	\$5,000.00	\$2,000.00

### **DEPOSITS**

- Deposits less the disbursement fees and third party fees will be refunded.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors, township staff technical review, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.

The Clerk/Deputy Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.