



Town of East Gwillimbury

Site Plan

Application Guide

MATERIALS ENCLOSED

General Information
Application Form
Site Information Questionnaire
Authorization Of Owner Form
Building Department Septic Inspection Form
Engineering Department Review Fee Form
Conservation Authority Fee Collection Form
Check List For Owner/Agent/Solicitor
Sample Letter of Credit
Sample Statutory Declaration
LEED Agreement of Understanding & Compliance
Summary Of Development Application Fees

*Town of East Gwillimbury, Development Services- Planning Branch
19000 Leslie Street, Sharon, Ontario L0G 1V0
Telephone: (905) 478-4282 Fax: (905) 478-2808*

Website: www.eastgwillimbury.ca



SITE PLAN APPLICATION GENERAL INFORMATION

1. PURPOSE OF THE APPLICATION

The purpose of this Site Plan Application Guide is to set forth the information required by the Town to allow it to properly evaluate your application.

The attached application form is to be used only when applying for a Site Plan with the Corporation of the Town of East Gwillimbury.

2. APPLICATION FEES

Please refer to the Development Application Fees By-law for the schedule of fees. The basic application fee is required to cover normal costs incurred in processing an Official Plan Amendment Application. The fee is payable to the Town of East Gwillimbury.

Note: Home occupation uses are subject to the above fees.

The Submission Fee, Agreement Preparation Fee and Engineering Department Fee are required to cover normal costs incurred in processing a Site Plan Application. These fees are payable to the Town of East Gwillimbury.

Agreement Administration Deposits

Agreement Administration Deposits are due and payable upon the applicant's execution of the agreement. Legal fees incurred by the Municipality above and beyond the amount of deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of deposit required, the appropriate refund will be issued to the applicant.

Exemptions

Exemptions from the full Site Plan Control process may be considered for applications where there is minimal or no building and/or parking area construction and where municipal interests are adequately addressed through the building permit process. Full exemptions cannot be granted if any of the following apply:

- (a) Parking
 - on lots where there are more than 4 new additional parking spaces proposed
- (b) Any development on lots less than 0.10 ha (0.25 acres) in size
- (c) Building Construction
 - on lots 0.8 ha (2 acres) or greater in size and new building construction greater than 232.3 m² (2500 ft²)
 - on lots less than 0.8 ha (2 acres) in size and new building construction greater than 46.5 m² (500 ft²)
- (d) Staff determines there is a need to formally circulate the proposal for comments to any agency or Town department.

Refunds

50% of the Submission fee may be refunded if the application is withdrawn prior to the preparation of a planning report. No refunds will be given where a planning report has been prepared. Exemption request fees are non-refundable.

Consulting Costs

For each site plan agreement and amendments thereto, any legal, engineering or landscape consulting costs incurred by the municipality will be paid for by the applicant prior to the finalization and signing of the agreement. These costs are not part of the above fees.



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Engineering, Landscape and Legal Consulting costs incurred by the Town of East Gwillimbury in review of the plans and agreement will be charged to the applicant. Final resolution and signing of the Site Plan Agreement will be delayed until the aforementioned costs are paid in full. These costs are not part of the above noted Planning Fee. If applicable, sewer and water charges are payable upon execution of the agreement.

Realty Taxes

Any outstanding realty taxes and local improvement charges are payable upon the execution of the agreement.

Letter of Credit

A letter of credit shall be placed with the Town to ensure compliance with the following obligations:

- (a) removal of refuse - \$2,000;
- (b) cleaning of roads in the area of the site - \$2,000;
- (c) issuance of final occupancy permit - \$1,000;
- (d) completion of lot grading;
- (e) completion of landscaping; and
- (f) completion of paving, curbing and other works of municipal concerns based on the applicant's estimate and reviewed by the Town.

The letter of credit will be calculated based on [a], [b], and [c] and 50% of the estimated value of [d], [e], and [f]. The Town agrees to review from time to time the letter of credit by an amount equal to 90% of the works completed to the satisfaction of the Town upon receipt of a statutory declaration that all accounts relative to the installation of the completed works have been paid. Notwithstanding anything contained herein, there shall be no reduction in the letter of credit where such reduction would result in the remaining letter of credit being less than the estimated cost of the works which have not yet been accepted and/or constructed.

The Town's recommended format for the letter of credit is attached.

3. APPLICATION FORM

The application should be completed by the property owner or his solicitor or authorized agent. If this application is to be submitted by a solicitor or agent on behalf of the owner the attached authorization form must be completed and signed by the owner. If the owner is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal [if any] must be affixed. [NOTE TO OWNER: If the application is to be prepared by a solicitor or agent, authorization should not be given until the completed application and its attachments have been examined and approved by you].

It is important to note that your signature on the application form must be witnessed by a Commissioner. Where the property is owned by a corporation, the application must be under corporate seal and must be signed by an Authorized Signing officer of the company. Name and title to be typed under the signatures, where shown.

It is the responsibility of the Owner or Authorized Agent to provide complete and accurate information. This form will not be accepted as an application until **all** questions have been answered and all requirements have been met in the manner requested herein. If the form seems incomplete or inaccurate, the application will be returned for completion, correction or clarification prior to processing.

Please answer **all** questions exactly as shown [i.e. "see plan" is not acceptable].



4. INFORMATION REQUIRED

The following additional information in support of this application is required by the Town [a professional engineers stamp and signature must be shown on all drawings]:

(i) Key Plan

A Key Plan, normally on the same drawing as the site plan, indicating the exact location of the site with a north arrow [suggested scale 1:10,000 metric].

(ii) Site Plan [twelve (12) folded copies plus one reduced copy (8 1/2" x 14")]

The site plan of the property should have the following information legibly shown.

- (a) scale in metric [suggested scale 1:200];
- (b) north arrow and bar scale;
- (c) identification of uses of the lands;
- (d) a legible chart on the plan summarizing the following:
 - a precise description of the limits of the property and where the site is located [i.e. Part of Lot, Concession, Town]
 - total area of the property in square metres
 - total building area in square metres
 - lot coverage [building area/property area]
 - floor areas of each level including basement
 - paved and/or gravelled area
 - parking spaces
- (e) title block, table for list of revisions and key plan to be shown.
- (f) name of applicant, name and address of firm preparing the drawing to be shown.
- (g) existing land use and zoning of the adjacent lands;
- (h) location and identity of abutting roads, their allowances and widths;
- (i) all bearings and dimensions of the site and indicating any road widenings, easements, reserves, daylighting triangles, etc.;
- (j) location, setbacks, and dimensions of all buildings indicating building entrance
- (k) access driveways, their dimensions, curb radii, curbs, access route and reference made from the nearest existing intersection [construction access to be described];
- (l) access details with driveway profile and grades to be provided including all access points on the opposite side of the development;
- (m) grading details with corresponding existing centreline road and property line elevations to be provided;
- (n) all datum shall be referred to a geodetic benchmark, described and detailed on the drawing;
- (o) for industrial/commercial developments, truck routes and their turning radii should be indicated;
- (p) location and dimensions of all off street parking and loading facilities indicating paved areas, curbs, and areas to be assigned to visitors, tenants, employees and handicapped, etc.
- (q) areas for landscaping, walkways, sidewalks, ramps, courts, snow storage areas, walls and fences;
- (r) location of manhole and handwell lids, catchbasins, ditch inlets, outlets, culverts, ditches with flows, hydrant and valves, valve boxes and chambers, hydro transformer boxes, vaults and bell chambers;
- (s) location and design of garbage disposal facilities;
- (t) location and size of all signs;
- (u) location and lighting details of the site showing location of light standards, hydro, bell and utility poles;
- (v) existing and proposed grades and elevations; and
- (w) details and specifications of municipal services [storm, sanitary and water].



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(iii) Landscape Plan [five folded copies plus one reduced copy (8.5" x 14")]

The Landscape Plan may be incorporated on the Site Plan if the schedule remains clearly legible. It should show the following:

- (a) north arrow and bar scale;
- (b) existing and proposed grades;
- (c) location and size of all existing trees and indicating trees to be removed or preserved;
- (d) location of all berms indicating height and cross sections, all planted materials including trees, shrubs, ground cover, planting beds and sodded and seeded areas;
- (e) a plant list, using a key system, to indicate full botanical name, common name, condition, calliper, height, quantity, spread, and special remarks; and
- (f) park amenities [benches, lights, etc.].

(iv) Building Elevations [two copies plus one reduced copy (8.5" x 14")]

- (a) drawings of building elevations and cross sections together with an indication of the materials.
- (b) one set of the building elevations must be coloured to reflect the appearance of the structure.
- (c) rooftop equipment to be hidden from view.
- (d) a streetscape plan may be required to reflect the overall appearance of the proposed development indicating the proposed structure and landscaping.

(v) Grading and Layout Plan [two folded copies plus one reduced copy (8.5" x 14")]

Working drawings will be prepared for the final grading of landscaped areas and layout of all landscape elements and shall show the following:

- (a) a key plan at a scale of 1:10,000 indicating the location of the site with a north arrow;
- (b) grading requirements at a scale of 1:200
 - existing and proposed grades within the site and along adjoining property lines through spot elevations;
 - elevations of any underground structures;
 - finished first floor and entrance way elevations illustrating walkways, patios, steps, ramps with the approximate spot elevations; and
 - location and lighting details of the site.

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

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

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

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

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



5. APPLICATION PROCESS

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

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

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

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

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



SITE PLAN APPLICATION

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

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

a) Date of the Application: _____

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

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

c) Applicant's Name:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

d) Solicitor/Agent:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

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

Lot: _____ Concession: _____

Lot: _____ Registered Plan: _____

Street Address: _____

Property Tax Roll Number: _____

f) Size of Property:

[a] Frontage: _____ m _____ ft

[b] Depth: _____ m _____ ft

[c] Area: _____ ha _____ acres



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

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

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

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

Present Use of Property:

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

Proposed Use of Property:

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



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Use of Abutting Properties:

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

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

Yes

No

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

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

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

Provincial Highway

Regional Road

Open Town Road

Unopened Town Road

Right-of-way

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

Municipal Water

Individual Well

Communal Well

Lake or Other Water Body

Other (explain)



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

- | | |
|---|--|
| <input type="checkbox"/> Municipal Sanitary Sewer | <input type="checkbox"/> Private Septic System |
| <input type="checkbox"/> Communal Septic System | <input type="checkbox"/> Privy |
| <input type="checkbox"/> Other (explain) | |

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

- | | | |
|---|----------------------------------|---------------------------------|
| <input type="checkbox"/> Municipal Sewers | <input type="checkbox"/> Ditches | <input type="checkbox"/> Swales |
| <input type="checkbox"/> Other (explain) | | |

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

- | |
|---|
| <input type="checkbox"/> Marshland, or area[s] subject to flooding or surface ponding |
| <input type="checkbox"/> Watercourses or drainage ditches or drainage swales |
| <input type="checkbox"/> Oak Ridges Moraine |

o) Is the subject property predominately:

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

p) Additional information to support this application:

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



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

Dated at the _____ this _____
[Name of Municipality] [Day]

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

of the _____ in the
[Name of Municipality]

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

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

By signing this application form, I also confirm that I have read and understand the information included in the Site Plan Application Guide.

Signature of Assessed Owner/Authorized Agent

Declared before me at the _____ in the
[Name of Municipality]

_____ this _____ day of
[Name of Regional Municipality] [Day]

_____, _____
[Month] [Year]

Signature of a Commissioner, etc.

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



SITE INFORMATION QUESTIONNAIRE

COMPLETE AND SUBMIT WITH APPLICATION

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



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

Declared before me at the _____ of _____ in
the _____ of _____ this ____
_____ day of _____.

Signature of a Commissioner, etc.

Signature of Applicant/Agent/Solicitor



AUTHORIZATION OF OWNER

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

_____, to submit the enclosed
[print full name of agent]

application to the Development Services, Planning Branch of the Town of East Gwillimbury, and to appear on my behalf at any Hearing[s] of the application and to provide any information or material required by the Council or Planning Committee of said Town relevant to the application.

Furthermore, for the purposes of the Freedom of Information and the Protection of Privacy Act, I

authorize _____, as my agent for this application, to
[print full name of agent]

provide any of my personal information that will be included in this application or collected during the processing of the application.

Dated at the _____ of

_____ this ____ day of _____.

_____.

[signature of assessed owner]



**BUILDING DEPARTMENT INSPECTION FEE PERTAINING TO
SITE PLAN APPLICATIONS**

LEGAL DESCRIPTION OF PROPERTY:

Lot: _____ Concession: _____
Lot: _____ Registered Plan: _____
Street Address: _____
Property Tax Roll Number: _____

ASSESSED OWNER[S] OF THE SUBJECT PROPERTY:

Name: _____
Mailing Address: _____
Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____
Contact E-mail: _____

APPLICANT/AGENT:

Name: _____
Mailing Address: _____
Postal Code: _____
Phone(Daytime): _____ Cell: _____ Fax : _____
Contact E-mail: _____

As part of the planning approval process, your application must be circulated to the Town of East Gwillimbury Building Department. The Ontario Building Code Act S.O. 1992, allows for the collection of a user fee to pay a portion of the inspection and administration costs.

A fee of \$600.00 payable by cheque or money order to the Town of East Gwillimbury, as allowed for by By-law 2011-048 as amended, must accompany your application.

Date Signature of Assessed Owner/Authorized Agent

This review fee will be credited to your septic permit application fee.

EXEMPTION CLAUSE

A fee is not required ONLY if municipal sanitary sewers are in use on the lot and the appropriate section of your planning application confirms that the property is municipally serviced. You MUST date and sign this section if an exemption is applicable.

I hereby confirm that the subject property is serviced by municipal sanitary sewers and, therefore, is exempt from this inspection fee.

Date Signature of Assessed Owner/Authorized Agent

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



**ENGINEERING DEPARTMENT REVIEW FEE PERTAINING TO
SITE PLAN APPLICATIONS**

LEGAL DESCRIPTION OF PROPERTY:

Lot: _____ Concession: _____

Lot: _____ Registered Plan: _____

Street Address: _____

Property Tax Roll Number: _____

ASSESSED OWNER[S] OF THE SUBJECT PROPERTY:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

APPLICANT/AGENT:

Name: _____

Mailing Address: _____

Postal Code: _____

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

Contact E-mail: _____

As part of the planning approval process, your application must be circulated to the Town of East Gwillimbury Engineering Department. Municipal By-law No. 2014-129 provides for the collection of fees pertaining to the review of engineering reports and drawings. For a review of reports associated with site plan approval, the fee is calculated based on \$1,200/ha for site plan development, redevelopment or expansion over 0.25 ha of net developed area.

Engineering Drawings Required	<input type="checkbox"/> YES <input type="checkbox"/> NO
Net Developable Area	_____ x \$1,200.0/ha
Required Fee	\$ _____

Date

Signature of Assessed Owner/Authorized Agent

EXEMPTION CLAUSE

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

Date

Signature of Assessed Owner/Authorized Agent

Don Allan, Manager, Development Engineering, CPI

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



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LAKE SIMCOE REGION CONSERVATION AUTHORITY

Fee Collection Form

Please complete the following and attach to your planning application.

Lake Simcoe Region Conservation Authority

120 Bayview Parkway, Box 282, Newmarket, ON L3Y 4X1 (905) 895-1281, FAX (905) 853-5881

Please be advised that effective April 1, 2004 the Board of Directors of the Lake Simcoe Region Conservation Authority adopted Staff Report 13-04-BOD which provided for the collection of fees for the review of planning and engineering submissions to the Conservation Authority.

Date: _____ / _____ / _____ Application #: _____

1. Name of Applicant Agent: _____ Tel No: _____
Address: _____ Fax No: _____
2. Registered Owner: _____ Tel No: _____
Address: _____ Fax No: _____
3. Legal Description (Lot & Concession, Lot, Plan No.): _____
4. General Location: _____
5. Municipality: _____

Please see Summary of Development Application Fees schedule and attach the appropriate fee made payable to the Lake Simcoe Region Conservation Authority.

Please check if receipt required from the Conservation Authority

NOTE: Only one set of application fees (the highest fee) will apply when processing and reviewing consolidated application circulation. Additional fees may apply to applications which require extensive investigation (i.e. reports) by Conservation Authority staff. The applicant will be informed by letter of these additional fee requirements if applicable.

FOR CONSERVATION AUTHORITY USE ONLY

DATE RECEIVED: _____ / _____ / _____ CFN: _____ RECIPIENT: _____



CHECK LIST FOR OWNER/AGENT/SOLICITOR

NOTE: Additional forms may be obtained from the Planning Branch, East Gwillimbury Civic Centre, 19000 Leslie Street, Sharon, Ontario, L0G 1V0 or by phoning [905] 478-4282.

PLEASE COMPLETE AND SUBMIT WITH APPLICATION

THE FOLLOWING ITEMS HAVE BEEN COMPLETED:

- 1. The general information provided has been reviewed by the owner/authorized agent/applicant.
- 2. The proposal has been discussed with Planning Department staff.
- 3. All questions on the application have been fully completed or marked “not applicable” and the affidavit has been properly sworn.
- 4. The Application has been signed by the owner[s] or a duly authorized agent. [NOTE: If a corporation is the owner, please place the corporation's seal over the signature of a signing officer of the corporation and designate his or her office.]
- 5. The Authorization form has been signed and dated by the owner appointing an agent, if applicable, to act on behalf of the owner.
- 6. The Town of East Gwillimbury Building Department Septic Inspection Form has been completed and signed.
- 7. The Lake Simcoe Region Conservation Authority Fee Collection Form has been completed.

THE FOLLOWING MATERIALS ARE ENCLOSED:

- 1. The completed Application Form.
- 2. The completed Authorization of Owner Form, if required.
- 3. The completed Town of East Gwillimbury Building Department Septic Inspection Form.
- 4. The completed Lake Simcoe Region Conservation Authority Fee Collection Form.
- 5. The additional information required in support of the application [i.e. market studies, traffic studies, environmental impact reports].
- 6. Twelve (12) folded copies of the Site Plan and one (1) reduced copy in legal size [8.5” x 14”].
- 7. Five (5) folded copies of the Landscape Plan and one reduced copy in legal size [8.5” x 14”].
- 8. Two (2) folded copies of Building Elevations and one reduced copy in legal size [8.5” x 14”].
- 9. Two (2) folded copies of the Grading and Lot Layout Plan and one reduced copy in legal size [8.5” x 14”].

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

- 10. A copy of a property deed as proof of ownership.
- 11. A copy of the proper deed for the subject lands confirming ownership.
- 12. The Application fee, payable to the “Town of East Gwillimbury”.



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- 13. The Building Department Septic Inspection fee, payable to the “Town of East Gwillimbury”.
- 14. The Engineering Department Review Fee, as required, payable to “Town of East Gwillimbury”.
- 15. The Conservation Authority fee, payable to “Lake Simcoe Region Conservation Authority”.

I, _____, hereby confirm that the above noted has been complied with and/or completed for submission with this Site Plan Application.

Date

Assessed Owner

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



***IRREVOCABLE LETTER OF
CREDIT***

THE CORPORATION OF THE TOWN OF EAST GWILLIMBURY # _____
19000 Leslie Street
Sharon, Ontario
LOG 1VO

APPLICANT: _____

We hereby authorize the Corporation of the Town of East Gwillimbury to draw on
_____ [Bank] _____, _____ [Branch] _____,
of _____ [City] _____, _____ [Postal Code] _____, for the account of
_____ [Bank Customer] _____, up to the aggregate amount of
_____ [Dollar Amount, Canadian] _____, available on demand as follows [accompanied by the original
of the Letter of Credit when fully drawn down]:

Pursuant to the request of our customer, _____ [Bank Customer] _____,
we _____ [Bank] _____, _____ [Branch] _____,
of _____ [City] _____, hereby establish and give to you an
irrevocable Letter of Credit in your favour in the total amount of _____ [Dollar Amount, Canadian] _____, as required
pursuant to an Agreement made between the Corporation of the Town of East Gwillimbury and _____
_____ [Bank Customer] _____, which may be drawn on by you at any time and from time to time upon
written demand for payment made upon us by you, which demand we shall honour without inquiring whether
you have a right as between yourself and our customer to make such demand, and without recognizing any
claim of our said customer or objection by it to payment by us.

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

It is understood that this obligation is between the _____ [Bank] _____, and the
Corporation of the Town of East Gwillimbury, and any notice referred to in the preceding paragraph shall not be
used for any other purpose than herein set forth.

It is understood that the obligation of the undersigned under this Credit is an obligation to pay money only, and
that in no circumstances shall the _____ [Bank] _____ be obliged to perform or cause to be
performed any work under this Agreement. This Irrevocable Letter of Credit will continue to _____
_____ [Date – One Year] _____ and will expire at our counters on that date, and you may call for payment of
the full amount outstanding under this Irrevocable Letter of Credit at any time up to close of business on that
date.



Town of
East Gwillimbury

It is a condition of this Irrevocable Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless thirty days prior to any such date we shall notify you in writing by Registered Mail that we elect not to consider this Irrevocable Letter of Credit to be renewable for such additional period. Upon receipt by you of such notice, you may draw hereunder.

Partial drawings are permitted.

The demand drawn under this Irrevocable Letter of Credit is to be endorsed and shall state on its face that it is drawn on _____ [Bank] _____,
_____ [Address] _____

Irrevocable Letter of Credit # _____

Dated _____

Date: _____ [Bank] _____

Per: _____

Per: _____

SAMPLE
Town of East Gwillimbury



STATUTORY DECLARATION

DOMINION OF CANADA

PROVINCE OF ONTARIO

REGIONAL MUNICIPALITY OF YORK

TO WIT:

IN THE MATTER OF THE
SITE PLAN AGREEMENT BETWEEN

_____ [Company Name] _____

AND

THE TOWN OF EAST GWILLIMBURY

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

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

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

AND I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same
force and effect as if made under oath and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME at the Town of _____,
in the Regional Municipality of _____,
this _____ day of _____,
19____.

A Commissioner, etc.

Signing Authority's Name

Signing Authority's Title



LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN (LEED)
AGREEMENT OF UNDERSTANDING & COMPLIANCE

I _____, hereby agree
[print full name of assessed owner]

that I have fully read and understand the Town of East Gwillimbury LEED policy and that I have obtained the services of a LEED certified consultant to orchestrate the design process, review the construction and certify the completion of all works on the subject land(s). I have included a retainer letter from a LEED certified consultant identifying all services to be provided that will ensure compliance with the Town's LEED Policy.

I further agree that upon completion of works, I will make an application to the Canada Green Building Council for LEED certification and provide, to the satisfaction of the General Manager of Development Services, written confirmation from the LEED certified consultant that all works have been constructed, and meet, at a minimum, LEED (NC) Canada Version 1.0 certification level Silver.

Dated at the _____ of

this ___ day of _____

20__ .

[Signature of assessed owner]