



COUNTY OF HURON - INSTRUCTIONS FOR CONDOMINIUM APPLICATIONS

**THE CORPORATION OF THE COUNTY OF HURON - PLANNING AND DEVELOPMENT DEPARTMENT
COURT HOUSE, GODERICH, ONTARIO, N7A 1M2**

Detach and retain this page for future reference.

1. This process pertains to the following types of applications:
 - i) Standard Condominium Application;
 - ii) Amalgamated Condominium Application;
 - iii) Common Elements Condominium Application;
 - iv) Phased Condominium Application;
 - v) Vacant Land Condominium;
 - vi) Leasehold Condominium.

2. The fee for all types of Condominium Application is:
 - 1 to 10 lots/blocks/units - \$4,000
 - 11 or more lots/blocks/units - \$4,000 + \$100 per lot/block/unit to a max. of \$6,000

- STEPS IN THE PROCESS**
- Step 1 Applicants who are not familiar with the County process or who require assistance or information to complete the application are encouraged to meet with County planning staff prior to submitting an application.
 - Step 2 Application Form is submitted to the above address with a cheque for the required fees and an authorization letter if applicable. Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant.
 - Step 3 Formal Pre-Consultation meeting with assigned Planner and Municipal Staff.
The purpose of the meeting is to:
 - i) Review application and information submitted;
 - ii) Identify key issues in processing;
 - iii) Identify any concurrent applications required;
 - iv) Identify any studies that have to be completed prior to acceptance of an application; and any studies that may be required prior to the approval of development; and,
 - v) Identify staff contacts.
 - Step 4 Application Reviewed & Accepted (applicant notified of complete application)
- Timelines for processing are established
 - Step 5 Application circulated to Local Municipalities, Departments, Agencies and the Public (as necessary)
 - Step 6 Public Meeting held at Local Municipality
 - Step 7 Resolution from Local Council supporting application and proposed draft conditions
 - Step 8 Huron County Planning, Agriculture and Public Works Committee Meeting and Recommendation to Huron County Council
 - Step 9 Approval Authority (Huron County Council) draft approval or refusal of application
 - Step 10 Notice of Approval Authority Decision circulated
 - Step 11 Appeal period
 - Step 12 Begin fulfilling conditions
 - Step 13 Final Approval

NOTE TO APPLICANTS: A complete submission including all applicable requested information and fees will be required prior to an application being accepted for processing. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning and Development Department will be mailed to the applicant and agent. Application fees will not be refunded once substantial work has been undertaken.

NOTE:
Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.
All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.
In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

CONDOMINIUM APPLICATION FORM

FOR APPLYING FOR APPROVAL UNDER SECTION 51 OF THE PLANNING ACT PURSUANT TO SECTION 9 OF THE CONDOMINIUM ACT

OFFICE USE ONLY			
File Number: _____	Related File Number(s): _____		
Date Received: _____ Date Accepted: _____	Amount Paid: \$ _____		
<p style="text-align: center;"><u>Application Type</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Standard Condominium <input type="checkbox"/> Amalgamated Condominium <input type="checkbox"/> Common Elements Condominium <input type="checkbox"/> Phased Condominium </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Vacant Land Condominium <input type="checkbox"/> Site Plan Approval in Process or Granted <input type="checkbox"/> Site Plan Attached for Concurrent Processing <input type="checkbox"/> Leasehold Condominium </td> </tr> </table> <p style="text-align: center;"><u>Concurrent Applications Filed</u></p> <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Other (Specify) _____		<input type="checkbox"/> Standard Condominium <input type="checkbox"/> Amalgamated Condominium <input type="checkbox"/> Common Elements Condominium <input type="checkbox"/> Phased Condominium	<input type="checkbox"/> Vacant Land Condominium <input type="checkbox"/> Site Plan Approval in Process or Granted <input type="checkbox"/> Site Plan Attached for Concurrent Processing <input type="checkbox"/> Leasehold Condominium
<input type="checkbox"/> Standard Condominium <input type="checkbox"/> Amalgamated Condominium <input type="checkbox"/> Common Elements Condominium <input type="checkbox"/> Phased Condominium	<input type="checkbox"/> Vacant Land Condominium <input type="checkbox"/> Site Plan Approval in Process or Granted <input type="checkbox"/> Site Plan Attached for Concurrent Processing <input type="checkbox"/> Leasehold Condominium		

<p>A COMPLETE APPLICATION includes the information listed below.</p>		
<p>If this information which is needed to review the application is not submitted with the application form, <i>it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.</i> Please provide:</p>		
<ul style="list-style-type: none"> – 20 copies of the completed application form and declarations; – 20 copies of the draft plan completed as required under Section 51(17) of the <u>Planning Act</u> (see schedule APP-2); – 1 – 8.5 x 11 copy of the draft plan; – Application Fee(s) made payable to the Treasurer, County of Huron; – Letter of Authorization if the owner is not the applicant and/or the owner has not signed the face of the draft plan; – A cd or an electronic file containing the plan of condominium in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers or GIS format shape file. <i>The file must be tied to the County's geographic projection NAD83 UTM (Zone 17N).</i> <p>Please list the reports or studies that accompany this application (and supply 3 copies of each):</p> 		
<p><u>THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:</u></p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;"> Huron County Planning & Development Department, Court House, Goderich, Ontario N7A 1M2 </td> <td style="width: 40%; vertical-align: top; text-align: right;"> Telephone: (519)524-8394 x 3 Facsimile: (519)524-5677 </td> </tr> </table>	Huron County Planning & Development Department, Court House, Goderich, Ontario N7A 1M2	Telephone: (519)524-8394 x 3 Facsimile: (519)524-5677
Huron County Planning & Development Department, Court House, Goderich, Ontario N7A 1M2	Telephone: (519)524-8394 x 3 Facsimile: (519)524-5677	

Please Refer to Ontario Regulation 196/96 for Section Reference

PART I

Applicant Information			
1a) Complete the information below and indicate <u>one</u> contact as the Prime Contact.			
<i>All communications will be directed to the Prime Contact with a copy to the owner.</i>			
Registered Owner(s)	Name	Address	Phone/Fax/E-mail
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Applicant(s)/	_____	_____	_____
Agent	_____	_____	_____
Ont. Land Surveyor	_____	_____	_____
	_____	_____	_____
1b) Which of the above is the Prime Contact? _____			

Description of Land	
2a) Municipality _____	Ward _____
2b) Lot(s) _____	Concession(s) _____ Registered Plan No. _____
2c) Street Address/911 # _____	
2d) Location and area of land adjoining or adjacent to lands to be registered as a condominium in which the owner has an interest	_____

Easements	
3 a)	Are there any easements or restrictive Covenants affecting the subject lands? YES _____ NO _____
b)	If YES, describe the easement or Covenant and its effect.

Previous Applications	
4 a)	Has the subject land ever been the subject of a previous application for approval of a plan of condominium? YES _____ NO _____ If YES, please indicate the file number and decision made on the application. _____
b)	Has the subject land ever been the subject of a previous application for approval of a plan of subdivision? YES _____ NO _____ If YES, please indicate the file number and decision made on the application. _____
c)	Has the subject site ever been the subject of a previous application for approval of a consent to sever? YES _____ NO _____ If YES, please indicate the file number and decision make on the application. File Number: B. _____ / _____

Proposed Land Use

Please fill out the table below:

PROPOSED USES	5	6		7	8	9
	No. of Units or Dwellings	No. of Lots/Blocks (as labelled on plan) Condo Units		Net Area In Hectares	Density Proposed (Specify Units Per Hectare)	Number of Parking Spaces
		Lots	Blocks			
RESIDENTIAL						
Detached Dwellings						
Semi-detached Dwellings						
Row, Townhouse (Multiple Attached) Dwellings						
Apartments Residential						
- 2 bedrooms or more						
- less than 2 bedrooms						
* Other (Residential) -See Section 10						
NON-RESIDENTIAL						
Neighbourhood Commercial					Nil	
Other Commercial					Nil	
Industrial					Nil	
Local and Community Park	Nil				Nil	Nil
Open Space and Hazard Lands	Nil				Nil	Nil
Institutional (Specify)-See Item 10					Nil	
Road Allowances	Nil				Nil	Nil
* Other (Specify)-See Item 10	Nil				Nil	
TOTAL						

Proposed Other Use Descriptions

10. Provide a description of use _____
 Other Residential _____

 Institutional _____

 Other Uses _____

Provincial Policy

11. Is the plan consistent with provincial policy statement issued under subsection 3 (1) of the Planning Act?
 YES _____ NO _____ UNKNOWN _____

Official Plan

12. a) What is the land use designation of the site in the approved Official Plan?
 b) Does the proposal conform? YES _____ NO _____
 c) If NO has a separate application for an Official Plan Amendment been made? YES _____ NO _____
 FILE # _____

Zoning Applications Under Planning Act

13. a) What is the current zoning of the subject lands?

 b) Does the proposed plan conform to the existing zoning? YES _____ NO _____
 c) If NO, have you made a concurrent application for rezoning? YES _____ File # _____

Other Applications Under Planning Act

14. Have you made any other application for the subject lands? YES _____ NO _____

If YES, please indicate

- | | | | |
|--------------------------|------------------|--------------|--------------|
| <input type="checkbox"/> | Part Lot Control | File # _____ | Status _____ |
| <input type="checkbox"/> | Minor Variance | File # _____ | Status _____ |
| <input type="checkbox"/> | Site Plan | File # _____ | Status _____ |
| <input type="checkbox"/> | Other (Specify) | File # _____ | Status _____ |

Access

15. Access to the subject lands will be by: Provincial Highway Assumed Municipal Street
- Private Street (not usually permitted) County Highway
- Other (Specify) _____

Water

16. Water supply will be provided to the subject lands by;

- Municipal piped water YES ___ NO ___
- Private communal well YES ___ NO ___
- Individual wells for each lot YES ___ NO ___
- Other (Specify) _____

16.b) If the plan proposes more than five lots or units on privately owned & operated individual or communal wells, the applicant must submit:

- servicing options report; and
- hydrogeological report

16.c) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, the applicant must submit:

- servicing options report; and
- hydrogeological report

Sewage Disposal

17. Sanitary/Sewage disposal will be provided to the subject lands by;

- Municipal sanitary sewers YES ___ NO ___
- Private communal collection and YES ___ NO ___
- Individual septic system for each lot YES ___ NO ___
- Other (Specify) _____

17. b) If the plan would permit development of five or more lots or units on privately owned and operated individual or communal wells or septic systems, the applicant must submit:

- servicing options report; and
- hydrogeological report

17.c) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal wells or septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant must submit:

- servicing options report; and
- hydrogeological report

Storm Drainage

18a) Storm Drainage will be provided by:

- Connection to Municipal Storm Sewer YES ___ NO ___
- Connection to Municipal Drain YES ___ NO ___
- Name of Municipal Drain _____
- Swales, ditches YES ___ NO ___
- Other (Specify) _____

18b) A conceptual stormwater management plan has been completed for the subject lands YES ___ NO ___
 If yes:

 Name of Study _____
 Completed by _____
 Date of Study _____

Building History

19 a) Has the Municipality approved a site plan under the Planning Act? YES ___ NO ___
 File No. _____

b) Has a development agreement been entered into and registered on title? YES ___ NO ___
 Instrument/LT Number _____

c) Has a building permit been issued? YES ___ NO ___

d) Is the proposed development under construction? YES ___ NO ___

e) Has the proposed development been completed? YES ___ NO ___
 If yes, please indicate date of completion _____

f) Is the proposed condominium a conversion of a building containing residential rental units? YES ___ NO ___
 If yes, please indicate the number of residential units to be converted _____

Note: Conversions of existing rental residential units to condominium are required to comply with the Tenant Protection Act

Archaeological Assessment

20. Does the subject land contain any area of archaeological potential? _____
 If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the applicant must submit:

a) 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*; and
 a conservation plan for any archaeological resources identified in the assessment.

Completion/submission of the following with the application will assist the County in performing a timely and complete review of the subject proposal. If this information is not submitted, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application maybe refused.

SECTION A Requirements for Specific Condominium Types Provide information for the type of condominium that is the subject of this application. Check one box <u>ONLY</u>	
<input type="checkbox"/>	<p><u>Standard Condominium</u></p> <ul style="list-style-type: none"> Is the development to be registered as more than one condominium corporation? YES ____ NO ____ If yes, provide a summary outline of the number of units to be included in each condominium corporation. _____ _____
<input type="checkbox"/>	<p><u>Amalgamated Condominium</u></p> <ul style="list-style-type: none"> Attach to the application a table including the existing (and, proposed if applicable) door point addresses, current condominium plan and legal unit numbers, and proposed legal unit numbers. Table attached? YES ____ NO ____ Attach to the application a plan showing the geographic relationship between the condominium corporations proposed to be amalgamated. Plan attached? YES ____ NO ____
<input type="checkbox"/>	<p><u>Common Elements Condominium</u></p> <ul style="list-style-type: none"> Indicate the proposed use of the common element condominium. _____ _____ Attach to the application a plan showing the freehold properties (existing or proposed), proposed to become the Parcels of Tied Land and their geographic relationship to the common elements condominium. Plan attached? YES ____ NO ____ Are the proposed Parcels of Tied Land owned by parties other than the owner or applicant for this plan of condominium? YES ____ NO ____ If yes, provide a signed certificate of each of the owners of the proposed Parcels of Tied Land, consenting to the submission of the application and the registration of the condominium corporation. Certificates attached? YES ____ NO ____
<input type="checkbox"/>	<p><u>Phased Condominium</u> (resulting in one condominium corporation)</p> <ul style="list-style-type: none"> Provide a summary outline of the number of units and common elements to be included in each phase and any common elements to be made available in subsequent phases. _____ _____ _____
<input type="checkbox"/>	<p><u>Vacant Land Condominium</u></p> <ul style="list-style-type: none"> If a site plan application has not been submitted, attach a site plan to this application. Site Plan attached? YES ____ NO ____ If no, explain why a site plan is not attached _____ _____ Check the classification that best describes this proposal: <ul style="list-style-type: none"> <input type="checkbox"/> <u>infill</u> or redevelopment, or development of a multiple family block in an existing plan of subdivision <input type="checkbox"/> <u>greenfield</u> development of lands not previously approved for development (go to Section B) <p style="text-align: right;"><i>Continue on next page</i></p>

- For greenfield type developments, if public road dedications or conveyances to the Municipality or other agencies are required by the Official Plan, or good planning practices, a subdivision plan may be required as part of this submission. It is strongly recommended that the owner/applicant/agent meet with the Planning Department.
- Is this vacant land condominium proposed to be registered as more than one plan of condominium?
 YES ____ NO ____

If yes, provide on the face of the proposed draft plan the boundaries of each proposed condominium corporation and the order in which they will be registered.

Information provided on the draft plan? YES ____ NO ____

SECTION B
(to be completed for all types of condos)

Current and Previous Use of the Subject Land and Surrounding Area

1. What is the current and previous use of the subject land?
 Current Use _____
 All previous known uses: _____
2. Has there been an industrial or commercial use, gas station, petroleum or other fuel storage on the subject land or adjacent land at any time?
 YES ____ NO ____ LAST YEAR OF USE _____
 If Yes, specify the use _____
3. Has the grading of the subject land been changed by adding earth or other material?
 YES ____ NO ____ UNKNOWN _____
4. Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?
 YES ____ NO ____
5. What information did you use to determine the answers to the above questions?

6. If Yes to 2, 3, or 4, a soils investigation study including previous use inventory is required showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.
 Report attached? YES ____ NO ____
7. **Significant Features Checklist (see next page)**
 Check through the list on the following page. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

SECTION C

Affordable Housing Information

For applications that include permanent housing (i.e. not seasonal) fill in the following information:
 For example: Semi detached 10 units; 93 sq. m; \$95,000 - \$105,000; ownership; 100%

1. Housing Type (i.e. detached dwelling, semi detached, multiple attached, apartment) _____
2. Number of Units: _____
3. Unit Size (sq.m) _____
4. Estimated Price/Rent per Month _____
5. Tenure: _____
6. % of Affordable Units: _____

COUNTY OF HURON – CONDOMINIUM APPLICATION FORM

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES %	NO %	UNKNOWN %	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹				___ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²				___ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres				___ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				___ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				___ metres	Evaluate impacts within 100 metres.
Controlled access highways or freeways, including designated future ones				___ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				___ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				___ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				___ metres	Will the corridor be protected? Noise Study prepared? Traffic Impact Study?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				___ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				___ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				___ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				___ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				___ metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites ⁴				___ metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				___ metres	Development to comply with the Minimum Distance Separation Formulae and O. P. policies.

1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

SCHEDULE APP-2

Mapping Information Requirements See Section 51(17) of Planning Act

Attach full size 20 prints (and 1 – 8.5x11 copy) of a draft plan of condominium showing: (all measurements, scales, etc. must be metric)

- the boundaries of the land to be registered as a condominium or portion certified by an Ontario Land Surveyor
- Ontario land surveyor's name, signature and date of signature
- map scale
- legend
- north marker
- name of person or firm who prepared the plan
- date plan prepared and dates with details of any revisions
- dimensions and layout of the proposed units and common elements clearly delineated and roads, lots and blocks, including walkways, school sites and park blocks, if any
- on a key map on the draft plan of condominium
 - all adjacent land owned by the applicant or in which applicant has an interest
 - all subdivisions/condominiums adjacent to the proposed condominium corporation
 - boundaries of the proposed condominium corporation and boundaries of the township lots or original grants that include any part of the proposal
- proposed use of the condominium units (e.g. Single detached residential, townhouse, apartment, commercial, etc.)
- existing land use on the site and on adjacent lands
- the approximate dimensions and layout of the proposed units, common elements, building envelopes for vacant land condominium corporation, including gross floor area and elevations showing multiple storeys and/or "typical units".
- natural and artificial features within or adjacent to the property
 - existing buildings and structures to be retained or demolished
 - active or inactive railways, rail rights-of-way
 - highways and other roads
 - watercourses (lakes, streams, ponds, wetlands, etc.)
 - flood plains/flood elevations, flood lines, fill lines, top of slope lines
 - woodland
 - significant plant and wildlife habitat (including ESA's & ANSI's)
 - drainage courses, retention ponds (natural or man-made)
 - archaeological or historic features
- existing services (where information is readily available from the municipality or service agency)
 - waterlines and sewer
 - main hydro lines
- soil type (including porosity)
- contours and elevations
- domestic water supply (if not municipal water)
- restrictive covenants and easements affecting the site
- lot and concession/registered plan number/street address
- site area, residential density, and building coverage
- owner's name(s), signature and date of signature¹ OR Authorized Individual - (See below for acceptable wording)
- A cd or electronic file containing the plan of condominium in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features separated into different layers or GIS format (shape file).

The file must be tied to the County's geographic projection NAD83 UTM (Zone 17N)

NOTE: All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others if all owners do not sign the plan. ***If any registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.***

