

March 4, 2014

**SENT BY E-MAIL & REGULAR MAIL**

Ms. Laura Daly, MCIP, RPP  
Planner  
Municipal Services Office – Central Ontario  
Ministry of Municipal Affairs and Housing  
777 Bay Street, 2<sup>nd</sup> Floor  
Toronto, ON M5G 2E5

E-mail: laura.daly@ontario.ca

Mr. Khurram Tunio  
2089 Osbond Road  
Innisfil, ON L9S 0A9

E-mail: khurramtunio@yahoo.com

Dear Ms. Daly/Mr. Tunio:

**SUBJECT: NOTICE OF INCOMPLETE APPLICATION  
Application for a Proposed Draft Plan of Subdivision  
East Part of Lot 6, Concession 13, East Garafraxa  
Parts 2, 3 & 4 on Reference Plan 7R-1800  
Property Roll # 2201-000-002-15750-0000**

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We are Planning Consultants for the Township of East Garafraxa ("Township"). The Township is in receipt of your application for a proposed draft plan of subdivision which was received on February 25, 2014. The draft plan consists of 43 residential detached lots, a park block and an open space block for drainage purposes.

The Township and its consultants have completed a preliminary review of your application submission. Based on our review, we have deemed the application incomplete. The reasons for this determination relate to the following:

1. There are a number of sections of the application form that were not satisfactorily completed. Section 16 of the application form has not been completed with your commissioned signature and date.
2. A planning justification report describing how the proposed development conforms to or is consistent with the Township of East Garafraxa Official Plan,

Provincial Plans and Provincial Policy Statement is required. The planning justification report must be prepared by a qualified professional and is to be submitted in order to confirm conformity/consistency with Provincial documents and to determine if an application to amend the Official Plan is necessary.

3. The required materials for a complete application has been listed in your cover letter, however, most of the required material has not been submitted along with the application.
4. The proposed plan of subdivision application must be accompanied by a Zoning By-law Amendment to rezone the lands from Rural to Hamlet Residential. A further fee and deposit is required for this application (fee: \$750.00 and deposit: \$1,000.00). Incidentally, the proposed lot sizes and lot frontages are not in compliance with the requirements for lot size and lot frontage for the Hamlet Residential Zone, where partially serviced lots shall have a minimum lot area of 1.0 hectare and a minimum lot frontage of 60 metres. Your proposal has a general lot size of 0.15 hectares and frontages of 24.4 metres. A professional planning opinion shall be provided in the required planning justification report to justify the proposed deviation from the current zoning requirements.

In addition, the required technical reports shall also address the feasibility of adequately servicing these smaller lots with private septic systems without causing adverse effects. Septic systems within 100 metres of the municipal wells shall have regard to and be consistent with the proposed policies of the GRCA Proposed Source Protection Plan.

We also note that the proposed draft plan of subdivision includes a dead-end street with a cul-de-sac. Please note that the Township Official Plan - Policy 6.6 a) x) requires that *"New road systems should be through roads. The use of cul-de-sacs shall be discouraged"*.

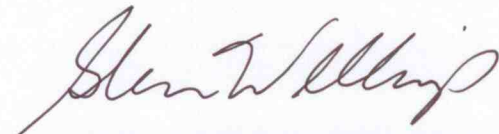
We also request that you provide full-size copies (10 copies) of the proposed draft plan of subdivision along with the existing survey 7R-1800, including three (3) reduced sized copies (11" x 17") of each and that these be provided in PDF format. We note that the quality of the survey submitted is poor and the information is not legible. I suggest that you obtain copies from the original survey deposited in 1980 at the Orangeville Land Registry Office and provide us the clear copies.

Please be advised that the \$22,000.00 bank draft (fee: \$2,000.00 and deposit: \$20,000.00) provided will be deposited and utilized to cover the costs incurred by the Township for the services of its solicitor and consultants to respond to your team inquiries, provide requested information, for the ongoing review of your applications and for the outstanding costs to date. Once the \$20,000.00 is used, you will be required to replenish it with the same amount in order for continued

work of the Township and its solicitor/consultants. The Township also requires that the total deposit amount of \$20,000.00 be in place in advance of your applications being declared complete along with all other required and complete information and documentation.

Should you have any concerns or questions, please do not hesitate to contact me.

Yours truly,  
**WELLINGS PLANNING CONSULTANTS INC.**

A handwritten signature in cursive script, appearing to read "Glenn J. Wellings".

Glenn J. Wellings, MCIP, RPP.

- c. Sue Stone/Christine Gervais, Township of East Garafraxa  
Jeff Wilker/David Germain, Thomson Rogers