



**The Corporation of the  
Township of Georgian Bay  
Planning Department**

99 Lone Pine Road, Port Severn, Ontario, L0K 1S0  
Phone: 1-800-567-0187 Facsimile: (705) 538-1850  
web: www.gbtownship.ca  
email: planning@gbtownship.ca

**SITE PLAN APPROVAL APPLICATION**

**OFFICE USE ONLY**

Date Received _____	Application Number _____
Complete Application <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicable Fees Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Accepted _____	Received By _____

**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.*

**1. Applicant Information**

**Name of Registered Owner(s)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Numbers    1) \_\_\_\_\_    2) \_\_\_\_\_    3) \_\_\_\_\_

(please specify)  
Fax \_\_\_\_\_    E-Mail \_\_\_\_\_

**Name of Solicitor** \_\_\_\_\_

(if involved)

Mailing Address \_\_\_\_\_

Phone Numbers    1) \_\_\_\_\_    2) \_\_\_\_\_    3) \_\_\_\_\_

(please specify)  
Fax \_\_\_\_\_    E-Mail \_\_\_\_\_

**Name of Agent(s)** \_\_\_\_\_

(if involved)

Mailing Address \_\_\_\_\_

Phone Numbers    1) \_\_\_\_\_    2) \_\_\_\_\_    3) \_\_\_\_\_

(please specify)  
Fax \_\_\_\_\_    E-Mail \_\_\_\_\_

Please specify to whom you wish communications to be sent (owner will receive automatically if nothing selected.)

Owner     Authorized Agent     Solicitor

**2. Subject Property Information**

Municipality \_\_\_\_\_    Ward or Former Township \_\_\_\_\_

Lot Number \_\_\_\_\_    Concession Number \_\_\_\_\_

Registered Plan of Subdivision Number (if any) \_\_\_\_\_

Lot Number on Plan \_\_\_\_\_    Reference Plan Number \_\_\_\_\_

Part Number on Survey \_\_\_\_\_    Roll Number \_\_\_\_\_

Municipal Address / 911 Address \_\_\_\_\_

Water Frontage \_\_\_\_\_    Name of Lake \_\_\_\_\_

Road Frontage \_\_\_\_\_    Name of Road \_\_\_\_\_

Lot Area \_\_\_\_\_    Lot Depth \_\_\_\_\_

What is the existing use of subject property \_\_\_\_\_

What is the proposed use of the subject property \_\_\_\_\_

Description of Proposal \_\_\_\_\_

Is this application concurrent with a Minor Variance Application?  Yes  No  
Is the subject property currently being subdivided by a plan of subdivision or consent?  Yes  No

If so, please note file number(s) \_\_\_\_\_

**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 Corporation ) \_\_\_\_\_  
of the Township of Georgian Bay ) Signature of Applicant, Solicitor or Authorized Agent  
of the District of Muskoka, this \_\_\_\_\_ )  
day of \_\_\_\_\_, 20\_\_\_\_ ) If signed by a Solicitor or Agent, written authorization from  
the Registered Owner(s) must accompany the application or  
the authorization form below must be completed.  
\_\_\_\_\_  
A Commissioner etc.

**AUTHORIZATION OF OWNER(S)**

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

**PERMISSION TO ENTER PROPERTY**

I / We \_\_\_\_\_ hereby authorize the 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  
\_\_\_\_\_  
Signature(s) of Owner(s)

Site Plan Agreement Fees:

**Legal Fee:**             **\$500.00**  
(Cheque payable to HGR Graham Partners LLP)

**Application Fee:**     **Residential - \$525 (new building on a vacant lot)**  
                               **Residential – Included in 2014 Minor Variance Application fee**  
                               **Other - \$2,000**  
(Cheque payable to the Township of Georgian Bay)

**Amendment Fee:**     **Residential - \$200**  
                               **Other - \$425.00**  
(Cheque payable to the Township of Georgian Bay)

**Required Documentation** (example on back of page):

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.

The Site Plan should be ruler drawn, (not freehand) to scale. 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.

The following items are required:

- Title, location and name of owner
- A north arrow
- An accurate plan of the entire property drawn to scale
- Dimensions of the entire property
- Location and size of existing buildings and structures, docks and distances from any buildings or structures, streets and property boundaries
- Location and size of proposed buildings, structures including docks and distances from adjacent buildings and structures, streets and property boundaries
- Location and dimensions of septic tile field and well and distance from the road and lake
- Location of vegetation including trees and shrubs.

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

**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.

# EXAMPLE OF A SITE PLAN

