

File No:	Date of Receipt:
Town Fee (\$):	Regional Fee (\$):
NPCA Fee (\$):	Operations Fee (\$):
Other Fee (\$):	Other Fee (\$):

(Office Use Only)

Application for Approval of a Draft Plan of Subdivision and/or Draft Condominium Description

Under the *Planning Act, R.S.O. 1990 c. P.13, as amended*

A pre-consultation meeting with Community & Development Services Staff is required prior to applying for approval of a Draft Plan of Subdivision and/or Draft Condominium Description.

Please complete all applicable sections of this application. All measurements are to be provided in metric units. The information requested on this application is required to review the proposal. An incomplete application will be returned to the Registered Owner/Authorized Agent. If you have questions regarding the information requested on this application, please contact the Community & Development Services Department.

All information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The requested information on this application and all accompanying plans, reports, and information is required in order to process this application and will form part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information. Questions about the collection of information can be made to the Town Clerk.

1. Type of Application

☐ **Approval of a Draft Plan of Subdivision:**
☐ New Draft Plan of Subdivision
 ☐ New Subdivision Agreement (Complete Sections 2-5 and 12-13 only)
 ☐ Modification of an Approved Draft Plan of Subdivision
 ☐ Extension of an Approved Draft Plan of Subdivision (Complete Sections 2-4 and 10-13 only)

☒ **Approval of a Draft Condominium Description:**
☒ Standard
 ☐ Vacant Land
 ☐ Common Elements
 ☐ Phased
 ☐ Leasehold
☐ New Development Agreement (Complete Sections 2-4 and 10-13 only)
 ☐ Modification of an Approved Condominium Description
 ☐ Extension of an Approved Condominium Description (Complete Sections 2-4 and 10-13 only)

2. Details of the Subject Lands

Municipal Address
 116 Four Mile Creek Road

Assessment Roll Number
 262702002509825

Legal Description
 PT TWP LOT 91 RP 30R8296;PART 1

Date the subject lands were acquired:
2020/11/12

Lot Area (metric):
 7712 sm or 1.9 Acres

Lot Frontage (metric):
 89.995m

Lot Depth (metric):
 96.82m

Description of easements, rights-of-way, or restrictive covenants applicable to the subject lands (if applicable):

3. Registered Owner (as shown on the deed and title of the property)

Name
 Michael Colaneri Jr.

Company Name
 Pinewood Homes (Tara) Ltd.

Municipality
 Niagara Falls

Mailing Address
 2125 Fruitbelt Parkway

Unit Number
 L2J 0A5

Province
 Ontario

Email
 michael.jr@pinewoodniagarabuilders.ca

Telephone

4. Authorized Agent (if one has been authorized)

Name
 William Heikoop

Company Name
 Upper Canada Consultants

Municipality
 St. Catharines

Mailing Address
 30 Hannover Drive

Unit Number
 3

Postal Code
 L2W 1A3

Province
 Ontario

Email
 wheikoop@ucc.com & chelsea@ucc.com

Telephone
 905-688-9400

Contact for all future correspondence (select one):
☐ Registered Owner
☐ Authorized Agent

5. Solicitor (if different from Authorized Agent)

Name

Company Name

Municipality

Mailing Address

Unit Number

Postal Code

Province

Email

Telephone

6. Mortgages, Charges, and Other Encumbrances (if applicable)

Name		Company Name	Municipality	
Mailing Address			Unit Number	Postal Code
Province	Email		Telephone	

7. Existing Building, Structures, and Uses

Describe the existing use(s) of the subject lands:
Currently vacant with a portion used for workspace/storage, parking lot, and houses a food truck. Historically a market.

Type of building or structure	retail - 1 storey			
Construction date	1973			
Existing use(s)	retail / market			
Front yard setback (m)	15.7 m			
Rear yard setback (m)	4.6 m			
Side yard setback (m)	16.5 m			
Side yard setback (m)	41.5 m			
Height (m)	1 storey			
Gross floor area (sq m)	1,250 m2			
Lot coverage (%)	16.8%			

Will any existing buildings or structures be demolished?

☒ Yes☐ No

8. Proposed Land Use(s) (select all that apply)

Proposed Land Use(s)	Number of Units	Number of lots and blocks	Area (hectares)	Density (units/hectare)	Number of Parking Spaces
☐ Single-Detached					N/A
☐ Semi-Detached					N/A
☐ Multi-Attached Residential					
☒ Apartment	77	1	0.744	105	84
☐ Seasonal Residential					
☐ Mobile Home					
☐ Other Residential: _____					
RESIDENTIAL TOTAL					
☐ Commercial					
☐ Industrial					
☐ Institutional: _____					
☐ Parks and Open Space	N/A			N/A	N/A
☐ Roads	N/A			N/A	N/A
☐ Other: _____					
NON-RESIDENTIAL TOTAL					
GRAND TOTAL	77	1	0.744	105	84

9. Access (select all that apply)

Identify how the subject lands will be accessed:

☒ Public road maintained all year☐ Public road maintained seasonally☐ Niagara River Parkway☐ Private Easement/Right-of-way☐ Provincial highway☐ Waterway

If the subject lands will be accessed by a waterway only, identify the parking and docking facilities to be used and the approximate distance of these facilities from the subject lands to the nearest public road:

10. Servicing (select all that apply)

Identify how the subject lands will be serviced:

Water

☒ Publicly owned and operated piped water system☐ Privately owned and operated individual well☐ Privately owned and operated communal well☐ Lake or other water body☐ Other: _____

Sewage Disposal

☒ Publicly owned and operated sanitary sewage system☐ Privately owned and operated individual septic system☐ Privately owned and operated communal septic system☐ Privy☐ Other: _____

Storm Drainage

☒ Sewers☐ Ditches/swales☐ Other: _____

Page 2 of 6

Revision: 01/19

11. Provincial Policy

Is this application consistent with policy statements issues under Section 3(1) of the *Planning Act*?
Is any portion of the subject lands within the Specialty Crop (Niagara Tender Fruit and Grape) Area?
Is any portion of the subject lands within the Niagara Escarpment Plan Area?
If yes to any, explain how this application conforms to Provincial policy statements and applicable Provincial plan(s):
[Please see enclosed Planning Justification Report.](#)

☐ Yes☐ No

☐ Yes☒ No

☒ Yes☐ No

12. Official Plan and Zoning Information

Existing Niagara Regional Official Plan designation(s) of the subject lands:
[Delineated Built-Up Area](#)

Does this application conform to the Niagara Regional Official Plan?
If yes, explain how this application conforms to the Niagara Regional Official Plan:
[Please see enclosed Planning Justification Report.](#)

☒ Yes☐ No

Existing Town of Niagara-on-the-Lake Official Plan designation(s) of the subject lands:
[Low Density Residential; Built-Up Area; Special Policy Area A-3 \(St. Davids\)](#)

Does this application conform to the Town of Niagara-on-the-Lake Official Plan?
If yes, explain how this application conforms to the Town of Niagara-on-the-Lake Official Plan:

☐ Yes☒ No

Existing Town of Niagara-on-the-Lake Zoning of the subject lands:
[Village Commercial \(VC-2\)](#)

Does this application conform to the Town of Niagara-on-the-Lake Zoning By-law?
If yes, explain how this application conforms to the Town of Niagara-on-the-Lake Zoning By-law:

☐ Yes☒ No

13. Previous Applications (if applicable)

Have the subject lands ever been the subject of an application under the *Planning Act* for approval of a plan of subdivision, a consent, a minor variance, a site plan, an official plan amendment, a zoning by-law amendment, or a Minister's zoning order?
If yes, provide the information requested below:

☐ Yes☒ No☐ Unknown

Application Type	File/Ontario Regulation Number	Status of the Application
N/A		

14. Concurrent Applications (if applicable)

Application Type	File Number	Status of the Application
OPA/ZBA	TBD	Concurrent
SPA	TBD	Concurrent

15. Additional Information for Condominium Applications

Has a site plan application for the proposed condominium been approved?
Has a site plan agreement for the proposed condominium been entered into?
Have any building permits for the proposed condominium been issued?
Identify the construction status of the proposed condominium (select one):
☒ Construction of the proposed condominium has not started.
☐ The proposed condominium is currently under construction. Anticipated completion date: _____
☐ Construction of the proposed condominium is completed. Completion Date: _____
☐ The proposed condominium is a conversion of an existing building containing residential rental units. Number of units to be converted: _____

☐ Yes☐ No

☐ Yes☒ No

☐ Yes☐ No

Page 3 of 6

Revision: 01/19

16. Checklist of Requirements for a Complete Application (all boxes must be checked)

The following plans, reports, and information must accompany this application:

- ☐ One (1) signed copy of the Pre-Consultation Agreement;
- ☐ All applicable application fees (payable by cash, cheque, or debit);
- ☐ Evidence that at least one (1) signage has been posted on the subject lands, as per the requirements outlined in Schedule A to this application form;
- ☐ Property Index Map(s) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;
- ☐ Parcel Register(s) (including all PIN printouts and Legal Instruments) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;
- ☐ Two (2) folded hardcopies of the Reference Plan(s) included in the legal description of the subject lands, to scale (unfolded copies will not be accepted);
- ☐ Two (2) folded hardcopies of a Draft Plan of Subdivision and/or Condominium Description of the subject lands, to scale (unfolded copies will not be accepted);
- ☐ Two (2) folded hardcopies of a Landscape Plan of the subject lands, to scale (unfolded copies will not be accepted);
- ☐ Two (2) folded hardcopies of a preliminary Grading Plan of the subject lands, to scale (unfolded copies will not be accepted);
- ☐ Two (2) hardcopies of all required plans, reports, and information identified on the Pre-Consultation Agreement;
- ☐ For all large-format plans, two (2) sets of reduced plans on 11' X 17' paper; and
- ☐ One (1) digital copy, in PDF format, of all required materials.

This application will be circulated to various agencies for review and comment. Where the scope or nature of the application requires input from a large number of agencies, additional copies of this application and accompanying plans, reports, and information may be required.

17. Checklist of Drawing Requirements (all applicable boxes must be checked)

Plans and drawings accompanying this application must be prepared by an Ontario Land Surveyor, and must show the following information, in metric units:

- ☐ Town signing block (to be provided by the Town);
- ☐ North arrow;
- ☐ Metric scale;
- ☐ The boundaries of the subject lands, certified by an Ontario land surveyor;
- ☐ The locations, widths and names of the proposed roads/highways within the proposed subdivision/condominium and of existing roads/highways on which the proposed subdivision/condominium abuts;
- ☐ On a small key plan, on a scale of not less than one centimetre to 100 metres, all lands adjacent to the proposed subdivision/condominium that is owned by the Registered Owner or in which the Registered Owner has an interest, every subdivision/condominium adjacent to the proposed subdivision/condominium and the relationship of the boundaries of the subject lands to the boundaries of the Town lot or other original grant of which the land forms the whole or part;
- ☐ The purpose for which the proposed lots/units are to be used;
- ☐ The existing uses of all adjacent lands;
- ☐ The dimensions and layout of the proposed lots/units, and if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- ☐ Natural and artificial features, such as buildings, railways, roads/highways, pipelines, watercourses, drainage ditches, top of banks, wetlands, wooded areas, wells, and septic tanks located on or adjacent to the subject lands;
- ☐ The availability and nature of domestic water supplies;
- ☐ The nature and porosity of the soil on the subject lands;
- ☐ Existing contours or elevations as may be required to determine the grade of the roads/highways and the drainage of the subject lands;
- ☐ The municipal services available or to be available to the subject lands; and
- ☐ The nature and extent of any restrictions affecting the subject lands, including restrictive covenants or easements (if applicable).

Community & Development Services Staff may request that additional information be provided in the plans and drawings that accompany this application, based on the scope and nature of the proposal.

18. Plans, Reports, and Information Submitted with this Application

Identify all plans, reports, and information submitted with this application:

No.	Title	Date	Author
1	Please see enclosed Cover letter		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

19. Acknowledgement and Agreement of Registered Owner

I, Pinewood Homes (Tara) Ltd. AM THE REGISTERED OWNER OF THE SUBJECT LANDS AND
(Name of Registered Owner/Company)

I ACKNOWLEDGE AND AGREE that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

I ACKNOWLEDGE AND AGREE that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

I ACKNOWLEDGE AND AGREE that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.


(Signature of Registered Owner)

AUG 29/2025
(Date)

20. Authorization of Registered Owner

If this application is being submitted by an Authorized Agent, the Registered Owner of the subject lands must complete this section. If there is more than one Registered Owner, a separate authorization from each individual or corporation is required. An additional copy of this page must be attached for each Registered Owner.

I, Pinewood Homes (Tara) Ltd. AM THE REGISTERED OWNER OF THE SUBJECT LANDS
(Name of Registered Owner/Company)

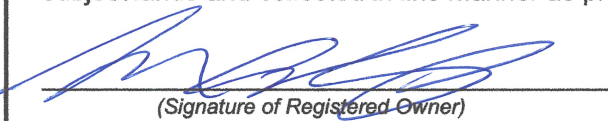
AND HEREBY AUTHORIZE Upper Canada Consultants
(Name of Authorized Agent/Company)

TO SUBMIT THIS APPLICATION to the Town of Niagara-on-the-Lake, appear on my behalf at any hearing(s) of this application, and provide any information or material required by the Town of Niagara-on-the-Lake relevant to this application.

I UNDERSTAND that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

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(Signature of Registered Owner)

AUG 29/2025
(Date)

21. Sworn Declaration

I, Upper Canada Consultants OF THE City of St. Catharines
(Name of Registered Owner/Company or Authorized Agent/Company) (Name of City, Town, Township, etc.)
IN THE Region of Niagara
(Name of Regional Municipality or Province)
DO SOLEMNLY DECLARE that the information contained in this application and that the information contained in the documents that accompany this application is true and complete.

Declared before me in City of St. Catharines in the Region of Niagara
(Name of City, Town, Township, etc.) (Name of Regional Municipality or Province)
on this 29 day of August, 2025.
(Month) (Year)


(Signature of Registered Owner/Authorized Agent)


Hannah V. Egan, Commissioner of Oath
Province of Ontario, for Upper Canada
Planning & Engineering Ltd.
Expires November 28, 2025.

THIS APPLICATION MUST BE SUBMITTED TO:

Town of Niagara-on-the-Lake
Community & Development Services
1593 Four Mile Creek Road
PO Box 100
Virgil, ON L0S 1T0

Phone: (905) 468-3266
Fax: (905) 468-0301
Website: www.notl.org