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**APPLICATION FOR SITE PLAN CONTROL AGREEMENT  
(SECTION 41 OF THE PLANNING ACT)**

**Important Note:** The attached information sheets are intended to inform applicants of the Town’s requirements so that Site Plans can be processed as expeditiously as possible. Most revisions and delays are the result of insufficient information or failure to comply with existing requirements. Please read the information sheets carefully and complete the Information Checklist as part of the submission.

PLEASE TYPE OR PRINT CLEARLY

1. Applicant’s Name .....

Applicant’s Address .....

.....

Telephone Number ..... Fax Number .....

Email Address .....

2. Agent/Solicitor Name .....

Agent/Solicitor Address .....

.....

Telephone Number ..... Fax Number .....

Email Address .....

3. Owner(s) Name (1) .....

(2) .....

Signing Officers (1) Name .....

Title .....

Name .....

Title .....

(2) Name .....

Title .....

Name .....

Title .....

4. Mortgagee(s) Name (1) .....
- (2) .....
- Signing Officers (1) Name .....
- Title .....
- Name .....
- Title .....
- (2) Name .....
- Title .....
- Name .....
- Title .....

**NOTE: All mortgagees will be required to postpone their interests to those of the Town. The Postponement Document will be registered on title to the property and the cost of the registration will be the responsibility of the Owner.**

5. Legal Notice, as required by Agreement, to be forwarded to:
- Name .....
- Address .....

6. Description of Property:
- Lot(s) No. .... Conc./Registered Plan No. ....
- Part(s) No. .... Reference Plan No. ....
- Street No. .... Name of Street. ....

**NOTE: Please attach a copy of the Deed including Instrument Number. The legal description will form a Schedule to the Agreement.**

7. Proposed Use/Nature of Business
- .....

8. Which Zoning By-law is applicable to the subject property?
- No. 2010-001-ZO.....

9. Does the proposed use comply with the Zoning By-law?  Yes  No

10. Does the proposal comply with all other requirements of the Zoning By-law?  Yes  No

11. If answer to 9 or 10 is no, has application been made for:
- (1) Zoning By-law Amendment  Yes  No
- (2) Minor Variance(s)  Yes  No

12. **SITE INFORMATION QUESTIONNAIRE**

<p>1) Does the application propose development or redevelopment on a site where private services were used?</p>	<p>Yes No Unknown  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>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?</p> <p><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></p>	<p>Yes No Unknown  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>3) Has the grading of the subject land been changed by either the addition of earth or other fill material?</p>	<p>Yes No Unknown  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>4) Has a gas station been located on the subject land or adjacent land at any time?</p>	<p>Yes No Unknown  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5) Has there been petroleum or other fuel stored on the subject land or adjacent land?</p>	<p>Yes No Unknown  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>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?</p>	<p>Yes No  <input type="checkbox"/> <input type="checkbox"/></p>
<p>7) What information did you use to determine the answers to the above questions?</p> <hr/> <hr/>	
<p>8) Is the nearest boundary line of the application within 500 metres (1,640 feet) of an operational or non-operational landfill or dump?</p>	<p>Yes No  <input type="checkbox"/> <input type="checkbox"/></p>
<p>9) Have previous agricultural operations ever included sewage sludge application on the lands?</p>	<p>Yes No  <input type="checkbox"/> <input type="checkbox"/></p>
<p>10) Are you aware of any underground storage tanks, or other buried waste on the property?</p>	<p>Yes No  <input type="checkbox"/> <input type="checkbox"/></p>
<p>11) If there are any existing or previously existing buildings, are there building materials remaining which may be hazardous to health (i.e. asbestos, PCBs, etc.)?</p>	<p>Yes No  <input type="checkbox"/> <input type="checkbox"/></p>
<p>12) Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years?</p> <p>If yes, has it been submitted with the application?</p> <p><i>Note: If an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i></p>	<p>Yes No  <input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No  <input type="checkbox"/> <input type="checkbox"/></p>

**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.

**D E C L A R A T I O N**

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

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF SECTION 41 OF THE PLANNING ACT AND WILL BE USED IN THE PROCESSING OF THE SITE PLAN CONTROL AGREEMENT. QUESTIONS CONCERNING THE PERSONAL INFORMATION REQUESTED SHOULD BE DIRECTED TO: CLERK, TOWN OF WHITCHURCH-STOUFFVILLE, 111 SANDIFORD DRIVE, STOUFFVILLE, ON L4A 0Z8

## SITE PLAN CONTROL APPLICATION SUBMISSION REQUIREMENTS

- NOTE #1:** A Pre- Submission Consultation meeting is required prior to the submission of the application.
- NOTE #2:** 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.
- NOTE #3:** The Site Information Questionnaire (No. 12) must be completed.
- NOTE #4:** Application Fees:  
  
For current planning application fees, please refer to schedule "G" in the Town's Fees and Charges By-law
- NOTE #5:** The Owner must submit with the application complete sets of drawings in the amount noted in the pre-consultation letter. The drawings are to be folded to letter or legal size. Drawings not folded will not be accepted. In addition, please submit a full set of drawings and reports on disk or USB in either AutoCAD or pdf format.
- NOTE #6:** The Town will circulate details of the application to the relevant Conservation Authority. The Owner must submit directly to the relevant Conservation Authority a cheque in payment of the fee for review of the application. Please contact the Town of Whitchurch-Stouffville to determine which Conservation Authority has jurisdiction.

Complete Applications to be submitted in person by appointment only to:

**DEVELOPMENT SERVICES DEPARTMENT  
TOWN OF WHITCHURCH-STOUFFVILLE  
111 SANDIFORD DRIVE  
STOUFFVILLE, ON L4A 0Z8**

## INFORMATION CHECKLIST FOR SITE PLAN CONTROL AGREEMENT DRAWINGS

The following list sets out the minimum information that is required to be shown on the set of drawings. Drawings must be dated and numbered. Revised drawings must indicate the full extent of the change and show a revision number or letter and the date of the revision. The required set of drawings includes:

- a) Site Plan;
- b) Landscape Plan;
- c) Elevations; and
- d) Floor Plan.

The scale (or scales) of the drawings must be shown. All drawings should be to a suitable metric scale wherever possible.

### **SITE PLAN**

- The dimensions and area of the property being developed (metric) indicating any road widening, easements, etc.
- The proposed staging of the development of the property and of the construction of the buildings
- Location of proposed buildings, structures, driveways entrances and exits to abutting streets and dimensions permitted by the Zoning By-law.

- Natural and man-made features such as berms, ponds and ditches must be indicated and generally dimensioned
- Key Plan - sufficient map information to locate the site showing the location of the property in relating to roads (including street names), adjacent lots and properties and other adjacent lands which the applicant owns or controls. Preferred scale 1:10,000 with north arrow.
- Property boundaries showing dimensions
- Existing site features; trees, rocks, watercourses, utilities
- Existing grades, including those on adjoining properties and streets
- Proposed grades in the form of spot elevations and/or contours indicating percentage of slopes at critical areas and drainage patterns
- Building location, showing set-back dimensions
- Building dimensions, including grade elevations at all corners
- The location and elevations of soil boreholes, pits, elevations and benchmarks, coordinated with topographical surveys
- Existing and proposed roads, driveways, parking areas, parking spaces, loading spaces, curbs, and sidewalks, with dimensions and materials identified
- Typical driveway cross-section (see example at the back of this package)
- Retaining walls, fences, berms and screens; all cross-referenced if details are required
- All culverts, swales and catch-basins showing runs, slopes and connections
- Location of exterior lighting fixtures and standards
- Locations and details of well, pumping stations, septic system, etc., where required
- Garbage storage area
- Snow storage locations

### **LANDSCAPE PLAN**

- Property boundaries, showing dimensions
- Existing site features; trees, rocks, water, utilities
- Existing grades, including those on adjoining properties and streets
- Proposed grades in the form of spot elevations and/or contours indicating percentage of slopes at critical areas and drainage patterns
- Building location
- Building dimensions, including grade elevations at all corners
- Existing and proposed roads, driveways, parking areas, parking spaces, loading spaces, curbs, and sidewalks, with dimensions and materials identified
- Retaining walls, fences, berms and screens; all cross-referenced if details are

required

- Garbage enclosure(s) and detail
- All culverts, swales and catch-basins showing runs, slopes and connections
- Location of exterior lighting fixtures and standards
- Existing vegetation with instructions for removal, preservation or treatment
- Proposed locations of trees, shrubs, and groundcover; clearly labelled and cross-referenced to a plant schedule. Plant schedule should list botanical name, calliper or height, and quantities
- Applicable planting details (see example on last page)
- Any other facilities for the landscaping of the Lands and the protection of adjoining lands

### **ELEVATIONS**

- Existing elevation of the buildings as cross-sections where applicable
- Elevations of all buildings on site
- Exterior wall designs, various materials used, etc.
- Building dimensions, including height

### **FLOOR PLAN**

- Layout of units
- Use of space, etc.



## **GUIDANCE NOTES: ISSUES TO CONSIDER PRIOR TO SUBMITTING AN APPLICATION**

Prior to complete submission, it is necessary to complete a Pre-Submission Consultation with Town Staff. This process allows the Town and agencies to provide a preliminary comment to an application to address as many items related to policies and site design as possible.

This section will identify some of the more common reasons that revisions are required to Site Plan Agreement drawings before approval can be granted.

### **1. ZONING BY-LAW**

One of the major problem areas is non-compliance with existing zoning requirements.

Comprehensive Zoning By-law 2010-001-ZO is applicable to almost the entire Town. There are sections in the by-laws which outline requirements such as parking and loading and are not cross-referenced to the pertinent zones. By-laws may be purchased from the Development Services Department or found on the Town's website at:

<http://www.townofws.ca/en/residents/Comprehensive-Zoning-By-Law.aspx>

To determine which of these requirements are applicable to your property, it is strongly advisable to contact the Development Services Department.

Please ensure that you have thoroughly investigated the Zoning By-law requirements that are applicable to the site prior to submission of the drawings. Drawings are thoroughly reviewed to determine compliance with the Zoning By-law, and it is the responsibility of the applicant to submit drawings which comply. Non-compliance will only result in resubmissions and delay.

The following list indicates the most common errors/omissions. There may be other requirements that apply in addition to those stated below:

- a) Setbacks - must meet the minimum distance requirements;
- b) Maximum lot coverage - must be less than the maximum percentage restriction;
- c) Parking areas - must be paved and defined by a fence, curb, etc.  
- are prohibited in the required minimum front yard and minimum exterior side yard;
- d) Parking and loading spaces - must meet the minimum number and size requirements, and must be paved;
- e) Driveways to loading and parking areas - must be paved and defined by curbs, and must meet the minimum width requirements;
- f) Entrance/exit ramps to streets - must be a maximum of 10 metres wide at the street line, with a maximum of two per street.

### **2. PRIVATE WATER AND SEWAGE DISPOSAL SYSTEMS**

On-Site Sewage System approval is required before a Site Plan Agreement can be completed. Details such as septic system type and size, location, capacity, reserve areas, etc. will impact on the site and need to be addressed at the site plan stage.

Due to different soil and drainage conditions, requirements vary from site to site.

Please contact the Development Services Department to discuss any questions or concerns regarding On-Site Sewage Approvals before designing the Site Plan to reduce the possibility of major revisions at later stages.

**3. OTHER FEES, CHARGES, AND LETTER OF CREDIT**

- 1) If applicable, development charges are payable on execution of the Agreement.
- 2) Any outstanding realty taxes and local improvement charges are payable on execution of the Agreement.
- 3) A Letter of Credit shall be placed with the Town on execution of the Agreement. The Letter of Credit will ensure compliance with the following obligations in the amounts determined during the preparation of the agreement:

1. Completion of all site work including lot grading (but excluding landscaping, lighting poles and luminaires)	\$ *
2. Completion of Landscaping	\$ **
3. Removal of Refuse	\$ _____
4. Cleaning of Highways	\$ _____
5. Non-occurrence of unauthorized burning	\$ _____

\* Cost estimates will be provided by the Engineering Consultant.

\*\* Cost estimates will be provided by the Landscape Consultant.

**4. CIRCULATION OF DRAWINGS**

Once a complete application is received, drawings are circulated to internal departments and external agencies (including Hydro One Networks, Canada Post, Bell Canada, Conservation Authority (TRCA and/or LSRCA) and Accessibility Advisory Committee).

Also included in the circulation, if the site falls under their jurisdiction, are the following:

- York Region Transportation Department (all sites bordering regional roads)
- Ministry of Transportation (all sites bordering on provincial highways)
- Canadian National Railway (Go Transit) (all sites bordering on rail lines)

When all comments have been received and reviewed by the Development Services Department, the applicant will be notified of same. If revisions are necessary, the applicant will be expected to resubmit the revised drawings.

After all of the relevant agencies, including the Development Services Department have indicated their Approval, the final drawings are approved by the Director of Development Services. Following this approval, the Site Plan Agreement is drafted and circulated to Town staff for their comments. The draft Site Plan Agreement is then forwarded to the Town Solicitor for legal review.

On 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 Letter of Credit as required by this Agreement, for execution by the Town.

**NOTE:** An 8½" x 14" reduction of the approved set of drawings, suitable for reproduction, is required for the Site Plan Agreement.