

CAPACITY ALLOCATION APPLICATION FORM

Introduction and General Information

Each applicant must fill out the following sections as they pertain to their development. It is recommended that each applicant read the Mississippi Mills Capacity Allocation Policy and By-law 24-093 prior to making a submission. Completed forms will be reviewed by Municipal staff and a confirmation shall be sent to each applicant stating whether the application is deemed complete or incomplete. If your application is deemed incomplete, the Municipality will provide the reasons why and another submission may be made to rectify any issues.

General Information				
<i>Applicant</i>				
<i>Mailing Address</i>				
<i>Email and Phone Number(s)</i>				
<i>Owner (if different from Applicant)</i>				
<i>Mailing Address</i>				
<i>Email and Phone Number(s)</i>				
Details of Proposed Development				
<i>Subject Lands/ Address</i>				
<i>Development Name</i>				
<i>Planning Application File Number</i>				
<i>Building Permit Application Number</i>				
<i>Type of Development (select all that apply)</i>	Residential Subdivision* or Consent (severance)	Residential Infill (less than 10 units)	Residential Infill (more than 10 units)	Industrial, Commercial Institutional*

*Description of Proposed
Development (including
number of lots/proposed
units etc.)*

Capacity Allocation Request

Total Equivalent Number of Standard Units Requested

Equivalent Standard Unit Calculation – Residential

The Municipality will allocate sewer and water capacity based on a per unit basis. Each Standard Unit is equal to 2.4 persons worth of water usage.

- One Standard Unit = 2.4 Persons
- One Person = 304L/Day of water and sewer usage

It is understood that developments will be comprised of multiple different housing types. Each unit type has a different assumed number of persons per unit. Applicants must calculate the Equivalent Number of Standard Units based on the number and type of units that they are requesting allocation for. Please reference the table below for the number of persons per unit in each housing type. The data in the table is based on the 2021 [Census](#) for Mississippi Mills. For definitions related to the type of dwelling please follow this link - [Stats Canada](#).

Type of dwelling	Persons Per Unit
Standard Unit	2.4
Single-detached house (A single dwelling not attached to any other dwelling or structure)	2.6
Semi-detached house (One of two dwellings attached side by side (or back-to-back) to each other, but not to any other dwelling or structure)	2.1
Row house including back-to-back units (One of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below.)	2.1
Apartment or flat in a duplex (One of two dwellings located one above the other)	2
Apartment in a building that has fewer than five storeys (A dwelling unit attached to other dwelling units, commercial units or other non-residential space in a building that has fewer than five storeys.)	1.5

Please complete the following table (Residential uses only)

Type of dwelling	Proposed number of units of each dwelling type	Equivalent Population
Single-detached house		
Semi-detached house		
Row house		
Apartment or flat in a duplex		
Apartment in a building that has fewer than five storeys		
Total Equivalent Population		
Equivalent Number of Standard Units		

Equivalent Standard Unit Calculation – Industrial, Commercial, Institutional (ICI)

The Municipality will also accept allocation requests for sewer and water capacity on a per unit basis for ICI developments. Applicants for an ICI development will need to calculate the anticipated water and sewer demand for their project. The water and sewer demand values must be converted to standard units in the following table.

(One standard unit = 729.6L/Day)	Proposed demands (L/Day)	Equivalent Number of Standard Units
Water		
Sewage		

*Notes for Submission

- For subdivision applications please include a copy of the draft plan of subdivision with the specific lots requested for allocation highlighted. Label each lot with the proposed type of dwelling for that lot. The draft plan of subdivision should match the unit type and numbers in the table(s) above.
- For ICI developments the calculations for the demand values must be provided in a servicing report or as part of this capacity allocation application.

Capacity Allocation Qualification

- PLEASE FILL IN THE FOLLOWING SECTIONS and SELECT N/A IF IT IS NOT APPLICABLE TO THE APPLICATION.
- PLEASE ATTACH OR REFER TO ADDITIONAL INFORMATION AS IT RELATES TO THE ALLOCATION REQUEST AND THE FOLLOWING SECTIONS, SUCH AS A SERVICING STUDY, PLANNING JUSTIFICATION REPORT, OR AGREEMENT WITH AFFORDABLE HOUSING PROVIDER.

In the following sections, please place a check mark beside that statement that is most true for your development application. Only place one check mark per section.

1. Servicing Availability

- ☐ no offsite municipal infrastructure is required for the development to proceed, or new offsite municipal infrastructure is required and will be constructed at the sole cost of the applicant.
- ☐ new offsite municipal infrastructure is required and will be constructed at the cost of the applicant through a front ending agreement where more than 75% of the cost is covered by Development Charges (maximum 25% at the cost of the Municipality).
- ☐ Offsite municipal infrastructure is not available near the project site and the applicant does not intend to install the necessary infrastructure or front end the cost for construction through a front ending agreement.

2. Industrial/ Commercial/ Institutional Projects – the following only applies to those developments providing non-residential uses. If the development is entirely residential, check the N/A box.

- ☐ ICI project which use is permitted in the existing Downtown Commercial (C2), Highway Commercial (C3), Shopping Centre Commercial (C4), Community Facility (I) or Business Park (E1) zoning.
- ☐ ICI project which requires a Zoning By-law Amendment to permit the use.
- ☐ N/A

3. Affordable Housing –development that includes affordable housing which meets the definition of affordable housing as per the Provincial Planning Statement 2024 and a funding or partnership agreement or other such agreement between the applicant and an applicable level of government such as Lanark County, or a not-for-profit affordable housing provider:

- ☐ the development includes at least 75% or more affordable housing.
 - ☐ the development includes at least 25% or more affordable housing units.
 - ☐ The development consists of at least 5% affordable housing units.
 - ☐ The development consists of less than 5% affordable housing units.
 - ☐ The development does not have affordable housing units.
4. Missing Middle Housing – development that includes missing middle housing in accordance with the definition contained in Official Plan Amendment 32 – Theme One – Development:
- ☐ The development is comprised of 40% or more missing middle housing units with at least 20% stacked, back-to-back townhomes, or apartment dwellings.
 - ☐ The development is comprised of at least 20% missing middle housing units.
 - ☐ The development is comprised of less than 20% missing middle housing units.
 - ☐ The development has no missing middle housing.
5. Vacant Sites in the Downtown Core
- ☐ proposed development application that has completed a formal pre-consultation with the Municipality, including the Heritage Committee for those sites designated under the Ontario Heritage Act, and has a complete application that has addressed all comments identified in the pre-consultation (required plans and studies outlined in pre-consultation to support the development completed).
 - ☐ N/A
6. Equivalent Number of Standard Units Requested
- ☐ 30 units or fewer;
 - ☐ up to 50 units for a new Plan of Subdivision with no previous allocation;
 - ☐ up to 50 units for an existing Plan of Subdivision that have already received allocation and at least 80% of building permits have been issued; or
 - ☐ between 31 to 50 units or more than 50 units for a Plan of Subdivision with no previous allocation

OFFICE USE ONLY

7. Stage in the Approval Process:

- ☐ All development applications and processes are complete. The applicant is only waiting on allocation to proceed with the development.
- ☐ All development applications are complete, however, the applicant is awaiting a decision by Council and allocation to proceed with the development.
- ☐ Staff do not believe that all necessary applications and processes have been completed for the development.

8. Timing of completion: Based on developments completed by the applicant in Almonte after January 1, 2025.

- ☐ demonstrated that the developer can reach occupancy within 18 months;
- ☐ demonstrated that the developer can reach occupancy within 24 months;
- ☐ demonstrated that the developer can reach occupancy within 36 months.
- ☐ N/A

Acknowledgement of reading the Capacity Allocation Policy and By-law 24-093:

I hereby acknowledge that I have read the Council-approved Capacity Allocation Policy and By-law 24-093 and understand that all decisions on Capacity Allocation Applications are delegated to staff. I further agree and acknowledge that capacity allocations must be reviewed in accordance with the Policy and By-law and that by requested capacity allocation does not guarantee an assignment of any amount of infrastructure capacity.

Signature _____ Date _____

Acknowledgement for Capacity Allocation requests for Subdivisions or multi-phase developments:

I hereby acknowledge that infrastructure capacity for any future phase of the development may be limited to no more than 50 units at one time and may be delayed based on available capacity at the discretion of the Municipality.

Signature _____ Date _____