SUBDIVISION/CONDOMINIUM APPLICATION FORM
(ATTACH CITY OFFICIAL PLAN AMENDMENT/REZONING APPLICATION IF APPLICABLE)

For applying For Approval Under Section 51 of The Planning Act and Section 50 of The Condominium Act

OFFICE USE ONLY	**File Name:**
City File Number:	**Regional File Number:**

APPLICATION TYPE

- [x] Subdivision
- [x] City Official Plan Amendment (Additional form required
- [ ] Condominium
- [ ] Condominium Exemption
- [ ] Zoning By-law Amendment (Additional form required)

1. **A COMPLETE APPLICATION includes** both prescribed and required information:

   Information Prescribed by O. Reg. 544/06 is mandatory, must be provided and is indicated in *italics*. All declarations are mandatory.
   Required information (normal type) is necessary for efficient processing and a proper planning evaluation. Without it, the application could be refused.

Please Attach:

1.1 ___ 1 original of the completed application form and declaration; 20 copies of the application form for subdivisions and 10 copies of the application form for condominiums

1.2 ___ 35 copies of the draft plan of subdivision with key maps; 10 copies of a draft plan of condominium with key maps, (folded to 8-1/2" x 14" size); The plan of subdivision map is to contain information required under Section 51(17) of the Planning Act, as well as: legend, map scale, boundary of property to be subdivided, north marker, address, registered plan number, lot and concession, date plan prepared and date of any revisions, name of person or firm who prepared the plan, all landowners names, signatures and date, and the Ontario land surveyor's name, signature and date.

1.3 ___ Application Fees;

1.4 ___ Preconsultation Form signed by the City and Region;

1.5 ___ required copies of all supporting technical and background information reports shown as listed on the Preconsultation Form and this application form; (In addition, please provide a CD containing PDF versions of all technical reports.)

1.6 ___ Digital Map File (Two copies of GIS Shape File or AutoCAD 2007 or earlier, on CD)

Please list the reports or studies that accompany this application (and supply copies of each as outlined in the preconsultation form and notes).

2. LOCATION OF LAND

2.1 *General Description* Millcroft Golf Club in the Millcroft Community located in the City of Burlington

2.2 *Lot(s)/Block(s)* 8&9 / 123 *Concession(s)* 1 *Registered Plan No.* 20-M-868

2.3 *Street Address (if appropriate)* N/A

2.4 *Are there any easements or restrictive covenants affecting the subject lands? YES* ✓ *NO* __
If YES, describe the easement or covenant and its effect Yes, please see draft Plans for Area H Easement

3. APPLICANT INFORMATION

3.1 Complete the information below and indicate one contact as the Prime Contact. All communications will be directed to the Prime Contact.

NAME	ADDRESS	PHONE/FAX
*Registered Owner(s)** Millcroft Greens Corporation		*Bus.* *Fax* *E-Mail/www:* *Home*
Applicant(s) Millcroft Greens Corporation		*Bus.* *Fax* *E-Mail/www:* *Home*
Agent (eg. Planning Consultant) Elizabeth Howson (PC)	600 Annette Street Toronto, Ontario M6S 2C4 Canada	*Bus.* *Fax* 416.487.5489 *E-Mail/www:* howson@mshplan.ca *Home* 416.487.4101 x307
Solicitor		*Bus.* *Fax* *E-Mail/www:*
Other (Specify)		*Bus.* *Fax* *E-Mail/www:*

3.2 Which of the above is the Prime Contact? _____

4. PROPOSED LAND USE *Please fill out the table below:*							**This Section For Condominium Applications Only**	
PROPOSED USES	**No. of Residential Units**	**No. of Lots /Blocks (as labeled on plan)** **Lots**	**Blocks**	**Area in Hectares**	**Density Proposed (Specify Units per Hectare)**	**Parking Provided**	**Floor Cover - age m^2**	**Bedroom Count (Specify by No. of residential Units)**
RESIDENTIAL								
Detached Dwellings	73	73	21	8.91				
Semi-detached Dwellings								
Row, Townhouse (Multiple Attached) Dwellings	65	0	28	2.69				
Apartments Residential *- less than 2 bdrms* *- 2 bdrms or more*								
Other (Specify)								
NON-RESIDENTIAL								
Neighbourhood Commercial								
Other commercial								
Industrial								
Local and Community Park						N/A		
Open Space and Hazard Lands						N/A		
Institutional (Specify)								
Road Allowances						N/A		
Other (Specify)								
TOTAL								

5.0 ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY:

New Building

a) Has the City of Burlington approved a site plan? YES _____ NO _____

Site Plan File # _____

b) Has a site plan agreement been entered into? YES ___ NO ___

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

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

e) If construction is completed, indicate date of completion _____

Existing Building

a) Is this a conversion of an existing building containing rental residential units?

YES ___ NO ___

Date of Construction of existing building _____

If YES, indicate the number of units to be converted. _____ Units

b) Have the existing tenants been surveyed for their position on the proposed conversion?

YES _____ NO _____

If YES, provide the results of the survey. (attach material if necessary)_____

_____

c) The applicant is advised that an Engineering report, indicating the structural integrity of the building(s) proposed to be converted may be required as part of the processing of the application.

6.0. STATUS OF OTHER PLANNING APPLICATIONS

6.1 a) What is the land use designation of the site in the approved Regional Official Plan?

Urban Area, Regional Natural Heritage System

b) Has a separate application for a Regional Official Plan (and/or Provincial Plan) Amendment been made? YES ___ NO ✓ FILE # _____
OTHER ___(explain)

6.2 a) What is the land use designation of the site in the Burlington Official Plan?

Natural Heritage System, Major Parks and Open Space in Official Plan 2020 and Major Parks and Open Space in Official Plan 1997

b) Has a separate application for a City Official Plan Amendment been made?
YES ✓ NO ___

OTHER (explain)_____

6.3 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent?

YES ___ NO ___ UNKNOWN ✓. If YES, and if known, indicate the application file number and the decision made on the application.

6.4 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, Official Plan, zoning by-law or zoning order amendment application?

YES ✓ NO ___ UNKNOWN ___ If YES, and if known, indicate the file numbers and the status of the applications.

Submission is being made with this application

6.5 Does the proposal conform with the existing: Regional Official Plan? YES ✓ NO _____
Burlington Official Plan? YES _____ NO ✓

NOTE: Section 7 of this application deals with all of the Servicing aspects of the proposal. Does this proposal conform with all servicing policies (i.e. phasing plans) of the approved Burlington and Region of Halton Official Plans?
YES ✓ NO _____

6.6 a) What is the existing zoning of the subject lands? Open Space O1

Does the proposal conform to the existing zoning? YES _____ NO ✓

b) Has a separate application for a zoning by-law amendment been made?
YES ✓ NO ___

7. *SERVICING*

	Yes	No	Studies Required	Attached
Water Supply and Sewage				
a) Public Services: (are the responsibility of the Region of Halton)				
7.1 municipal sanitary sewers	✓		none	N/A
7.2 municipal piped water	✓		none	N/A
b) Private Services:				
7.3 Wells and/or septics for a residential subdivision, with five or more lots (or units)	✓		-Hydrogeological Study -Servicing Options Report	
7.4 Wells and/or septics for a residential subdivision only, with six or more lots (or units)	✓		-Justification Study - including information on known water quality problems, depth of overburden, and soil types	
7.5 Any development on individual private services not covered in 6.3 and 6.4		✓	-Hydrogeological Study	
*7.6 Septics for a residential subdivision only, with fewer than five lots (or units), and 4500 litres of effluent **or less** produced per day*		✓	-Hydrogeological study	
*7.7 Septics for a residential subdivision only, with fewer than five lots (or units), and **more than** 4500 litres of effluent produced per day*		✓	-Hydrogeological Study -Servicing Options Report	
***Storm Drainage** (is the responsibility of the City)*				
7.8 sewers	✓		Stormwater Management Study	
7.9 ditches, swales		✓		
7.10 other (specify)		✓		
Roads and Access				
7.11 public road		✓	Traffic Management Study may be required (see Pre-consultation form)	
7.12 private road	✓		not usually permitted	n/a

8. LAND USES FOR THE SITE AND SURROUNDING AREA

8.1 Location and area of land adjoining or adjacent to lands to be subdivided in which the owner has an interest

Please refer to PJR

8.2 What is the current use of the Subject land? Open space, Golf course

8.3 What were the previous uses of the Subject land, if known?

N/A

8.4 Are the water, sewage and road works associated with the proposed development subject to the provisions of the Environmental Assessment Act? YES ✓ NO _____

8.5 Subsurface Rights

Are the subsurface rights and the surface rights to the property held by the same owner?
YES ✓ NO __

If the answer is NO, who owns the subsurface rights? _____
(Please have the owner complete the declaration on page 12)

8.6 Does the subject land contain any areas of archaeological potential, or will the plan permit development of land that contains known archaeological resources or areas of archaeological potential?

YES ✓ *NO* _____

If YES, attach an Archaeological Assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI of the Ontario Heritage Act ***and*** *a Conservation Plan for any archaeological resources identified in the assessment.*

9. PROVINCIAL POLICY

9.1 *Is the subject land within an area designated under any of the following Provincial Plan(s)?*

Greenbelt Plan _____ Niagara Escarpment Plan_____

Growth Plan for the Greater Golden Horseshoe_____ Parkway Belt West Plan_____

Attach a Planning Justification Report which explains how the requested application conforms to or does not conflict with the applicable Provincial Plan(s)

Indicate pages in the report on which this discussion takes place: _____

9.2 Attach a Planning Justification Report which explains how the requested application is consistent with the Comprehensive Provincial Policy Statement.

Indicate pages in the report on which this discussion takes place: Section 3.2 PPS 2024 and Table 1

10.0 PRELIMINARY ENGINEERING INFORMATION

If Regional services are proposed, or existing please submit a Pre-engineering Report satisfactory to the Region of Halton (8 copies) with the necessary drawings which indicate the proposed or existing overall servicing scheme and which also covers the following points:

Sanitary Sewers:

a) Location of existing sewers on/or adjacent to the proposed development.
b) If the land to be developed is 2ha or more, what will be the influence on trunk and semi-trunk mains in the area?
c) Will existing installations have to be adjusted or relocated to serve the proposed development?

Watermains:

a) Location of existing watermains on/or adjacent to the proposed development.
b) If development presents a major increase in demand, what effect is anticipated on the existing serviced area?
c) If lands beyond the proposed development are to be serviced through this development, suitable arrangements are to be indicated.
d) Will existing installations have to be adjusted or relocated to serve the proposed development?
e) Identify the pressure zones within which the proposed development lies.
f) Indicate the existing level of fire protection adjacent to the proposed development and the expected level of fire protection to the proposed development (static and residual pressures and expected flows).

Storm Sewers:

a) Indicate the quantity and direction of drainage.
b) For open ditches, indicate culverts, their size and the ditch inverts.
c) Show all topography within a 46 metre radius of the proposed streets.
d) Show all square iron bars and monuments.

CITY OF BURLINGTON

DECLARATION

This must be completed by the Applicant for the proposed development site.

I, _____ *of the* City of Burlington
(name of applicant) *(name of City, Town, Township, etc.)*
in the Region/County/District of Halton *do solemnly declare that all of the statements contained in the application* _____
Milcroft Draft Plan of Subdivision
(description)

and all supporting documents are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act".

Declared before me at:

Region of Halton *in the*
Region/County/District of
(municipality)

City of Burlington *this* 5 *day of*

June,.

Scott Bland
Signature of Applicant

Millcroft Greens Corporation
Please Print Name of Applicant

_____
Commissioner of Oaths

OWNER'S AUTHORIZATION ***(If the Owner is NOT the Applicant)***
(If Multiple Owners, An Authorization Letter From Each Owner Is Required)

PLEASE PRINT

If an agent is employed, the owner(s) must complete the following (or provide similar authorization on the face of the draft plan):

I, (we) _____,
being the
(name(s) of owner, individuals or company)
registered owner(s) of the subject lands, hereby authorize _____
_____
(name of agent)
to prepare and submit a draft plan of subdivision/condominium for approval.

_____ _____
Signature *Day* *Month* *Year*

OWNER'S PERMISSION TO ENTER SITE

I, Millcroft Greens Corporation *(print owner's name), being the registered property owner of the above noted property, hereby irrevocably authorize and consent to Region of Halton & City of Burlington staff to entering upon the above noted property at any reasonable time for the purpose of evaluating the merits of this application.*

I have the authority to bind the Corporation, if applicable.

Scott Bland

Owner's Signature

5 *Day* June *Month* 2026 *Year*

COMPLETE APPLICATION REQUIREMENTS

I, Millcroft Greens Corporation (name of applicant), declare that all of the following information specified has been submitted with this application.

- ☐ Pre-consultation Form completed in conjunction with appropriate Planning staff
- ☐ 8 copies of the completed application form (including 1 with original signatures)
- ☐ All required information/reports and number of copies specified on the Pre-Consultation Form including USB drives containing accessible PDF versions of all information/reports
- ☐ All digital files shall be named using the file naming protocol as specified on the Pre-Consultation Form.

Scott Bland

Applicant's Signature

5 Day June Month 2026 Year

This information will be used to consult with various interested agencies. Where the scale or nature of the land use changes appear to require a large number of agencies to be consulted, additional copies of the application may be required.

APPLICANT'S CONSENT

In accordance with the provisions of the Planning Act, it is the policy of the City of Burlington to provide public access to all development applications and supporting documentation.

_____ (*print name of applicant or agent*) agrees and acknowledges that this application and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, _____ (*the applicant or agent*) hereby consents to the City photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

_____ _____

Signature Day Month Year

Subdivision/Condominium File No._____

AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS

if different from the Owner above

I, _____, owner of the subsurface rights for the subject property, am aware of this application and consent to it.

_____ _____

(signature) (date)

_____

(address)

_____

_____

_____ _____

Telephone Number Facsimile Number

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

City of Burlington
Community Planning Department
426 Brant Street, Second Level
P.O. Box 5013
Burlington, Ontario
L7R 3Z6

Telephone Number: (905) 335-7642
Facsimile Number: (905) 335-7880
Internet Address: www.burlington.ca