

Proponents are encouraged to consult with the Community Planning Division prior to submitting applications.

Please complete all applicable sections of the application form. An incomplete application will be returned to the applicant. For assistance, please contact the Community Planning Division at 905-778-2055.

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Manager of Community Planning, 305 Barrie Street, Unit 2, P.O. Box 419, Bradford, Ontario, L3Z 2A9, Telephone: 905-778-2055, ext. 1401, Fax: 905-778-2070.

APPLICATION TYPE (check one)

- | | |
|---|--|
| ☐ General Amendment <0.2 ha | ☐ General Amendment >0.2 ha |
| ☐ Removal of Holding Provision | ☐ Temporary Use |

PROPERTY INFORMATION

Municipal Address:			
Registered Plan No.:		Lot/Block No(s).:	
Reference Plan No.:		Part No(s).:	
Roll No.:		Lot & Concession No.:	
Is the property listed or designated under the Ontario Heritage Act?			

OWNER/APPLICANT INFORMATION

Property Owner Information (check one):		☐ Person(s)	☐ Company
Registered Land Owner:			
Application Contact:			
Address:			
Municipality:		Province:	
Telephone No.:		Fax No.:	
Email:			
Designate to Which all Correspondence will be Sent:			

Designate to Which all Invoices will be Sent:	
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AGENT, SOLICITOR OR PLANNING CONSULTANT

Firm:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					
Marketing Name of Project:					

MORTGAGEE

Firm:					
Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					

OFFICIAL PLAN INFORMATION

Current Official Plan designation:		
Explain how application conforms to the Official Plan:		
Is the subject land within an Official Plan and/or Zoning area that has predetermined standards? For example minimum and maximum density requirements or minimum and maximum height requirements. If yes , state requirements:	☐ Yes	☐ No
Does the application propose an alteration to the boundary of an existing settlement area and/or add a new area of settlement ? If yes , provide details of the Official Plan provisions or the proposed Official Plan amendment that deals with the matter:	☐ Yes	☐ No

Does the application remove land from an area of employment (as defined by the <i>Planning Act</i>)? If yes , provide details of the Official Plan provisions or the proposed Official Plan amendment that deals with that matter:	☐ Yes	☐ No
Is the property within an area where zoning with conditions may apply ? If yes , explain how the proposal conforms to the Official Plan policies relating to zoning with conditions:	☐ Yes	☐ No
ZONING INFORMATION		
Current zoning:		
Explain nature & extent of rezoning:		
Reason for rezoning:		
Existing uses on subject land:		
Proposed uses on subject land:		

CONSERVATION AUTHORITY

Is the subject land regulated by a Conservation Authority?

☐ Yes ☐ No

If so, which one?

☐ Lake Simcoe Region Conservation Authority ☐ Nottawasaga Valley Conservation Authority

****Please note that additional fees may apply as determined by the conservation authority.**

PROVINCIAL PLANS AND POLICY STATEMENT INFORMATION

Is the application consistent with policy statements under subsection 3(1) of the *Act*:

☐ Yes

☐ No

Is the subject land within an area of land designated under any provincial plan or plans, including **Lake Simcoe Protection Plan**? **If yes**, explain whether the application conform to or does not conflict with the applicable provincial plan or plans:

☐ Yes

☐ No

ASSOCIATED APPLICATIONS

Has the subject land ever been the subject of any applications under the *Act* for approval of a plan of subdivision or for a consent? **If yes**, complete the following:

☐ Yes

☐ No

☐ Unknown

Type of application(s) and File No(s):

Status of application(s):

Has the subject land ever been the subject of an application under Section 34 of the *Act*? **If yes**, complete the following:

☐ Yes

☐ No

☐ Unknown

Previous File No(s):

Status of application(s):

Has the subject land ever been the subject of a Minister's Zoning Order, for example the Highway 400 Strategic Industrial Employment Area, Ontario Regulation No(s) XX1/09, XX2/09 and XX3/09. If yes , complete the following:		☐ Yes	☐ No	☐ Unknown	
Ontario Regulation No(s):					
Status of application(s):					
SITE DESCRIPTION (metric)					
	Frontage	Depth	Area		
Subject Land:					
Total Holding:					
MUNICIPAL SERVICES (check as applicable)					
Water:	☐ Available	☐ Connected	☐ Private	☐ Communal	
	☐ Other Explain				
Sanitary Sewers:	☐ Available	☐ Connected	☐ Private	☐ Communal	
	☐ Other Explain				
Storm Sewers:	☐ Available	☐ Connected	☐ Private	☐ Communal	
	☐ Other Explain				
Storm Drainage:	☐ Sewers	☐ Ditches	☐ Swales		
	☐ Other Explain				
PROPERTY ACCESS					
Roads:	☐ Municipal	☐ County	☐ Provincial	☐ Private	☐ Right of Way
	☐ Other Explain				
Road Surface:	☐ Paved	☐ Gravelled	☐ Other Explain		
Width of Road Allowance:					
If access is by water only, describe the parking and docking facilities to be used and distance of these facilities from the subject land and the nearest public road:					

EXISTING BUILDINGS AND STRUCTURES DETAILS

Dimensions (in metric) of all Buildings and Structures Existing on the Subject Lands
(attach a separate page if necessary, basement not to be included)

Type of Structure	Ground Floor Area	Total Floor Area	Number of Storeys	Width	Length	Height

Distance (in metric) of all Buildings and Structures Mentioned Above From Lot Lines
(the front lot line is described as the shortest lot line abutting a street)

Type of Structure	Front Yard Setback	Rear Yard Setback	Interior Sideyard Setback	Exterior Sideyard Setback	Other Setback

Describe Use of Buildings and Structures

Type of Structure	Dated Constructed	Current Use	Date Use Commenced

Describe Existing Land Uses of Surrounding Lands

North:	
South:	
East:	
West:	

PROPOSED DEVELOPMENT

If any of the proposed buildings are to contain **separate units** (such as an apartment building or shopping plaza) or are of a **complex nature**, please answer the following items for each unit or group of similar units. Also include additional information regarding the location and type of use (i.e., number of 2-bedroom units) or type of retail (grocery, restaurant, etc.) stores.

Dimensions (in metric) of all Buildings & Structures Proposed on the Subject Lands
(attach a separate sheet if necessary, basement not to be included)

Type of Structure	Ground Floor Area	Total Floor Area	No. of Storeys	Width	Length	Height	Exterior Building Material

Distance (in metric) of all Buildings and Structures Mentioned Above From Lot Lines
(the front lot line is defined as the shortest line abutting a street)

Type of Structure	Front	Rear	Side

Describe Proposed Use for all Buildings and Structures Listed Above

Type of Structure	Proposed Use

Describe the Proposed Parking Details for all Buildings and Structures Listed Above**Number of Parking Spaces**

Description	Underground	Surface	Below Grade	Total
Parking Spaces				
Handicapped Spaces				
Loading Spaces				

Surface of Parking Area:	☐ Asphalt	☐ Gravel	☐ Other Explain
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PUBLIC CONSULTATION STRATEGY

Please advise of the applicant's proposed strategy for consulting with the public with respect to the application.

ACKNOWLEDGEMENT OF PUBLIC INFORMATION AND DISTRIBUTION

The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

By submitting this application, the owner/applicant grants the Town of Bradford West Gwillimbury permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.

OWNER'S AUTHORIZATION

If an agent is used, the owner must complete this section. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page(s) in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject lands,

hereby authorize (print name of agent)

to submit the above application to the Town of Bradford West Gwillimbury and appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Town relevant to the application. I also agree to allow the Town of Bradford West Gwillimbury, its employees and agents to enter upon the subject property for the purposes of conducting a survey, inspection and tests that may be necessary to this application.

I understand that all the information, documents and drawings and plans provided with this application will be made available to the public, as required by the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

In accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, I hereby consent to the Town of Bradford West Gwillimbury making this application and its supporting information available to the general public, including copying, posting on the Town's website and/or releasing a copy of the application and any of its supporting information

to any third party upon their request, and as part of a standard distribution of copies of such documentation.

Signature:

Date:

Printed Name of Signatory:

Title:

OWNER'S/AGENT'S SIGNATURE

I, _____ of the Town/City of _____

in the County/Region of _____ solemnly declare that:

All of the above statements and the statements contained in all of the exhibits submitted herewith, are true and I 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*.

As of the date of this application, I am (*circle one of the following*) the registered *Owner* or the *Agent* for the owner of the lands described in this application, I have examined the contents of this application, I certify as to the correctness of the information submitted with the application insofar as I have knowledge of these facts, and I concur with the submission of this application to the Municipality.

I agree to pay the Planning Application Non-Refundable Fee and Working Deposit as established by By-law to the Town of Bradford West Gwillimbury at the time of filing this application and any costs which exceed this deposit. I also agree to pay to the Town any fees and charges as established by By-law, associated with engineering review and site monitoring by the Town or Peer Review Consultants in relation to the development proposed in the subject application. I understand that no assurance is given that the payment of the deposit will result in approval of the application.

I understand that all the information, documents and drawings and plans provided with this application will be made available to the public, as required by the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

Declared before me at the Town/City of _____)

in the County/Region _____)

of _____ this _____ day _____)

of _____ 20 _____)

Signature of Owner/Agent

Signature of Commissioner, Notary Public, etc.

PLEASE NOTE:

The Town may seek to recover any costs incurred by the Municipality in the defense of Council approved development applications and Ontario Municipal Board Hearings. The Town's participation in such hearings may depend on an applicant's commitment to offset those costs.

Only complete applications accompanied by the necessary supporting materials, required application fee and working deposit will be processed. Please contact the Planning Department to determine if additional submission materials are required.

Supporting Material Required with Application

1. One (1) copy of a REGISTERED DEED OF TITLE for the subject lands must be included with the application.
2. Two (2) copies of a full scale LEGAL PLAN OF SURVEY **folded** to 21.5 cm x 28 cm and one (1) reduced copy (28 cm x 43 cm maximum).
3. USB key or CD containing PDF copies of entire submission.
4. Six (6) copies of a full scale drawing **folded** to 21.5 cm x 28 cm (**rolled drawings will not be accepted**) and one (1) reduced copy (28 cm x 43 cm maximum) indicating (all dimensions must be in metric):
 - lands for which the application is being made, clearly marked in red outline;
 - where applicable, total landholdings owned by the applicant and encompassing the lands for which the application is being made;
 - the location, size, and use of all existing buildings/structures on the total land holdings clearly marked by a broken line;
 - boundaries and dimensions of the owner's total holding;
 - boundaries and dimensions of the "subject land";
 - location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
 - the approximate location of all natural and artificial features (i.e, buildings, railways, highways, pipelines, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
 - are located on the subject land and on land that is adjacent to it, and
 - in the applicant's opinion, may affect the application
 - the current uses of land that is adjacent to the subject land;
 - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
 - the location and nature of any easement affecting the subject land; and
 - indicate scale, north point, legend, date prepared and name of person or firm who prepared the plan.
5. Six (6) copies of a Planning Justification Report by a certified Registered Professional Planner (RPP) that explains the purpose of the amendment, describes its benefits and assesses the application's compliance with the Town's Official Plan, County of Simcoe Official Plan, Growth Plan for the Greater Golden Horseshoe, and the Provincial Policy Statement.

6. If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed; the following is required:

- a servicing options report; and
- a hydrogeological report.

TARIFF OF FEES

Pursuant to Section 69 of the *Planning Act* for the
Processing of Applications Made in Respect to Planning Matters

APPLICATION TYPE	APPLICATION FEE	WORKING DEPOSIT REQUIRED⁴ (in addition to application fee)
General Amendment	\$18,800 for sites <0.2 Ha \$26,640 for all other applications ^{1,3}	\$1,000/\$5,000 ⁵
Removal of H (Holding Provision)	\$6,020	\$1,000
Temporary Use By-Law	\$14,140 ³	\$1,000/\$5,000 ⁵
Administrative Fee Legal & Consultant invoices received for application	5% of Invoice ⁶	
Engineering Department – Review and Monitoring ⁷	Review fees invoiced separately	

NOTES:

¹ Reduce fee by 50% if zoning application is submitted at the same time as applications for official plan amendment, plan of subdivision or plan of condominium.

² Reduce fee by 50% if hold removal application is submitted at the same time as application for site plan control.

³ Fee is \$1,000 for applications to permit granny flats, accessory apartments or temporary accommodation for seasonal workers.

⁴ The working deposit is used to cover a variety of expenses including advertising, public meeting, drafting, planning, engineering and legal costs. As accounts are received from the Town's lawyer, planner, engineer, administrative staff member or consultant, they will be paid by the Town and then submitted to the Developer along with the Town's 5% administrative cost, for reimbursement. After the file is closed and upon application, the balance of the deposit fee will be refunded to the applicant.

⁵ The working deposit for an amendment to permit a granny flat, accessory apartment or temporary accommodation for seasonal workers is \$1,000; working deposit for all other amendments is \$5,000.

⁶ Administrative fee will be added as invoices are processed for payment.

⁷ Engineering Review and Monitoring Fees are invoiced separately on an ongoing basis for Town Engineering staff time and External Engineering Peer Review consultants works. Engineering Staff

time is invoiced in accordance with the Town's Fee and Charges By-law.

⁸ Application Fees are subject to change with the Town's Fees and Charges By-law, and any amendment(s) thereto.

For Office Use Only		
<i>Date Received:</i>	<i>Fee Received:</i>	<i>Fee Required:</i>
<i>Application Rec'd by:</i>		
<i>Outstanding Requirements:</i>		
<i>Date Application Deemed Complete:</i>		