

# Subdivision and Condominium

### Application Guide

### MATERIALS ENCLOSED

General Information
Application Form
Site Information Questionnaire
Authorization Of Owner Form
Conservation Authority Fee Collection
Form Check List For Owner/Agent/Solicitor
Summary Of Development Application Fees

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



## SUBDIVISION & CONDOMINIUM APPLICATION GENERAL INFORMATION

### 1. PURPOSE OF THE APPLICATION

The purpose of this Subdivision & Condominium Application Guide is to provide information required by the Town to facilitate a proper evaluation of the application.

The attached application form is to be used only when applying for Subdivision or Condominium approval from the Corporation of the Town of East Gwillimbury.

### 2. <u>APPLICATION FEES</u>

Please refer to the Development Application Fees By-law for the schedule of fees. The basic application fee is required to cover normal costs incurred in processing a Subdivision & Condominium Application. The fee is payable to the Town of East Gwillimbury.

### **Refund Policy**

Fifty percent (50%) of the fee required may be refunded if the application is withdrawn prior to the preparation of a planning report. No refunds will be given where a planning report has been prepared.

### **Revisions to Applications**

Should revisions require re-circulation, a fee in the amount of \$1,000.00 must accompany the request for revision.

### Additional Fees

In the event that additional costs are incurred by the Town for Special Studies necessitated by an application(s), the additional costs shall be paid by the applicant in the manner and amount to be determined by the Council of the Town of East Gwillimbury.

### Ontario Municipal Board Hearing Deposits

Ontario Municipal Board Hearing Deposits are due and payable upon the receipt of an appeal with respect to the application. The deposit shall be paid by the applicant in a manner and amount to be determined by the Council of the Town of East Gwillimbury. Fees incurred by the Municipality above and beyond the amount of deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of deposit required, the appropriate refund will be issued to the applicant.

### On-site Sewage System Approval

Zoning By-law Amendment applications requiring comments regarding on-site sewage system approval by the Town's Building Department must be accompanied by a completed Inspection Form (copy enclosed). A fee of \$600.00 per proposed lot, payable to the "Town of East Gwillimbury", must accompany the completed Inspection Form. Please note that this fee only applies to Subdivision & Condominium applications pertaining to properties serviced by private sewage disposal systems.

### 3. <u>APPLICATION FORM</u>

The application form should be completed by the owner of the subject lands, his/her solicitor, or his/her authorized agent. If this application is to be submitted by a solicitor or agent on behalf of the owner, the attached authorization form <u>must</u> be completed and signed by the owner. If the owner is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation, who has the authority to bind the corporation, and the corporation's seal, if any, must be affixed.

[NOTE TO OWNER: If the application is to be prepared by a solicitor or agent, authorization should not be given until the completed application and its attachments have been examined and approved by the owner.]



It is important to note that the signature on the application form must be witnessed by a Commissioner. Where the subject lands are owned by a corporation, the application must be under corporate seal and/or must be signed by an authorized signing officer who has the authority to bind the corporation. Names and titles are to be typed under the signatures, where shown. If there is more than one owner, all parties are required to sign the application and/or authorization form.

The questions on the application form identified with an asterisk (\*) provide information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposed Amendment.

### 4. <u>INFORMATION REQUIRED</u>

It is the responsibility of the owner/authorized agent/applicant to provide complete and accurate information. This form will not be accepted as an application until all questions have been answered and all requirements have been met in the manner requested herein. If the form is incomplete or inaccurate, the application will be returned for completion, correction or clarification prior to processing.

The following additional information in support of this application is also required by the Town:

- (a) A legal survey of the subject lands, prepared by an Ontario Land Surveyor, showing all dimensions, the location of all existing buildings, structures, driveways, etc.;
- (b) A plot plan of the immediate vicinity identifying such items as abutting buildings, streets, location and nature of any easements, rights-of-way, soil conditions and drainage, water courses and any areas requiring fill. [Note: The plan must include the location, width, and name of any roads within or abutting the subject lands, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way];
- (c) A plot plan of the immediate vicinity identifying the current uses on land that is adjacent to the subject lands;
- (d) If access to the subject lands is by water only, a plot plan showing the location of the parking and docking facilities to be used;
- (e) Plans identifying the approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject lands that may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- (f) Draft Plan which identifies the following information:
  - the boundaries of the land to be subdivided as certified by an Ontario Land Surveyor;
  - the locations, widths, and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
  - on a small key plan, of a scale of not less than one centimetre to 100 metres or 1:10,000, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision, and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
  - the purpose for which the lots or blocks are to be used;
  - the existing uses of all adjoining lands;
  - the approximate dimensions and layout of the proposed lots;
  - natural and artificial features such as building or other structures or installations, railways, highway, watercourses, drainage ditches, swamps, and wooded areas within or adjacent to the land proposed to be subdivided;
  - the availability and nature of domestic water supplies;
  - the nature and porosity of the soil;
  - existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land;
  - the municipal services available or to be available to the land proposed to be subdivided;
  - the nature and extent of any restrictive covenants or easements affects the land proposed to be subdivided:

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- (g) Contour Plan This plan must be at a minimum scale of 1:2,000 giving contour lines at sufficient intervals to permit assessment of existing surface drainage patterns. Contour intervals shall not be greater than 1.5 metres. This plan is to extend to the limits of the drainage area to be served by proposed sanitary and storm sewer systems, including lands beyond the boundaries of the subdivision. For large external drainage areas, separate contour plans at a smaller scale may be provided. All elevations are to refer to Geodetic Datum.
- (h) General Plan of Services This will be a plan based on the draft plan to identify, schematically, the proposed storm sewer systems and their connection to existing systems. Direction of flow must be indicated on all sewers. This plan is to be accompanied by preliminary engineering calculations indicating the quantity of storm water flow at the connection to existing systems and/or at proposed outfalls. Consideration must be given to the whole catchment area to ultimately be developed. Blocks for storm and sanitary sewers and watermain systems shall also be shown.

Preliminary road profiles and area grading requirements must also be identified in the Preliminary Report. Blocks of land for community mail centres must be identified on the draft plan and the general plan of services.

(i) Drainage Plan – When a natural drainage channel passes through and is affected by the proposed development, drawings must be submitted to indicate the location and typical cross-sections of the existing channel and of any proposed changes. In general, creek diversions will not be permitted, unless these are in the nature of improvements to the existing watercourse. An erosion-sediment control plan will be required. A preliminary stormwater management plan and report will be required by the Town.

Any proposed modifications to an existing channel and/or floodplain will require review by and approval of the Lake Simcoe Region Conservation Authority. The applicant and/or the applicant's consulting engineer must meet with the Conservation Authority and confirm their requirements prior to proceeding with the preliminary engineering report.

- (j) Soils Report A preliminary soils investigation and report from an independent soils consultant will be required by the Town with particular attention to sub-surface ground conditions and the ability of the soils to structurally support underground services and foundations for residential, commercial or industrial type structures.
- (k) Hydrogeologic Report Where private services are proposed, a hydrogeologic report will be required to establish the suitability of the development area and its component sub-areas to safely accommodate private water supply and waste disposal systems with acceptable impacts on existing adjacent development and in accordance with the Ministry of the Environment policies and regulations. The specific soil and groundwater testing will be dependent on the local hydrogeologic setting and existing development and must be reviewed with the Town prior to commencement of the field verification studies.
- (l) Watermain & Sanitary Sewer Servicing Reports Where watermains and sanitary sewers are proposed, comprehensive servicing reports shall be prepare and submitted for review by the Town Engineer.
- (m) Functional Servicing Report A functional servicing report and plan is required prior to commencement of the final design. This report shall provide all details, calculations, costs, alternatives and recommendations necessary to evaluate the proposed development. The functional servicing report and plan shall include, but not necessarily be limited to, the following considerations:
  - major roadway alignments, cross-sections and intersections;
  - roadway structures;
  - watercourse improvements and channelizations;
  - railway crossings;
  - parkland development;
  - major trunk sewers;
  - storm drainage systems;
  - sanitary drainage systems;
  - water distribution systems;
  - lot grading design;

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- pumping station location;
- noise attenuation measures; and
- servicing capacities.

In cases where the subdivision development under consideration forms part of a larger area set aside for future development, the functional servicing report shall confirm that the servicing design does not limit the future development. The functional servicing report shall be signed and sealed by a Professional Engineer.

- Supporting material including such items as traffic studies, environmental impact reports, (n) detailed landscape analysis, detailed engineering reports and servicing plans, where applicable.
- A copy of the deed for the subject lands must accompany each application as proof of (o) ownership.
- Additional information to be provided for plans of Condominium include: (p)
  - proposed exclusive use areas of the common element such as outdoor yards and parking;
  - roadways and pedestrian access to proposed private units;
  - sections of the application form reserved for condominium proposals (as identified).
- Digital submission which shall take the form of a standard compact disc upon which (q) shall be stored, IN PDF, CAD DWG AND GIS MXD FORMATS, all of the required plans and supporting documentation as requested by the Town for the proposed development.

#### 5. **APPLICATION SIGN**

Signs shall be erected at the direction of the Town of East Gwillimbury to advise the public of the following types of development applications.

- Amendments to the Zoning By-law
- Amendments to the Official Plan (b)
- (c) Plans of Subdivision

The signs shall be erected and maintained in accordance with the following requirements.

The sign[s] shall be installed at least 20 days prior to the public meeting date scheduled by the Town's Planning Committee. Written confirmation must be forwarded to the Town advising that the required sign[s] has been erected.

The sign[s] shall be constructed of 5/8" melamine or 3/4" plywood [good one side or better grade] and approximately 4 feet square. It shall be supported by a minimum of two uprights and secured in the ground. The sign face should be at eye level [approximately 5 feet above ground].

The sign[s] shall have black lettering on white background and be clearly visible from the street. The lettering should be plain upper case [Helvetica medium or similar typeface].

One sign shall be erected on each street frontage approximately at the mid point along the frontage. The sign shall be completely unobstructed, clearly visible from the street, and shall not be set back more than 15 feet from the lot line.

The notice shall contain the following information and in the following form:

<u>NOTICE</u>	
Application [File No] has been made to facilitate	the development of
	on the subject property. A
public meeting has been scheduled for	atp.m. to be held
at the Civic Centre Council Chambers, 19000 Leslie Street, Sharon, t	to discuss this matter.

A copy of the written notice and additional background information are now available in the offices of the Town of Development and Legal Services, Planning Branch [Telephone No. (905) 478-4282.]

East Gwillimbury,

All proposed wording must be approved by the Town.



The sign[s] shall be removed within seven days after one of the following events has taken place:

- (a) the application is turned down by Council or is withdrawn by the applicant;
- (b) the application is approved by the Town or the Ontario Municipal Board.

Written confirmation must be forwarded to the Town advising that the subject sign[s] has/have been removed.

The applicant and/or owner of the lands shall be responsible for preparing, erecting and maintaining the sign, removal of the same, and all costs involved.

Failure to maintain the prescribed signs in good order may be considered sufficient grounds to stop the processing of the application at any time.

### 6. <u>APPLICATION PROCESS</u>

It is recommended that the owner/authorized agent/applicant meet with Planning Staff prior to making the formal submission. This should assist in avoiding delays due to incomplete applications or lacking information requirements. Staff may also recommend pre-consultation with other applicable commenting public bodies or agencies. It is suggested that the applicant discuss the development proposal with the Lake Simcoe Region Conservation Authority, the Regional Municipality of York (Planning Department and Transportation & Works Department), the Ministry of the Environment, the Ministry of Agriculture and Food, the Ministry of Natural Resources, the Ministry of Transportation, and the Septic Division of the Towns Building Department (for development proposed to be serviced by private septic systems). The applicant is also encouraged to contact the local Gas utilities to obtain information on required setbacks from pipelines and compressor stations.

It is important to note that circulation of a new application will not be undertaken unless the proposal conforms to the official plan or is the subject of an official plan amendment which has been submitted for approval. In cases where the proposal is dependent upon the approval of a related official plan amendment, the amendment number must be stated on the application form.

It is necessary to take into account the health, safety, convenience and welfare of the future inhabitants when considering a subdivision or condominium application is conjunction with the matters set out in Section 51(24) of the Planning Act.

Once the completed application has been submitted, the Town may confer with applicable commenting public bodies or agencies to obtain information and comments from them.

The Town will contact you regarding the date scheduled for the initial review of your application by the Planning Committee. The initial report prepared may recommend that additional information be provided by the applicant, that the application be denied, or that a public meeting date be scheduled.

Should a public meeting date be scheduled, the owner is required to erect the required Development Application Sign, noted previously, and a notice of the proposal is sent to property owners within 120 metres [400 feet] of the subject lands. These owners will have the right to attend the scheduled hearing and express any concerns or support they may have. Notice of this public meeting is also circulated to various agencies to request their comments. The request for comments and notices of hearing are circulated a minimum of twenty days prior to the date of the public meeting.

The applicant, his/her staff and/or consultant, is required to attend the public meeting. They should be prepared to make a brief presentation of the proposal and answer any questions that may arise.

No decision is made at the public meeting.

If a change is made to the proposal following the public hearing, or if the proposal is revised significantly from what was originally circulated and/or advertised, Council may consider whether further notice is required. In some instances, an additional public hearing may be required, depending on the extent of the changes or modifications.

A further report(s) is then scheduled for review by the Planning Committee. The report(s) will make recommendations as to the final disposition of the application. Conditions may be imposed if approval of the draft plan is granted.



The Town may enter into subdivision agreements imposed as a condition of draft plan approval.

The Town may impose conditions of approval, including that a maximum of 2% of the land in a proposed commercial or industrial subdivision or a maximum of 5% of the land in any other proposed subdivision be conveyed to the Town for park or other public recreational purposes. Where the Town imposes a condition regarding parkland conveyance, the Town may, in lieu of accepting such conveyance, require the payment of money by the application to the value of the land otherwise required to be conveyed. The Town may require that the land included in a residential subdivision plan be conveyed at a rate of up to 1 hectare for each 300 dwelling units proposed.

The conditions of draft plan approval must be fulfilled prior to the approval of the final plan. The agencies affected by the conditions must confirm in writing that the conditions have been fulfilled.

The Planning Act provides that an application for approval by the Town may be referred to the Ontario Municipal Board [O.M.B.]. Provision is also made for an appeal to the O.M.B. from certain decisions made by and conditions imposed by the Town.

If approval is granted by Council, Notice of Decision is forwarded to each person or public body that filed with the Town a request to receive notification. There is an appeal period of twenty days from the mailing of the Notice of Decision.

If no appeal is lodged, a declaration is issued and the decision of the approval authority becomes final and binding.

If an appeal is lodged, together with the required fee, a record of information pertaining to the Amendment will be forwarded to the O.M.B. The O.M.B. will schedule and hold a public hearing to decide the final disposition of the application.



### SUBDIVISION AND CONDOMINIUM APPLICATION

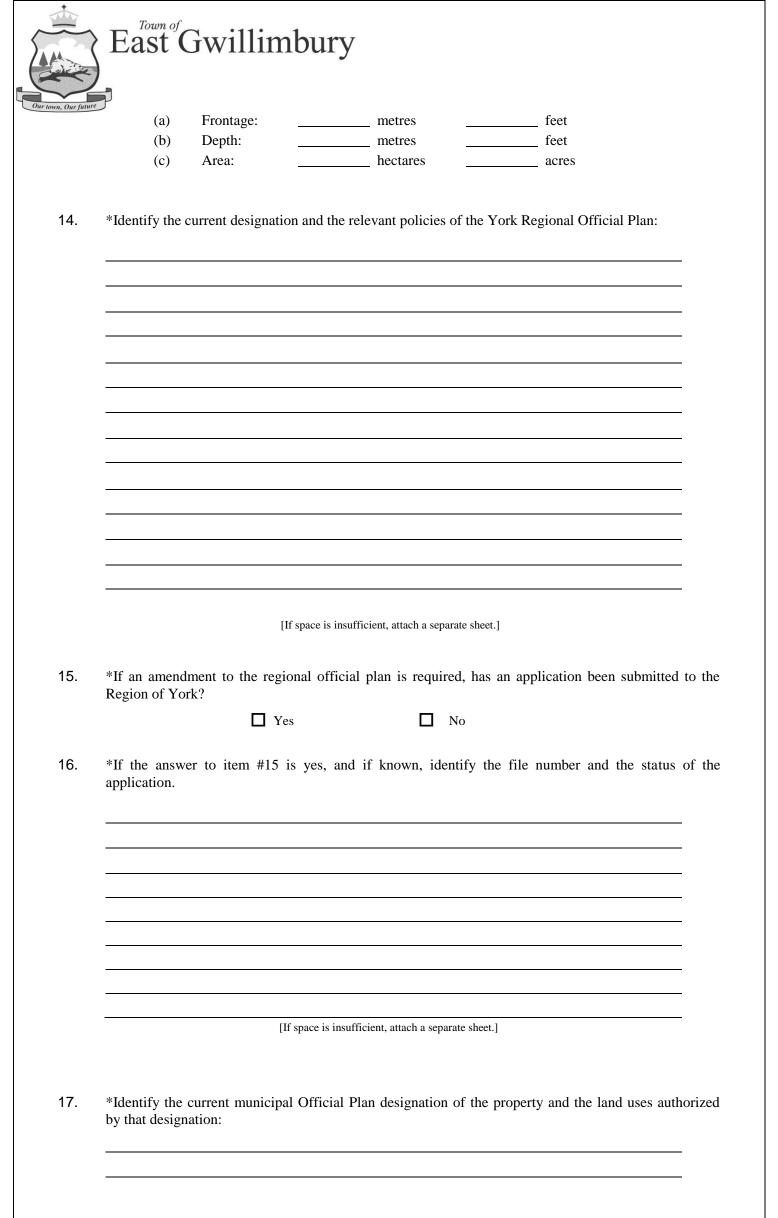
This application must be filed with the Planning & Building Services, Planning Branch of the Town of East Gwillimbury together with the required documents and fees. Please complete all applicable sections of the application form. An incomplete form will be returned to the applicant.

I hereby submit this application to the Town of East Gwillimbury for a change of zoning or a change in the provisions of the Town's Zoning By-law in respect of the property herein after described.

*Assessed Owner[s] of	the subject proper	****	
Name:	ine subject proper	ty.	
Mailing Address:			
-			
	D (1C 1		
Phone(Daytime):	Postal Code:	•	Fax :
*Applicant/Agent:			
Name:			
Mailing Address:			
	Postal Code:		
Phone(Daytime):			Fax :
Solicitor:			
Nama			
Mailing Address:			
-	Postal Code:		
Phone(Daytime):	r ostar code.	Cell:	Fax :
Ontario Land Surveyor:			
Name:  Mailing Address:			
_			
Phone(Daytime):	Postal Code:		Fax :
· • • • • • • • • • • • • • • • • • • •			
Correspondence – Pleas	e designate the in-	dividual to whicl	h all correspondence will be sent.
<u> </u>	Assessed Owner		
	Applicant/Agent		

		olicitor ntario Land Surve	yor			
	e names and e subject land		holder(s) of any	mortgages, c	harges or other	encumbra
If known, ide	entify the dat		ufficient, attach a separate of the separate o		owner.	
*Are there a	ny easement	or restrictive co	venants affecting	the subject la	and?	
	☐ Yes		No			
			No e a detailed descr	ription of eac	ch easement or	covenant
*If the answ effect.	ver to item #			ription of eac	ch easement or	covenant
effect.	ver to item #	8 is yes, provid			ch easement or	covenant
effect.	ver to item #	8 is yes, provid			ch easement or	covenant
effect.	ver to item #	8 is yes, provid			ch easement or	covenant
effect.	ver to item #	8 is yes, provid			ch easement or	covenant
effect.	ver to item #	8 is yes, provid			ch easement or	covenant
effect.	ver to item #	8 is yes, provided Description		Effect	ch easement or	covenant
Easement or  *Legal desc	Covenant	8 is yes, provided Description  [If space is insumption operty which is specified in the content of the content	e a detailed descr	Effect  Tate sheet.]		
*Legal desc bounds, attac	ription of pr	Description  [If space is insumer operty which is heet]	e a detailed description of the subject of the subj	rate sheet.]	on: [if descripti	ion in me
*Legal desc bounds, attac	ription of pr	Description  [If space is insumed by the best]	e a detailed description of the subject of the subj	Effect  Cate sheet.]  This application  On:  d Plan:	on: [if descripti	ion in me
*Legal desc bounds, attac	ription of pr ch separate sl et Address: _ perty Tax Rol	Description  [If space is insumed by the best]	of the subject of to Concession Registered	Effect  Cate sheet.]  This application  On:  d Plan:	on: [if descripti	ion in me
*Legal desc bounds, attac Lot: Stree Prop	ription of pr ch separate sl et Address: _ perty Tax Rol	Description  [If space is insumed by the best of the b	e a detailed description of the subject of the Subj	Effect  Cate sheet.]  This application  On:  d Plan:	on: [if descripti	ion in me

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[If space is insufficient, attach a separate sheet.]
Identify the current zoning of the subject property and the land uses authorized by that zoning:
[If space is insufficient, attach a separate sheet.]
Note: Prior to approval of the final plan for registration, the subject lands must be appropriately zoned.
*Are the subject lands subject of an application for approval of an Official Plan Amendment, a Zoni By-law Amendment, a Minor Variance, a Consent, or a Site Plan?
☐ Yes ☐ No
*If the answer to item # is yes, and if known, identify the file number and the status of application.

Note: Any application that is not in conformity with official plan provisions may be returned to the applicant, or held uncirculated until the appropriate agency is in receipt of an amendment to redesignate the subject property. At that time, both the amendment and the draft plan can be circulated concurrently.



21.	_		-		on for approval of a plan of subdiction 53 of the Planning Act?	
		☐ Yes	□ No	☐ Un	nknown	
22.	*If the answer to application.	item #28 is yes,	and if known, i	dentify the file	e number and the	decision on the
		[If space i	s insufficient, attach a	separate sheet.]		

23. \*Proposed Land Use Information

All lands shown within the draft plan must be identified as to proposed use. If additional space is necessary to accommodate all the required information, attach a separate page or pages in the same format as the following table.

Use the following definitions for residential buildings.

- Dwelling Unit a room or group of rooms accommodating a single household
- Single or Detached a building containing 1 dwelling unit
- Double or Semi-detached a building containing 2 dwelling units
- Row or Multiple-attached a building containing 3 or more dwelling units all with individual access at ground level
- Apartment a building containing 3 or more dwelling units all with access through a common space

Proposed Use	Number of Residential Units	Lots and/or Blocks as labelled on the draft plan	Area (ha)	Density (units/ha)	Number of Parking Spaces*
Single, Detached Residential					
Double, Semi-detached Residential					
Row, Multiple-attached Residential					
Apartment - less than 2 bedrooms Residential - 2 bedrooms or more					
Seasonal Residential (cottage or chalet)					
Mobile Home Residential					
Other Residential (specify)					
Commercial					
Industrial					
Park, Open Space	Nil			_	
Institutional (specify)					

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Roads	Nil		
Other (specify)			
TOTALS			

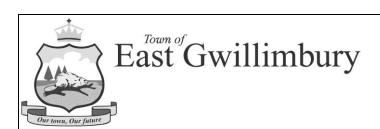
(\*for condominium applications only)

### 24. Affordable Housing Information

This section is to be completed for all residential uses. For tenure, indicate "O" for privately owned (including condominium) and "R" for rented. Space has been provided to allow for identification of three price/rent ranges for each housing type. If additional space is necessary, attached a separate page or pages in the same format as the following table.

Housing Type	Number of Residential Units	Average Unit Floor Area (m²)	Tenure Form	Range of Estimated Price/Rent per Month (\$)	Percent Affordable
Single, Detached Residential					
Double, Semi-detached Residential					
Row, Multiple-attached Residential					
Apartment Residential - less than 2 bedrooms					
Apartment Residential - 2 bedrooms or more					
Other Residential (specify)					
TOTALS					

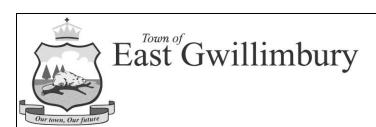
	Other Residential (specify)							
	TOTALS							
25.	Will the construction of any of programs?  ☐ Yes	these units b	oe subsidized	l or financ	eed through any	government		
	If yes, state:							
	Name of Gov	ernment Progr	ram		Number of U	nits		
26.	Are any units targeted at a particula	r housing need	ds group?					
	☐ Yes	☐ No						
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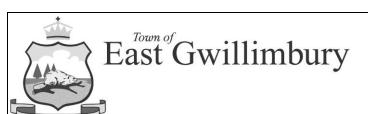
	If yes, please specify:							
		☐ Senior Citizens						
		☐ Disabled						
		Students						
		Other (specify)						
27.	*Addit	Iditional Information for Condominium Applications ONLY:						
	(a)	Has a site plan for the proposed condominium been approved?						
		☐ Yes ☐ No						
	(b)	Has a site plan agreement been entered into?						
		☐ Yes ☐ No						
		If yes, specify the date the agreement was entered into.						
	(c)	Has a building permit for the proposed condominium been issued?						
		☐ Yes ☐ No						
		If yes, state building permit number and date issued.						
	(d)	Is the proposed condominium under construction?						
		☐ Yes ☐ No						
		If yes, state the date this construction commenced.						
	(e)	Has the construction of the proposed condominium been completed?						
	(0)	Yes No						
		If yes, state the date this construction was completed.						
		- yes, state the date this constitution was completed.						
	(f)	Is the proposed condominium a conversion of a building containing residential rental units?						
		☐ Yes ☐ No						
		If yes, state the number of units to be converted.						
28.	*Indica	ate what type of access is provided to the subject property.						
		☐ Provincial Highway ☐ Regional Road						
		☐ Open Town Road ☐ Unopened Town Road						
		☐ Right-of-way ☐ Water						
29.	_	proposed access points to abutting roads, widenings of abutting roads, internal road widths and and location of access control reserves been discussed with:						
	- the municipality							
		- the region						
30.		ess to the subject property is by water only, identify the parking and docking facilities used or to d and the approximate distance of these facilities from the subject property and the nearest public						

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							_
	-						
	-						
	[If space	is insufficient, a	ttach a sepa	rate sheet.]			
31.	*I.l						
J1.	*Identify the water supply proposed  Municipal Water	to service the	e develop Individi				
	☐ Communal Well ☐ Other (explain)		Lake or	Other Wa	ater Body		
	Other (exprain)						_
32.	*Identify the type of sewage disposa	l system nror	nosed to s	ervice th	ne develon	iment?	
J <u>L</u> .	☐ Municipal Sanitary Sewer		☐ Privat		_	ment.	
	Communal Septic System		<b>—</b> 1111va	с верие с	ystem		
	Other (explain)						
33.	Has the availability of compations		£	: .: 1		discussed with.	
<i>3</i> 3.	Has the availability of connections a	-	□ No	icipai sei	vicing bed	en discussed with.	
	<ul> <li>the municipality</li> </ul>		_				
	1 2	□ Yes	□ No				
34.	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the im	serviced, add	litional in	o determ	ine the fea	asibility of the prop	ose
34.	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:  - the municipality	serviced, add or reports papact on grou	litional in repared to the standard water   Yes	o determ quality a	ine the fea and quanti	asibility of the prop	ose
34.	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:	serviced, add or reports papact on grou	litional in repared to and water	o determ quality	ine the fea and quanti	asibility of the prop	ose
	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:  - the municipality	serviced, add or reports papact on ground on ground	litional in repared to the stand water   Yes   Yes	o determ quality a	ine the fea and quanti	asibility of the prop	ose
34. 35.	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:  - the municipality - the Ministry of the Environment of the En	serviced, add or reports papact on ground on ground	litional in repared to the repared t	o determ quality a	ine the featand quanti	asibility of the prop	ose
	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:  - the municipality - the Ministry of the Envir	serviced, add or reports papact on ground ronment	litional in repared to the repared t	o determ quality a	ine the featand quanti	asibility of the prop	ose
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	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:  - the municipality - the Ministry of the Envir  *Identify the type of storm drainage    Municipal Sewers   Other (explain)	serviced, add or reports proposed to serviced.  Ditcheser	litional in repared to the repared t	o determ quality a  \textstyle \text{No} \text{No} \text{No} \text{determ} \text{Sw}	ine the featand quantition  pment?  ales  outlining	the means by whic	h
35.	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:  - the municipality - the Ministry of the Envir  *Identify the type of storm drainage    Municipal Sewers   Other (explain)  A stormwater management report is stormwater will be conducted both of means by which erosion, siltation, are construction. Has such a report been	serviced, add or reports proposed to serviced  Ditches	litional in repared to the repared t	o determ quality a  No No ne develo Sw  opments, a lands. The	ine the feat and quantity of the properties of t	the means by whice the should also indicated during and after	ooso lies
35.	- the region  If the development is to be privately hydrogeologic or geotechnical report private service or services and the imbeen prepared and forwarded to:  - the municipality - the Ministry of the Environment of the En	serviced, add or reports proposed to serviced  Ditcheserviced, add or reports proposed to service and on a prepared and conservation	litional in repared to the repared t	o determ quality a  No No ne develo Sw  oppments, lands. The mining ded to the	outlining This repor	the means by whice	oose lies  h

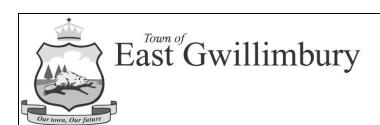


37.	Does the subject proper plan]	ty have any of the foll	owing located ther	eon? [if so, show location[s] on	a plot
	<u> </u>	or area[s] subject to flood	ling or surface pondi	ησ	
		es or drainage ditches or o		115	
	☐ Oak Ridges		aramage swares		
38.	Is the subject property p	redominately:			
	Low Lying	Yes	□ No		
	Level	☐ Yes	□ No		
	Rolling Hilly	☐ Yes ☐ Yes	□ No □ No		
	Timy	<b>—</b> 103	<b>—</b> 110		
39.	What are the surroundin	g adjacent land uses?			
	North				
	South				
	East				
	West				
40.	Indicate whether any of	the following land use	s exist within 1,000	) metre of the subject property:	
	•	osed or operational)	☐ Yes	□ No	
	Industrial Use (pa	st or present)	☐ Yes	□ No	
	Agricultural Oper	ation	☐ Yes	□ No	
	Abattoir		☐ Yes	□ No	
	Active Railway L	ine	☐ Yes	□ No	
	Provincial Highw	ay	☐ Yes	□ No	
	Airport		☐ Yes	□ No	
	Natural Features ( animal habita	(forests, water courses, ts, wetlands)	☐ Yes	□ No	
41.			•	nvironmental effects (increased to om this proposed development of	



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

Canadian Geodetic Datum. Outline the general topography and any special characteristic (escarpments, rock outcrops, etc.) that may affect development.	Site Appraisal and Evaluation  (a) Topography – The draft plan must include a statement that elevations shown thereon Canadian Geodetic Datum. Outline the general topography and any special characteristic (escarpments, rock outcrops, etc.) that may affect development.		
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(c) Drainage Patterns – Describe the drainage of the subject lands and any on-site or no	(c) Drainage Patterns – Describe the drainage of the subject lands and any on-site or near		Canadian Geodetic Datum. Outline the general topography and any special chara (escarpments, rock outcrops, etc.) that may affect development.  Vegetation – What types of vegetation (grass, shrubs, woodlots, orchards, etc.) exissubject property?
		(b)	Canadian Geodetic Datum. Outline the general topography and any special char (escarpments, rock outcrops, etc.) that may affect development.  Vegetation – What types of vegetation (grass, shrubs, woodlots, orchards, etc.) essubject property?

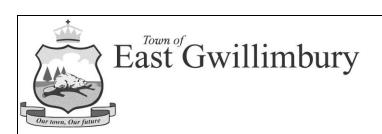


Integration Into Surrounding Area – What consideration has been given to ensuring the proposal will be integrated with the existing character of the surrounding area, and the amenities of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhancement of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhancement of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhancement of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhancement of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhancement of the subject property, and their proposed use (whether to be retained, more relocated, demolished, etc.).  Existing Use of the Subject Property – Describe any present use of the subject lands and present use of the Subject Property – Describe any significant previous uses of the lands and, if the lands are vacant or idle, describe the most recent productive use of the		
Existing Use of the Subject Property – Describe any present use of the subject lands and present use of any buildings thereon.  Previous Use of the Subject Property – Describe any significant previous uses of the lands and, if the lands are vacant or idle, describe the most recent productive use of the	propo	osal will be integrated with the existing character of the surrounding area, and t
Previous Use of the Subject Property – Describe any significant previous uses of the lands and, if the lands are vacant or idle, describe the most recent productive use of the	featu	res on the subject property, and their proposed use (whether to be retained, mo
lands and, if the lands are vacant or idle, describe the most recent productive use of the		
property.	lands	and, if the lands are vacant or idle, describe the most recent productive use of the

Planning & Building Services – Planning Branch – Subdivision and Condominium Application Revised October 20, 2010 Page 17 of 24

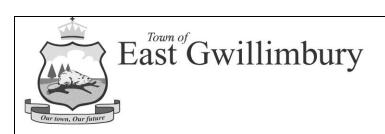
(Note: Agency representatives may attend on the subject lands as part of the review of the proposal.)

44.



45.		owner[s] of the subject p tion is approved and the i				
	11	☐ Yes	□ No		1	
D . 1						
Dated	at the	[Name of Municipality]		tr		[Day]
day of	•	• •	ī			• •
uay oi	[Month]	, [Year]	1,[Apr	olicant's Full Name	 :1	
of the		[]	. 11		•	in the
or the		[Name of Municipality]				in the
				solemnly decla	are that all	the above
	[Name of Regional Munic			<b>y</b>		
statam	onts contained in this	application and all the	whihite transmitted her	rowith are true	and I me	ıka salamn
		application and all the				
declar	ation conscientiously l	believing it to be true and	l knowing that it is of the	he same force	and effect	as if made
under	oath, and by virtue of	the "Canada Evidence Ac	et".			
	gning this application f g By-law Amendment	Form, I also confirm that I Application Guide.	I have read and understa	and the inform	ation inclu	ided in the
			Signature of Assessed Own	ner/Authorized A	Agent	
Dagler	rad hafara ma at tha					in the
Decial	red before the at the _		of Municipality]			III tile
				this		day of
	[Name of Regional Munic	ipality]		tins	[Day]	day or
	[Month]		[Year]			
			Signature of a Commi	ssioner, etc.		
	[If	f signed by other than Ow	ner, written authorization	on of the		
	L	-	mpany the application.]			
		A				

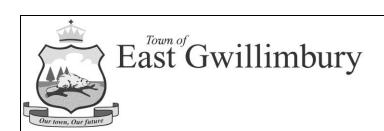
NOTE: The questions on the application form identified with an asterisk (\*) represent information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposal.



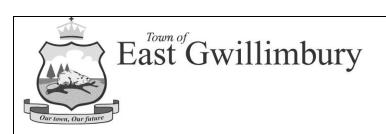
### SITE INFORMATION QUESTIONNAIRE

### COMPLETE AND SUBMIT WITH APPLICATION

1.	Does the application propose development on private services or redevelopment on a site where private services were used?		Yes		l No		Unknown
2.	Is the application on lands or adjacent to lands that were previously used for industrial uses, where filling had occurred, or where there is reason to believe that the lands may be contaminated based on historical land use?		Yes		l <sub>No</sub>		Unknown
	<b>Note:</b> Possible offending uses may include: disposal of waste minerals, a left in containers, maintenance activities and spills. Some commercial prostations, automotive repair garages, and dry-cleaning plants have similar property is under industrial or similar use, the greater the potential for si of different industrial or like uses upon a site could potentially increase the are present.	ope · po te c	rties si tential ontam	uch . T ina	as ga he lon tion.	soli iger Also	ne a o, a series
3.	Has the grading of the subject land been changed by either the addition of earth or other fill material?		Yes		No		Unknown
4.	Has a gas station been located on the subject land or adjacent land at any time?		Yes		No		Unknown
5.	Has there been petroleum or other fuel stored on the subject land or adjacent land?		Yes		No		Unknown
6.	If yes to any of the above, a previous use inventory showing all former use subject land or, if appropriate, the adjacent land, is required. Is the previous inventory attached?		f the		□ Y	es	□ No
7.	What information did you use to determine the answers to the above ques	tion	s?				
8.	Is the nearest boundary line of the application within 500 m (1,640 ft) of a operational or non-operational landfill or dump?	ın				Yes	□ No
9.	Have previous agricultural operations ever included sewage sludge applic lands?	atio	n on tl	ne		Yes	□ No
10.	Are you aware of any underground storage tanks, or other buried waste or property?	the	e			Yes	□ No
11.	If there are any existing or previously existing buildings, are there building remaining which may be hazardous to health (i.e. asbestos, PCB's, etc.)?	g m	aterial	S		Yes	□ No
12.	Is there a current Environmental Site Assessment for the site or has one be within the last five years?	een	prepar	ed		Yes	□ No
	If yes, has it been submitted with the application?					Yes	□ No
	<b>Note:</b> If an Environmental Site Assessment has been prepared, a copy is be submitted with the development application.	reqi	uired t	0			

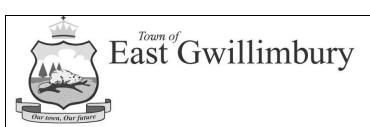


I,				of	the _		
of	in the	e					_
of							
statements contained in this applicati	ion and all the exhibits tra	ansmitted her	ewith are	true, a	nd I n	nake s	olemn
declaration conscientiously believing made under oath, and by virtue of the		•	of the san	ne forc	e and	l effec	t as if
Declared before me at the	of						in
the of						this	
day of	•	<u>.</u>					
Signature of a Commissioner, etc.		Signature o	of Applica	nt/Age	ent/So	licitor	



### **AUTHORIZATION OF OWNER**

Ι	, hereby authorize
	, hereby authorize
	, to submit the enclosed
[print full name of agent]	
application to the Development and Legal Services,	Planning Branch of the Town of East Gwillimbury, and to
appear on my behalf at any Hearing[s] of the applica-	tion and to provide any information or material required by
the Council or Planning Committee of said Town rele	evant to the application.
Furthermore, for the purposes of the Freedom of	Information, and the 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.	
Dated at the of	
this day of,	
•	
<del></del>	
	[signature of assessed arrange]



### **LAKE SIMCOE REGION CONSERVATION AUTHORITY**

### Fee Collection Form

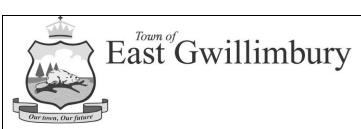
Please complete the following and attach to your planning application.

### **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.):	<del></del>
4.	General Location:	
5.	Municipality:	
Cons	lopment Fees Policy to determine the appropriate fees tervation Authority.  e check  if receipt required from the Conservation Authority.	
NOT	E: Additional fees may apply to applications which is by Conservation Authority staff. The applicant we fee requirements if applicable.	<u> </u>
FOR	CONSERVATION AUTHORITY USE ONLY	
ДΔТ	E RECEIVED: / / CEN:	DECIDIENT:



### CHECK LIST FOR OWNER/AGENT/SOLICITOR

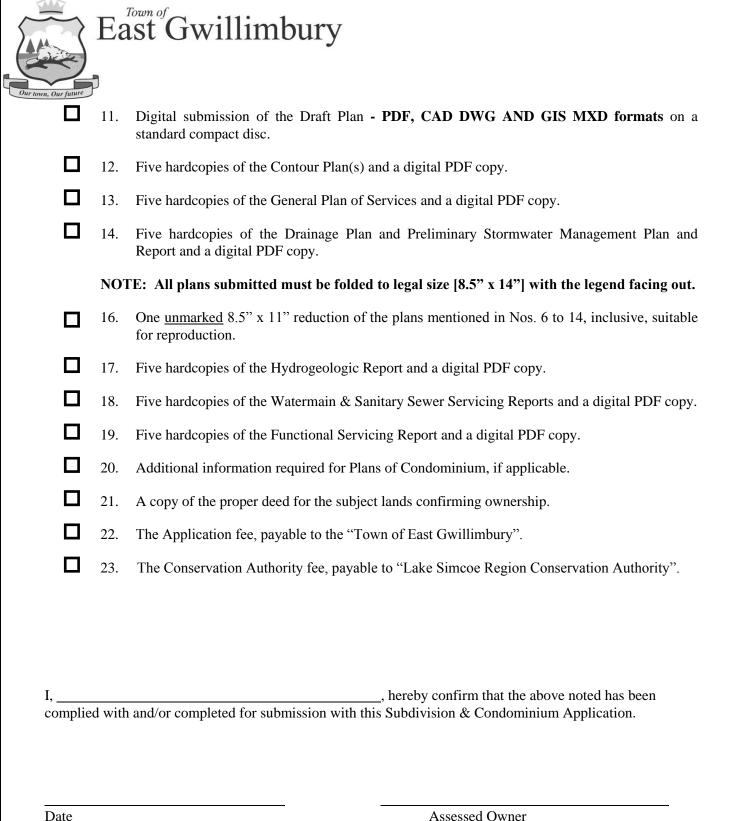
The general information provided has been reviewed by the owner/authorized agent/applicant.

**NOTE:** Additional forms may be obtained from Development Services, Planning Branch, East Gwillimbury Civic Centre, 19000 Leslie Street, Sharon, Ontario L0G 1V0 or by phoning [905] 478-4282.

### PLEASE COMPLETE AND SUBMIT WITH APPLICATION

THE F	OLLOWI	NG ITEN	<b>MS HAVE</b>	REEN (	COMPLETED:

	2.	The proposal has been discussed with Planning staff.
	3.	All questions on the application have been fully completed or marked "not applicable" and the affidavit has been properly sworn.
	4.	The Application has been signed by the owner[s] or a duly authorized agent. [NOTE: If a corporation is the owner, please place the corporation's seal over the signature of a signing officer of the corporation and designate his or her office.]
	5.	The Authorization form has been signed and dated by the owner appointing an agent, if applicable, to act on behalf of the owner.
	6.	The Lake Simcoe Region Conservation Authority Fee Collection Form has been completed.
THE FO	OLLO	OWING MATERIALS ARE ENCLOSED:
	1.	The completed Application Form.
	2.	The completed Authorization of Owner Form, if required.
	3.	The completed Lake Simcoe Region Conservation Authority Fee Collection Form.
	4.	The additional information required in support of the application [i.e. traffic studies, environmental impact reports].
	5.	Two hardcopies of the legal survey of the subject lands, prepared by an Ontario Land
П	6.	Surveyor, shall all dimensions, the location of all existing buildings, structures, driveways, etc.
_	7.	Two hardcopies of a plot plan of the immediate vicinity identifying such items as abutting buildings, streets, easements, rights-of-way, soil conditions and drainage, water courses, and any areas requiring fill.
		Two hardcopies of a plot plan of the immediate vicinity identifying the current uses on land
	8.	that is adjacent to the subject lands.
		If access to the subject lands is by water only, one copy of a plot plan showing the location of the parking and docking facilities to be used.
	9.	Two hardcopies of the plan(s) identifying the approximate location of all natural and artificial
		features on the subject lands and on land that is adjacent to the subject lands that may affect the application.
	10.	Forty-five hard copies of the Draft Plan.



[If signed by other than Owner, written authorization of the Owner <u>must</u> accompany the application.]