



Existing and proposed underground services shall be shown on drawings, including:

- (a) sanitary and storm sewers, manholes and catchbasins, showing the pipe material, diameters, slopes, connection inverts and existing inverts; and
- (b) water services [domestic and fire lines] showing pipe materials and diameters.

Supporting servicing reports may be required regarding matters such as soils, storm water management, water and sanitary sewer service, acoustics and traffic. Required servicing reports shall be determined by the Town Engineer. Ministry of the Environment application forms complete with the compliance with the Environmental Assessment Act form may be required by the Region of York Engineering Department.

A legal description of the property is required certified by an Ontario Land Surveyor.

A property deed **must** accompany each application as proof of ownership. If there is more than one owner, all parties are required to sign the application and/or authorization form.

5. APPLICATION PROCESS

If the proposed development is on private services, on-site sewage system approval by the Town's Building Branch is required before a Site Plan Agreement can be completed. They have a number of concerns that are addressed at the site plan stage including septic system type, location, capacity, reserve areas, etc. Please contact the Town's Building Branch to discuss their requirements. It is strongly advisable to do so before designing the site plan to reduce the possibility of major revisions at later stages.

York Regional Engineering approval is required for sites abutting regional roads. It is recommended that the applicant contact the Region with regard to their requirements early in the design process. No site plan agreement can be executed with the Town for sites abutting Regional roads until approvals have been received from the Region of York.

Once the set of drawings is received by the Town they are circulated to the Engineering Department, the Parks and Recreation Department and Heritage East Gwillimbury. Also included in the circulation, if the site falls under their jurisdiction, are Ontario Hydro, Ministry of Transportation [for all sites bordering provincial highways] and CN Rail [for all sites bordering rail lines].

The applicant will be notified when all comments have been received by the Development Services, Planning Branch. If revisions are necessary, the applicant will be expected to resubmit the revised drawings.

A planning report will then be prepared and forwarded to the Planning Committee for approval. Following the Planning Committee's approval, a Site Plan Agreement will be drafted and forwarded to the Town Solicitor for legal review. Upon receipt of the Town Solicitor's comments, the agreement will be prepared in its final form and forwarded to the applicant for signing. The applicant will return the signed agreement to the Town together with payment of costs and a letter of credit as required for execution by the Town. The agreement will be forwarded to Council and a by-law passed authorizing the Mayor and Clerk to sign the agreement. The executed agreement will then be forwarded to the Town Solicitor for registration on title.



SITE PLAN APPLICATION

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

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

a) Date of the Application: _____

b) Assessed Owner[s] of the subject property:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

c) Applicant's Name:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

d) Solicitor/Agent:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

e) Legal Description of property which is the subject of this application [if description in metres and bounds, attach separate sheet]:

Lot: _____ Concession: _____

Lot: _____ Registered Plan: _____

Street Address: _____

Property Tax Roll Number: _____

f) Size of Property:

[a] Frontage: _____ m _____ ft

[b] Depth: _____ m _____ ft

[c] Area: _____ ha _____ acres



Town of East Gwillimbury

g) Current Official Plan designation of the property and the land uses authorized by that designation:

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

Current zoning of the property and uses permitted by that zoning:

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

Present Use of Property:

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

Proposed Use of Property:

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



Town of East Gwillimbury

Use of Abutting Properties:

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

h) Are the subject lands subject of an application for approval of an Official Plan Amendment, a Zoning By-law Amendment, a Plan of Subdivision, or a Consent?

Yes

No

i) If the answer to item #12 is yes, and if known, identify the file number and the status of the application.

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

j) Indicate what type of access is provided to the subject property.

Provincial Highway

Regional Road

Open Town Road

Unopened Town Road

Right-of-way

k) Identify the water supply provided to the subject property?

Municipal Water

Individual Well

Communal Well

Lake or Other Water Body

Other (explain)



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l) Identify the type of sewage disposal system provided to the subject property?

- Municipal Sanitary Sewer
- Private Septic System
- Communal Septic System
- Privy
- Other (explain) _____

m) *Identify the type of storm drainage provided to the subject property?

- Municipal Sewers
- Ditches
- Swales
- Other (explain) _____

n) 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

o) 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 |

p) Additional information to support this application:

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



Town of East Gwillimbury

As part of this application, the applicant is to submit plans/drawings in accordance to *The Planning Act, R.S.O. 1990*. The Town's requested plan/drawing information is detailed in the attached Site Plan Application Guide.

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 Site Plan 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.]



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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Note: If an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i>	



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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 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]



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ENGINEERING DEPARTMENT REVIEW FEE PERTAINING TO
SITE PLAN APPLICATIONS

LEGAL DESCRIPTION OF PROPERTY:

Lot: _____ Concession: _____

Lot: _____ Registered Plan: _____

Street Address: _____

Property Tax Roll Number: _____

ASSESSED OWNER[S] OF THE SUBJECT PROPERTY:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

APPLICANT/AGENT:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

As part of the planning approval process, your application must be circulated to the Town of East Gwillimbury Engineering Department. Municipal By-law No. 2015-078 provides for the collection of fees pertaining to the review of engineering reports and drawings. For a review of reports associated with site plan approval, the fee is calculated based on \$1,245/ha or \$778 for infill development for site plan development, redevelopment or expansion over 0.25 ha of net developed area.

Engineering Drawings Required	<input type="checkbox"/> YES <input type="checkbox"/> NO
Net Developable Area	_____ x \$1,245.0/ha
Required Fee	\$ _____

Date

Signature of Assessed Owner/Authorized Agent

EXEMPTION CLAUSE

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

Date

Signature of Assessed Owner/Authorized Agent

Director of Engineering

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



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 the 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 Branch 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 Town of East Gwillimbury Building Department Septic Inspection Form has been completed and signed.
- 7. 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 Town of East Gwillimbury Building Department Septic Inspection Form.
- 4. The completed Lake Simcoe Region Conservation Authority Fee Collection Form.
- 5. Five (5) copies of additional information required in support of the application [i.e. market studies, traffic studies, environmental impact reports].
- 6. Twenty (20) folded copies of the Site Plan and one (1) reduced copy in legal size [8.5” x 14”].
- 7. Five (5) folded copies of the Landscape Plan and one reduced copy in legal size [8.5” x 14”].
- 8. Five (5) folded copies of Building Elevations and one reduced copy in legal size [8.5” x 14”].
- 9. Ten (10) folded copies of the Grading and Lot Layout Plan and one reduced copy in legal size [8.5” x 14”].

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



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- 10. A copy of a property deed as proof of ownership.
- 11. A copy of the proper deed for the subject lands confirming ownership.
- 12. The Application fee, payable to the “Town of East Gwillimbury”.
- 13. The Building Department Septic Inspection fee, payable to the “Town of East Gwillimbury”.
- 14. The Engineering Department Review Fee, as required, payable to “Town of East Gwillimbury”.
- 15. 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 Site Plan Application.

Date

Assessed Owner

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

(DRAFT ONLY - USE BANK LETTERHEAD)

STANDARD DOCUMENTATION FOR
IRREVOCABLE LETTER OF CREDIT

Letter of Credit No.: _____

Date of Issue: _____

Amount: _____

Applicant: _____

Beneficiary: The Town of East Gwillimbury
19000 Leslie Street
Sharon, Ontario
LOG 1V0

We hereby authorize you to draw on (Name of Bank, Address, Postal Code) for account of (Name of Applicant, Address, Postal Code) up to an aggregate amount of (Amount written out in full) Canadian Dollars (\$ Amount) available on demand as follows:

Pursuant to the request of our customer, the said (Name of Applicant), we (Name of Bank), hereby establish and give to you an Irrevocable Letter of Credit in your favour in the total amount of (\$ Amount of Security) which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Provided, however, that you are to deliver to us at such time as a written demand for payment is made upon us, a certificate signed by you agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be retained and used to meet obligations in connection with (provide legal description of project and File number).

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by the beneficiary.

This Letter of Credit will expire on (insert expiry date), but shall be deemed to be automatically extended without any formal amendment or notice to that effect, from year to year for successive periods of one year each from the present or any future expiration date hereof, unless not less than thirty (30) days prior to the present or any future expiration we shall notify you in writing that the bank elects not to renew this Letter of Credit for any such additional period. This notification shall be delivered by Registered Mail to the attention of:

General Manager of Corporate Services/Treasurer
The Town of East Gwillimbury
19000 Leslie Street
Sharon, Ontario
LOG 1V0

Upon receipt by you of such notice, you may draw by means of your demand accompanied by your above written certificate.

Partial drawings are permitted.

The drawings under this credit are to state that they are drawn under the (Name of Bank, Address, Postal Code), Letter of Credit (Number).

This Letter of Credit is subject to the rules set out in *International Standby Practices (ISP98)*, International Chamber of Commerce publication No.590 and engages us in accordance with the terms thereof. This Letter of Credit shall also be governed by, and construed in accordance with, the laws of the Province of Ontario and the applicable laws of Canada.

Authorized Signature

Authorized Signature (For Bank)



STATUTORY DECLARATION

DOMINION OF CANADA

PROVINCE OF ONTARIO

REGIONAL MUNICIPALITY OF YORK

TO WIT:

IN THE MATTER OF THE
SITE PLAN AGREEMENT BETWEEN

_____ [Company Name] _____

AND

THE TOWN OF EAST GWILLIMBURY

I, _____ [Signing Authority's Name] _____, _____ [Signing Authority's Title] _____, of
_____ [Company Name] _____, of the Town of _____
in the Regional Municipality of _____, DO SOLEMNLY DECLARE that:

1. I am the _____ [Signing Authority's Title] _____ for _____ [Company Name] _____,
carrying on business at _____ [Legal Description of Property] _____,
more particularly known as _____ [Property Address] _____.

2. That all outstanding accounts relating to the works required by the Site Plan Agreement for development of
the _____ [Legal Description of Property] _____, (Town File No. : SPA. _____ . _____), have been paid in full,
and there are no outstanding accounts, nor are there any persons entitled to a construction lien on the
property.

AND I make this 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 Town of

in the Regional Municipality of

this _____ day of _____

19____.

A Commissioner, etc.

Signing Authority's Name

Signing Authority's Title