



The Corporation of the Township of Georgian Bay

99 Lone Pine Road
Port Severn, ON
L0K 1S0 Canada
www.gbtownship.ca

Site Plan Control Application Form

OFFICE USE ONLY					
Received By:		Date Fee Paid:		Application No.:	

Prior to applying, a Pre-Application Consultation (PAC) is required in accordance with By-law 2022-103. Applications submitted without first completing a PAC will be returned as incomplete as per Section 41(3.5) of the *Planning Act, R.S.O. 1990, c. P.13*. All plans, drawings, studies, reports, etc. that were identified as being required to form a complete application on the PAC memo must accompany this application form.

Pre-Application Consultation Application No.: _____

Fee: Commercial / Industrial / Institutional / Multi-Residential - \$5,000.00
 Commercial / Industrial / Institutional / Multi-Residential Amendment - \$2,500.00
 Residential (Single Detached and/or Secondary Dwelling Unit) - \$1,000.00
 Residential Amendment - \$500.00

Deposit: Commercial / Industrial / Institutional / Multi-Residential - \$2,000.00
 Residential - \$500.00

A. Applicant/Owner	
Full Name:	
Mailing Address:	
Telephone No.:	
Email Address:	

B. Agent (if applicable)	
Full Name:	
Mailing Address:	
Telephone No.:	
Email Address:	

C. Subject Lands	
Civic Address:	
Legal Description:	
Roll Number:	
Date Acquired:	



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Note: Numerical information required throughout the form is to be provided in metres.

D. Lot Details	
Frontage:	
Depth:	
Area:	
Access:	
Are there any easements or restrictive covenants affecting the subject lands? If yes, please describe the easement or covenant and its effect below	
Name of mortgagee (if any):	

E. Water Access Only	
Parking / docking facilities used:	
Approximate distance of these facilities from the subject land:	
Nearest public road:	

F. Servicing & Storm Drainage	
Water:	Publicly owned/operated piped water system Privately owned/operated individual well Privately owned/operated communal well Lake or other water body or other means
Sewage:	Publicly owned/operated sanitary sewage system Privately owned/operated individual septic system Privately owned/operated communal septic system Privy or other means
Drainage:	Sewers Ditches Swales Other means: _____



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G. Previous and/or Concurrent Applications

If known, identify whether the subject lands are the subject of an application under the *Planning Act* for any one of the following:

Plan of Subdivision:		Application No.:		Status:	
Consent:		Application No.:		Status:	
Minor Variance:		Application No.:		Status:	
Official Plan Amendment:		Application No.:		Status:	
Minister's Zoning Order:		Regulation No.:			

H. Planning Legislation

District of Muskoka Official Plan Land Use Designation:	
Township of Georgian Bay Official Plan Land Use Designation:	
Zoning of subject lands:	

I. Development Proposal

Existing use(s) of subject lands:	
Proposed use(s) of subject lands:	
Detailed summary of proposal:	



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J. Existing Buildings and Structures – Land Based			
a) Type of building:		Date constructed:	
Setbacks from lot lines:	Front:	Side 1:	Side 2: Rear:
Height:			
Dimensions or floor area:			
b) Type of building:		Date constructed:	
Setbacks from lot lines:	Front:	Side 1:	Side 2: Rear:
Height:			
Dimensions or floor area:			
c) Type of building:		Date constructed:	
Setbacks from lot lines:	Front:	Side 1:	Side 2: Rear:
Height:			
Dimensions or floor area:			
d) Type of building:		Date constructed:	
Setbacks from lot lines:	Front:	Side 1:	Side 2: Rear:
Height:			
Dimensions or floor area:			

K. Existing Buildings and Structures – In Water			
a) Type of building:		Date constructed:	
Setbacks from lot lines:	Side 1:	Side 2:	
Height (if applicable):			
Dimensions or floor area:			
b) Type of building:		Date constructed:	
Setbacks from lot lines:	Side 1:	Side 2:	
Height (if applicable):			
Dimensions or floor area:			
c) Type of building:		Date constructed:	
Setbacks from lot lines:	Side 1:	Side 2:	
Height (if applicable):			
Dimensions or floor area:			



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L. Proposed Buildings or Structures (if any)				
a) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				
b) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				
c) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				
d) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				

Technical Requirements

Depending on the complexity of the proposed development, the requirements listed below may be combined or waived, at the discretion of the Township. Additional Site Plan drawings shall be prepared when requested by the Township.

Single Detached and/or Secondary Dwelling Unit Development

Title block including: the municipal address or roll number and legal description, name of property owner, drawing scale, north arrow

Lot boundaries and dimensions

Zoning information table identifying how requirements of the Zoning By-law are being satisfied (i.e., number of parking spaces, building gross floor area, landscaped area, etc.)

Dimensions, use and area of proposed buildings/structures

Dimensions, use and area of existing buildings/structures



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Location of all buildings and structures in relation to the lot boundaries

Location of services (i.e., utility pole, septic system, etc.)

Current uses on land that is adjacent the subject land

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

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 (i.e., railways, roads, watercourses, wetlands, wells, septic tanks, etc.)

If access to the subject land will be by water only, the location of the parking and docking facilities to be used

Location and nature of any easement affecting the subject land

Commercial / Industrial / Institutional / Multi-Residential Development

The Developer shall retain a qualified Professional Engineer or Certified Engineering Technologist to prepare all site plans and engineering drawings and to supervise the construction of all engineering services (municipal or private water and sanitary services, grading and stormwater management works, roadwork within a ROW and retaining walls).

Site Plan Drawing Sets, Reports and Studies:

Site Servicing Plan

Site Grading and Drainage Plan

Erosion and Sedimentation Control Plan

Standard Detail Sheet

Geotechnical Report

Engineering Cost Estimate

Architectural Elevations (prepared by Architect/Architectural Technologist)

Electrical and Site Photometric Plan (as required)

Landscape Plan prepared by Landscape Architect (as required)

Traffic Impact Study (as required)

Stormwater Management Report (as required)



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Functional Servicing Report (as required)
Noise Attenuation Report (as required)
Photometrics Plan (as required)

The Site Services Plan shall show, at a minimum, the location, size, and grade (as applicable) of the following services and information:

- all existing underground services on roads / easements adjacent to the property
- storm and sanitary service connections with grade and invert information
- the basement and finished floor elevations of all proposed buildings
- storm, sanitary and watermain services with length, grade, material, and bedding requirements to be constructed within the development
- proposed sanitary and storm maintenance holes with invert and rim elevations
- hydrants, valves, and water meters within the development
- sanitary, storm and water service connections to individual units, as applicable
- roof water leaders and method of discharge
- adequate snow storage volume(s) and location(s)
- driveway location(s) / traffic flow directions
- fire route location / pavement standard and adequate turning radii
- all construction notes required to describe the construction detail or requirements
- the locations of prime and reserve tile-beds, including mantles (where required)
- proposed wells and septic beds to be decommissioned
- illumination standards / description and photometric plan
- proposed landscape features



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All Site Plan Drawings shall be prepared from one base plan prepared at a minimum scale of 1:500 and which shall contain some or all the following information:

Stamp and Signature of the Developer's Qualified Professional

Municipal Address, Lot Numbers, and Registered Plan numbers

A key plan at a scale of 1:10,000 showing the site location

North arrow

Details for the referenced Geodetic Benchmark used to establish vertical control and the site benchmarks for construction

Site statistics

Property dimensions

Road widenings and Restoration Notes

Easements

Vehicular loading and parking facilities

The outline of all buildings with the building numbers and unit numbers indicated and garage locations within the unit

Storage areas and enclosures for garbage and waste materials

Fire routes, truck delivery and other large vehicle drive paths

M. 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 application over the time this application is under review by the Township.

Date: _____ Owner Signature: _____



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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.

N. Authorization for Agent to Act

I / We _____ am / are the registered owner(s) of the land that is the subject of this application. I / We authorize _____ to make this application on my / our behalf and to provide any of my / our personal information for the processing of this application. This authorization also allows the applicant to appear at any hearing(s) of the application and provide any information or material required by Council relevant to the application on my / our behalf.

Date: _____ Owner Signature: _____

O. Freedom of Information

For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date: _____ Owner or Agent Signature: _____



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P. 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___.

Commissioner

Owner or Agent



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Note: The Planning Department Agreement must be signed by the owner(s) of the subject lands even if an agent is acting on their behalf.

Q. Planning Department 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



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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

Per: _____

Date

Per: _____

Signature of Owner(s)

Witness

The Corporation of the Township of Georgian Bay

Date

Per: _____

Director of Planning or Designate