



Town of
East Gwillimbury

Site Plan
Within
The Oak Ridges Moraine

Application Guide

MATERIALS ENCLOSED

General Information
Application Form
Site Screening Questionnaire for Contaminated Sites
CPI - Engineering Branch Review Fee
DLS - Building Branch Inspection Fee
Sample Site Plan
Summary of Charges

Town of East Gwillimbury, Development Services- Planning Branch
19000 Leslie Street, Sharon, Ontario L0G 1V0
Telephone: (905) 478-4282 Fax: (905) 478-2808

Website: www.eastgwillimbury.ca



SITE SCREENING QUESTIONNAIRE CONTAMINATED SITES

TO BE COMPLETED WITH ALL DEVELOPMENT APPLICATIONS SUBMITTED TO THE TOWN OF EAST GWILLIMBURY DEVELOPMENT AND LEGAL SERVICES PLANNING DEPARTMENT.

This form must be completed for all development applications where a Phase 1 Environmental Site Assessment in accordance with the Ministry of Environment and Energy's Guideline for Use at Contaminated Sites in Ontario **is not provided.**

SUBJECT LANDS:

Registered Owner: _____

Township Lot: _____ Concession: _____

Part/Lot: _____ Registered Reference Plan: _____

Municipal Address: _____

Tax Roll No: _____

SITE AND PROPERTY HISTORY

Condition	Yes	No
Is the application on lands adjacent to lands previously used for Industrial uses?		
Is the application on lands or adjacent to lands previously used for commercial uses where there is a potential for site contamination, e.g., a gas station or a dry-cleaning plant?		
Is the application on lands or adjacent to lands where filling has occurred?		
Is the application on lands or adjacent to lands where there may have been underground storage tanks or buried waste on the property?		
Is the application on lands or adjacent to lands that have been used as an orchard, and where cyanide products may have been used as pesticides?		
Is the application on lands adjacent to lands previously used as a weapons firing range?		
Is the nearest boundary of the application within 500 metres(1,640 feet) of the fill area of an operating or former landfill or dump?		
If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (e.g. asbestos PCB's etc.)?		
Is there any other reason to believe that the lands may have been contaminated based on previous land use?		

If the answer to any of the above Questions was Yes, a Phase 1 and Phase 2 Environmental Site Assessment, in accordance with the Ministry of Environment and Energy's Guideline for Use at Contaminated Sites in Ontario, is required. PLEASE SUBMIT TWO COPIES WITH YOUR APPLICATION.

Condition	Yes	No
Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? If Yes, please submit two copies of Phase 1 Assessment with the application.		



Town of East Gwillimbury

DECLARATION

This form must be completed, signed, and stamped by a Professional Engineer, and by the Property Owner.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site is contaminated.

Consulting Engineer:

Name(Please Print): _____

Signature: _____ Date: _____

Name of Firm: _____

Mailing Address: _____

Postal Code: _____

Telephone: _____ Fax : _____

Property Owner of Authorized Officer:

Name: _____

Signature: _____ Date: _____

Name of Company (If Applicable): _____

Title of Authorized Officer: _____

Mailing Address: _____

Postal Code: _____

Telephone: _____ Fax : _____



SITE PLAN APPLICATION WITHIN THE OAK RIDGES MORAINE **GENERAL INFORMATION**

In accordance with the Town of East Gwillimbury Zoning By-law 97-50 as amended by By-law 2003-64 all applications for the construction of a single detached dwelling, expansions of single detached dwellings and the construction of, or additions to accessory structures that are subject to Site Plan Control.

This Guide has been prepared by the Town of East Gwillimbury Development Services - Planning Branch to provide a general outline of the procedures involved in the processing and review of an Application for Site Plan Development. The purpose of the Guide is to familiarize the Applicant of the responsibilities of both the proponent and the Municipality under the provisions of the Planning Act, as amended.

Any required information that is not provided with the application may result in a delay of the processing until all the required information is available to the Town of East Gwillimbury.

APPLICATION FEES

1. Town of East Gwillimbury Municipal Administration Fee in accordance with Fee's By-law. A cheque is to be payable to the Town of East Gwillimbury.
2. Private Sewage Servicing fee may be applicable as outlined on the Fee's By-law. Upon the Building Branch's review of the application, if it is determined that the appropriate fee is less than the required amount, a credit will be applied toward the building permit fee. A cheque is to be payable to the Town of East Gwillimbury.
3. Lake Simcoe Region Conservation Authority review fee as determined by the "Conservation Authority Fee Collection Form" attached to the application may be applicable. A cheque is required payable to the Lake Simcoe Region Conservation Authority and submitted with the application whereby the Town of East Gwillimbury will forward the application and fee to the agency.
4. Additional Municipal Fees associated with the review of the process may include the Town of East Gwillimbury peer review fees which would include independent professional consultants retained by the Town of East Gwillimbury to review submissions. Planning Staff will advise upon submission of the application whether such additional costs are to be anticipated.

INFORMATION REQUIRED

1. **Key Map** showing the location of the property in relation to major roads, natural and man-made barriers and features, immediately adjacent lots and properties (may be located on the site plan).
2. **Site Plan** to indicate (does not have to be to scale, however, accurate measurements in metric are required):
 - a. The dimensions and area of the property being developed indicating any road widening, easements, etc.
 - b. Location of existing and proposed buildings, structures, pools, driveway entrances and exits to abutting roads with dimensions to the lot lines and roads.
 - c. Dimensions of the existing and proposed buildings and structures.
 - d. Location of any site alteration grading or areas to be filled or excavated (may include driveway expansions, construction of patio, etc.) to abutting roads with dimensions to the lot lines.
 - e. Location of natural and man-made features such as berms, swales, ponds and ditches must be indicated and generally dimensioned.
 - f. Location of the limit of disturbance (manicured area compared to naturalized area) with dimensions to the existing and proposed buildings, additions, structures, driveway.
 - g. Location of wells, septic tanks and tile field systems.



Town of East Gwillimbury

3. **Drawings**

- a. Six (6) copies of the Site Plan and Key Map drawings are to be submitted (folded plans only).
- b. The submissions and plans should be adequate to provide all the listed information and to fully describe the proposal.

See sample site plan attached to the back of this guide

Conformity with Statutes Regulations and By-Laws:

The application must show conformity with all applicable statutes, regulations, by-laws and requirements of any relevant governmental authority or agency. The proposed structure(s) or additions, etc. must conform to Ontario Building Code and all relevant regulations and the Town of East Gwillimbury accepts no responsibility for any lack of compliance therewith. Building permits will not be issued until the site development approval is granted and where applicable, the site plan development agreement is fully executed by all interested parties and registered on title.

APPLICATION PROCESS

1. **Site Plan Development Approval**

This process is followed when a site plan development agreement will not be required and the decision of which process is applicable will be determined by Planning Staff. If Planning Staff determine that a site plan development agreement is warranted due to the scale of the proposal, the site plan development agreement process will be followed.

Site plan development approval will be granted by the Council of the Town of East Gwillimbury.

Planning Staff require permission and access to the subject property to conduct a site inspection between the hours of 8:30 am to 4:30 pm. Planning Staff will inform the applicant/agent when the site inspection will occur and if no one is to be present, please have any gates, if applicable, open so access can be obtained.

No work will be commenced until approval is granted by the Council of the Town of East Gwillimbury and all permits or other approvals have been obtained.

2. **Site Plan Development Agreement**

Site Plan Approval is facilitated through a Site Plan Agreement between the owner and the Town as well as any encumbrancers on title to the subject property.

The Town Solicitor will conduct a search of title to determine the proper parties to the Agreement, including all encumbrancers. A formal agreement will then be prepared and submitted to the registered owner and encumbrancers for execution. All costs incurred by the Town's Solicitor in the preparation of the Site Plan Development Application and registration on title to the property are the responsibility of the applicant.

Financial considerations required with the Site Plan Development Application include the submission of securities to be held by the Town until the site development has been satisfactorily completed.

No work shall be commenced and no permits issued until the agreement is properly executed and registered on title, all required fees, levies and securities have been paid or posted and a proper application has been made for all permits and additional approvals required.



Town of East Gwillimbury

Development Charges

Owners/applications are advised that upon application for a Building Permit to erect a dwelling unit or non-residential structure on a new lot, growth related Development Charges payable to the Region of York, the Town of East Gwillimbury and both the Public and Catholic School Boards may apply. To determine the rate/cost prevailing at such time, please contact the individual agencies.

PRIOR TO SUBMITTING YOUR APPLICATION FORM TO THE TOWN OF EAST GWILLIMBURY FOR PROCESSING YOU ARE STRONGLY ADVISED TO DISCUSS YOUR APPLICATION WITH THE PLANNING BRANCH TO MAKE SURE THAT THE INFORMATION YOU ARE PROVIDING IS CORRECT. FAILURE TO DO THIS WILL RESULT IN YOUR APPLICATION BEING DELAYED.



**SITE PLAN APPLICATION WITHIN THE OAK RIDGES
MORaine**

This application must be filed with the Planning & Building Services, Planning Branch of the Town of East Gwillimbury together with the required documents and fees.

I hereby submit this application for Site Plan approval in respect of the property herein after described.

1. **Administration**

a) **Registered Owner(s) of the subject property**

Name: _____
Mailing Address: _____

Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____

b) **Applicant or Proponent (if different than the owner):**

Name: _____
Mailing Address: _____

Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____

c) **Agent (ie: consultant/solicitor/contractor/other):**

Name: _____
Mailing Address: _____

Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____

d) **Encumbrancers (ie: mortgagees, holders or chares):**

Name: _____
Mailing Address: _____

Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____



Town of East Gwillimbury

Correspondence: Please indicate whom is correspondence relating to the application be sent. (Circle one from previous page: A B C)

2. Subject Property

Street Address: _____

Town Lot: _____ Registered/Reference Plan No: _____

Concession: _____ Lot No: _____

Property Tax Roll Number: _____

Size of Property:

[a] Frontage: _____ m _____ ft

[b] Depth: _____ m _____ ft

[c] Area: _____ ha _____ acres

Brief Description of Proposed Development (include what is being constructed as well as the dimensions):

[If space is insufficient, attach a separate sheet.]

3. Services

Water Supply: Municipal Water Private Well

Other(Please Specify):

Sewage Disposal: Municipal Private (Septic System)

Road Access: Town Regional Provincial

4. Land Use Planning Information

(Town Planning Staff can assist you with this section)

a) Regional Municipality of York Official

Towns and Villages

Agriculture Policy Area

Rural Policy Area

Holland Marsh Area

b) Town of East Gwillimbury Official Plan:

Designation: _____

Document: _____

c) Zoning Classification (Check all applicable):

ORMC – Oak Ridges Moraine Core

ORMCB – Oak Ridges Moraine Core Buffer



Town of East Gwillimbury

- ORMCL – Oak Ridges Moraine Core Linkage
- ORMCS – Oak Ridges Moraine Countryside
- ORMM3 – Oak Ridges Moraine Industrial Extractive

d) Landform Conservation Area (Check all applicable):

- Category 1 Category 2

e) Key Natural Heritage Features:

Please check all applicable Key Natural Heritage Features on the subject property:

- Significant Woodlands Kettle Lakes
- Wetlands Significant Valleylands
- Water Course Sand Barren, savannahs, grass prairies
- ANSI – life science ANSI – earth science
- Other (Please specify): _____

f) Are there any existing restrictions affecting these lands or any proposed reservations of interest that may affect this proposal? (ie. Easements, right-of-ways, etc.)

- Yes No

If YES, please provide details:

g) Is the subject property subject to Subdivision Agreement with the Town of East Gwillimbury? If the answer is Yes Please provide the date of the Agreement and necessary restrictions.

5. Authorizations

a) Agent Representing Applications

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

_____ Date

_____ Signature of Owner



Town of East Gwillimbury

b) **Consent of the Owner**

Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of my personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

Date

Signature of Owner

c) **Payment of Fees**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of East Gwillimbury during the processing of this application, in addition to any application fee set by the Town of East Gwillimbury.

Date

Signature of Owner

NOTE: All invoices for payment shall be sent to the person indicated in Section 1 for correspondence of this application, unless otherwise requested.

6. **AFFIDAVIT**(Please Print)

I, _____, of the _____ in the _____ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT

, _____

In the _____

Of _____

This _____ Day of _____, 20_____.

WITNESS

REGISTERED OWNER(S) OR AGENT



**ENGINEERING BRANCH REVIEW FEE PERTAINING TO
SITE PLAN APPLICATIONS WITHIN THE OAK RIDGES MORaine**

LEGAL DESCRIPTION OF PROPERTY:

Lot: _____ Concession: _____

Lot: _____ Registered Plan: _____

Street Address: _____

Property Tax Roll Number: _____

ASSESSED OWNER[S] OF THE SUBJECT PROPERTY:

Name: _____

Mailing Address: _____

Postal Code: _____

Phone(Daytime): _____ Cell: _____ Fax : _____

APPLICANT/AGENT:

Name: _____

Mailing Address: _____

Postal Code: _____

Phone(Daytime): _____ Cell: _____ Fax : _____

As part of the planning approval process, your application must be circulated to the Town of East Gwillimbury Community Programs & Infrastructure - Engineering Branch. Municipal By-law No. 2014-129 provides for the collection of fees pertaining to the review of engineering reports and drawings. For a review of reports associated with site plan approval, the fee is calculated based on \$1,200.00/ha for site plan development, redevelopment or expansion over 0.25 ha of net developed area.

Engineering Drawings Required	<input type="checkbox"/> YES <input type="checkbox"/> NO
Net Developable Area	_____ x \$1,200.00/ha
Required Fee	\$ _____

Date

Signature of Assessed Owner/Authorized Agent

EXEMPTION CLAUSE

A fee is not required ONLY if a review of engineering reports and drawings is not required. You MUST date and sign this section if an exemption is applicable.

Date

Signature of Assessed Owner/Authorized Agent

Don Allan, Development Supervisor, Engineering Branch

NOTE: This form and your cheque should accompany the application to be submitted to the Planning Branch.



Town of
East Gwillimbury

**BUILDING DEPARTMENT INSPECTION FEE PERTAINING TO
SITE PLAN APPLICATIONS**

LEGAL DESCRIPTION OF PROPERTY:

Lot: _____ Concession: _____
Lot: _____ Registered Plan: _____
Street Address: _____
Property Tax Roll Number: _____

ASSESSED OWNER[S] OF THE SUBJECT PROPERTY:

Name: _____
Mailing Address: _____

Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____

APPLICANT/AGENT:

Name: _____
Mailing Address: _____

Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____

As part of the planning approval process, your application must be circulated to the Town of East Gwillimbury Building Department. The Ontario Building Code Act S.O. 1992, allows for the collection of a user fee to pay a portion of the inspection and administration costs.

A fee of \$600.00 payable by cheque or money order to the Town of East Gwillimbury, as allowed for by By-law 2011-048 as amended, must accompany your application.

Date

Signature of Assessed Owner/Authorized Agent

This review fee will be credited to your septic permit application fee.

EXEMPTION CLAUSE

A fee is not required ONLY if municipal sanitary sewers are in use on the lot and the appropriate section of your planning application confirms that the property is municipally serviced. You MUST date and sign this section if an exemption is applicable.

I hereby confirm that the subject property is serviced by municipal sanitary sewers and, therefore, is exempt from this inspection fee.

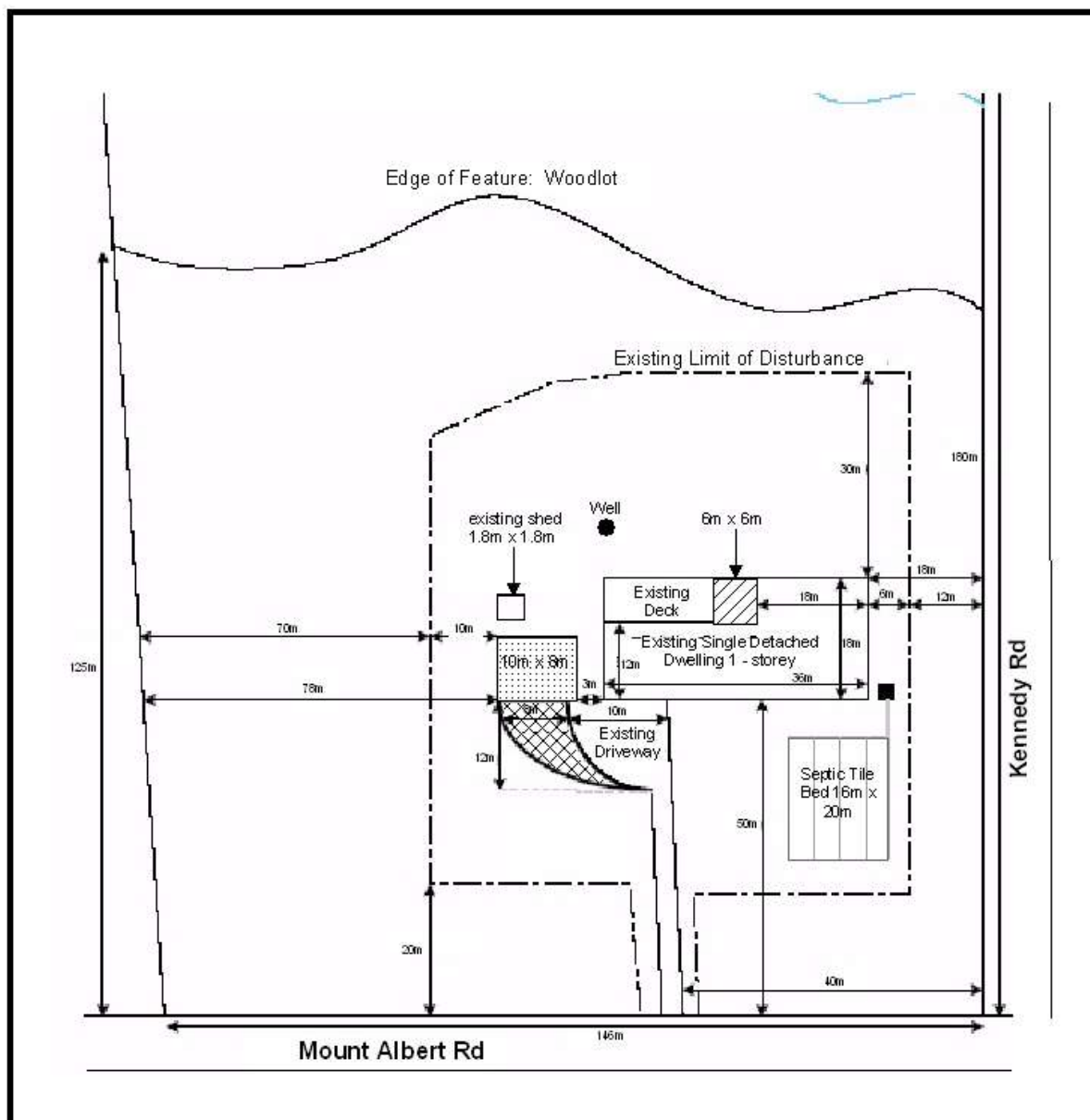
Date




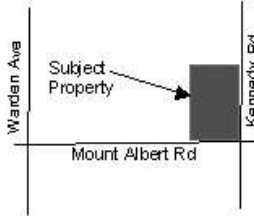

Signature of Assessed Owner/Authorized Agent

NOTE: This form and your cheque should accompany the application to be submitted to the Planning Branch.



SAMPLE SITE PLAN DRAWING
WITHIN THE OAK RIDGES MORAINE



<p>Site Plan Town of East Gwillimbury 123 Mount Albert Road Owner: C. Kramer Submitted January 12, 2007</p>	<p>Proposal:</p> <ul style="list-style-type: none">  Addition - Sunroom (6m x 6m) to existing single detached dwelling  Construction of a detached garage (8m x 12m)  Site Alteration - Driveway extension (approx. 8m x 12m or 70m²) asphalt surface 	<p>KEY MAP</p>  <p>Northwest corner of Mount Albert Rd. & Kennedy Rd.</p>
<p>Units in Metric: </p> <p>Not to Scale</p> <p>Lot Area 2.7 ha (6.67 AC)</p>		

LAKE SIMCOE REGION CONSERVATION AUTHORITY

Fee Collection Form

Please complete the following and attach to your planning application.

Lake Simcoe Region Conservation Authority

120 Bayview Parkway, Box 282, Newmarket, ON L3Y 4X1 (905) 895-1281, FAX (905) 853-5881

Please be advised that effective April 1, 2004 the Board of Directors of the Lake Simcoe Region Conservation Authority adopted Staff Report 13-04-BOD which provided for the collection of fees for the review of planning and engineering submissions to the Conservation Authority.

Date: _____ / _____ / _____ Application #: _____

1. Name of Applicant Agent: _____ Tel No: _____
Address: _____ Fax No: _____
2. Registered Owner: _____ Tel No: _____
Address: _____ Fax No: _____
3. Legal Description (Lot & Concession, Lot, Plan No.): _____
4. General Location: _____
5. Municipality: _____

Please contact the Lake Region Conservation Authority to obtain their most up to date Planning and Development Fees Policy to determine the appropriate fees made payable to the Lake Simcoe Region Conservation Authority.

Please check if receipt required from the Conservation Authority

NOTE: Additional fees may apply to applications which require extensive investigation (i.e. reports) by Conservation Authority staff. The applicant will be informed by letter of these additional fee requirements if applicable.

FOR CONSERVATION AUTHORITY USE ONLY

DATE RECEIVED: _____ / _____ / _____ CFN: _____ RECIPIENT: _____