

TOWN OF GEORGINA

APPLICATION FOR PLAN OF SUBDIVISION / CONDOMINIUM APPROVAL

APPLICATION GUIDE

Revised: July/07

Planning and Building Department
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Refer To:

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(Area east of McCowan Rd.,
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AS PER COUNCIL POLICY, ALL TAXES MUST BE PAID TO DATE BEFORE THE PROCESSING OF AN APPLICATION FOR PLAN OF SUBDIVISION OR CONDOMINIUM APPROVAL.

PURPOSE OF APPLICATION

1. This SUBDIVISION/CONDOMINIUM APPLICATION GUIDE sets forth the procedure for processing all subdivision/condominium applications. This guide and attached application form set out the information required by the Town to properly assess and evaluate your plan. A properly completed application accompanied by all supporting documentation as required, will assist us in expediting the processing of your plan. It is recommended that the applicant discuss the proposal with Town Planning staff BEFORE submitting a formal application.
2. The attached application form is to be used only when applying to The Corporation of the Town of Georgina. The attached 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 (archeological 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.

The public bodies or agencies may require the submission of a fee for reviewing the subject application. It is suggested that you contact the public bodies or agencies directly to determine whether payment of a review fee is required.

USING THE APPLICATION

4. The application should be completed by the property owner or authorized agent and returned to the Town of Georgina at the above address. When an agent is making it, 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 51(17) of the Planning Act, and is identified in the Schedule to Ontario Regulation 196/96. The prescribed information must be provided along with the appropriate fee [in accordance with the Fee By-law 2007-0069 (PL-7)].

In accordance with Subsection 51(19) 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 51(18) of the Planning Act, the application form and guide also set out additional information (i.e. technical information or reports) that will assist the Town and other public bodies in their planning evaluation of the proposed plan of subdivision/condominium. To ensure the quickest and most complete review, this information should be submitted along with the mandatory or 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 application may be deferred or refused.
7. Supporting technical information may include the following:
- functional servicing report 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.

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. If a corporation is making the application, the corporation's seal must be affixed under the section entitled "AUTHORIZATION OF OWNER".

PROCESSING FEES

10. The applicant must submit the appropriate fee for the processing of the application, in accordance with 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. 2006-0132 (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 \$300.00 for each lot or block shown on the proposed plan (*up to a total of three reviews, and an additional charge of \$50.00 per lot or block for each subsequent review*), made payable to 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.

The Region of York fee requirements for the review of an application for approval are outlined on the attached copy of the *Town of Georgina Fee Schedule*. The Region of York fee is to be submitted to the Town as part of the processing of the application. Cheques are to be made payable to "The Regional Municipality of York", and will be forwarded to the Region by the Town upon circulation of the application for comment.

The Lake Simcoe Region Conservation Authority (LSRCA) fee requirements for the review of an application for approval are outlined on the attached *Conservation Authority Planning Review Application Form*. The *Initial Fee* of the LSRCA, in the amount of \$10,000.00, must be submitted to the Town by the applicant, as part of the submission of the application for approval. 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.

INFORMATION REQUIREMENTS

11. The Town needs:
- 2 copies of the completed application form;
 - 15 copies of any supporting documentation/technical studies;
 - 40 copies of the Draft Plan (folded to size of 82@ x 14"), unfolded plans will not be accepted;
 - 1 – 8.5" x 11" mylar reduction of the draft plan;

- the application fee as indicated on the Town's Fee Schedule in accordance with By-law 2007-0069 (PL-7), as amended;
- the appropriate fee (*if applicable*) for the review of the application by the Town of Georgina On-Site Sewage Inspector, in accordance with By-law No. 2006-0132 (BU-1);
the Region of York fee, for reviewing an application for approval, pursuant to By-law No. A-0323-2005-108, as amended;
- the Lake Simcoe Region Conservation Authority fee, for reviewing an application for approval, pursuant to Section 1 (m.1) of the Conservation Authorities Act.

12. In accordance with Section 51(17) of the Planning Act, the following information is required to be shown on the draft plan:
- a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
 - b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
 - c) on a small key plan, on a scale of not less than one centimetre to 100 metres, 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 the land forms the whole or part;
 - d) the purpose for which the proposed lots are to be used;
 - e) the existing uses of all adjoining lands;
 - f) the approximate dimensions and layout of the proposed lots;
 - g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
 - h) the availability and nature of domestic water supplies;
 - i) the nature and porosity of the soil;
 - j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
 - k) the municipal services available or to be available to the land proposed to be subdivided; and
 - l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.
13. Additional requirements for plans of condominium:
- a) proposed exclusive use areas of the common element such as outdoor yards and parking;
 - b) roadways and pedestrian access to proposed private units.
14. Rural or Estate Residential plans of subdivision or condominium will not be considered unless they are accompanied by the following information:
- a) A detailed landscape analysis of the site and adjacent property undertaken by a landscape architect holding membership in the Canadian or American Society of Landscape Architects. The analysis should include a topographic survey at minimum 1.5 metre intervals and should indicate the extent of any proposed grading, final grade levels, trees to be felled and proposed new planting including species.
 - b) A detailed site plan including building locations, roads, utilities and landscape elements (existing and proposed).
 - c) A detailed engineering report and servicing plan relating to proposed water supply, sewage disposal and storm drainage facilities.
 - d) An assessment of the impact that such development will have on the rural community and surrounding land uses.
15. It is necessary to take into account the health, safety, convenience, and welfare of the present and future inhabitants when considering a subdivision or condominium application in conjunction with the matters set out in Section 51(24) of the Planning Act.
16. The Town may enter into subdivision agreements imposed as a condition of draft plan approval.
17. The Town may impose such conditions to the approval of the plan of subdivision as in the opinion of the Town are reasonable.

PEER REVIEW OF TECHNICAL STUDIES

18. 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.
19. Peer reviews may be required for the following:
 - hydrogeological 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.
20. 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.
21. 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.
22. 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

23. 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.
24. After accepting the completed application, the Town may confer with officials with the Region of York and other Ministries, commissions and authorities, and others who may have an interest in your proposal, to obtain information and recommendations from them.
25. Section 51(20) of the Planning Act and Ontario Regulation 196/96 require that the Town convene at least one public meeting regarding the proposed plan of subdivision before a decision can be made. In most cases, the Town will hold the required public meeting in conjunction with related applications also requiring public input under the Act (i.e. Zoning or Official Plan amendments). The Town will schedule and circulate notice for the Public Meeting of Council and request the proponent to prepare and erect the appropriate signage on the subject property to the Town's specifications.
26. At the Public Meeting, the proponent presents the proposal. The Public is provided an opportunity to comment on the proposal. Council asks questions and provides comments. Planning staff usually present a preliminary report with a recommendation that staff report back to Council at such time as all agency comments and public input are received and assessed.
27. The application is brought back to a Council meeting after the proponent has addressed any concerns raised at the initial meeting and Planning staff has received and assessed agency comments and public input. The proponent presents the proposal with any proposed modifications. The public is provided an opportunity for input. Planning staff presents a recommendation report, which will include conditions of draft approval. If Council grants draft plan approval, any conditions must be fulfilled prior to the final approval of the plan. The agencies affected by the conditions must confirm in writing that the conditions have been fulfilled.
28. The Planning Act provides that an application for draft plan approval may be referred to the Ontario Municipal Board for decision [Sec. 51(34)]. Provision is also made for an appeal to the Municipal Board regarding the Town's decision, the lapsing provision or any of the conditions imposed by the Town [Sec. 51(39)].

A schematic description of the review process is displayed on the flow chart attached.

DEVELOPMENT CHARGES

29. Pursuant to By-law No. 91-145 (TA-1), development charges will apply to and shall be calculated and collected in accordance with the provisions of the aforementioned By-law on land to be developed for residential and non-residential uses, where the development of that land will increase the need for services and the development requires the approval of a plan of subdivision.

The Town is also required to collect development charges on behalf of the Regional Municipality of York, the York Region Board of Education and the York Region Roman Catholic Separate School Board.

WATER AND SEWAGE ALLOCATION

30. Pursuant to Section 14.5.1 j) and Section 9.1.5 k) of the Sutton and Keswick Secondary Plans, respectively, 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.

OFFICIAL PLAN

31. If a form of development is proposed which does not comply with the respective policies of the Town of Georgina Official Plan, an amendment to the Plan will be required as a prerequisite to Council's endorsement of the subdivision or condominium application. However, the subdivision or condominium application may be filed simultaneously with an application to amend the Official Plan.

ZONING BY-LAW

32. If the zoning of the subject land would not permit the proposed plan of subdivision or condominium, an amendment to the Town's Zoning By-law will be required. It is recommended that a zoning amendment application be filed with the Town simultaneously with an application for plan of subdivision or condominium. Generally, an amendment to the By-law will not be passed prior to the issuance of draft plan 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
<p>Region of York Fees (for amendments to a local official plan):</p> <p>a) For Regional approval of a privately initiated amendment to the Town Official Plan. <i>TWO CHEQUES ARE TO BE SUBMITTED AS NOTED.</i></p> <p><small>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.</small></p> <p><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></p> <p>b) For Regional comment on a request for exemption from Regional approval of a locally significant Official Plan Amendment.</p>	<p>a) \$4,290.00 Total</p> <p>To be submitted in two cheques: \$2,025.00 and \$2,265.00</p> <p>b) \$2,025.00</p>
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	
<i>Region of York Fees</i>	
<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>(If the application does not require circulation to Regional Departments for comment, Regional Planning Staff will return the second cheque for \$1,005.00.)</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

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

- ***Applicable Fees are to be paid by separate cheque payable to the Town of Georgina***

Comments on Approval of a Plan of Condominium (to a maximum of \$3,000.00)	
For each application where the structure is 2,000 square feet or less	\$500.00
For each application where the structure is greater than 2,000 square feet	\$0.30 per sq. ft.
Comments on Approval of a Plan of Subdivision:	
For each lot or block shown on the proposed plan of subdivision (up to a total of three reviews)	\$300.00 per lot/block
AND, an additional charge per lot or block for each subsequent review	\$50.00 per lot/block
Comments on Consent Applications	\$200.00 for each lot proposed and each remaining lot
Comments on Minor Variance Applications	\$200.00 per application



**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 PLAN OF SUBDIVISION/ CONDOMINIUM APPROVAL

SUBMISSION CHECKLIST

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

Revised: Feb/99

APPLICATION FEE SUBMITTED

Town of Georgina Fee (to be submitted in separate cheques for each fee):

- a) Planning Division Processing Fee: Yes Amount: _____
 No
- b) On-Site Sewage Inspection - Application Review:
 Yes Amount: _____
 No
 Not Applicable
- 2) Region of York Planning Processing Fee:
 Yes Amount: _____
 No
- 3) Lake Simcoe Region Conservation Authority Fee:
 Yes Amount: _____
 No

If any of the above noted fees are not submitted, explain reason: _____

THE "SUBDIVISION/CONDOMINIUM APPLICATION GUIDE"
HAS BEEN READ BY THE APPLICANT/OWNER/AGENT/SOLICITOR.

Yes No

SITE SCREENING QUESTIONNAIRE - COMPLETED AND SUBMITTED

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):

DRAFT PLANS SUBMITTED

Yes No

- 40 copies of the Draft Plan (folded to a size of 8 1/2x 14"), unfolded plans will not be accepted
- 1 – 8 1/2" x 11" mylar reduction of the Draft Plan
- All plans must be drawn to a metric scale indicating all items required by Section 51(17) of the Planning Act

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
- Town of Georgina 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

ALL QUESTIONS ON THE APPLICATION FORM
HAVE BEEN FULLY COMPLETED

Yes No

AUTHORIZATION OF OWNER SUBMITTED

Yes No

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.

ALL TAXES PAID TO DATE

Yes No

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 _____ 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