

THE CORPORATION OF THE TOWN OF GEORGINA

APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN

APPLICATION GUIDE

Revised: July/07

Planning and Building Department
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KESWICK, Ontario
L4P 3E9

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**AS PER COUNCIL POLICY, ALL TAXES MUST BE PAID TO DATE BEFORE THE
PROCESSING OF AN APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN.**

PURPOSE OF APPLICATION

1. This OFFICIAL PLAN AMENDMENT APPLICATION GUIDE sets forth the procedure for processing all Official Plan amendment applications. The information required allows the Municipality to properly evaluate your proposal. The information you provide will assist the Municipality and associated public bodies in expediting this process.
2. The attached application form is to be used only when applying to the Corporation of the Town of Georgina. This application must be filed in duplicate with the Planning and Building Department.

PRE-CONSULTATION

3. The Planning and Building Department highly recommends that the owner/agent arrange in advance to meet with staff prior to making the formal submission in order to avoid delays relating to incomplete applications or lacking information requirements. Staff may recommend pre-consultation with applicable commenting public bodies or agencies which may have jurisdictional concerns with the proposal.

Such public bodies or agencies may include the York Regional Departments of Planning & Development Services, Transportation & Works, the Lake Simcoe Region Conservation Authority (lands within their jurisdiction), the Ministry of Transportation (provincial highway jurisdiction), the Ministry of Citizenship, Culture & Recreation (archaeological heritage concerns), or other bodies who may have an interest in the application.

The "pre-consultation" process is key to ensure that all issues are identified, and potentially resolved, as early on in the planning process as possible, and preferably before a formal application is submitted to the municipality.

On February 25, 1999, York Region Council passed By-law No. A-0265-1999-017 to authorize the exemption of certain local official plan amendments from Regional approval. The exemption procedures as set out in Regional Official Plan Amendment No. 9 are now in effect. The amendment permits the exemption from Regional approval of local official plan amendments considered to be locally significant and not of Regional or Provincial significance.

Amendments which require approval by Regional Council include:

- applications directly and substantially affecting Regional servicing infrastructure, i.e. roads, sewer, water
- applications that substantially change Regional capital forecasts
- urban boundary expansions
- major applications that will adversely affect Regional traffic flows
- non-farm development in the agricultural and/or rural area
- major secondary plans
- large retail applications having a Regional impact
- applications having an adverse impact on the Provincial Policy Statement
- applications within the Regional Greenlands System
- density decreases impacting the entire municipality
- applications with cross boundary impacts
- applications in the Parkway Belt and Oak Ridges Moraine (*these are not present within Georgina's boundaries*)

All other local official plan amendment applications may be eligible for exemption from Regional approval. Pre-consultation between the applicant, area municipal staff and Regional staff is encouraged to assist in determining if an application will be exempt from Regional approval.

USING THE APPLICATION

4. The application should be completed by the property owner or authorized agent and returned to The Corporation of the Town of Georgina at the above address. When it is being made by an agent, the written authorization of the owner must accompany the application. For your convenience, an authorization form has been included in the attached application. It is important to note that the signature of the owner, solicitor or authorized agent on the application form must be witnessed by a Commissioner.

COMPLETENESS OF THE APPLICATION

5. The information in this guide and in the attached application form that must be provided by the applicant is indicated in *italics*. This information is prescribed in accordance with Subsection 22(4) of the Planning Act, and is identified in the Schedule to Ontario Regulation 198/96. The prescribed information must be provided along with the appropriate fee. The fee has been established by The Corporation of the Town of Georgina Fee By-law No. 2007-0069 (PL-7), as amended. A copy of the fee schedule is attached for reference.

In accordance with Subsection 22(6) of the Planning Act, if the prescribed information and fee are not provided, the Town will return the application or refuse to further consider the application until the prescribed information and the fee are provided.

6. In accordance with Subsection 22(5) of the Planning Act, the application form and guide also set out additional information that will assist the Town and other public bodies in their planning evaluation of the proposed official plan amendment. To ensure the quickest and most complete review, this information should be submitted along with the prescribed information. In the absence of this additional information, it may not be possible to do a complete review and proper analysis within the legislated time frame for making a decision. As a result, the proposed official plan amendment may be deferred or refused.
7. The applicant must submit the appropriate fee for the processing of the application, in accordance with The Corporation of the Town of Georgina Fee By-law No. 2007-0069 (PL-7), as amended. A copy of the fee schedule is attached for reference.

Furthermore, in accordance with By-law No. 98-165 (BU-1), applications requiring review by the Town of Georgina On-Site Sewage Inspector must be accompanied with a completed INSPECTION FEE form. The subject form is attached and must be submitted with the application. A fee of \$200.00, payable to The Corporation of the Town of Georgina, must accompany the completed form. The fee is not required ONLY if municipal sanitary sewers are in use on the lot, and the property is municipally serviced.

In accordance with Section 1 (m.1) of the Conservation Authorities Act, the Lake Simcoe Region Conservation Authority (LSRCA) has also established fees for the review of official plan amendment applications. The LSRCA will be providing plan review and technical clearance services in accordance with the Provincial Policy Statement by reviewing applications in relation to various environmental features such as wetlands, wildlife habitat, fish habitat, habitats of threatened and endangered species, areas of natural and scientific interest, woodlands, valley lands, and flood and erosion control.

Attached please find a copy of the *Conservation Authority Fee Schedule for Planning Services*. A *Preliminary Analysis Fee* of \$400.00, payable to the *Lake Simcoe Region Conservation Authority*, must be submitted by the applicant as part of the submission of the application to the Town. Upon circulation of the application to the Conservation Authority for comment, the Authority will return the fee to the applicant if it is determined that their review is not necessary. Alternatively, the Authority will advise of their comments and whether any additional fees are required for processing and/or final clearances.

8. A Site Screening Questionnaire must be completed and submitted with every application. The application will not be considered complete and no processing shall occur until the questionnaire is completed and submitted.
9. A deposited reference plan of the subject land may be required showing the dimensions of the property and buildings.
10. If the application is for the approval of housing development, supportive documentation indicating how the proposed amendment conforms to the Housing Policies of the Provincial Policy Statement (PPS), will be required.

ADDITIONAL PROCESSING FEES

11. Upon approval of the application by the Town, and prior to the passing of the by-law to adopt the Official Plan amendment, the applicant must also submit the additional fee required by the Town, in accordance with Fee By-law No. 2007-069 (PL-7), as amended. Upon receipt of the required fee, and any additional information as necessary, staff will bring forth the amendment before Council for adoption by by-law. Refer to the attached copy of the fee schedule for the appropriate fee.
12. The Region of York has also established fees for the processing of official plan amendment applications. The applicant must submit the Region of York fee to the Town, in accordance with By-law No. A-0323-2005-108. Refer to the fee schedule attached for reference on the Region of York fees.

SUBMISSION OF THE APPLICATION

13. The Town needs:

- submission of the appropriate processing fees
- 2 copies of the completed application form
- 10 copies of a “draft” proposed official plan amendment
- 15 copies of the information/reports if indicated as needed when completing the sections of the application form.

In accordance with the Schedule to Ontario Regulation 198/96, the applicant must prepare and submit a “draft” proposed official plan amendment which provides the following:

- a) the text of the proposed amendment if a policy in the official plan is being changed, replaced or deleted or, if a policy is being added to the official plan; and,
- b) the proposed schedule to the official plan if the proposed amendment changes or replaces a schedule in the official plan and the text that accompanies the schedule.

The copies of the information/reports will be used to consult with other agencies that may have an interest in the matter. Where the scale or nature of the land use changes appear to require a large number of agencies to be consulted, more copies of the proposed official plan amendment should be submitted. Please contact the Town planner for your area to determine whether additional copies will be required.

In addition to the above, the applicant may be required to submit supporting technical studies, which may include:

- functional servicing reports and/or master plans;
- stormwater management reports and/or master plans;
- transportation studies and/or master plans;
- environmental and biological/ecological preservation plans;
- urban design reports/plans;
- market analysis and financial impact studies;
- tree preservation plans and landscape analysis plans; and
- flood plain mapping and analysis.

In most cases, these studies will need to look beyond the boundary of the subject site and in the case of servicing and stormwater management master plans, may need to be completed on a watershed or subwatershed basis.

PEER REVIEW OF TECHNICAL STUDIES

14. In 1996, the Province withdrew from reviewing site specific development applications regarding their conformity with the Provincial Policy Statement. In the absence of Provincial Ministries to carry out plan review functions, the Region and the Town are responsible to review technical studies submitted in support of development applications to ensure that regard for the Provincial Policy Statement is being continued. Where neither the Region nor the Town have qualified staff to complete the reviews of the submitted technical studies, we engage the services of outside consultants, at the expense of the applicant, to complete a peer review of the submitted studies.

15. Peer reviews may be required for the following:

- hydro geological studies
- market retail studies
- agricultural studies
- noise studies
- air emissions studies
- soils studies
- mineral and/or aggregate studies
- communal servicing studies or settlement capability studies
- major growth and settlement studies
- and any other study where the Region and/or Town do not have the appropriate qualified staff to complete the review.

16. Peer review consultants will be chosen from the identified roster of consultants of the Region and/or Town, at their discretion. The consultant is to review the respective technical study having regard to relevant Town, Regional and Provincial policy and guidelines, and provide recommendations to the Town regarding the acceptability of the methodology or approach used in the study, the completeness, and accuracy of the conclusions and findings of the study.

17. If Town and/or Regional staff require the submission of a technical study, the applicant will be advised in writing of same. The applicant will also be requested to submit payment of a \$2,000.00 deposit, to cover the cost of the review, and a \$1,000.00 Letter of Credit, to be drawn upon in the event that the Peer Reviewer must attend the Ontario Municipal Board to defend his/her position. Should the peer review consultant advise that additional fees are required due to the complexity of the proposal and subsequent review, the applicant will be required to submit payment for same prior to such review.

18. Further information regarding Peer Reviews may be obtained by viewing the formal Policy, available in the offices of the Planning and Building or Clerk's departments at the Civic Centre.

DEALING WITH THE APPLICATION

19. Upon receipt of the application, the submission is reviewed by Planning and Building Department staff for completeness. It is highly recommended that the owner or agent arrange in advance to meet with staff prior to making the formal submission in order to avoid delays relating to incomplete applications or lacking information requirements. The Planning and Building Department may recommend pre-consultation with certain commenting public bodies or agencies, which may have jurisdictional concerns with the proposal. If the application form is incomplete or seems inaccurate, the application will be returned for completion, correction or clarification prior to commencing the processing of same.
20. After accepting the completed application, the Town may confer with officials of the Region of York and other Ministries, commissions and authorities, and with others who may have an interest in your proposal, to obtain information and recommendations from them.
21. If, following pre-consultation between the applicant, Town staff and Regional staff, it is determined that the application should be exempt from Regional approval, Town staff will forward a written request to the Regional Planning Commissioner requesting the proposed local official plan amendment application be exempt from Regional Planning Committee and Council approval. The request should be based on the criteria set out in Regional OPA No. 9, and as discussed in Section 3 noted on page 1 to this Guide, and be accompanied by the Regional fee and any supporting background information or local staff comments.

Upon receipt of the application and accompanying fee, Regional staff will review the application and will advise Town staff, in writing, of whether the amendment is exempt from Regional approval, is exempt provided the amendment is modified satisfactory to Regional staff, or, the amendment requires a decision by Regional Planning Committee and Council.

22. In accordance with Section 22(1) and Section 17(15) of the Planning Act and Ontario Regulation 198/96, applications to amend the Official Plan must undergo a public consultation process. The Municipality must ensure that the written Notice be sent out no less than 20 days prior to the date of the Public Meeting of Council.

Note: In accordance with Section 22(3) of the Planning Act, the requirement to hold a public meeting under Section 17(15) is waived if the Council refuses to adopt an amendment to its official plan requested by a person or public body.

Notice of a public meeting to inform the public of the proposal will be given by publication in a local newspaper; or, by mail to every property owner of land within 120 metres of the area to which the proposal applies; and,

the posting of a sign or signs on the property providing notice of the proposal and public meeting. The erection of the sign(s) shall be carried out in accordance with the procedures and requirements set out in the form attached hereto.

23. After an evaluation of the application and of the comments from other bodies noted above, the Planning and Building Department will prepare report(s) for Council's consideration. If Council approves the application, and when conditions of approval are fulfilled, a by-law to adopt the official plan amendment will be prepared and placed before Council for their approval.
24. If an official plan amendment is adopted by Council, the Regional Municipality of York, the applicant, and any person or public body who submitted a written request to be notified of the proposed decision, will be advised of Council's decision by the Clerk in writing within 15 days after the adoption of the amendment.

PROCESSING TIME

25. In accordance with the Planning Act, the Town must hold a public meeting to consider the proposed amendment within 65 days of receipt of the complete application. Furthermore, the Town must give notice of the public meeting within 45 days of receipt of the complete application. If notice of the meeting is not given within the required time frame, the applicant may appeal all or part of the application to the Ontario Municipal Board.

The Act also allows the applicant to appeal all or part of the amendment to the Ontario Municipal Board if Town Council fails to adopt the amendment within 90 days of receipt of the complete application [Sec. 22(7)(c)], or if Council refuses the application [Sec. 22(7)(e)]. Any notice of appeal to the Ontario Municipal Board must be filed with the Town Clerk for processing.

26. If the Official Plan Amendment, that requires a decision by Regional Planning Committee or Council, is approved by Town Council and Council passes a by-law to adopt the amendment, the Town Clerk is to forward the necessary information to the Region of York within 15 days of the adoption of the amendment, wherein the Region will undertake a review of the proposed amendment. The Act requires that official plan amendments must be approved by the Region before they are deemed to be in force and effect.

If the Region of York fails to give Notice of a Decision on all or part of the amendment within 90 days of receipt of the matter, any person or public body may appeal same to the Ontario Municipal Board by filing a notice of appeal with the Region.

Once the Region makes a decision on the amendment, written notice of the decision must be provided to various persons/bodies [Sec. 17(35)]. Any person or public body may, not later than 20 days after written notice is given, appeal all or part of the decision to the Ontario Municipal Board by filing a notice of appeal with the Region of York.

27. If the Official Plan Amendment is exempt from approval by Regional Planning Committee and Council, the Town Clerk will issue the Notice of Adoption, in accordance with Section 17(23) of the Planning Act, R.S.O. 1990, which will be forwarded to various persons/bodies for comment. Any person or public body may, not later than 20 days after written notice is given, appeal all or part of the decision to the Ontario Municipal Board by filing a notice of appeal with the Town Clerk.

WATER AND SEWAGE ALLOCATION

28. Pursuant to Section 14.5.1 j) and Section 13.8.3 k) of the Sutton and Keswick Secondary Plans, respectively, the Corporation of the Town of Georgina shall only approve residential and industrial development proposals which can be allocated municipal water and sewer servicing capacity. In this regard, please contact the Planning Division of the Planning and Building Department to enquire whether there is servicing allocation available prior to submitting an application for development approval.

2007 PLANNING APPLICATION FEES
June 18, 2007 (update)

GENERAL APPLICATIONS	
ZONING BY-LAW AMENDMENT:	FEES:
Change in Zone Category or Permitted Use	\$2,250.00
Change to Development Standard or Rural "Undersized Lot"	\$1,500.00
Temporary Use By-law	\$2,250.00
Renewal or Extension of a Temporary Use By-law	\$1,500.00
Removal of a Holding or AH@ Zone Provision	\$1,125.00
OFFICIAL PLAN AMENDMENT:	
Town Fees: - Initial Fee - If Council Approved	\$1,800.00 \$1,200.00
Region of York Fees (for amendments to a local official plan): a) For Regional approval of a privately initiated amendment to the Town Official Plan. <i>TWO CHEQUES ARE TO BE SUBMITTED AS NOTED.</i> <i>If the application is for a major amendment, requiring circulation to external agencies or a report to Regional Council, the total fee of \$4290.00 is required.</i> <i>If the application does not require circulation to external agencies or a report to Regional Council, Regional Planning Staff will return the second cheque for \$2,265.00</i> b) For Regional comment on a request for exemption from Regional approval of a locally significant Official Plan Amendment.	a) \$4,290.00 Total To be submitted in two cheques: \$2,025.00 and \$2,265.00 b) \$2,025.00
MINOR VARIANCE OR PERMISSION	\$ 500.00
CONSENT TO CONVEY New Lot Creation multiple consent applications for the 2nd and subsequent application resulting in the creation of new lots for the same property (45% reduction from the normal fee) All Other Consent Applications 45% fee reduction for multiple applications (not lot creation consent applications)	\$1,425.00 \$783.75 \$1187.50 \$653.13
PROPERTY INFORMATION REPORT	\$120.00
RESTRICTIVE COVENANT AGREEMENT	\$300.00
PART LOT CONTROL	\$300.00 Plus \$ 75.00 per unit
DEEMING OR REPEAL OF DEEMING	\$300.00 Plus \$ 75.00 per unit
VALIDATION OF TITLE	\$300.00
RENTAL CONVERSION	\$450.00
SITE PLAN AGREEMENT	\$1,123.50

SUBDIVISION OR CONDOMINIUM APPLICATIONS Town Fees

Initial Application Fee of \$2,250.00 plus the following:

Per Single Detached, Semi-Detached, Link and Townhouse Dwelling Unit	\$127.50
Per Apartment Unit	\$75.00
Commercial Per Hectare	\$1,200.00
Institutional Per Hectare	\$600.00
Industrial Per Hectare	\$300.00
Revised Draft Plan of Subdivision or Condominium Requiring Re-Circulation	\$1,050.00
Request to Amend Conditions of Draft Approval	\$1,050.00
Request to Extend the Duration of Draft Plan Approval	\$900.00
Approval for the Second and Each Subsequent Phase where the Approval of a Final Plan is Phased	\$1,050.00

SPECIAL NOTE:

- (i) ***Any planning application submitted prior to the passing of By-law 2007-0069 (PL-7) on June 18, 2007 (the By-law to Establish a Tariff of Fees for Planning Applications) for which the processing has been held in abeyance by the Town as a result of the lack of availability of servicing allocation and/or the need for an approval of a Development Area Plan and/or any other reason making it premature for the application to be processed, shall be required to pay the difference between the fee previously submitted and that required under Schedule 'A' to the By-law, and as noted in the table above.***
- (ii) ***Those plan of subdivision or condominium applications delegated by the Region of York to the Town of Georgina following the date of passing of By-law 2007-0069 (PL-7) on June 18, 2007 (the By-law to Establish a Tariff of Fees for Planning Applications) shall be required to pay the difference between the fee previously submitted and that required under Schedule 'A' to the By-law, and as noted in the table above.***

REVISED APPLICATIONS:

For any changes or revisions to an Official Plan Amendment or Zoning By-law Amendment which results in an additional public notice circulation, the fee shall be 50 per cent of the applicable application fee, to a maximum of \$1005.00

NEWSPAPER PUBLIC NOTIFICATION:

Cost of newspaper notification of public meetings for planning applications shall be charged back to the applicant.

SUBDIVISION OR CONDOMINIUM APPLICATIONS Region of York Fees	
<p>Subdivision Fees (where the Town is the approval authority):</p> <p>To Review an Application for Approval of a Draft Plan of Subdivision or a Major Revision Thereto Requiring Recirculation. TWO CHEQUES ARE TO BE SUBMITTED AS NOTED.</p> <p><i>(If the application does not require circulation to Regional Departments for comment, Regional Planning Staff will return the second cheque for \$1,005.00.)</i></p>	<p>\$2,265.00 Total</p> <p>To be submitted in two cheques: \$1,260.00 and \$1,005.00</p>
<p>To Review an Application to Change the Conditions of Approval of a Draft Plan of Subdivision</p>	<p>\$1,025.00</p>
<p>To Clear Regional Conditions for Second and Subsequent Phases of a Draft Plan of Subdivision</p>	<p>\$885.00</p>
<p>Condominium Fees (where the Town is the approval authority):</p> <p>To Review an Application for Approval of a Draft Plan of Condominium or a Major Revision Thereto Requiring Recirculation. TWO CHEQUES ARE TO BE SUBMITTED AS NOTED.</p> <p><i>(If the application does not require circulation to Regional Departments for comment, Regional Planning Staff will return the second cheque for \$320.00.)</i></p>	<p>\$1,400.00 Total</p> <p>To be submitted in two cheques: \$1,080.00 and \$320.00</p>
<p>To Review an Application to Change the Conditions of Approval of a Draft Plan of Condominium</p>	<p>n/a</p>
<p>To Clear Regional Conditions for Second and Subsequent Phases of a Draft Plan of Condominium</p>	<p>n/a</p>

REGION OF YORK FEES:

Pursuant to By-law No. A-0323-2005-108, enacted on December 15, 2005, which repealed By-law Nos. A-0323-2003-010 and A-0323(a)-2005-045, the Region of York has revised the fees for the processing of planning applications.

All "Region of York Fees" are to be submitted to the Town as part of the processing of an application.

Cheques are to be made payable to "The Regional Municipality of York".

Where it is noted that payment is to be submitted in two cheques, a determination will be made by Regional staff on whether the application requires full circulation for comment. If full circulation for comment is required, the Region will cash both cheques. Should full circulation not be required, the Region of York will return the second cheque (lesser value) to the applicant uncashed.

ON-SITE SEWAGE INSPECTION	
APPLICATION REVIEW	
<p><i>For Accuracy, Reference Should be made to By-law Number 2006-0132 (BU-1), Being a By-law Respecting Permits and Related Matters Under the Building Code Act</i></p> <ul style="list-style-type: none"> Applicable Fees are to be paid by separate cheque payable to the Town of Georgina 	
<p>Comments on Approval of a Plan of Condominium (to a maximum of \$3,000.00)</p> <p style="padding-left: 40px;">For each application where the structure is 2,000 square feet or less</p> <p style="padding-left: 40px;">For each application where the structure is greater than 2,000 square feet</p>	<p style="text-align: right;">\$500.00</p> <p style="text-align: right;">\$0.30 per sq. ft.</p>
<p>Comments on Approval of a Plan of Subdivision:</p> <p style="padding-left: 40px;">For each lot or block shown on the proposed plan of subdivision (up to a total of three reviews)</p> <p style="padding-left: 40px;">AND, an additional charge per lot or block for each subsequent review</p>	<p style="text-align: right;">\$300.00 per lot/block</p> <p style="text-align: right;">\$50.00 per lot/block</p>
<p>Comments on Consent Applications</p>	<p style="text-align: right;">\$200.00 for each lot proposed and each remaining lot</p>
<p>Comments on Minor Variance Applications</p>	<p style="text-align: right;">\$200.00 per application</p>



**LAKE SIMCOE REGION CONSERVATION AUTHORITY
PLANNING REVIEW APPLICATION FORM**

This form is to be submitted to the Lake Simcoe Region Conservation Authority (LSRCA) by landowners, developers, agents and consultants in advance of the review of development applications. The completed application form is to be submitted along with **5 sets** of all reports, folded hard copies of all drawings **and** the application fee, in accordance with the fee schedule found on the reverse side. Failure to submit the required documents or fee may cause a delay in the processing of the application. The Authority accepts cheque, Visa & cash payments.

Should you wish to consult with the LSRCA in advance of submitting the application, please call in advance to set up a meeting with Planning Staff at **905-895-1281** or in the 705 area code, **1-800-465-0437**. All applicants who are required to submit an Environmental Impact Statement (EIS) are strongly advised to preconsult with staff prior to the initial application submission, to scope the EIS.

Please complete the following required information (print clearly)

OWNER
Name: _____
Address: _____
Postal Code: _____
Telephone: _____ Facsimile: _____ Email: _____

APPLICANT / AGENT / CONSULTANT (Please circle)
Name: _____
Address: _____
Postal Code: _____
Telephone: _____ Facsimile: _____ Email: _____

PROPERTY LEGAL DESCRIPTION/LOCATION (Attach a sketch of the location)
Lot _____ Plan/Concession _____ Municipality _____
Municipal Address: _____
Property Roll No.: _____ Emergency No: _____

CURRENT OFFICIAL PLAN AND ZONING DESIGNATIONS
Current Official Plan Designation _____ Current Zoning Designation _____
Proposed Official Plan Designation _____ Proposed Zoning Designation _____

PROPOSED DEVELOPMENT APPLICATION (check off multiples as required):

Official Plan Amendment	Zoning By-law Amendment
Subdivision/Condominium	Subdivision/Condominium Revision
Site Plan/Agreement	Minor Variance
Consent/Severance	Property Information Request
Scoped EIS Preconsultation	Telecommunications Towers

DESCRIPTION OF PROPOSED DEVELOPMENT: (Please print a description of the proposed works and attached plans of the proposed developments showing existing features. Attach additional pages if necessary.)

DECLARATION:
I/We, _____, of _____, make an oath to solemnly declare that the information contained on this application, and all attachments accompanying documents and drawings are true and complete to the best of my/our knowledge. Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the use or the disclosure to any person or public body of any information collected under the Planning Act or Conservation Authorities Act for the purposes of processing this application.
Signed (Printed) _____ on this _____ day of _____, 20__
Signature of Owner/Applicant: _____

OWNER AUTHORIZATION:
I, _____, hereby declare that I am the Owner of the said property described above, and authorize _____ to act on this application on the Owner's behalf.
Signed this _____ day of _____, 200__. Signature _____

PLAN REVIEW APPLICATION FEES

Type of Application	Fee Applied (ea) (Effective April, 2004)
All Region/County/Municipality Initiated Applications	General Levy
Official Plan and Zoning Amendments	
Official Plan Amendment & Zoning By-law Amendment - Initial	\$300.00
Official Plan Amendment & Zoning By-law Amendment - Detailed	\$2,500.00
Subdivision & Condominium	
Subdivision/Condominium - Initial	\$5,000.00
Subdivision/Condominium Resubmission Fee (For Incomplete Submissions)	\$2,500.00 Subsequent fees may apply- contact LSRCA for details
Subdivision (if preceded by approved MESP)	\$500/ha
Subdivision-applicant driven formal modification	\$1,000.00
Site Plan & Condominium	
Site Plan Control – Initial	\$300.00*
Site Plan Control - Detailed Review	\$300 initial + \$2,200.00 if engineering review is required*
Hold Harmless Agreements	\$500.00
Minor Variance	
Minor Variance	\$200.00
Consents	
Consent – Initial	\$300.00*
Consent – Detailed	\$1,000.00*
Other Applications	
Golf Courses	\$7,500.00
Property Information Requests	\$125.00
Site Clearance	\$40.00
Permits	See permit application

Fee Schedule Notes:

1. For consolidated applications (submitted at same time), only the highest fee will apply.
2. For plans of subdivisions, fees will not be charged for environmental lands.
3. For phased plans of subdivisions, fees will be calculated on the basis of each phase. Our minimum fee is \$500.
4. Plan of subdivision total fees are calculated at the rate of \$500/ha for the first 20 ha and \$100 for each additional ha thereafter.
5. For plans of subdivision, a credit for the initial fee will be applied against the total fees due.

* Contact the Authority to determine whether the application is considered initial or detailed.

ADDITIONAL NOTES

- Review of development applications are based on the Watershed Development Policies, as approved by the LSRCA Board of Directors. A copy of the Policies may be obtained from our website at www.lsrca.on.ca.
- For prompt processing of your application, the **application fee must accompany the submission**. Resubmission fees will be paid directly to the LSRCA. Please make cheques payable to the Lake Simcoe Region Conservation Authority. The LSRCA accepts cash, cheque or Visa Credit Card.
- Where applicable, processing includes review for fish habitat under Section 35 of the *Fisheries Act*.
- The information contained in this document is collected by the LSRCA for its own purposes under the Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA). A copy of this application will be circulated back to the host municipality.
- To obtain information regarding the status of a planning application, contact the Planning staff at **905-895-1281** or toll free in the 705 Area Code **1-800-465-0437**. To meet with Planning staff, you are strongly encouraged to call in advance for an appointment.
- The LSRCA will endeavour to review your application as quickly as possible. Plan review comments are normally only forwarded to the appropriate municipality for their review.
- Contact the LSRCA to determine if you require a Regulation Permit.

TOWN OF GEORGINA

APPLICATION FOR AMENDMENT TO THE OFFICIAL PLAN

SUBMISSION CHECKLIST

(to be provided to Planning Division staff with submission of application)

Revised: July/07

APPLICATION FEE SUBMITTED

- 1) Town Of Georgina Fee (*to be submitted in separate cheques for each fee*):
- a) Planning Division - Initial Processing Fee: \$1,800.00
Submitted: Yes ___ No ___
- b) ~~On Site Sewage Inspection Application Review:~~
~~Form Completed and Attached~~ Yes ___ No ___
- Fee of \$200.00 ~~Required and Submitted~~ Yes ___
~~OR~~
~~Exempt from Fee~~ Yes ___
- 2) Region of York Fee: \$2,025.00 - initial fee; and \$2,265.00 - secondary fee
(*to be submitted in separate cheques for each fee*):
Both Cheques Submitted: Yes ___ No ___
28. Lake Simcoe Region Conservation Authority - Initial Analysis Fee: \$400.00
___ Yes Amount: _____
___ No

If NOT Submitted, explain reason:
(i.e. only one fee required with consolidated application circulations)

REMINDER: *Should the application be approved by Town Council, payment of additional Town of Georgina fees will be required prior to the passing of the By-law to adopt the Official Plan Amendment. Please refer to the Application Guide and copy of the Fee Schedule for further information.*

THE "OFFICIAL PLAN AMENDMENT APPLICATION GUIDE"
HAS BEEN READ BY THE APPLICANT/OWNER/AGENT/SOLICITOR Yes ___ No ___

DRAFT OFFICIAL PLAN AMENDMENT (10 COPIES) SUBMITTED Yes ___ No ___

SITE SCREENING QUESTIONNAIRE - COMPLETED AND SUBMITTED Yes ___ No ___

DEPOSITED REFERENCE PLAN / SURVEY SUBMITTED
(Prepared by an O.L.S.) Yes ___ No ___

ARCHITECTURAL PLANS OF
PROPOSED BUILDINGS SUBMITTED Yes ___ No ___

PRELIMINARY LANDSCAPE PLAN SUBMITTED Yes ___ No ___

SKETCH PLAN SUBMITTED (in accordance with Question 4) Yes ___ No ___

- 15 copies showing physical land forms / features and buildings and structures, etc., prepared to a metric scale

SUPPORTING DOCUMENTATION SUBMITTED (15 copies)

- Documentation addressing application of Provincial Policy Statement Yes __ No __
- Documentation addressing conformity to the Housing Policies of the Provincial Policy Statement Yes __ No __
- Functional Servicing Report / Master Plan Yes __ No __
- Stormwater Management Report / Master Plan Yes __ No __
- Transportation Study / Master Plan Yes __ No __
- Environmental and Biological/Ecological Preservation Plans Yes __ No __
- Market Analysis and Financial Impact Study Yes __ No __
- Tree Preservation Plan and Landscape Analysis Plan Yes __ No __
- Flood Plain Mapping and Analysis Yes __ No __
- Other (specify) Yes __ No __

CONCURRENT APPLICATIONS SUBMITTED

- Region of York Official Plan Amendment Yes __ No __
- Application for Zoning Amendment Yes __ No __
- Application for Site Plan Approval Yes __ No __
- Application for Minor Variance Approval Yes __ No __
- Application for Consent Approval Yes __ No __
- Application for Draft Plan of Subdivision or Condominium Approval Yes __ No __

PRE-CONSULTATION BY APPLICANT:

- A. Town of Georgina
 - Planning Division Yes __ No __ Not Applicable __
 - Engineering Department Yes __ No __ Not Applicable __
 - Leisure Services Department Yes __ No __ Not Applicable __
- B. Region of York
 - Planning & Development Services Yes __ No __ Not Applicable __
 - Transportation & Works Yes __ No __ Not Applicable __
- C. Lake Simcoe Region Conservation Authority Yes __ No __ Not Applicable __

If Yes to any of the above, indicate comments received (provide copy if applicable):

ADDITIONAL PRE-CONSULTATION (indicate agency and comments received):

APPLICATION FORM COMPLETED AND DULY EXECUTED

ALL TAXES PAID TO DATE

COMPLETED BY:

Applicant / Agent / Owner

Date

TOWN OF GEORGINA

DEVELOPMENT APPLICATION SITE SCREENING QUESTIONNAIRE

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 use? <i>* 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>Please note that, if an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i>	

AFFIDAVIT

I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that all the statements contained in this application are true, 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 _____ of _____ in the _____ of _____ this _____ day of _____ 20_____.

A Commissioner, etc.

Applicant or Agent

TOWN OF GEORGINA

PROCEDURES AND REQUIREMENTS FOR THE ERECTION OF SIGNS FOR THE NOTIFICATION OF PLANNING APPLICATIONS

PAGE 3 OF THIS FORM MUST BE **SIGNED** AND RETURNED WITH THE REQUIRED PLANNING APPLICATION. A COPY WILL BE RETURNED TO YOU.

REQUIREMENTS

In conjunction with applications for approval of plans of subdivision/condominium or amendments to the Official Plan or Zoning By-law, the applicant shall erect a non-illuminated sign at his/her cost on the subject property. The sign shall be professionally prepared, erected and removed in accordance with the provisions set out below. When more than one application requiring a sign is processed simultaneously for the same site, one sign may be erected giving notice of all applications. Where the property has more than 1 street frontage, multiple signs may be required.

SIGN ERECTION/REMOVAL

Upon receipt of a planning application, the Planning Division will review it for completeness and accuracy. If the application has been completed properly and the proposed development is not considered premature, the Planning Division shall advise the applicant as soon as possible of the wording of the sign. (Alternatively, the Planning Division shall advise that the application is considered premature and shall be held in abeyance until such time as the concerns, problems, as the case may be, have been resolved).

The sign(s) shall be installed within fourteen (14) days of notification of the sign wording. The applicant will advise the Planning Division as soon as the sign(s) has been erected. The Planning Division shall confirm that the sign(s) comply with the relevant requirements contained herein. If the sign(s) are satisfactory, the Planning Division shall then schedule a Public Meeting before Council as soon as possible to consider the application.

NOTE: A Public Meeting will not be scheduled until the Planning Division has been satisfied that the sign(s) have been erected properly.

If the sign(s) are not installed within fourteen (14) days of notification of the sign wording, the application will not be scheduled for a public meeting.

The applicant will have the sign(s) removed within seven (7) days of the approval, refusal or closing of the files by Georgina Town Council, or withdrawal of the application.

SIGN SPECIFICATIONS

- (a) Size: 1.2 m (4 ft.) wide by 1.2 m (4 ft.) high, 0.6 m (2 ft.) ground clearance.
- (b) Acceptable Materials: 12.5 mm (½ in.) exterior grade plywood panel, 2-89 mm x 89 mm (4 in. x 4 in.) wood posts or steel posts installed a minimum of 1.2 m (4 ft.) below grade.
- (c) Paint: Sign panels and all wooden structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkyd paint over a suitable primer. Lettering to be black inscribed on a white background.
- (d) Lettering: The sign shall be professionally lettered or silk screened using upper case Helvetica Medium typeface or similar sans serif, having a lettering size which is legible from the street.
- (e) Wording: The sign shall contain wording that has been provided by the Planning Division and shall generally be in the format as shown on the reverse of this sheet.
- (f) Location: For interior lots having frontage on one street, the required sign shall be located approximately midway between the side lot lines at a minimum setback of 1 m (3 ft.) from the streetline and a maximum 2 m (6 ft.).

For lots with streetline (s) that abut two streets, (ie. corner lots, through lots), a separate sign shall be required facing each street, located approximately midway between the opposing lot lines at a minimum setback of 1 m (3 ft.) and a maximum of 2 m (6 ft.) from the streetline(s).

All signs shall be located away from any obstructions such that the signs are visible from the street.

- (g) Maintenance: With signing of this application, the applicant agrees that the sign will be maintained both in structure and paint work to the satisfaction of the Town.

SIGN FOR PLANNING APPLICATION NOTICE

Planning Division staff will indicate the required location of the sign(s). Sign the bottom of this form (page 3) and return it to the Planning and Building Department with your application. The appropriate message will be provided by the Planning Division in the space provided and a copy will be returned to you.

SIGN LOCATION PLAN (n.t.s)

NOTES:

- 1. SIGN MUST NOT BE LOCATED IN A 9 METRE CORNER SITE TRIANGLE.
- 2. SIGN MUST BE BETWEEN 1 AND 2 METRES FROM STREET PROPERTY LINE.

SIGN MESSAGE AND DIMENSIONS

<p style="text-align: center;">PUBLIC NOTICE AN APPLICATION HAS BEEN SUBMITTED TO AMEND</p> <p style="text-align: center;">TO PERMIT</p> <p>A PUBLIC MEETING TO BE HELD ON _____</p> <p>AT _____ AT THE CIVIC CENTRE ON CIVIC CENTRE ROAD, KESWICK.</p> <p>FOR FURTHER INFORMATION, OR TO OBTAIN A COPY OF THE WRITTEN NOTICE, PLEASE CALL THE PLANNING DIVISION OF THE TOWN OF GEORGINA AT: (905) 476-4301 OR (905) 722-6516</p> <p>PLEASE QUOTE FILE NO.: _____</p>		<p style="text-align: center;">SIGN MESSAGE TO BE PROVIDED BY THE PLANNING DIVISION</p> <p style="text-align: center;">_____</p>		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">DATE:</td> <td style="width: 50%; padding: 5px;">COMPLETED BY:</td> </tr> </table>	DATE:	COMPLETED BY:
DATE:	COMPLETED BY:			

The undersigned hereby agree to construct the proposed sign(s) in accordance with the specifications contained herein and to maintain the sign(s) both in structure and paint work to the satisfaction of the Town. The undersigned further agree to remove the sign(s) within seven (7) days of the approval, denial or closing of the file(s) by Georgina Town Council, or the withdrawal of the planning application(s).

Owner / Owner's Agent Signature

Date