



*Town of*  
**East Gwillimbury**

# *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](http://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. APPLICATION FEES**

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Fifty percent (50%) of the fee required may be refunded if the application is withdrawn prior to the preparation of a planning report.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. APPLICATION FORM**

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 must 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. INFORMATION REQUIRED**

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 prepared 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.

- (n) Supporting material including such items as traffic studies, environmental impact reports, detailed landscape analysis, detailed engineering reports and servicing plans, where applicable.
- (o) A copy of the deed for the subject lands **must** accompany each application as proof of ownership.
- (p) Additional information to be provided for plans of Condominium include:
  - 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).
- (q) Digital submission which shall take the form of a standard compact disc upon which 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.

- (a) Amendments to the Zoning By-law
- (b) Amendments to the Official Plan
- (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 _____ at _____ p.m. to be held
at the Civic Centre Council Chambers, 19000 Leslie Street, Sharon, to discuss this matter.

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

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. APPLICATION PROCESS**

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 in 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.



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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.

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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.

1. Date of the Application: \_\_\_\_\_

2. \*Assessed Owner[s] of the subject property:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone(Daytime): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

3. \*Applicant/Agent:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone(Daytime): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

4. Solicitor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone(Daytime): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

5. Ontario Land Surveyor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone(Daytime): \_\_\_\_\_ Cell: \_\_\_\_\_ Fax : \_\_\_\_\_

6. Correspondence – Please designate the individual to which all correspondence will be sent.

Assessed Owner

Applicant/Agent



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- Solicitor  
 Ontario Land Surveyor

7. If known, the names and addresses of the holder(s) of any mortgages, charges or other encumbrances in respect of the subject land.

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

8. If known, identify the date the subject land was acquired by the current owner.

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9. \*Are there any easement or restrictive covenants affecting the subject land?

- Yes                       No

10. \*If the answer to item #8 is yes, provide a detailed description of each easement or covenant and its effect.

Easement or Covenant	Description	Effect

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

11. \*Legal description of property which is the subject of this application: [if description in metes and bounds, attach separate sheet]

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Registered Plan: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Property Tax Roll Number: \_\_\_\_\_

12. Size of property:

(a) Frontage: \_\_\_\_\_ metres                      \_\_\_\_\_ feet  
 (b) Depth: \_\_\_\_\_ metres                      \_\_\_\_\_ feet  
 (c) Area: \_\_\_\_\_ hectares                      \_\_\_\_\_ acres

13. Size of land covered by the proposed plan of subdivision or plan of condominium [if different from size of property indicated in item #12]:





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

18. Identify the current zoning of the subject property and the land uses authorized by that zoning:

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[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.*

19. \*Are the subject lands subject of an application for approval of an Official Plan Amendment, a Zoning By-law Amendment, a Minor Variance, a Consent, or a Site Plan?

Yes  No

20. \*If the answer to item #\_\_ is yes, and if known, identify the file number and the status of the application.

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

*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.*



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21. \*Have the subject lands ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act or for a consent under Section 53 of the Planning Act?

- Yes
  No
  Unknown

22. \*If the answer to item #28 is yes, and if known, identify the file number and the decision on the application.

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[If space is 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)					
<b>TOTALS</b>					

(\*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 (m <sup>2</sup> )	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)					
<b>TOTALS</b>					

## 25. Will the construction of any of these units be subsidized or financed through any government programs?

Yes                       No

If yes, state:

Name of Government Program	Number of Units

## 26. Are any units targeted at a particular housing needs group?

Yes                       No



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If yes, please specify:

- Senior Citizens
- Disabled
- Students
- Other (specify) \_\_\_\_\_

27. \*Additional 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?

- Yes                       No

If yes, state the date this construction 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. \*Indicate what type of access is provided to the subject property.

- |   |   |
|---|---|
| <input type="checkbox"/> Provincial Highway | <input type="checkbox"/> Regional Road      |
| <input type="checkbox"/> Open Town Road     | <input type="checkbox"/> Unopened Town Road |
| <input type="checkbox"/> Right-of-way       | <input type="checkbox"/> Water              |

29. Have proposed access points to abutting roads, widenings of abutting roads, internal road widths and pattern, and location of access control reserves been discussed with:

- |                    |                              |                             |
|--------------------|------------------------------|-----------------------------|
| - the municipality | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - the region       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

30. \*If access to the subject property is by water only, identify the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject property and the nearest public road.



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

31. \*Identify the water supply proposed to service the development?

- Municipal Water                       Individual Well  
 Communal Well                       Lake or Other Water Body  
 Other (explain) \_\_\_\_\_

32. \*Identify the type of sewage disposal system proposed to service the development?

- Municipal Sanitary Sewer                       Private Septic System  
 Communal Septic System  
 Other (explain) \_\_\_\_\_

33. Has the availability of connections and capacities for municipal servicing been discussed with:

- the municipality                       Yes                       No  
- the region                       Yes                       No

34. If the development is to be privately serviced, additional information must be provided in the form of a hydrogeologic or geotechnical report or reports prepared to determine the feasibility of the proposed private service or services and the impact on ground water quality and quantity. Have such studies been prepared and forwarded to:

- the municipality                       Yes                       No  
- the Ministry of the Environment                       Yes                       No

35. \*Identify the type of storm drainage proposed to service the development?

- Municipal Sewers                       Ditches                       Swales  
 Other (explain) \_\_\_\_\_

36. A stormwater management report is required for all developments, outlining the means by which stormwater will be conducted both on-site and on adjacent lands. This report should also indicate the means by which erosion, siltation, and sedimentation will be minimized both during and after construction. Has such a report been prepared and forwarded to the:

- the municipality                       Yes                       No  
- the Lake Simcoe Region Conservation Authority                       Yes                       No  
- the Ministry of the Environment                       Yes                       No  
- the Ministry of Natural Resources                       Yes                       No



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37. Does the subject property have any of the following located thereon? [if so, show location[s] on a plot plan]

- Marshland, or area[s] subject to flooding or surface ponding
- Watercourses or drainage ditches or drainage swales
- Oak Ridges Moraine

38. Is the subject property predominately:

- |           |                              |                             |
|-----------|------------------------------|-----------------------------|
| Low Lying | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Level     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rolling   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hilly     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

39. What are the surrounding adjacent land uses?

North \_\_\_\_\_  
\_\_\_\_\_

South \_\_\_\_\_  
\_\_\_\_\_

East \_\_\_\_\_  
\_\_\_\_\_

West \_\_\_\_\_  
\_\_\_\_\_

40. Indicate whether any of the following land uses exist within 1,000 metre of the subject property:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Land Fill Site (closed or operational)                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Industrial Use (past or present)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Agricultural Operation  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Abattoir  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Active Railway Line   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Provincial Highway  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Airport   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Natural Features (forests, water courses,<br>animal habitats, wetlands) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

41. What measures are to be undertaken to eliminate any adverse environmental effects (increased traffic, noise, odours, pollution of nearby water bodies, run-off, etc) from this proposed development on the surrounding area?

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Town of  
**East Gwillimbury**

- (d) Unique Land Features – What consideration has been given to preserving the natural amenities (strong topographical features, pleasant views, mature trees, etc.) of the subject property?

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- (e) Integration Into Surrounding Area – What consideration has been given to ensuring that the proposal will be integrated with the existing character of the surrounding area, and that the amenities of the adjoining area (pleasant views, sunlight, etc.) are being preserved or enhanced?

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- (f) Existing Structures – Describe any buildings, historical or otherwise, and any man-made features on the subject property, and their proposed use (whether to be retained, modified, relocated, demolished, etc.).

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- (g) Existing Use of the Subject Property – Describe any present use of the subject lands and/or the present use of any buildings thereon.

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- (h) Previous Use of the Subject Property – Describe any significant previous uses of the subject lands and, if the lands are vacant or idle, describe the most recent productive use of the subject property.

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44. Is Canada Mortgage and Housing Corporation funding proposed with respect to this development?

Yes  No

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



# Town of East Gwillimbury

45. Does the assessed owner[s] of the subject property agree to pay the costs of the Town related to an appeal if the application is approved and the matter comes before the Ontario Municipal Board?

Yes

No

Dated at the \_\_\_\_\_ this \_\_\_\_\_  
[Name of Municipality] [Day]

day of \_\_\_\_\_, \_\_\_\_\_ I, \_\_\_\_\_  
[Month] [Year] [Applicant's Full Name]

of the \_\_\_\_\_ in the  
[Name of Municipality]

\_\_\_\_\_ solemnly declare that all the above  
[Name of Regional Municipality]

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

By signing this application form, I also confirm that I have read and understand the information included in the Zoning By-law Amendment Application Guide.

\_\_\_\_\_  
Signature of Assessed Owner/Authorized Agent

Declared before me at the \_\_\_\_\_ in the  
[Name of Municipality]

\_\_\_\_\_ this \_\_\_\_\_ day of  
[Name of Regional Municipality] [Day]

\_\_\_\_\_, \_\_\_\_\_  
[Month] [Year]

\_\_\_\_\_  
Signature of a Commissioner, etc.

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

*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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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?  <i>Note: Possible offending uses may include: disposal of waste minerals, raw material storage, residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3. Has the grading of the subject land been changed by either the addition of earth or other fill material?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
4. Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
5. Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
6. If yes to any of the above, a previous use inventory showing all former uses of the subject land or, if appropriate, the adjacent land, is required. Is the previous inventory attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. What information did you use to determine the answers to the above questions? _____ _____ _____	
8. Is the nearest boundary line of the application within 500 m (1,640 ft) of an operational or non-operational landfill or dump?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have previous agricultural operations ever included sewage sludge application on the lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you aware of any underground storage tanks, or other buried waste on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If there are any existing or previously existing buildings, are there building materials remaining which may be hazardous to health (i.e. asbestos, PCB's, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years?  If yes, has it been submitted with the application?  <i>Note: If an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No



Town of  
**East Gwillimbury**

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

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in  
the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of a Commissioner, etc.

\_\_\_\_\_  
Signature of Applicant/Agent/Solicitor



**AUTHORIZATION OF OWNER**

I \_\_\_\_\_, hereby authorize  
[print full name of assessed owner]

\_\_\_\_\_, 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 application and to provide any information or material required by the Council or Planning Committee of said Town relevant 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  
[print full name of agent]

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 \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
[signature of assessed owner]



**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: \_\_\_\_\_



**CHECK LIST FOR OWNER/AGENT/SOLICITOR**

**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 FOLLOWING ITEMS HAVE BEEN COMPLETED:**

- 1. The general information provided has been reviewed by the owner/authorized agent/applicant.
- 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 FOLLOWING 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 Surveyor, shall all dimensions, the location of all existing buildings, structures, driveways, etc.
- 6. 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.
- 7. Two hardcopies of a plot plan of the immediate vicinity identifying the current uses on land that is adjacent to the subject lands.
- 8. 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.



Town of  
**East Gwillimbury**

- 11. Digital submission of the Draft Plan - **PDF, CAD DWG AND GIS MXD formats** on a standard compact disc.
- 12. Five hardcopies of the Contour Plan(s) and a digital PDF copy.
- 13. Five hardcopies of the General Plan of Services and a digital PDF copy.
- 14. Five hardcopies of the Drainage Plan and Preliminary Stormwater Management Plan and Report and a digital PDF copy.

**NOTE: All plans submitted must be folded to legal size [8.5" x 14"] with the legend facing out.**

- 16. One unmarked 8.5" x 11" reduction of the plans mentioned in Nos. 6 to 14, inclusive, suitable for reproduction.
- 17. Five hardcopies of the Hydrogeologic Report and a digital PDF copy.
- 18. Five hardcopies of the Watermain & Sanitary Sewer Servicing Reports and a digital PDF copy.
- 19. Five hardcopies of the Functional Servicing Report and a digital PDF copy.
- 20. Additional information required for Plans of Condominium, if applicable.
- 21. A copy of the proper deed for the subject lands confirming ownership.
- 22. The Application fee, payable to the "Town of East Gwillimbury".
- 23. The Conservation Authority fee, payable to "Lake Simcoe Region Conservation Authority".

I, \_\_\_\_\_, hereby confirm that the above noted has been complied with and/or completed for submission with this Subdivision & Condominium Application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessed Owner

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