



The Corporation Of The Town of Georgina
Engineering Division
26557 Civic Centre Road
Keswick, Ontario
L4P 3G1

Telephone: (905) 476-4301
(705) 437-2210

Facsimile: (905) 476-6902

INTRODUCTION

1. On December 29th, 1986, Council of the Corporation of the Town of Georgina passed By-law No. 86-244 (PL-3), as amended by By-law 92-120 (PL-3) designating all lands within the territorial limits of the Town of Georgina as a site plan control area, pursuant to Section 41 (2) of the Planning Act R.S.O. 1990, c.P.13 as amended.

This by-law requires that the Municipality approve certain drawings and plans as a condition to consent to development and also requires that owners enter into Development (Site Plan) Agreements when deemed necessary.

2. The objectives of site plan approval are:
 - i) to ensure implementation of Town and/or Regional standards, particularly in reference to servicing, easements, parks, road widenings, Council policies and zoning;
 - ii) to secure a safe site environment with respect to grading, lighting, walkways, fencing, landscaping and pedestrian and vehicular traffic, both on site and where the site has access to public roads and parks;
 - iii) to provide a visually attractive development through utilization of existing site features, the provision of landscaping and the approval of structures, buildings or additions, taking into consideration the character and scale of adjacent uses;
 - iv) to control location and treatment of on-site facilities, such as recreational structures, garbage disposal, parking and driveways;
 - v) to provide that the proposal approved by the Town is developed and maintained as approved.
3. Pursuant to Section 41 (8) of the Planning Act R.S.O. 1990, as amended, where a site plan control area is within a Regional Municipality, plans and drawings in respect of any proposed development shall not be approved until the Regional Municipality has been advised and afforded a reasonable opportunity to require the owner to comply with this section of the Act. Specifically, an applicant whose proposal abuts a Regional Municipality of York roadway must also make application to and receive approval from the Regional Engineering Department prior to issuance of any approval by the Town.
4. Pursuant to Policy No. PB-PR-01, the Town may require that the application/submission be subject to an appropriate peer review, all at the cost of the proponent.

USING THE APPLICATION FORM

5. The Site Plan Application Guide attached has been prepared to set forth for your benefit the information required by the Municipality to allow it to properly evaluate your proposal.
6. The attached application form is to be used only when applying to the Corporation of the Town of Georgina.
7. The application should be completed by the property owner or his/her authorized agent and returned to the Town's Engineering Department at the above address. Where such application is made by an agent, the written authorization of the owner(s) should accompany the application. For your convenience, an authorization form has been included in the attached application.

INFORMATION REQUIRED

8. The application must include a site plan prepared by the owner's Consulting Engineer and Landscape Architect, showing the following:
- i) the location and layout of all buildings and structures to be erected and the location of all facilities and works to be provided in connection therewith including:
 - a) a separate landscape plan prepared by a Landscape Architect indicating all proposed landscaping, fencing and topographical information. In addition to appropriate details for same;
 - b) location and type of site lighting;
 - c) proposed grading of site for storm and surface drainage purposes, along with all storm water management techniques, reports and calculations, if required.
 - d) parking lot and driveway layout;
 - e) facilities to provide access to and from the site;
 - f) location of all existing and proposed water, storm and sanitary services along with all pertinent information, eg., invert elevations, type of pipe, etc.;
 - g) location of bulk garbage containment and appropriate screening details;
 - h) any road widenings required to be conveyed;
 - l) any easements required to be conveyed for maintenance or improvement to watercourses, ditches and land drainage works;
 - j) location and type of park or recreational facility that may be required;
 - k) location of freestanding sign, including detail complete with dimensions.
 - ii) elevation and cross-section views for each industrial, commercial, recreational and building to be erected
 - iii) reference must be made to the Development Design Criteria. This book is available at the Engineering Department at a cost of \$25.00 or available on the Town's web site: www.georgina.ca
 - iv) each application shall be accompanied by **twenty (25)** complete site plans abutting a Regional or MTO road OR **twenty (20)** complete site plans abutting a Town road together with **eleven (11)** copies of the Stormwater Management Report, for circulation purposes. ***Five of the sets shall be folded and labelled "Lake Simcoe Region Conservation Authority". (See attached LAKE SIMCOE REGION CONSERVATION AUTHORITY PLANNING REVIEW APPLICATION FORM)***

FEES

As at June 18, 2007:

- 9. A fee of **\$1,123.50** shall be paid to the Municipality as a contribution towards its legal and engineering costs.
- 10. A cash-in-lieu of parkland conveyance in the amount of up to 2% of the value of the land at the time of development for commercial and industrial proposals and up to 5% for residential proposals, in satisfaction of the provisions of Section 41 of the Planning Act, 1983, as amended.
- 11. Lot levy payment or high density water and sewer levies, as applicable.

SITE PLAN APPROVAL PROCESS

- 12. The site plan approval process works most efficiently when plans are submitted at the outset with sufficient detail to permit informed response from the Town. If plans are incomplete, time is lost while the applicant revises and resubmits plans to show all of the required information. Applicants are strongly advised to consult with Town and Regional departments prior to applying for the site plan approval. This permits each department to inform the applicant of the details it requires to be shown on the plan for the specific proposal and to advise the applicant of any site specific information which might influence the design and layout of the proposal.

13. The application for site plan approval and the site plan are then submitted to the Engineering Department for review as to completeness and adequacy of the drawings. Should additional information be required, the drawings will be returned to the applicant or consultant for revision and resubmission. The revised plan will be approved by the Director of Engineering and Public Works once all required information is shown on the plan.
14. The approved site plan will be presented to the Site Plan Review Committee of Council for final approval. This Committee is comprised of the Mayor, Regional Councillor and the Ward Councillor in which the lands are situate. The Committee meetings are generally scheduled as needed at 9:00 a.m. in the Committee Room located on the second floor in the Civic Centre.
15. If, in the opinion of the Committee, the proposal warrants that the owner enter into a Site Plan Agreement with the Municipality, the agreement will be prepared by the Town in accordance with the works and facilities shown on the approved plan. The agreement is then sent to the owner(s) for signature and returned to the Town, along with all requisite fees and securities. The agreement will then be executed by the Mayor and Clerk and registered on title to the lands by the Town.
16. The Engineering Department then advises the Building Division of the Planning and Building Department that all departments' concerns have been satisfied and that the Engineering Department has no objection to the issuance of a building permit. Issuance of the building permit is, of course, subject to all other necessary departmental approvals.

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GEORGINA

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Telephone: (905) 476-4301
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PLEASE TYPE OR PRINT CLEARLY

DATE:	FILE/ROLL NO.:
PROPERTY DESCRIPTION:	
Lot	Plan/Concession
STREET LOCATION:	

	NAME	ADDRESS	TELEPHONE/FAX NUMBER(S)
REGISTERED OWNER			
AGENT OR SOLICITOR			
CONSULTANT			
MORTGAGEE(S)			

If the registered owner is a corporation, provide the names and titles of the authorized signing officers.

LOT AREA _____ ZONING _____

PROPOSED USE OF BUILDING: _____

IF THIS IS A NEW BUILDING, STATE TOTAL FLOOR AREA: _____

IF THIS IS AN ADDITION, STATE:

(i) Existing Floor Space _____

(ii) Proposed Floor Space _____

(iii) Total Floor Space _____

NUMBER OF UNITS: _____

EXTERIOR MATERIAL AND COLOUR: _____

SITE PLAN PREPARED BY OWNER'S CONSULTANT DATED _____ IS ATTACHED.

DECLARATION

I/WE hereby apply for Site Plan Approval and declare that the statements made in this application and the information contained in the accompanying plans are true. I understand that Site Plan Approval is required before any building permit can be issued.

DATED at _____, this _____ day of _____, 200_____.

SIGNATURE OF OWNER(S)/ASO/APPLICANT

SIGNATURE OF OWNER(S)/ASO/APPLICANT

AUTHORIZATION OF OWNER

I/We _____, being the registered owner(s) of the subject lands, hereby authorize _____ to act on this application to the Town of Georgina, Engineering Division of the Department of Public Works and to appear on my/our behalf at any meetings or hearings with respect to this application and to provide any information required by the Town relevant to this application.

DATED at _____, this _____ day of _____, 200_____.

SIGNATURE OF OWNER(S)

SIGNATURE OF OWNER(S)

PERMISSION TO ENTER

I/We _____, owner(s) of the subject property, hereby authorize members of the Committee/Council (or a representative thereof), Town of Georgina Staff, Peer Review Consultants retained by the Town of Georgina and relevant external agency review staff to enter onto the subject property for the purposes of evaluating the merits of this application.

DATED at _____, this _____ day of _____, 200_____.

SIGNATURE OF OWNER(S) and/or AGENT(S)

SIGNATURE OF OWNER(S) and/or AGENT(S)

CONSENT FOR RELEASE OF INFORMATION

In accordance with the provisions of the Planning Act R.S.O. 1990, C.P13, as amended, I understand that all information and material that is required to be provided to the Town of Georgina respecting planning applications shall be made available to the public. In submitting this development application and supporting documentation, I hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.M.5 that all information documents, drawings and plans provided with this application by myself, my agents, consultants and solicitors, will be part of the public record and will also be made available to the general public.

review staff to enter onto the subject property for the purposes of evaluating the merits of this application.

DATED at _____, this _____ day of _____, 200_____.

SIGNATURE OF OWNER(S)

SIGNATURE OF OWNER(S)

DECLARED/SWORN BEFORE ME

At the _____ in the County/Regional Municipality of _____,
(city or town) (name of city or town/township)

this _____ day of _____, 200_____.

Commissioner of Oaths

Authorized Agent

NOTE: If the application is to be prepared by an agent, your authorization should not be given until the completed application and its attachments have been examined by you.

OFFICE USE ONLY:

- | | |
|--|---|
| <input type="checkbox"/> Sufficient copies of Site Plan received | <input type="checkbox"/> Ste Plan Approved _____ |
| <input type="checkbox"/> Site Plan Agreement Required _____ | <input type="checkbox"/> Subsearch Ordered/Received _____ / _____ |
| <input type="checkbox"/> Agreement Registered _____ | <input type="checkbox"/> Building Department Advised _____ |

FOR FURTHER INFORMATION, PLEASE CONTACT THE
ENGINEERING DIVISION OF THE DEPARTMENT OF ENGINEERING AND PUBLIC WORKS

(905) 476-4301
c:\df\site\dev\site\devapp

(705) 437-2210

FACSIMILE NO. (905) 476-6902
June 27, 2007



**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: _____ E-mail: _____
APPLICANT / AGENT / CONSULTANT (Please circle)	
Name: _____	_____
Address: _____	_____
_____	Postal Code: _____
Telephone: _____	Facsimile: _____ E-mail: _____
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

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.)

<p>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, 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 _____, 200__.</p>

<p>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: _____</p>

PLAN REVIEW APPLICATION FEES

Type of Application	Fee Applied Effective April, 2007
All Region/County/Municipality Initiated Applications	General Levy
Secondary Plans	
Secondary Plans - Developer Initiated	\$10,000.00
Official Plan and Zoning Amendments	
Official Plan Amendment & Zoning By-law Amendment	\$400.00
Subdivision & Condominium	
Plan of Subdivision - Minimum Fee	\$10,000.00
Plan of Subdivision	\$100/Lot, Unit
Plan of Subdivision - Maximum Fee	\$25,000.00
Plan of Subdivision - Red-line Revision	\$2,500.00
Site Plan & Condominium	
Site Plan - Initial	\$500.00
Site Plan- Study Review	\$2,500.00
Site Plan - Plan of Condominium	\$5,000.00
Minor Variance	
Minor Variance	\$200.00
Minor Variance Study Review	\$500.00
Consents	
Consent - Initial	\$300.00
Consent Study Review	\$500.00
Other Applications	
Golf Courses / Aggregate	\$7,500.00
Property Information Requests	\$150.00
Site Clearance	\$75.00
Permits	See permit application

ADDITIONAL NOTES:

Fee Schedule Notes:

1. For Consolidated applications (submitted at same time), only the highest fee will apply.

- 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. Re-submission 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 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 905-895-1282 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 endeavor 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.



DRAWING SUBMISSION GUIDELINE

Site Plans

The Town of Georgina's Engineering Division circulates and administrates the site plan applications. All drawings and applications are required to be forwarded to the Engineering Division. Once the complete packages of drawings and reports have been submitted, they are circulated to internal and external commenting agencies. **Each package shall include a general covering letter together with a detailed list of drawings (Consultant, Drawing Title, Drawing Number and Revision Number and Date).** The packages are required to contain the following drawings and reports:

1. Engineering Drawings
2. Architectural Drawings – coloured rendering/elevation drawings
3. Landscape Drawings
4. Site Lighting Drawings
5. Stormwater Management Study/Report
6. Geotechnical Report
7. Traffic Study, if required
8. Noise Study, if required

The drawings and reports are required to be individually packaged, bound together, labelled and wrapped READY TO DELIVER in accordance with the below noted distribution list.

INTERNAL CIRCULATION: (Town Divisions)

Label information: Division Name as noted below
Number of drawing sets and reports

1. Engineering Division - **(2)**: complete sets of drawings, all reports and coloured rendering/elevation drawing(s)
2. Planning Division - **(2)**: complete sets of drawings, all reports and coloured rendering/elevation drawing(s)
3. Zoning Examiner - **(1)**: complete set of the drawings
4. Senior Building Inspector - **(1)**: complete set of drawings, Geotechnical Report and coloured rendering/elevation drawing(s)
5. Plumbing Inspector - **(1)**: complete set of drawings
6. Chief Fire Official - **(1)**: complete set of drawings
7. Chief Municipal Law Enforcement Official - **(1)** complete set of drawings
8. Georgina Accessibility Advisory Committee - **(1)** complete set of drawings

EXTERNAL CIRCULATION: (Outside Commenting Agencies)

Label Information: Agency Name as noted below
Number of drawing sets and reports

9. Regional Municipality of York - **(3)**: complete sets of drawings and all reports
10. Lake Simcoe Region Conservation Authority - **(2) folded**: complete sets of drawings, Stormwater Management Report and Geotechnical Report)
11. York Region Police Department (CPTED review) - **(1)** complete set of drawings and coloured rendering/elevation drawing(s)
12. Southlake Regional Hospital (iPlan) - **(1)** complete set of drawings
13. Other - should it be required depending on project basis

SUBMISSIONS THAT HAVE NOT BEEN PACKAGED IN ACCORDANCE WITH THE ABOVE GUIDELINE WILL BE RETURNED TO THE APPLICANT.