

PLANNING DEPARTMENT
7855 Sideroad 30
Alliston, Ontario
L9R 1V1

Website: www.adjtos.ca
Email: ebrathwaite@adjtos.ca
Tel: (705) 434-5055

GENERAL INFORMATION

This application form must be completed in its entirety and submitted to the Township for consideration.

The purpose of the 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's Urban Design Guidelines and is compatible with the natural environment of the surrounding area.

The Applicant will be required to submit the below items in accordance with the Township's current By-laws. All fees are to be made payable to the Township of Adjala-Tosorontio in the form of cash, cheque or money order.

Accurate submissions are required to ensure that the file can be processed. **Incomplete or inaccurate applications will be returned for re-submission.** Except for required signature(s), 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.

APPLICATION FOR SITE PLAN AGREEMENT CHECKLIST

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

- Fully complete all parts of your application form.
- Sign the application form in all appropriate locations and obtain the signed authorization of the owner if you are not the property owner.
- Attach the applicable nonrefundable fees and deposits. Cheques should be made out to the Township of Adjala-Tosorontio.
- Two (2) complete sets of all the required drawings and reports, **bounded & folded (to letter size 8 1/2 x 11)**.
- One (1) digital copy of all required plans, sketches, reports, etc. that form part of this application.

APPLICATION FOR SITE PLAN AGREEMENT

FOR OFFICE USE ONLY
File No.:

1. Applicant Information

<p>All communication will be directed to the Prime Contact only. Please indicate who this will be.</p> <p>Prime Contact:</p>	
<p>Registered Owner(s): Name(s):</p>	
<p>Address:</p>	<p>Mailing Address (If Different):</p>
<p>Telephone:</p>	<p>Fax:</p>
<p>Email Address:</p>	
<p>Date Subject Land was acquired by current owner:</p>	
<p>Date of the Application:</p>	
<p>Are the subsurface rights and the surface rights held by the same owner? YES or NO If NO, who owns the rights? Please provide contact information.</p>	
<p>Agents: Name:</p> <p><input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Planner <input type="checkbox"/> Other: _____</p>	
<p>Address:</p>	
<p>Telephone:</p> <p>Cell Phone:</p>	<p>Fax :</p>
<p>Email Address:</p>	

2. Description of Subject Property

a) Lot(s)/Blocks(s):	b) Concession(s):
c) Registered Plan No.:	d) Civic Address:
e) Roll Number(s):	
f) Former Municipality of : <input type="checkbox"/> Adjala <input type="checkbox"/> Tosorontio	
g) 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:	
h) What are the existing uses of abutting properties? 1) To the north : _____ 2) To the south : _____ 3) To the east : _____ 4) To the west : _____	
j) Does the owner have an interest in, or own any adjoining lands which are not to be included in this amendment? If yes, please describe the locations:	
i) Physical description of the property:	
Frontage (m)	
Area (ha)	
Depth (m)	
Width of Road Allowance (m):	

3. Current and Proposed Land Use

a) What is the current Township Official Plan Designation and Zoning? Official Plan Designation: _____ Zoning: _____
b) Describe the land uses that the current designation authorizes. List the current uses and buildings and previous uses of the land:

4. Zoning Information

	Zoning By-law Requirements	Existing	Proposed
Lot Coverage (%)			
Front Yard Setback			
Exterior Yard Setback			
Interior Yard Setback			
Rear Yard Setback			
Building Height			
Gross Floor Area			
Landscape Open Space (%)			
Planting Strip Width			
Parking Spaces			
Loading Spaces			
Driveway Width			

5. Proposed Development

<u>Residential</u>			
Single Family Dwelling —	Semi-Detached —	Duplex —	Tri-Plex —
Four-plex —	Row Dwelling House —		
<u>Apartment Dwelling</u>			
Bachelor —	1 Bedroom —	2 Bedroom —	3 Bedroom — 4 Bedroom —
Other: _____			
Total Residential Uses: _____			
<hr/>			
Commercial:	Dimensions of Building _____		
<hr/>			
Industrial:	Dimensions of Building _____		

6. Servicing

Please check the appropriate box under each of the servicing options.

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Potable Water System	Publicly owned and operated piped water system				
	Privately owned and operated well				
	Lake or other water body				
	Other Means				
Sewage Disposal (See (a))	Publicly owned and operated sanitary sewage system				
	Privately owned and operated individual septic tank				
	Privately owned and operated communal septic system				
	Privy				
	Other means				
Storm Drainage	Storm Sewer				
	Ditches/Swales				
	Other: <i>Please Specify</i>				
Roads (See (b))	Provincial Highway				
	Municipal Road - Maintained Year Round				
	Municipal Road - Maintained Seasonally				
	Other public road				
	Right of Way				

a) Development utilizing privately owned and operated individual or communal septic systems producing more than 4500 litres/day of effluent are required to submit a *servicing options report* and a *hydrogeological report* in support of this application.

b) If access to the subject land is by private road, or if “other public road” or “right of way” was indicated, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Other Services	Electricity				
	School Bussing				
	Garbage Collection				
	Natural Gas				

7. Owner's Authorization

I, (we) _____, being the registered owner(s) of the subject
(Name(s) of owner, individuals or company)

lands, hereby authorize _____ to prepare and submit an
(Name of Agent)

Application for Site Plan Agreement for approval.

 Signature of Owner(s) Date

Note: If the owner is an incorporated company, the company seal shall be applied. If there is not a company seal, a statement of authority to bind is required.

8. Agreement on Costs

I have enclosed the applicable application processing fees and deposits.

I, _____, being the applicant for the
(Name of Applicant)

subject 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.

NOTE: Development Charges may be applicable to the development, which this application, if approved, will facilitate. Any questions with respect to the applicability of the Township's Development Charge By-law should be made to the Manager of Finance.

 Signature of Applicant Date

9. Declaration: *This must be signed by the applicant in the presence of a Commissioner.*

I (we), _____, of the _____ of
 _____, County/Region of _____ solemnly

declare that all 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/Region of
 _____ this _____ day of _____.

 Signature of Owner(s) or Authorized Agent Signature of Commissioner

 Signature of Owner(s) or Authorized Agent

10. Applicant's Consent (Freedom of Information)

In accordance with the provisions of the Planning Act, it is the policy of the Township of Adjala-Tosorontio to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I

_____, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that all the information in this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters or reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

Signature of Applicant

Date

11. Owners Consent For Municipal Staff and Council to Enter the Site

I/We, _____ am/are the owner(s) of the land that is the subject of this Site Plan Application and give permission to Municipal Staff and the Council of the Township of Adjala-Tosorontio to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

Signature of Owner

Date

Signature of Owner

This application package is to be submitted to:

**The Planning Department
Township of Adjala-Tosorontio
7855 30th Sideroad
Alliston Ontario
L9R 1V1
Phone: (705) 434-5055**