



**The Corporation of the Town of Orangeville  
Form for Applications under the Planning Act**

Please tick one or more boxes to indicate the type of application(s)	Office Use Only	
<input type="checkbox"/> Official Plan Amendment	File Number(s) Assigned	
<input type="checkbox"/> Zoning By-law Amendment	Date Application Received	
<input type="checkbox"/> Plan of Subdivision	Date of Acceptance as Complete	
<input type="checkbox"/> Plan of Condominium	Application Fee Attached	

All applications must be accompanied by the fee prescribed by the Town; cheques are to be payable to The Town of Orangeville. This application for approval under Sections 17, 34, 36 and 51 of the Planning Act must be fully completed to the satisfaction of the Town of Orangeville, the applicable fees paid and the required studies/reports submitted (five hard copies of each and one digital), before the application will be accepted as a Complete Application.

**1. Legal Description**

Lot & Concession, Former Township	
Lot(s)/Block(s), Registered Plan	
Part(s), Reference Plan	
Property Identification Number (P.I.N.)	
Municipal Address	

**2. Owner and Agent Information**

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name of Agent \_\_\_\_\_

(if applicable)

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Note: To appoint an Agent, the Owner Authorization must be filled out in full, executed and dated. Unless otherwise requested, all communications will be directed to the Agent, if any.

### 3. Dimensions of Property

Lot Frontage: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

Lot Area: \_\_\_\_\_

I have attached three full sized hard copies and one digital copy of a legal survey of the property:

Yes  No

### 4. Drinking Water Source Protection Information

4.1 Drinking Water Source Protection Vulnerable Area(s): Check all that intersect the subject property:

- WHPA-A      WHPA-D      WHPA-Q1/Q2  
WHPA-B      WHPA-E      Not Applicable  
WHPA-C      CA

4.2 If the subject property is located wholly or partially within a source protection vulnerable area, you are required to complete an **Application for a Notice to Proceed** and submit it to the Town's Risk Management Official (RMO). The RMO will review your application for the applicability of source protection policies in the Credit Valley-Toronto and Region-Central Lake Ontario (CTC) Source Protection Plan ([www.ctcswp.ca/ctc-source-protection-plan/](http://www.ctcswp.ca/ctc-source-protection-plan/)). If the proposal meets the requirements of the source protection policies, the RMO will issue a **Notice to Proceed** pursuant to Section 59 of the Clean Water Act (CWA), 2006. Contact the Town's RMO to obtain a copy of the application.

Completed Application for a Notice to Proceed is attached (if multiple applications have been submitted, please attach all) **and**

Notice to Proceed pursuant to Section 59 of the CWA, 2006 is attached (if multiple Notices have been issued, please attach all);

**or**

Letter from the RMO confirming Section 59 of the CWA, 2006 does not apply is attached.

4.3 Additional reports may be required to address source water protection requirements to the satisfaction of the Town. Please consult with the Planning Division to determine what is required prior to submission. Please list the reports (title, author and date) that have been submitted with this application.

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**5. Easements and Restrictive Covenants**

5.1 Are there any easements or restrictive covenants registered on the title of the subject property?

Yes  No

If yes, please provide details as to the nature and location of the easement and/or restrictive covenants. Is the requested information attached?

Yes  No

**6. Current Official Plan and Zoning By-law Status**

6.1 What is the current Official Plan designation? \_\_\_\_\_

6.2 What is the current Zoning? \_\_\_\_\_

**7. Current and Previous Applications Under the Planning Act**

7.1 Is the property subject to any other current applications under the Planning Act?

Yes  No

If yes, please indicate the file number and status of each application:

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7.2 For Plan of Subdivision applications only: Has the property been subject to a previous application for approval of a draft plan of subdivision?

Yes  No

If yes, please indicate the file number(s) and the decision(s) on the application(s):

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7.3 For Zoning By-law Amendment applications only: To your knowledge, has the property been subject to a previous application for rezoning or minor variance?

Yes  No

If yes, please provide details known to you (e.g. date, request, file number and outcome)

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**8. Current and Previous Uses of the Subject Land**

8.1 When did the current owner acquire the subject property? \_\_\_\_\_

8.2 What are the current and previous uses of the subject land? Please supply dates or approximate dates.

Existing Buildings and Date of Construction: \_\_\_\_\_

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Current Use(s): \_\_\_\_\_

Previous Use(s): \_\_\_\_\_

## 9. Proposed Land Use

9.1 If applicable, provide the appropriate information in the following table:

Proposed Use	Number of Residential Units	Number of Lots and/or Blocks	Area (net hectares)	Density (residential units per net hectare)	Gross Floor Area (square metres)
Single Detached Residential					n/a
Semi-Detached Residential					n/a
Row or Town House Residential					n/a
Multiple Dwelling/ Apartment Residential					
Other Residential					
Commercial	n/a			n/a	
Industrial	n/a			n/a	
Institutional	n/a			n/a	
Parks or Parkettes	n/a			n/a	n/a
Conservation Lands	n/a			n/a	n/a
Stormwater Management Facilities	n/a			n/a	n/a
Roads	n/a	n/a		n/a	n/a
Other: _____					
Total				n/a	

9.2 If your application includes uses in any of the "other residential", "commercial", "industrial", "institutional" or "other" categories, please describe the proposed use(s):

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**10. For Completion of Official Plan Amendment Applications Only**

10.1 Does the proposed official plan amendment involve a change in the land use designation?

Yes  No

If yes, what land use designation is requested? \_\_\_\_\_

10.2 Does the proposed official plan amendment add new policy or change, delete or replace an approved official plan policy?

Yes  No

If yes, please identify the current policy and describe proposed change.

\_\_\_\_\_  
\_\_\_\_\_

**11. For Completion of Zoning By-law Amendment Applications Only**

11.1 Does the requested rezoning change the zoning category?

Yes  No

If yes, please indicate the requested zone category: \_\_\_\_\_

11.2 Does the requested rezoning change the regulations applicable within the current or requested zone category?

Yes  No

If yes, please indicate the nature of the relief requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11.3 What is/are your reason(s) for your request? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11.4 I have attached five full sized hard copies and one digital copy (PDF format) of a site plan showing the required information (see back of this form for requirements).

Yes  No

**12. For Completion of Subdivision Applications Only**

12.1 I have attached five full sized hard copies and one digital copy (PDF format) of the draft plan of subdivision showing the required information (see back of this form for requirements).

Yes  No

**13. For Completion of Plan of Condominium Applications Only**

13.1 Indicate the type of plan of condominium that is being proposed:

- Vacant Land Condominium  
 Standard Condominium  
 Common Element Condominium  
 Condominium Conversion  
 Other: \_\_\_\_\_

13.1 Has a site plan been approved?

Yes  No

13.2 If yes, has a site plan agreement been executed?

Yes  No

13.3 What is the status of the project? (Tick one)

- A building permit has not yet been issued.
- Construction has not yet commenced but a building permit has been issued.
- Construction is under way.
- Construction is complete.

13.4 Does the proposed condominium involve the conversion of a building containing residential rental units?

Yes  No

If yes, please indicate the number of units: \_\_\_\_\_

13.5 I have attached five full sized hard copies and one digital copy (PDF format) of the draft plan of condominium showing the required information (see back of this form for requirements).

Yes  No

**14. Background Reports**

Background reports may be required to address servicing, transportation, market impact, source water protection, environmental and other issues to the satisfaction of the Town and, where applicable, Credit Valley Conservation. Please consult with the Planning Division to determine what is required prior to submission. In the space below, please list the reports (title, author and date) that have been submitted with this application and any additional reports expected to be submitted in the future.

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**15. Affidavit of Owner**

I, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_

do solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true and know 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  
County/Region/Municipality of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
A Commissioner of Oaths

**16. Agent's Authorization**

I, the Owner, do hereby authorize \_\_\_\_\_  
to act on my behalf as my agent in all matters relating to this application.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Signature of owner)

Print name \_\_\_\_\_

## 17. Pre-Consultation Meeting Request Form and Fee

The scheduling of a Pre-Consultation Meeting and the payment of the applicable Pre-Consultation Meeting Request Fee is required prior to the submission of an Official Plan Amendment Application. The applicable Fees payable for a Pre-Consultation Meeting are \$105.00.

For a copy of the Pre-Consultation Meeting Request Form for completion, please visit the Town of Orangeville website at <http://www.orangeville.ca/planning/application-forms>.

## 18. Official Plan Amendment Application Fees

In accordance with Town of Orangeville By-law No. 071-2017 (Planning Application Rates and Fees By-law), the applicable Official Plan Amendment Application Fees (Effective, January 1, 2020) are \$12,548.00.

The current (2020) Planning Application Rates and Fees Schedule is available on the Town of Orangeville website at <http://www.orangeville.ca/planning/application-forms>.

## 19. Public Notification Sign

I, the Owner, hereby agree to make payment of \$265.55 (inclusive of HST) to Sign Needs Inc. for the purposes of preparing and installing a public notification sign (see back of this form for a sample) on the property (if the property is on the corner of two or more roads, one notification sign per street frontage, and an additional \$265.55, is required); the Town will make the necessary arrangements to have the sign(s) prepared and installed on the property. I also hereby grant the Town or its sign maker access to the property, if necessary, to install and remove the sign(s).

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(Signature of Owner(s))

Print Name \_\_\_\_\_

## 20. Costs

I, the Owner, hereby acknowledge that the Town's application fees do not cover the Town's expenses in relation to hearings held by the Ontario Municipal Board or other legal proceedings, and that if the Town deems it necessary to retain legal or other representation for the purpose of a such a proceeding, the Owner will be responsible for reimbursing the Town for its costs.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(Signature of owner)

Print name \_\_\_\_\_

Personal information on this form is collected pursuant to Sections 22(4), 34(10.2) and 51(18) of the Planning Act R.S.O. 1990 c.P.13 and Ontario Regulations 543/06, 544/06, 545/06 and will only be used by Town staff to contact the applicant during the processing of the respective application set out herein. Questions about this collection should be directed to the Planning Division at 519-941-0440, Ext. 2228 or [planning@orangeville.ca](mailto:planning@orangeville.ca).

**Information to be Shown on Site Plans for Zoning By-law Amendment  
Applications Only  
(see Question 11.4)**

The following information must be shown on any site plan submitted with this application as per the Planning Act:

- (a) the boundaries and dimensions of the subject land;
- (b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- (c) the location of all existing and proposed parking spaces, driveways and aisles on the subject land;
- (d) the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- (e) the current uses on adjacent lands;
- (f) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way; and
- (g) the location and nature of any easement affecting the subject land.

**Information to be Shown on Draft Plans of Subdivision and Draft Plans of  
Condominium  
(see Question 14.1)**

The following information must be shown on any site plan submitted with this application as per the Planning Act:

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- (c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed lots;
- (g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of the soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be subdivided; and
- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements. 1994, c.23, s.30; 1996, c.4, s.28(3).



## **Public Notification Sign**

(To be erected in support of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision and Plan of Condominium Applications only)

The Town of Orangeville requires that a public notification sign(s) be erected on the property subject to applications under the Planning Act, except for Holding Symbol Removal Applications, within 14 days of application submission. A payment of \$265.55 (inclusive of HST) is payable by the Owner to Sign Needs Inc., the Town's public notification sign maker, for the purposes of preparing and installing a public notification sign on the property (if the property is on the corner of two or more roads, one notification sign per street frontage, and an additional \$265.55, is required); the Town will make the necessary arrangements to have the sign(s) prepared and installed in accordance with the following standards:

- (a) The sign will not be less than 1.5 square metres (approximately 4 ft. x 4 ft.) in area.
- (b) The sign will be of a high quality and prepared by the Town's sign maker.
- (c) Sign lettering will be single-coloured blue, on a white background incorporating the Town's logo.
- (d) There will be one sign installed per street frontage of the property subject to the application(s) and posted in such a way as to not obstruct visibility for pedestrians and motorists.
- (e) The sign will be kept in place until the outcome of the application is finally determined by Council or the Ontario Municipal Board, as the case may be. The sign will then be removed by the Town or its sign maker.
- (f) The wording of the sign will be in the following general format:

### **Possible Land Use Change**

An application has been submitted  
for these lands to permit  
[type of application(s)]  
to permit  
[description of proposal]

Public comment is invited.  
For further information, please contact  
The Town of Orangeville  
Planning Division  
519-941-0440 Ext. 2228 or  
planning@orangeville.ca