



Site Plan Control Application Form

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

OFFICE USE ONLY					
Received By:		Fee Paid:		Application:	

Pre-Application Consultation Application No.: _____

Fee: Major (Commercial/Industrial/Institutional/Multi-Residential) - \$7,500.00
 Major Amendment - \$3,750.00
 Minor (Residential) - \$1,500.00
 Minor Amendment - \$750.00
 Additional Submission and/or Revisions after 2nd Submission - \$500.00
 Peer Reviews & Agreements - Cost +15% Admin.

Deposit: \$2,000.00

A. 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:	

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: _____

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:	
Zoning By-law Amendment:		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:	
Will blasting be required, and if yes, have you received approval from Council (as per the Township's Blasting By-law)?	
Detailed summary of proposal:	

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:			

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

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)

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

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

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.

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: _____

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: _____

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

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

This Agreement made as of the ____ day of _____, 20__.

Between:

The Corporation of the Township of Georgian Bay

(hereinafter called the "Township")

-and-

(hereinafter called the "Owner")

(each individually a "Party" and collectively the "Parties")

Whereas the Owner is the registered owner of certain lands in the Township described in the Site Plan Application form to which the Agreement is attached (the "**Subject Lands**");

And Whereas the Township Zoning By-law 2014-75, as amended, (the "**Zoning By-law**") is in full force and effect under Section 34 of the Planning Act, R.S.O. 1990, c. P. 13 (the "**Planning Act**");

And Whereas Township By-law No. 2025-045 is in full force and effect and designates a site plan control area pursuant to Subsection 41(2) of the Planning Act that includes the Subject Lands (the "**Site Plan Control**");

And Whereas 'Appendix J – Planning' in Township By-law No. 2025-083 (the "**Fees By-law**") provides for fees and charges for Site Plan Control applications (the "**Site Plan Control Fees**");

And Whereas the Township may deem it necessary to retain outside professionals for the peer review of the Site Plan Application;

And Whereas the _____ Site Plan Application fee represents the normal anticipated costs of the Township for the processing of the application excluding 'Peer Review and Agreements (Engineering / Environmental / Legal)' in the Site Plan Control Fees;

And Whereas the Parties agree that an agreement should be executed to address the requirements with respect to the payment of fees to the Township for the Site Plan Application (the "**Agreement**");

Now Therefore this Agreement Witnesseth that in consideration of other good and valuable consideration and the sum of two dollars (\$2.00) of lawful money of Canada now paid by each of the Parties to each of the other Parties, the receipt and sufficiency of which is hereby acknowledged, the Parties agree and covenant as follows:

1. The Parties agree that the foregoing recitals are true and accurate and form part of this Agreement.
2. The Subject Lands are legally described in the Site Plan Application to which the Agreement is attached.
3. All payments in the Agreement shall be in lawful money of Canada.
4. The Owner shall pay the \$2,000 deposit (the "**Deposit**") required under the Fees By-law in advance of the Township executing this Agreement.
5. The Owner acknowledges that the Deposit will not be applied to unpaid invoices and does not infer any limit on the peer/legal review costs. The deposit shall be held by the Township as security for the costs of outside professional and consultant services for the Site Plan Amendment Application, and will be reconciled once the Site Plan Amendment Application file is closed. Deposits held by the Township shall not accrue or be subject to the payment of interest.
6. The Township shall release the Deposit after the Site Plan Amendment Application is closed, all final invoices have been issued, and approval for release has been provided by the Director of Planning or their designate. The Owner acknowledges that this process may take three (3) to six (6) months after the closing of the file.
7. The Township shall execute and date this Agreement after the Owner pays the Deposit and applicable Site Plan Application fee.
8. From the date of the Agreement until the final PAC Memo is issued, the Owner shall promptly pay invoices from the Township for its peer/legal review costs plus fifteen percent (15%) and applicable GST/HST, for administration as

described in 'Peer Review and Agreements (Engineering / Environmental / Legal)' in the Site Plan Control Fees part of the Fees By-law. The peer/legal review costs are determined by the complexity of the application, responses from the study authors to the peer review comments, and comments from the Province, District, or specified persons under the *Planning Act*. The peer/legal review costs are not in any way limited to the amount of the Deposit.

9. In accordance with the Fees By-law, the Owner acknowledges that any invoice not paid by the due date shall be subject to interest, effective the first day of the month following the due date, and all work to process and consider the Site Plan Application shall cease until the Site Plan Control Fees are paid by the Owner. Nothing herein limits the Township charging interest and/or taking actions to recover outstanding Site Plan Control Fees.
10. The Township agrees to process the Site Plan Application in accordance with the requirements of the Planning Act.
11. All notices or communications required or permitted in this Agreement shall be given by registered or certified mail, email (subject to confirmation of receipt), fax (subject to confirmation of transmittal) or courier, and addressed to the other Party at the addresses set forth below, or at such other addresses or to the attention of such other individual as such Party may from time to time specify for that purpose in a similar notice similarly given:

a) To:

Phone: _____

Fax: _____

Email: _____

b) And To:

Township of Georgian Bay
99 Lone Pine Road
Port Severn, ON L0K 1S0
Phone: (705) 538-2337
Fax: (705) 538-1850
Email: planning@gbtownship.ca

12. This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.
13. This Agreement is binding upon and shall endure to the benefit of the Parties hereto and their respective successors and assigns.
14. The Agreement shall continue in full force and effect until the agreement arising from the Site Plan Application is executed and such agreement, or notice thereof, is registered on title of the Subject Lands, Site Plan Control Fees are fees are paid in full, and the Township provides the notice regarding the deposit being released.

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:

_____	Per: _____
Witness	
_____	Per: _____
Date	Signature of Owner(s)
_____	The Corporation of the Township of Georgian Bay
Witness	
_____	Per: _____
Date	Director of Planning or Designate