



The Corporation of the Town of Orangeville

Electronic Submissions Form

1. Introduction

This form outlines the requirements for submitting digital documents for planning applications to the Town of Orangeville. These requirements intend to allow for easy identification and management of submission material, and to assist with electronic review and mark-up of documents, where necessary. This also assists with making submission materials available as public information for certain planning applications.

2. Application Details

Site Address: _____

Owner: _____

Applicant/Agent: _____

Type of application being submitted (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Part Lot Control Exemption |
| <input type="checkbox"/> Zoning By-law Amendment | <input type="checkbox"/> Residential Demolition |
| <input type="checkbox"/> Removal of a Holding Symbol | <input type="checkbox"/> Site Plan Approval |
| <input type="checkbox"/> Plan of Subdivision | |
| <input type="checkbox"/> Plan of Condominium | |

3. Submission Documents

3.1 Application Form

Planning application forms are available on the Town's [website](#) and can be completed for submission in the following ways:

- **Fillable PDF Form:** This is the preferred form completion method. The application form(s) can be downloaded from the website and completed digitally. Original hard-copy signatures and commissioning (where necessary) are still required for the completion of all application forms. Therefore, once the form has been completed digitally, it can be printed for signature and scanned for electronic submission.
- **Printable PDF Form:** Application forms can be printed and completed manually, signed/commissioned and then scanned for electronic submission.

Where an application form is required to be commissioned, the applicant/owner must print the form and take it to an appropriate agent for commissioning, and then scan the form for electronic submission.

Please complete the following checklist of electronic submission requirements for all drawings/plans:

3.2 Plans/Drawings

- ☐ All documents are to be submitted in PDF file format
- ☐ Each drawing/plan sheet is to be uploaded as a separate file. Electronic plan sets will not be accepted.
- ☐ PDF drawings/plans must be flattened into a single layer
- ☐ PDF files must be unsecured to allow mark-ups or modifications.
- ☐ PDF drawings/plans may only be submitted as scanned files where the plan must contain original signatures.
- ☐ PDF drawings/plans must not include text comments (unless they are illustrating revisions from previous submissions). Any text included in the PDF as a comment layer must be flattened or incorporated into the original plan.
- ☐ Plans/drawing files are to be saved to a horizontal reading format and not skewed
- ☐ Plans/drawings must be in a standard sheet/page size. The maximum page size is ARCH E (36" x 48", or 914.4mm x 1219.2mm)

3.3 Reports / Letters

- ☐ All documents are to be submitted in PDF file format.
- ☐ All documents must be submitted as separate files. Reports/Letters may not be combined into a single PDF file.
- ☐ PDF files must be unsecured to allow mark-ups or modifications.
- ☐ Report documents must be submitted to contain searchable text and tabbed electronic bookmarks indexed to a table of contents.
- ☐ Documents must not include text comments. Any text included in the PDF as a comment layer must be flattened or eliminated.
- ☐ Documents must be saved to a horizontal reading format. Where documents contain mixed page orientations (i.e. portrait text and landscape map figures), all pages shall be correctly oriented to their horizontal reading position.

3.4 File Naming

A consistent approach for file naming is important to efficiently manage electronic submission documents throughout the application review and consultation process.

- ☐ All documents will be submitted with the following file name format:

(submission #)_(document type)_(subject property reference)

Examples:

1_Cover Letter_87 Broadway
1_Application Form_Block 68
1_Site Plan_82-90 Broadway
1_SWM Report_Orangeville
Plaza

- ☐ File names must be as short as possible, exceeding no more than 75 characters in length.
- ☐ File naming format must maintain consistency throughout an application submission and addendum submissions. The subject property reference must be consistent across all document files.
- ☐ Revised documents must include the same document type name as the original file, specifying only the updated submission #.

4. Electronic Document Accessibility

In order to allow documents submitted with planning applications to be posted on the Town’s website for public viewing, all materials submitted with the following applications must be provided in an accessible format:

- ☐ Official Plan Amendment
- ☐ Zoning By-law Amendment
- ☐ Removal of a Holding Symbol
- ☐ Plan of Subdivision
- ☐ Plan of Condominium (not including Exemption)

Documents must be submitted in a manner where their posting to the Town’s website will adhere to the Level AA Standards of the [Web Content Accessibility Guidelines \(WCAG\) 2.0](#) as required by the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) and the Part II Information and Communications Standards of the [Integrated Accessibility Standards Ontario Regulation 191/11](#).

For drawings, maps and information that are displayed visually, alternative text (alt-text) will be required to include a detailed description and provide context to ensure users of assistive technology can easily understand what the image is showing. For additional information on creating accessible Portable Document Format (PDF) files, refer to: <http://www.adobe.com/accessibility/products/acrobat/>.

5. Acknowledgement of Information Collection and Public Record

By signing this acknowledgement, the applicant consents that the information contained in any application submission to the Town, and any supporting information, including reports, studies, plans and drawings provided with an application by the applicant, their agents, consultants and solicitors, constitutes information and material to be made available to the public as indicated by Section 1.0.1 of the Planning Act and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, the applicant acknowledges that the Town of Orangeville may make an application and its supporting information available to the general public, including copying, posting on the Town’s website and/or releasing a copy of the application and any of its supporting information to any third party upon their request, and as part of a standard distribution of copies of such documentation. The applicant also hereby confirms it has the authority to bind its consultants and agents to the terms of this acknowledgement.

_____	_____	_____
Owner/Applicant	Signature	Date
(Print name)		(YYYY-MM-DD)