

OAK RIDGES MORAINÉ SITE PLAN APPROVAL APPLICATION

TO BE COMPLETED BY TOWN STAFF

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Application number: SPA-	E	A	Date received:	Fees received:
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PLANNING SERVICES

Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, Ontario L4A 0Z8

****In accordance with the Town's Current Fee By-law, in the event that an application is withdrawn prior to completion, 50% of the application fee will be refunded, less an administrative fee consistent with the By-law.**

****Planning staff require permission and access to the subject property to conduct a site inspection between 8:30 am and 4:30 pm. Planning staff will inform the owner/applicant when the site inspection will occur.**

A. Project information

Street name		Building/Unit number
Lot & Concession	Postal code	Plan number/other description
Lot Area (m ²)	Frontage(s) (m)	

B. Purpose of application

New House
 Addition
 Accessory Building
 Non-residential building < 100m²

Description of proposed work

Existing Gross Floor Area (m ²)	Existing Building Footprint (m ²)	Existing Impervious Surface Area (m ²)
Proposed Gross Floor Area (m ²)	Proposed Building Footprint (m ²)	Proposed Impervious Surface Area (m ²)

C. Applicant

Applicant is: Owner **or** Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

SPA -

SITE QUESTIONNAIRE

1. Does the development require the importation of fill material? If yes, please identify the amount of fill in cubic metres: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the development require the removal of trees? If yes, please identify the number of trees to be removed or area to be cleared: _____ If yes, please indicate the number of trees proposed to be replanted, or amount of area covered by rehabilitation/replanting: _____ * A tree inventory may be required to be submitted based upon the nature of the tree removal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is the development located within a Conservation Authority regulated area? If yes, please indicate the applicable Conservation Authority:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> TRCA	<input type="checkbox"/> LSRCA
REQUIRED DOCUMENTS – all drawings must be to scale		
i) SITE PLAN (5 full size copies and one reduced 8 ½ x 14 copy) including key plan, north arrow, lot configuration with dimensions, septic system and well locations, all existing and proposed buildings and structures and their dimensions, all natural features, and the distance between the closest point of all buildings and structures to the lot lines and natural features. ii) NATURAL HERITAGE EVALUATION (3 Copies) prepared in accordance with the Oak Ridges Moraine Conservation Plan guidelines. iii) ADDITIONAL ITEMS IDENTIFIED IN PRE-CONSULTATION		

DEPENDING ON THE LOCATION OF SUBJECT PROPERTY OR SCALE OF THE PROPOSED DEVELOPMENT AND ITS RESULTING IMPACT ON ECOLOGICAL FEATURES, THE TOWN MAY CIRCULATE APPLICATIONS TO THE RELEVANT CONSERVATION AUTHORITY FOR REVIEW. TOWN STAFF WILL ADVISE THE APPLICANT OF THIS ACTION, SHOULD IT BE NECESSARY.

Fees:

For current planning application fees, please refer to schedule “G” of the Town’s Fees and Charges By-law

Additional fees associated with the review of the application may include peer review fees for independent consultants retained by the Town to review technical submissions. Planning staff will advise upon submission of the application whether such additional fees will be required.

If the subject development is located within the jurisdiction of a conservation authority, or if Town Staff require the review of the application by Conservation Authority Staff, then the applicant will be required to provide additional review fees consistent with the fee schedule in effect at the time of application.

The Town Solicitor will conduct a search of title to determine the proper parties to the Agreement. A short form agreement will then be prepared and submitted to the registered owner and encumbrances for execution. All costs incurred by the Town Solicitor in the preparation of the Agreement and registration on title to the property are to be borne by the Applicant.

Financial considerations associated with a Site Plan Agreement will include the posting of a security to guarantee that the performance of all works are completed to the satisfaction of the Town.

SPA -

Permission to Enter (Owner(s) to complete)

The applicant acknowledges that a site walk may be required in order to view the property and its relation to the surrounding lands, and in this regard authorizes members of Council (or a representative thereof), Town staff, Peer Review Consultants retained by the Town, and relevant External Agency Review Staff to enter onto the subject property for the purpose of evaluating the merits of the application.

Date: _____

Please print and sign name(s)

_____/_____
Signature Print

_____/_____
Signature Print

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer with authority to bind the corporation.

SPA -

DECLARATION

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.

.....

If the Declaration is signed by a person other than the Owner, the Owner must complete the Authorization below.

AUTHORIZATION

I/We, (Owner)
hereby authorize (Agent/Applicant)
to submit the attached application for Site Plan Control Agreement to the Town of
Whitchurch-Stouffville, and to represent me/us in all matters with respect to the
application.
Dated at the of
this day of, 20

.....
Signature of Owner

.....
Signature of Owner