

**SECTION A TO BE COMPLETED BY TOWN STAFF**

<b>A</b>	File number(s):	Date received:	Fees received:
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**1. Application(s) for:** (please check all applicable boxes)

- Pre-consultation Application
- Official Plan Amendment
- Zoning By-law Amendment
  - Major     Minor
  - Temporary Use
  - Removal of Holding Symbol
  - Exemption from two-year moratorium
- Draft Plan of Subdivision
  - Extension     Amendment
- Draft Plan of Condominium
  - Exemption     Extension
- Part Lot Control
  - Exemption     Amendment
  - Minor change to conditions
  - Extension
- Site Plan Approval
- Site Plan Amendment
  - Major     Minor
- Heritage Site Plan Approval
- Oak Ridges Moraine Site Plan
  - Accessory     Renovation
  - Minor     Major
- Deeming By-law

**2. Owner and Applicant / Agent Information:**

	Registered Property Owner (as it appears on Deed/Transfer)	Applicant / Agent
		<input type="checkbox"/> Property Owner <input type="checkbox"/> Other (please specify*): *Planner, Lawyer, Architect, etc.
Name		
Company		
Mailing Address		
Municipality		
Province		
Postal Code		
Email		
Telephone Number		
Mobile Number		

Specify to whom all communications should be sent:     Owner     Applicant / Agent

**3. Description of Subject Property:**

Existing Subject Lands Description	
Municipal Address: <input type="checkbox"/> Same as Owner's address	
Legal Description:	Plan No. (R or M Plan) / Other Description (Roll No.):
Lot Area (sq.m.):	Frontage(s) (m):

**Easements or Restrictive Covenants**

If known, are there any easements or restrictive covenants affecting the subject lands?  Yes  No

If Yes, provide instrument numbers and copies of all registered easements and details of all easements in Schedule B.

**Surrounding Land Uses**

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

**Does the property contain any Cultural Heritage Resources?**

Archaeological sites  Heritage buildings/structures  Cemeteries or known burials  Unknown

**Access to Subject Property**

**Existing Access:**  Provincial Highway  Regional Road  Municipal Road  Private Right-of-Way

**Existing Services**

**Water Supply:**

Publicly owned and operated piped water system  Privately owned and operated individual well  
 Privately owned and operated communal well  Lake or other water body  Other

**Sewage Disposal:**

Publicly owned and operated sanitary sewage system  
 Privately owned and operated individual septic system  
 Privately owned and operated communal septic system  
 Privy  
 Other: \_\_\_\_\_

**Storm Drainage:**  Storm sewers  Ditches  Swales  Other: \_\_\_\_\_

**List of Existing Uses, Buildings and Structures on property**

List current use(s) and details of uses including private servicing (well / septic) on the property:

List any previous Land Uses on the property, if known:

	1. Existing Building or Structure	2. Existing Building or Structure	3. Existing Building or Structure
Type & Use <i>*Include service connections</i>			
Date Constructed			
Gross Floor Area (sq. m.)			
Setback (m) – Front Yard			
Setback (m) – Rear Yard			
Setback (m) – Side Yard (Interior / Exterior)			
Setback (m) – Side Yard (Interior / Exterior)			
To be Retained, Demolished or Relocated (provide details)	Choose an item.	Choose an item.	Choose an item.
Previous Demolitions? If Yes, describe.	Choose an item.	Choose an item.	Choose an item.
If Yes, indicate the date of Demolitions (If known)	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.

Is there any outside storage of materials, goods, vehicles or equipment?    Yes    No

If “yes” above please describe below and indicate the purpose. Show on all applicable plans.

**4. Description of Proposed Development**

Proposed Development
Describe the proposed development (If additional information is required, please attach).

For proposed development within the Heritage Area or the ORM, do not complete this page and continue to page 5.

Proposed Land Use / Buildings / Structures (in metric units)							
Intended Use	No. of Buildings	No. of Units	Gross Floor Area (GFA)	Proposed Parking	Lot No. and/or Block No.	Hectares	Units per Hectare
Single Detached house							
Semi-Detached House							
Townhouses							
Apartments* (see next table below)							
Commercial							
Industrial							
Institutional (specify)							
Park or Open Space							
Roads and widenings							
Reserve Blocks							
Other							
<b>Total Number of Residential Units</b>							

Unit Types	Number of Residential Units	Parking Provided	Parking Rate
Studio			
One Bedroom			
Two Bedroom			
Three Bedroom			
Other			
<b>Total Number of Affordable Units</b>			
<b>Total Number of Multiple Dwelling/Apartment Units</b>			

**Proposed Tenure Type (for proposed condominiums):**

- N/A   
  Standard Condominium   
  Common Element Condominium   
  Leasehold   
  Freehold  
 Rental   
  Vacant

**For Draft Plan of Condominium Only**

Has the Town of Whitchurch-Stouffville approved a Planning Act Application for the subject development?

- Yes       
  No

If "yes", please provide a file number and date of approval \_\_\_\_\_

**5. Applicable Planning Policies and Regulations**

<b>Provincial Policies</b>
Are the Subject Lands within an area designated under a provincial policy or plan? <input type="checkbox"/> Growth Plan <input type="checkbox"/> Oak Ridges Moraine Conservation Plan <input type="checkbox"/> Greenbelt Plan <input type="checkbox"/> No

<b>Region of York Official Plan</b>
Current designation of the lands in the Region of York Official Plan (if known):
<b>Town of Whitchurch-Stouffville Official Plan</b>
Current Town Official Plan and/or Secondary Plan Designation:
Does the proposed development contemplate a change in designation and/or replacement or deletion of policy? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', what is the new proposed designation? <sup>1</sup> <sup>1</sup> Provide a draft of the proposed Official Plan Amendment including text and schedule(s).

<b>Zoning</b>
Current Zoning on the property:
Does the proposed development comply with the Zoning By-law? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the proposed development contemplate a change to the Zoning Category? <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed Zoning Category, if applicable: <sup>1</sup> <sup>1</sup> Provide a draft of the proposed Zoning By-law Amendment including text and schedule(s).

<b>Public Consultation Strategy <sup>1</sup></b>
Public Consultation Strategy As per Bill 73, approved July 1, 2016, Schedule 1 (see O.Reg. 180/16. s.11) of the Planning Act was revised and a proposed strategy for consulting with the public with respect to the request is required to accompany all applications. Proposed strategy for consulting with the public included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <sup>1</sup> Not applicable for Site Plan (including Heritage or ORM) and others applications, as necessary.

**Disclaimer for Site Development and Subdivision Applications:**

The review of the proposed development will be subject to the Planning Act and/or the Town of Whitchurch-Stouffville, Cash-in-lieu of Parkland by-law.

**6. Agreements of Owner and Applicant**

Authorization
<p>(To be signed by Owner, if Agent has been appointed.)</p> <p>As of the date of this application, I/we _____ am/are the Registered Owner(s) of the lands described in this application, and I/we have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I/we have knowledge of these facts, and I/we authorize the submission of this application on my/our behalf of:</p> <p>Name of Agent _____</p> <p>whom I/we have appointed as my Agent.</p> <p>Name of Owner/Corporation _____</p> <p>Signature of Owner _____ Date _____</p> <p>Signature of signing Officer(s) of Corporation _____ Corporate Seals, if applicable</p> <p>Signature of signing Officer(s) of Corporation _____</p>

Property Owner Acknowledgment of Public Information and Town of Whitchurch-Stouffville File Maintenance and Closure Policy (AP- 94) <sup>1 &amp; 2</sup>
<p><b>Public Record Notice:</b> Information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this notice may be directed to the Development Services Department by mail at 111 Sandiford Drive, Stouffville, Ontario, L4A 0Z8 or via email at <a href="mailto:developmenthelp@townofws.ca">developmenthelp@townofws.ca</a> or via phone at 905-640-1910.</p> <p>I, the undersigned, being the registered property owner of the above noted property hereby agree and acknowledge that all information and materials that include reports, drawings and studies submitted in support of the application, whether included with the application or submitted at any time subsequent to the filing of the application, by myself, my agents, consultants and solicitors constitute public information and shall be made available to the public, as indicated by Section 1.0.1 of <i>The Planning Act</i>, R.S.O. 1990, C.P.13 and may be reproduced for public use. The applicant grants the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either by posting it on the Town’s website, copying and/or releasing to any third party upon their request or otherwise, or through other means for the purpose of application review. If the applicant believes the public should not be able to access any portion of these documents, the applicant must indicate, in writing, the documents or portion of the documents to which this concern applies, outlining the reasons for the concern. The Director of Development Services, will consider but will not be bound to agree with such submissions prior to reproduction, in whole or in part, any identified portions for internal use, inclusion in staff reports or public distribution for the application review.</p> <p><b>File Maintenance and Closure Notice:</b> The Owner acknowledges that the Town's Planning Applications File Maintenance and Closure Policy (AP- 94) dated May 4, 2022 is in effect and shall apply to this application. This policy (AP-94) is located on the Town's Website for information.</p> <p>I have the authority of bind the Corporation or Partnership, if applicable.</p> <p>Owner’s Name: _____ Signature: _____ Date: _____</p> <p>Owner’s Name: _____ Signature: _____ Date: _____</p> <p><sup>1</sup> Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer with the authority to bind the corporation.</p> <p><sup>2</sup> This section is not required to be filled for applications for Pre-Consultation.</p>

**Permission to Enter (Owner(s) to complete) <sup>1</sup>**

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.

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer with the authority to bind the corporation.

**Declaration <sup>1</sup>**

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 it made under oath and by virtue of the Canada Evidence  
Act.

Declared before me at the  
\_\_\_\_\_  
\_\_\_\_\_ of  
\_\_\_\_\_ in the  
\_\_\_\_\_ of  
\_\_\_\_\_ this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Commissioner of Oaths

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Name/Stamp of Commissioner, etc.

<sup>1</sup> This section is not required to be filled for applications for Preconsultation.

Site Screening Questionnaire	
1. Does the application propose development 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? <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<sup>1</sup> 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.	
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 500m (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? <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has it been submitted with the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<sup>1</sup> If an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.	
<p>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 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".</p> <p>Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 20 _____.</p>	
_____ Signature of Commissioner of Oaths	_____ Signature of Applicant/Agent



**Schedule 'B'**

<b>Easements or restrictive covenants</b>
<p>If there are easements or restrictive covenants on the property, provide instrument numbers and copies of all registered easements:</p> <p>What is the purpose of the easement(s)? List all easement(s) and provide description(s) of each:</p>

**Schedule 'C'**

**Fee Calculation Sheet**

<b>TO BE COMPLETED BY TOWN STAFF</b>					
<i>*NOTE: This is not a receipt. An official receipt will be issued.</i>					
Application Type	Date Received	Base Fee	Per unit / Peer Review / Other	HST (if applicable)	Total Amount
<b>Total Fees</b>					

Does the Owner of the Subject Land agree to pay the costs of the Town related to an appeal if the application is approved by the Town and the matters come before the Ontario Land Tribunal?

Yes    No

- *The Applicant must confirm this calculation with the Assigned Planner when making an appointment for Application submission.*
- *Fees are subject to review and correction during the Site Plan Review process. Any under or overpayment will need to be addressed prior to site plan approval.*