



# The Corporation of the Township of Georgian Bay

## APPLICATION FOR SITE PLAN CONTROL

99 Lone Pine Road  
Port Severn, ON L0K 1S0

Phone (705) 538-2337  
E-mail • [planning@gbtownship.ca](mailto:planning@gbtownship.ca)  
Web • [www.gbtownship.ca](http://www.gbtownship.ca)

OFFICE USE ONLY			
<b>Date Received:</b>		<b>Application No:</b>	
<b>Received By:</b>		<b>Fees Paid:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date Accepted:</b>		<b>Complete Application:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		<b>Pre-Application Consultation:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**MANDATORY PRE-APPLICATION CONSULTATION:** Township of Georgian Bay By-law 2022-103 requires applicants/agencies to complete a mandatory Pre-Application Consultation. Applications submitted without a Pre-Consultation Application will be returned to applicants/agent as incomplete as per Section 41(3.5) of the Planning Act RSO 1990 as amended.

**My Pre-Application Consultation File # is P\_\_\_\_\_.**

The undersigned hereby applies to the Council of the Township of Georgian Bay under Section 41 of the *Planning Act* for Site Plan Control, as described in this application.

The undersigned agrees and encloses herewith an Application Fee in the amount of:

- \$5000.00      Commercial/Industrial/Multi-Residential
- \$2500.00      Commercial/Industrial/Multi-Residential Amendment
- \$1000.00      Residential
- \$500.00      Residential Amendment

The undersigned agrees and encloses herewith a Deposit in the amount of:

- \$2000.00      Commercial/Industrial/Multi-Residential/Residential

The undersigned agrees and encloses herewith a Legal Fee in the amount of:

- \$500.00      (Cheque made payable to "HGR Graham Partners LLP")

and agrees to be responsible for any additional professional review or legal costs/fees as deemed necessary by the Township;

and agrees to be responsible for all legal costs associated with the application and understands that if the associated fees related to the above noted professional and legal costs are not paid in full, that the application will not proceed;

and understands is non-refundable and that no assurance is given that the payment of the fee will result in approval of the application.

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

**X**

\_\_\_\_\_  
Applicant/Authorized Agent

**COMPLETENESS OF THE APPLICATION:** *This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the Township and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the Township will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

**Please ensure to complete this application in its entirety and submit any additional information that may have been identified as required through the pre-consultation process.**

<b>1. Applicant:</b>	
Name	
Mailing Address	
Telephone No.	
Email Address	
<b>2. Agent (if applicable):</b> <i>Note all correspondence, notices, etc. initiated by Council or Committee with respect to this application, will be directed to the applicant's agent noted above, except where no agent is employed, then it will be directed to the owner/applicant.</i>	
Name	
Mailing Address	
Telephone No.	
Email Address	
<b>3. Subject Lands:</b>	
Municipality	
Legal Description	
Civic Address	
Is there currently a BLUE 911 number sign location on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If no, you are required to purchase a sign and post it on your property prior to the processing of this application. You can purchase a sign at the Township office for \$40.00.</i>	
Date acquired by current owner	
Date existing buildings were constructed	

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

Yes  No

**If yes,** please describe the easement or covenant and its effect:

**Lot Dimensions**

Frontage (m)

Depth (m)

Area (ha)

**Access**

- Provincial Highway
- Municipal Road (All Season)
- Municipal Road (Seasonal)
- Right-of-Way
- Water Access Only

*If access to the subject land is by water only, please identify the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.*

**Water Service**

- Municipal Service
- Privately Owned & Operated Individual or Communal Well
- Lake or Other Waterbody

**Sewage Service**

- Municipal Service
- Privately Owned & Operated Individual or Communal Septic System
- Privy or Other Means

<b>Storm Drainage</b>
Sewers <input type="checkbox"/> Ditches/Swales <input type="checkbox"/> Other Means <input type="checkbox"/>
<b>Please provide any associated Application File No.'s:</b>
<b>What are the existing uses of the subject lands?</b>
<b>What are the proposed uses of the subject lands?</b>
<b>Please provide a detailed summary of the proposal:</b>
<p><b>Site Plan Drawing Requirements:</b></p> <p>Unless otherwise advised by the Township Planning Department, all plans submitted for the Township Site Plan Approval must provide the following information and detail on the Plan. Failure to provide the required information will result in refusal of the application.</p> <p>The Site Plan should be ruler drawn, (not freehand) to scale and based on an up-to-date Plan of Survey prepared by an Ontario Land Surveyor (OLS) unless otherwise determined by Township Staff. The Plan will be registered on title, therefore, any existing buildings or structures that are not identified would be considered unauthorized and could create difficulty when applying for building permits in the future.</p> <p>The following items are required:</p> <ul style="list-style-type: none"> <li>• Title, location and name of owner</li> <li>• A north arrow</li> <li>• An accurate plan of the entire property drawn to scale</li> <li>• Dimensions of the entire property</li> <li>• Location and size of existing buildings and structures, docks and distances from any buildings or structures, streets and property boundaries</li> <li>• Location and size of proposed buildings, structures including docks and distances from adjacent buildings and structures, streets and property boundaries</li> <li>• Location and dimensions of septic tile field and well and distance from the road and lake</li> </ul>

- Location of existing, to be removed and to be added vegetation including trees and shrubs
- Any other details deemed necessary by the Township.

The following items are required where applicable:

- Location and dimensions of access driveways
- Parking and loading spaces and their dimensions
- Type of ground treatment for parking areas and entranceways
- Width of traffic flow areas
- Location of existing right-of-ways or easements
- Locations of watercourses and extent of flood plain (if flood elevation is known)
- Proposed drainage patterns
- Locations of prominent existing trees, shrubs, rock outcrops, or groupings thereof
- Location, extent and type of proposed landscaping
- Existing and proposed elevation where there will be a significant alteration to the existing grade
- Garbage storage, location and type
- Any other details deemed necessary by the Township.

**NOTE:** All commercial establishments require a Site Plan Agreement with the Municipality, prior to issuing a building permit.

If you have any questions about this application, please contact the Planning Department for assistance at 1(800) 567-0187.

**I/we certify that all statements and information provided in this application are true, accurate and current.**

X

Applicant/Authorized Agent

X

Applicant/Authorized Agent

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

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

**NOTICE OF COLLECTION**

Personal information on this form is collected under the authority of the Planning Act. All names addresses and comments included is material available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Questions regarding this collection and its release under the Act should be directed to the Township Clerk, 99 Lone Pine Road, Port Severn, Ontario L0K 1S0, telephone: 705-538-2337 extension 227 during business hours or via email to [kway@gbtownship.ca](mailto:kway@gbtownship.ca).

**AFFIDAVIT OR SWORN DECLARATION FOR THE PRESCRIBED INFORMATION**

I / We \_\_\_\_\_ solemnly declare that all statements contained in this application and in all statements contained in all exhibits transmitted herewith 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. I further agree for the purposes of the Municipal Freedom of Information and Protection Privacy Act, to authorize and consent to the use by of the disclosure to any person of public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing the application.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

X

\_\_\_\_\_  
Commissioner, etc.

X

\_\_\_\_\_  
Registered Owner/Agent

If signed by an Agent, written authorization from the Registered Owner(s) must accompany the application or the authorization form below must be completed.

## AGENT AUTHORIZATION

I / We \_\_\_\_\_ am / are the registered owner(s) of the land that is the subject of this application for consent and for the purposes of the Freedom of Information and Protection of Privacy Act, I / we authorize \_\_\_\_\_ to make this application on my / our behalf.

This authorization also allows the applicant to appear at any hearing(s) of the application and provide any information or material required by the Committee of Adjustment relevant to the application on my / our behalf.

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

**X**

\_\_\_\_\_  
Registered Owner(s)

## PERMISSION TO ENTER PROPERTY

I / We \_\_\_\_\_ hereby authorize the members of Council, members of the Committee of Adjustment, members of the staff of the Township of Georgian Bay and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the Township.

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

**X**

\_\_\_\_\_  
Registered Owner(s)

**THE PLANNING SERVICES AGREEMENT MUST BE SIGNED BY THE OWNER(S) OF THE SUBJECT PROPERTY EVEN IF AN AGENT IS ACTING ON THEIR BEHALF**

**PLANNING SERVICES AGREEMENT**

Between

**The Corporation of the Township of Georgian Bay** (hereinafter called the Township)

-and-

\_\_\_\_\_  
**Owner(s)** (hereinafter called the Applicant)

**WHEREAS THIS AGREEMENT** is entered into pursuant to the provisions of By-law 2014-75 of the Corporation of the Township of Georgian Bay

**1. THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:**

The Applicant agrees to provide the Township with the following:

- a. any information in the Applicant's possession concerning the planning aspects of the application;
- b. all surveys, drawings, sketches or plans, as required for the processing of the application; and
- c. the applicable fee(s).

**2.** The Applicant hereby signifies and acknowledges the payment of the Planning Application Fee as established by The Township's current Fees and Charges By-law as a fee at the time of filing of the application. The Applicant acknowledges that the planning Application Fee represents the normal anticipated costs of the Township for the processing of the application. Should the Township deem it necessary to retain outside professionals in order to process and consider the application, the cost of these services shall be the responsibility of the Applicant. It is further acknowledged by the Applicant that all work on the processing of the application and consideration of the application will stop should the cost of these services remain outstanding

**3. WHEREAS AN APPEAL HAS BEEN RECEIVED TO ANY OF THE FOLLOWING:**

An application for a minor variance, a zoning by-law amendment, an official plan amendment, a consent application, or a site plan agreement; **AND** if an Ontario Land Tribunal Hearing is required, **THEN** a deposit of **\$6,000** shall be submitted to the Township by the Applicant prior to the submission of the request for approval to the Ontario Land Tribunal (this amount shall be for all fees and disbursements paid to the Township's Solicitor and expert witnesses called to testify by the Township and for all disbursements incurred by the Township in connection with the application.) Any surplus funds shall be refunded to the Applicant following final approval of the application. Should the costs referred to above exceed \$6,000.00, the Applicant shall reimburse the Township for all such costs.

**4.** The Township agrees to process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.

**5.** Where the Township finds it necessary to make extensive use of professional assistance in preparation for an Ontario Land Tribunal Hearing, or where the Hearing is of more than two (2) days in duration, the Township may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Township, payment for which have been made by the Township or invoices for which have been received by the Township.

**WITNESS WHEREOF** the Applicant and the Township has caused its corporate seal to be affixed over the signature of its respective signing officers.

**SIGNED, SEALED AND DELIVERED** in the presence of:

\_\_\_\_\_) )  
Witness ) )  
\_\_\_\_\_) )  
Date ) )  
\_\_\_\_\_) )  
Witness ) )  
\_\_\_\_\_) )  
Date ) )

Per: \_\_\_\_\_  
Per: \_\_\_\_\_  
Signature of Owner(s)  
The Corporation of the Township of Georgian Bay  
Per: \_\_\_\_\_  
Director of Planning or Designate