



THE CORPORATION OF TOWNSHIP OF WARWICK
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DEVELOPMENT GUIDE AND CHECKLIST

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1. SITE PLAN DEVELOPMENT AND AMENDMENT

Fees: Payable to the Township of Warwick at the time of application*

1. \$600 minor, \$1200 major - Site Plan Application Fee*
2. \$1100, plus actual cost reimbursement – Third Party Servicing Review*
3. \$5,000 - \$10,000 – Site Plan Deposit provided in certified funds (*Not due until completion of Step 4*)

*Minor – value of work under \$50,000, Major – value of work over \$50,000

Note: If comments from a Conservation Authority are deemed necessary, fees for this will apply as per the Conservation Authority's fee schedule.

Typical Timeline: 6-12 weeks after complete application received

Other Reference Material: *Site Plan Guidelines – Township of Warwick*, available at the Township Office

Step 1:

- Obtain application from Township of Warwick Office
- Complete application in full, including any required background information
 - o Application and fee to be submitted to Township Office
- Ensure application includes detailed map or sketch outlining proposal

You will be contacted by staff within 5-7 business days of the application and fee being paid.

Note: If application received is not complete with sufficient detail, the application will not be accepted by the Township and you will be required to provide more information/documentation before processing can begin.

Step 2:

- Meet with the Development Advisory Committee at the Township Office
- Application is reviewed and discussed
 - o Complete applications will move on to Step 3
 - o Applications requiring additional items will need to be reviewed again once those items are addressed
 - o This process will be repeated until the application is deemed satisfactory

Step 3:

- A report to Council and Draft Site Plan Agreement is prepared for Council consideration
- Site Plan By-Law is prepared for adoption of Site Plan and Agreement by Council
- Applicant should be prepared to attend Council Meeting while application is being heard

Step 4:

- Correspondence will be forwarded to applicant regarding decision of Council

- If approved, applicant will be requested to sign Site Plan Agreement.
- should the application be denied, applicant will need to amend proposed Site Plan application to address Council's concerns

Step 5:

- Applicant is required to register the Site Plan and Agreement at the Land Registration Office and provide proof of registration to the Township
 - Fee for registration will be borne solely by the applicant

Step 6:

- Applicant must apply for and obtain Building Permit through the County of Lambton Building Services Department.
- Building permit fees will apply

Final Step:

- Once development has been completed (all requirements of Site Plan and Agreement implemented) applicant is to contact the Township Office to schedule inspection for compliance with approved Site Plan and Agreement
- It is the applicant's responsibility to contact staff prior to the lapse of the time line established through the Agreement
- Applicant is required to provide the municipality with a confirmation letter from their engineer stating that the property is developed in compliance with the approved site plan drawings and agreement. A third party engineer *may* be required to participate in the site plan inspection.
 - Costs for the production of the required letter, and for the attendance of a third party engineer (if applicable), will be borne by the applicant.
- If the property is in compliance with the Site Plan Agreement, the deposit will be released to the applicant.

2. OFFICIAL PLAN AMENDMENT (OPA)

Fee: \$600.00 (payable to the Township of Warwick at time of application)
\$600.00 (payable to the County of Lambton at time of application)
Plus applicable St. Clair Regional Conservation Authority (SCRCA) fees to the SCRCA at time of application. Additional fees may apply if the amendment is deemed major or a natural heritage review is required. Applicable fees will be charged in accordance with the Conservation Authority's approved fee schedule.

Typical Timeline: 12-14 weeks after complete application received

Step 1:

- Obtain application from Township of Warwick
- Complete application in full, including any required background information
 - Application and fee to be submitted to Township of Warwick office
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

You will be contacted by staff within 5-7 business days of the application and paid fee being received.

Note: If application received is not complete in full with sufficient detail, the application will not be received by the Township.

Step 2:

- Meet with Development Advisory Committee:
- Application is reviewed and discussed
 - Complete applications will move forward
 - Applications requiring additional information or materials will need to be reviewed again once those items are submitted
- Date of Public meeting is set

Step 3:

- Planning Report and Draft Official Plan Amendment are prepared for Council consideration
- Public Meeting is held at the Township Office to review proposed Official Plan Amendment
 - Notice of proposed Amendment is advertised through local media and sent by standard mail to nearby property owners
 - Applicant is required to attend Public Meeting
- By-Law is prepared for adoption of Official Plan Amendment by Council

Step 4:

- Correspondence will be forwarded to applicant regarding decision of Council
 - If adopted proposed Official Plan Amendment is sent to County of Lambton for approval

- Should the application be denied, applicant may appeal Council's decision to the OMB
 - Appeal process begins (if applicable) - separate process regulated by Ontario Municipal Board (OMB)

Step 5:

- Adopted Official Plan Amendment is reviewed by Manager of Planning and Development Services at the County of Lambton
- Manager approves OPA, then applicant and anyone requesting notice of decision is advised of decision
 - Decision to approve may be appealed to OMB
- If Manager unable to approve OPA, then decision by County Council is required
 - This process administered through County of Lambton
 - Decision of County Council provided to the applicant and anyone requesting notice of decision.

Final Step:

- County of Lambton provides the Township of Warwick with updated Official Plan that includes approved OPA.

3. ZONING BY-LAW AMENDMENT

Fee: \$600.00 (payable to the Township of Warwick at time of application)
\$400.00 (payable to the County of Lambton at time of application)
Plus applicable St. Clair Regional Conservation Authority (SCRCA) fees to the SCRCA at time of application. Additional fees may apply if the amendment is deemed major or a natural heritage review is required. Applicable fees will be charged in accordance with the Conservation Authority's approved fee schedule.

Typical Timeline: 6-8 weeks after complete application received

Step 1:

- Obtain application from Township Office
- Complete application in full, including any required background information
 - Application and fee to be submitted to Township Office
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 545/06 in Planning Act)

You will be contacted by staff within 5-7 business days of the application and fee being paid.
Note: If application is not complete in full with sufficient detail, the application will not be accepted by the Township.

Step 2:

- Meet with Development Advisory Committee to:
 - Submit complete application with all details completed to Township Office, attn.: Amanda Gubbels
 - Submit application fees payable to the Township of Warwick and County of Lambton
- Application is reviewed and discussed
- Date of Public meeting is set

Step 3:

- Planning Report and Draft Zoning By-Law Amendment are prepared for Council consideration
- Public Meeting is held at the Township Office to review proposed Zoning By-Law Amendment
 - Notice of proposed Amendment is advertised through local media and sent by standard mail to nearby property owners
 - Applicant is required to attend Public Meeting
- By-Law is prepared for adoption of Zoning By-Law Amendment by Council

Step 4:

- Correspondence will be forwarded to applicant regarding decision of Council
 - Zoning Amendment decision is provided to applicant and anyone requesting notice of decision. There is a 22 day appeal period.

- If approved, the decision may be appealed to the OMB
- If denied, the applicant may appeal the decision to the OMB

Final Step:

- The Township of Warwick will update the Zoning By-Law to reflect the approved amendment

Special Note: If necessary additional By-Law may be required by Council i.e: 2nd Dwelling Agreement (this step is situation specific)

4. PLANS OF SUBDIVISION

Fee*: \$1000.00 (payable to the Township of Warwick at time of complete application)
\$3000.00 0-20 lots (payable to the County of Lambton at time of complete application)
\$4000.00 21-50 lots (payable to the County of Lambton at time of complete application)
\$6000.00 50+ lots (payable to the County of Lambton at time of complete application)

*If comments from a Conservation Authority are deemed necessary, fees for this will apply as per the Conservation Authority's fee schedule.

Note: Consultation Meetings, related Engineering & Legal expenses are at cost to Developer, invoiced direct to the developer.

Typical Timeline: 12-16 weeks after **complete** application received

Step 1:

- Obtain application from Township of Warwick or the County of Lambton Planning & Development Department
- Complete application in full, including any required background information
 - Application and fees to be submitted to County of Lambton Planning & Development Department
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

You will be contacted by staff within 5-7 business days of the application and paid fee being received to set a pre-consultation meeting date

Note: If application received is not complete in full with sufficient detail, the application will not be received by the County.

Step 2:

- County of Lambton notifies the Township of Warwick that the application is complete
- Meet with Development Advisory Committee at the Township Office:
- Application is reviewed and discussed by Administration, Public Works, Planning & Engineering Staff

Step 3:

- Planning Report is prepared for Council consideration
- Township of Warwick Council provides comments to the County of Lambton
- The County of Lambton sets a date of Public meeting
 - Notice is circulated as per Planning Act regulations

Step 4:

- Public Meeting is held at Township of Warwick Office, conducted by the County of Lambton
- The County of Lambton makes decision to approve or refuse the ***Draft*** Plan of Subdivision
 - If approved, decision may be appealed to OMB
 - If no decision made within 180 days, applicant may be appeal lack of decision to OMB

Step 5:

- Applicant is required to satisfy all conditions as outlined in the County of Lambton decision to grant Draft Plan of Approval

Step 6:

- Township of Warwick Council enters into Subdivision Agreement with Developer
Note: this step and all steps hereafter are required for each phase of a Draft Approved Plan of Subdivision.

Step 7:

- Upon satisfaction by the County of Lambton that all Condition of Draft Approval have been met, the County of Lambton will grant Final Approval
- County of Lambton submits Final Plan of Subdivision to County Land Registry Office for registration
- Applicant registers the Subdivision Agreement, pays applicable fees and provides copies of the registration to the Township

Step 8 “Development of Lands”:

- The Developer develops lands in accordance with the requirements of the approved Plan of Subdivision and Subdivision Agreement
- No building permit for any building on the lands within the Plan shall be issued and no construction of any building shall commence on the lands within the Plan until the Development Agreement has been adopted by by-law by the Council and after:
 - all underground services without limiting the generality thereof:
 - water mains and appurtenances,
 - sanitary sewers, storm sewers, catch basins (to be camered, and report provided Director of Operations)
 - granular base courses, base course asphalt on streets
 - curb and gutters
 - Sidewalks
 - Underground power and communications lines, and natural gas provided for in the Subdivision Agreement have been constructed and completed to the satisfaction of the Administrator/Treasurer.

- This is not Performance Acceptance
- Building Permits are issued by the County of Lambton on behalf of the Township of Warwick (additional expense)

Final Step:

- Once substantial completion is achieved the Administrator/Treasurer is contacted by the Developer to advise as such
- Performance Acceptance is then applied for (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
 - *Underground Servicing:* The Developer is to provide the Township Office with an Engineer's Certificate certifying that all Municipal Services have been constructed and installed in accordance with the drawings and specifications previously approved
 - Staff will report to Council
 - Upon acceptance of the required reports (outlined in Subdivision Agreement) by Council, a resolution for performance acceptance for a two (2) year maintenance period may be passed for Underground Servicing & First Coat of Asphalt
 - *Final Lift of Asphalt:* The Developer is to provide the Township Office with a Certificate certifying that the Final Lift (i.e. coat) of Asphalt has been constructed and installed in accordance with industry standards.
 - Staff will report to Council
 - Upon acceptance of the final lift of asphalt, a resolution for performance acceptance for a two (2) year maintenance period may be passed for the Final Coat of Asphalt

Note: performance acceptance is conducted in 2 parts, 1. Underground Servicing & Base Coat of Asphalt and 2. Final Coat of Asphalt. Both parts are subject to separate two year maintenance periods.

- Assumption of Services (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
- Underground Service assumed (does not include final coat of asphalt)
 - Immediately prior to the expiration of the adopted maintenance period the Developer must apply to the Administrator/Treasurer to request Assumption of Underground Services
 - After receipt of Certificate from the Professional Engineer as to the satisfactory performance of municipal services, the Administration/Treasurer will perform a verification inspection and inspect all municipal services to ensure they conform to the Township's requirements:
 - If satisfactory, Administrator/Treasurer will recommend assumption
 - If any deficiencies are identified the Developer must address and correct, then re-apply to the Administrator/Treasurer the request for Assumption of Underground Services
 - Assumption By-Law for Underground Servicing is passed by Council
 - Letter of Credit is reduced and the amount held back is equal to the cost of the Final Coat of asphalt
- Road Assumed

- Immediately prior to the expiration of the adopted maintenance period for the Top Coat of asphalt the Developer must apply to the Administrator/Treasurer to request Assumption of the Road
- The Township's Administrator/Treasurer will perform a verification inspection, and inspect the road is proposed assumed condition:
 - If satisfactory, Administrator/Treasurer will recommend assumption
 - If any deficiencies are identified the Developer must address and correct, then re-apply to the Administrator/Treasurer the request for Assumption of Underground Services
- Assumption By-Law for Road is passed by Council

Note: This process is applicable to all Phases of a Draft Approved Plan of Subdivision

5. PLANS OF VACANT LAND CONDOMINIUM

Fee*: \$1000.00 (payable to the Township of Warwick at time of complete application)
\$3000.00 0-20 units (payable to the County of Lambton at time of complete application)
\$4000.00 21-50 units (payable to the County of Lambton at time of complete application)
\$6000.00 50+ units (payable to the County of Lambton at time of complete application)

*If comments from a Conservation Authority are deemed necessary, fees for this will apply as per the Conservation Authority's fee schedule.

Note: Consultation Meetings, related Engineering & Legal expenses are at cost to Developer, invoiced direct to the developer.

Typical Timeline: 20-24 weeks after **complete** application received

Step 1:

- Obtain application from Township Office or the County of Lambton Planning & Development Department
- Complete application in full, including any required background information, is submitted to the County of Lambton Planning & Development Department
- Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

You will be contacted by staff within 5-7 business days of the application and paid fee being received to set a pre-consultation meeting date

Note: If application received is not complete in full with detail, the application will not be received by the County.

Step 2:

- County of Lambton notifies the Township that the application is complete
- Applicant meets with the Development Advisory Committee at the Township Office:
 - Provide 7 copies of proposed Subdivision Plan and Application to be reviewed during the meeting
- Application is reviewed and discussed by Administration, Public Works, Planning & Engineering Staff

Step 3:

- Planning Report is prepared for Council consideration
- Township of Warwick Council provides comments to the County of Lambton
- The County of Lambton to set a date of Public meeting
 - Notice is circulated as per regulations

Step 4:

- Public Meeting is held at Warwick Township Office, orchestrated by the County of Lambton
- The County of Lambton makes decision to approve or refuse the ***Draft*** Plan of Subdivision
 - If approved, decision may be appealed to OMB
 - If no decision made within 180 days, applicant may be appeal lack of decision to OMB

Step 5:

- Applicant is required to satisfy all conditions as outlined in the County of Lambton decision to grant Draft Plan of Approval

Step 6:

- Warwick Township Council enters into Development Agreement with Developer

Note: this step and all steps hereafter are required for each phase of a Draft Approved Plan of Condominium.

Step 7:

- Upon satisfaction by the County of Lambton that all Condition of Draft Approval have been met County of Lambton will grant Final Approval
- County of Lambton submits Final Plan of Subdivision to County Land Registry Office for registration
- Township of Warwick registers the Development Agreement

Step 8 “Development of Lands”:

- The Developer develops lands in accordance with the requirements of the Plan of Subdivision and Development Agreement
- No building permit for any building on the lands within the Plan shall be issued and no construction of any building shall commence on the lands within the Plan until the Development Agreement has been adopted by by-law by the Council and after:
 - all underground services without limiting the generality thereof:
 - water mains and appurtenances,
 - sanitary sewers, storm sewers, catch basins (to be camered, and report provided Administrator/Treasurer)
 - granular base courses, base course asphalt on streets
 - curb and gutters
 - Sidewalks
 - Underground power and communications lines, and natural gas provided for in the Subdivision Agreement have been constructed and completed to the satisfaction of the Administrator/Treasurer.
 - This is not Performance Acceptance

- Building Permits are issued by the County of Lambton on behalf of the Township of Warwick (additional expense)

Final Step:

- Once substantial completion is achieved the Administrator/Treasurer is contacted by the Developer to advise as such
- Performance Acceptance is then applied for (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
 - *Underground Servicing:* The Developer is to provide the Administrator/Treasurer with an Engineer's Certificate certifying that all Municipal Services have been constructed and installed in accordance with the drawings and specifications previously approved
 - Staff will report to Council
 - Upon acceptance of the required reports (outlined in Subdivision Agreement) by Council, a resolution for performance acceptance for a two (2) year maintenance period may be passed for Underground Servicing & First Coat of Asphalt
 - *Final Lift of Asphalt:* The Developer is to provide the Administrator/Treasurer with a Certificate certifying that the Final Lift of Asphalt has been constructed and installed in accordance with industry standards.
 - Staff will report to Council
 - Upon acceptance of the final lift of asphalt, a resolution for performance acceptance for a two (2) year maintenance period may be passed for the Final Coat of Asphalt

Note: performance acceptance is conducted in 2 parts, 1. Underground Servicing & Base Coat of Asphalt and 2. Final Coat of Asphalt. Both parts are subject to separate two year maintenance periods.

- Assumption of Services (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
- Underground Service assumed (does not include final course of asphalt)
 - Immediately prior to the expiration of the adopted maintenance period the Developer must apply to the Administrator/Treasurer to request Assumption of Underground Services
 - After receipt of Certificate from the Professional Engineer as to the satisfactory performance of municipal services the Administrator/Treasurer will perform a verification inspection, and inspect all municipal services to ensure they conform to the Township requirements:
 - If satisfactory, Administrator/Treasurer will recommend assumption
 - If any deficiencies are identified the Developer must address and correct, then re-apply to the Administrator/Treasurer the request for Assumption of Underground Services
 - Assumption By-Law for Underground Servicing is passed by Council
- Letter of Credit is reduced and the amount held back is equal to the cost of the Final Coat of asphalt
- Road Assumed

- Immediately prior to the expiration of the adopted maintenance period for the Top Coat of asphalt the Developer must apply to the Administrator/Treasurer to request Assumption of the Road
- The Township will perform a verification inspection, and inspect the road is proposed assumed condition:
 - If satisfactory, Administrator/Treasurer will recommend assumption
 - If any deficiencies are identified the Developer must address and correct, then re-apply to the Administrator/Treasurer the request for Assumption of Underground Services
- Assumption By-Law for Road is passed by Council

6. COMMITTEE OF ADJUSTMENT – Minor Variances & Consents (i.e. Severance)

1. Minor Variances

Fee:

- \$500.00, if no MDS II required (payable to the Township of Warwick at time of application)
- \$750.00, if MDS II is required (payable to the Township of Warwick at time of application)
- \$75, if septic inspection is required (payable to the County of Lambton at time of application)
Plus applicable St. Clair Regional Conservation Authority if property is in St. Clair Conservation Authority area (payable to SCRCA at time of application)

**SCRCA fees may be subject to changes if a site visit/further investigation is deemed necessary.*

Typical Timeline: 4-6 weeks after **complete** application received

Step 1:

- Obtain application from Township Office
- Complete application in full, including background information as required by *the Planning Act* (Ontario Regulation Sec 200/96)
 - Application and fee to be submitted to the Township Office
- Ensure application includes detailed map or sketch clearly outlining proposal

You will be contacted by staff within 5-7 business days of the application and fee being paid.

Note: If application received is not complete in full with sufficient details, the application will not be accepted by the Township.

Step 2:

- Application is reviewed by staff and discussed
- Public Meeting Date is Set

Step 3:

- Notice of Application is circulated to nearby properties a minimum of 10 days in advance of the scheduled public meeting
- A Public Notice is erected at the property location
- Public Meeting conducted and applicant is requested to attend

Step 4:

- Correspondence will be forwarded to applicant regarding decision of the Committee of Adjustment
 - If approved, the decision may be appealed to OMB
 - Should the application be denied, applicant may appeal to OMB
 - appeal period is 21 days from date of decision

Final Step:

- Applicant will receive by mail notice of decision and notice of no appeal

2. Consent to Sever

Fee: \$1000.00 (payable to the Township of Warwick at time of application)
\$ 250.00 deed stamping (post-dated cheque payable to the Township of Warwick at time of application)
\$75, if septic inspection is required (payable to the County of Lambton at time of application)
Plus applicable St. Clair Regional Conservation Authority if property is in St. Clair Conservation Authority area (payable to SCRCA at time of application)

**SCRCA fees may be subject to changes if a site visit/further investigation is deemed necessary.*

Typical Timeline: 4-6 weeks after **complete** application received

Step 1:

- Obtain application from Township Office
- Complete application in full, including any required background information as required by *the Planning Act* (Ontario Regulation Sec 197/96)
 - Application and fee is to be submitted to Township of Warwick
- Ensure application includes detailed map or sketch clearly outlining proposal

You will be contacted by staff within 5-7 business days of the application and paid fee being received.

Note: If application received is not complete in full with sufficient detail, the application will not be accepted by the Township.

Step 2:

- Application is reviewed by staff and discussed
- Public Meeting Date is Set

Step 3:

- Notice of Application is circulated to nearby properties and regulated agencies a minimum of 10 days in advance of the scheduled meeting
- A Public Notice is erected at the property location
- Public Meeting conducted and applicant is requested to attend

Step 4:

- Correspondence will be forwarded to applicant regarding decision of the Committee of Adjustment
 - If approved, the decision may be appealed to OMB
 - should the application be denied, applicant may appeal to OMB
 - appeal period is 21 days from date of decision

Step 5:

- Applicant will receive by mail notice of decision and notice of no appeal

Final Step:

- Deed is to be presented to the Township of Warwick for stamping
 - Applicant is responsible for ensuring legal follow-through occurs
 - All legal fees are at the cost of the applicant
 - Deed stamping must be completed within one (1) year after date of decision
- Deed is to be registered at the Land Registry Office
 - Applicant is responsible for registration
 - Proof of Registration is to be provided to the Township of Warwick's Clerk's Department