

PLANNING DEPARTMENT
7855 Sideroad 30, Alliston,
Ontario L9R 1V1
Telephone: 705-434-5055
Fax: 705-434-5051



Site Plan APPLICATION

The Township encourages applicants to meet with Municipal staff to discuss a proposed project prior to spending time preparing plans and/or completing the application and reports.

This application form must be completed in its entirety and submitted to the Township for consideration. Personal information on this application is collected under the legal authority of the *Planning Act*, as amended.

The purpose of site plan approval process is to: implement the objectives of the Official Plan for the Township of Adjala-Tosorontio, ensure conformity to the Township's Zoning by-law and other appropriate By-laws and regulations, ensure that development is consistent with the Township [Site Plan Guidelines](#) and is compatible with the natural environment of the surrounding area and to ensure the Township Technical and submission guidelines (Engineering, Planning, Recreation, Fire, Building, Public Works) are satisfied.

Applicants shall provide the Township with such information or materials as they may require and as required by the Official Plan. The Township may refuse to accept or further consider an application until the prescribed information, material and the required fees are received.

Complete and accurate submissions are required to ensure that the file can be processed. Incomplete or inaccurate applications will be returned to the applicant for re-submission. Except for required signatures, answers must be typed or neatly printed in dark ink, suitable for reproduction. All sections must be completed, or marked "N/A" (not applicable), as the case may be.

Fees associated with the application can be confirmed with staff, and are provided in By-law 20-07 (Fees and Charges By-law, Schedule A), available [here](#). Should an amendment to an application be required after the initial circulation and prior to Council making a decision, the amended application may be subject to additional charges. The applicant(s) will be advised of the required fees at the time the amendment is requested.

APPLICANT'S CHECKLIST

BEFORE SUBMITTING AN APPLICATION, PLEASE ENSURE THE FOLLOWING IS COMPLETED:

- ☐ One (1) complete application form
- ☐ One (1) copy of the deed for the subject property
- ☐ Ten (10) complete sets of all the required drawings and reports, bounded & folded (to letter size 8 ½ X11)
- ☐ Attach the applicable non-refundable fees and charges (Application fee, septic review fee, Nottawasaga Valley Conservation Authority Fee)

Note: If a decision to approve this application is appealed to the Local Planning Appeal Tribunal (LPAT) and the Township is required, or requested by the applicant to appear as a party at the hearing of the appeal in support of its decision, **you will be responsible for paying all costs incurred by the Township necessary to defend the *Planning Act* approval granted by the Township.**

Office Use Only:

Date Received (DD-MM-YY): _____ Roll Number: _____

Application #: _____ Hearing Date (DD-MM-YYYY): _____

Required Fee: _____ Receipt #: _____

Application deemed Complete by _____ Date (DD-MM-YY): _____

1. APPLICANT INFORMATION**1.1** Name(s) of registered owner(s):

Address:

Mailing Address (If different):

Telephone:

Fax:

Email:

Date Property Acquired by Current Owner (DD/MM/YY):

Date of Application (DD/MM/YY):

1.2 Applicant/Agents Name(s) (if different from owner):

Address:

Telephone:

Email:

Fax:

1.3 Name of person or company having any mortgage, charge or encumbrance on the property:

Mailing Address:

Telephone:

Email:

Fax:

2. PRE-CONSULTATION

Which municipal departments/agencies have you pre-consulted with in regard to this application? Please attach any relevant correspondence, if you choose to use this service.

3. LOCATION OF LAND

Municipal Address:	Concession Number:
Lot Number(s):	Registered Plan Number(s):
Part Number(s):	Roll Number(s):
Lot Frontage (m):	Lot Depth (m):
Lot Area (m ²):	Former Township:

4. CURRENT LAND USE

4.1 Are there any easements or restrictive covenants affecting the subject lands?

☐ YES or ☐ NO

If yes, supply a copy of such documents and provide a brief description of its effect:

4.2 Current designation of the subject land in Official Plan:

4.3 Current zoning of the subject land:

4.4 Existing use(s) of the subject land:

4.5 Length of time that the current uses have existed:

4.6 What are the existing uses of abutting properties?

1) To the north:

2) To the south:

3) To the east:

4) To the west:

4.7 Does the owner have an interest in, or own any adjoining lands which are not to be included in this application?

☐ YES or ☐ NO

If yes, please describe the locations:

4.8 Dimensions of all buildings or structures on subject lands*.

Building #	# of Stories	Height (m)	Ground Floor Area (m ²)	Gross Floor Area (m ²)
1.				
2.				
3.				
4.				

**Please attach a separate piece of paper if space is insufficient*

5. PROPOSED DEVELOPMENT

5.1 Please provide an explanation of the application and proposal and basis for requesting Amendments/Approval. If space is insufficient, please attach additional paper.

5.2 Proposed Building Information

Building #	# of Stories	Height (m)	Ground Floor Area (m ²)	Gross Floor Area (m ²)
1.				
2.				
3.				
4.				

Please attach a separate piece of paper if space is insufficient

6. SERVICING

6.1 Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Water Supply	Publicly owned and operated system				
	Private Well				
	Private Communal Well				
	Other (specify):				
Road Access	Provincial highway				
	Municipal road, maintained all year				
	Municipal road, seasonally maintained				
	Other public road				
	Right of way				
	Other (specify):				
Storm Water Drainage	Publicly owned and operated sewers				
	Ditches/Swales				
	Other (specify):				

Sewage Disposal	Publicly owned and operated system				
	Private individual septic tank				
	Private communal septic system				
	Other (specify):				
Other Services	Electricity				
	School Bussing				
	Garbage Collection				
	Natural Gas				

6.2 If access to the subject land is by private road, or if “other public road” or “right of way” was indicated in the Servicing Section above, please indicate who is the owner of the land or road who is responsible for its maintenance and whether it is maintained seasonally or all year.

7. PLANNING HISTORY OF THE SUBJECT LAND

<p>7.1 Has the land ever been the subject of an application for approval of a plan of subdivision, consent or any application under Section 45 of the <i>Planning Act</i>?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown </p>	
File #:	Status:
<p>7.2 Is the subject land also the subject of an application for site plan approval? If yes, include file number and status:</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown </p>	
File #:	Status:
<p>7.3 Has the owner previously applied for relief in respect of the subject property or is there any intentions of applying for further relief in respect of the subject property?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If yes, describe briefly:</p>	

8. OWNER'S AUTHORIZATION

I/we _____, am the owner of the land that is the subject of this application, (Name owner(s))

and I/we authorize _____ to make this application on my behalf (Name of Agent)

Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the use by disclosure to any person or public body of any information collected under the Planning Act for the purposes of processing this application.

Signature of Owner

Signature of Owner

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9. AGREEMENT COSTS

I/we have enclosed the applicable application processing fees and deposits.

I/we _____, being the applicant for the subject (Name of Applicant(s))

lands, hereby agree that notwithstanding that the agent may make payments on my behalf, I shall be solely and fully responsible for paying all costs the municipality may incur in the processing of this application. I further agree that such costs shall be paid promptly upon being invoiced by the Township, failing which, such costs, and interest and administration fees, may be collected, which may include recovering costs as taxes.

Signature of Applicant

Date

Signature of Applicant

10. STATUTORY DECLARATION *This must be signed by the applicant in the presence of a Commissioner*

I/we _____ of the _____

of _____ County of _____

Solemnly declare that:

the statements contained in this application and all supporting documentation are true, and I (we) 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 _____ In the County of

_____ this _____ day of _____

Signature of Owner(s) or Authorized Agent

Signature of Commissioner of Oaths

Signature of Owner(s) or Authorized Agent

Note: Submission of this application Township Staff, Commenting Agencies and Committee Members are permitted to access the property for the purpose of site inspections related to this application. Access to the property to conduct site inspections shall be between the hours of 8 a.m. to 7 p.m.

This application package is submitted to

**PLANNING DEPARTMENT
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Alliston, Ontario
L9R 1V1**