



**The Corporation of the Town of Orangeville**  
**Site Plan Approval Application Form**

**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. Mortgage Information**

Name of Mortgagee \_\_\_\_\_

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

Telephone \_\_\_\_\_

Email \_\_\_\_\_

#### 4. Property Description

Official Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

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

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

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

#### 5. Description of Proposed Development

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#### 6. Drinking Water Source Protection Information

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

- |                                 |                                 |   |
|---------------------------------|---------------------------------|---|
| <input type="checkbox"/> WHPA-A | <input type="checkbox"/> WHPA-D | <input type="checkbox"/> WHPA-Q1/Q2     |
| <input type="checkbox"/> WHPA-B | <input type="checkbox"/> WHPA-E | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> WHPA-C | <input type="checkbox"/> ICA    |   |

6.2 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.

6.3 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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## 7. Submission of Plans

Please provide five full size hard copies and one digital copy (PDF format) of all plans and reports in support of the application.

### Legal Survey

Surveyor: \_\_\_\_\_ Date: \_\_\_\_\_

### Site Plan

Architect/Consultant: \_\_\_\_\_

Drawing Title/No.: \_\_\_\_\_ Date: \_\_\_\_\_

### Landscape Plan

Architect/Consultant: \_\_\_\_\_

Drawing Title/No.: \_\_\_\_\_ Date: \_\_\_\_\_

### Site Servicing and Grading Plans

Architect/Consultant: \_\_\_\_\_

Drawing Title/No.: \_\_\_\_\_ Date: \_\_\_\_\_

### Lighting Plan

Architect/Consultant: \_\_\_\_\_

Drawing Title/No.: \_\_\_\_\_ Date: \_\_\_\_\_

### Elevations or Other Drawings

Drawing Title/No.: \_\_\_\_\_ Date: \_\_\_\_\_

Drawing Title/No.: \_\_\_\_\_ Date: \_\_\_\_\_

Drawing Title/No.: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. Declaration

I attach payment of the application fee as established by the Town By-law No. 071-2017 (see back), and hereby agree to reimburse the Town for any expenses incurred in relation to hearings held by the Ontario Municipal Board or any other legal proceeding; cheques are to be payable to The Town of Orangeville. I have read the information provided with this application form (two pages) and I am aware that additional information is available in the Town's Site Plan Approval Procedures and Guidelines.

I attach payment of \$265.55 (inclusive of HST) in the form of a cheque made payable to **Sign Needs Inc.** 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). I also hereby grant the Town or its sign maker access to the property, if necessary, to install and remove the sign(s).

I have read the information provided and all above statements are true to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

Dated at the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_.

**9. Owner Authorization**

Note: to be signed by Owner only if an Agent has been appointed.

As of the date of this application, I am the registered Owner of the lands described above. I authorize the submission of this application on my behalf by:

Name of Appoint Agent (please print)

\_\_\_\_\_

Whom I have appointed as my agent.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name of Owner (please print)

## **Town of Orangeville Site Plan Control Area – By-law 61-2004**

The site plan control area in the Town of Orangeville comprises all those lands zoned R5, RM1, RM2, CBD, C1, C2, C3, C4, C5, C6, INST, M1, OS1, OS2, and NMU as shown on Schedule “A” to By-law 22-90 as amended.

The following classes for development may be undertaken without the approval of plans and drawings otherwise required:

- (i) In those portions of the site plan control area that are zoned R5 or C5 by By-law 22-90 as amended, the construction of a single-detached dwelling or a semi-detached dwelling as defined by the by-law, or an addition thereto, may be undertaken without the approval of plans and drawings, provided, in the case of additions, that the use of the entire building as a single-detached dwelling or semi-detached dwelling, as the case may be, is maintained; and
- (ii) The construction of a row house dwelling, as defined by By-law 22-90 as amended, may be undertaken without the approval of plans and drawings provided:
  - (a) the row house dwelling fronts on a public street;
  - (b) each row house dwelling unit occupies or is intended to occupy its own lot; and
  - (c) the property is located within a plan of subdivision that was registered after January 1, 2000.

### **Development Charges**

Your project may be subject to Town Development Charges. You may also have to pay County Development Charges and Education Development Charges. Please ask the Treasury Department for further information.

### **Parkland Dedication or Cash-in-Lieu – By-law 47-2012**

Your project may be subject to a requirement for a dedication of land for parks purposes, or a cash payment in lieu of the dedication of land. Please ask the Planning Division for advice as to which classes of development are subject to a requirement under By-law 47-2012.

### **Sign By-law – By-law 28-2013**

If you are considering erecting or mounting any signs, you must apply for a sign permit from the Building and By-law Enforcement Department. A permit will be issued if the proposed sign meets the regulations in the by-law. Please consider the location of any proposed signs when preparing your site plan.

### **Financial Guarantee**

As a condition of approval, the owner and mortgagee (if applicable), will be asked to execute a site plan agreement. Amongst the provisions may be a requirement for a cash deposit or letter of credit to guarantee that all grading, paving and landscaping works are undertaken in accordance with the approved site plan. Please note that all letters of credit must be automatically renewable. The Town has a standard form of letter of credit which should be used by your financial institution wherever possible.

### **Orangeville Hydro Limited**

Please contact Orangeville Hydro (519-942-8000) early in your design process to ensure that electrical service can be provided in a timely manner.

### **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 a Site Plan Control Approval Application. The applicable Fees payable for a Pre-Consultation Meeting are \$105.00 (Major) and \$52.00 (Minor).

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>.

### **Site Plan Approval Application Fees**

In accordance with Town of Orangeville By-law No. 071-2017 (Planning Application Rates and Fees By-law), the applicable Site Plan Control Approval Application Fees (Effective, January 1, 2020) are \$8,679.00 (Major) and \$2,091.00 (Minor).

**Major Site Plan Approval Application:** includes any class of development subject to Site Plan Approval that is not included in the definition of a Minor Site Plan Approval Application.

**Minor Site Plan Approval Application:** includes any class of development subject to Site Plan Approval due to the conversion of a use within an existing building or structure, additions or alterations of gross floor area not greater than 10 percent of an existing building or structure, the development of a new accessory or temporary building or structure, and revisions to a previously approved site plan or agreement relating to landscaping, paving, servicing, grading or other site works.

Cheques are to be payable to The Town of Orangeville.

### **Credit Valley Conservation Application Fees**

Depending on the location of the property or the nature of the proposal, your application may need to be circulated to Credit Valley Conservation (CVC) for review. The CVC charges a fee for this service. The Town will collect the applicable fee on behalf of the CVC in the form of a cheque payable to Credit Valley Conservation at the time of application submission.

For more information related to the applicable 2020 Plan Review Fees, please visit the Credit Valley Conservation (CVC) website at <https://www.creditvalleyca.ca/planning-permits/planning-services/plan-review-fees/> or contact CVC staff at 905-670-1615 or 1-800-668-5557.

### **Site Plan Approval Power - By-law 61-2004**

Unless otherwise directed by Council, your site plan application will be approved by the Director of Economic Development, Planning and Innovation or in his/her absence, the Chief Administrative Officer. If the Director of Economic Development, Planning and Innovation is unable to approve the application, the application will be presented to Council for consideration.

### **Public Notification Sign**

The Town of Orangeville requires that a public notification sign(s) be erected on the property subject to Site Plan Control Approval Applications. Payment to **Sign Needs Inc**, the Town's public notification sign maker, is required by the applicant for the purposes of preparing and installing a public notification sign(s) on the property. The Town will make the necessary arrangements to have the sign(s) prepared and installed on the site.