

Submission of this application constitutes consent for authorized Municipality of Clarington, and circulated agency representatives to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.

COMPLETENESS OF THIS APPLICATION FORM: When this application is submitted, ALL of the following must be provided by the applicant for the application to be considered complete:

- One (1) original copy of the application form including all of the information requested herein, with original signatures;
- One (1) original copy of the Pre-consultation Procedures Form and the submission of all requested items from the pre-consultation meeting;
- Twenty (20) copies and one (1) electronic version, or as identified in the pre-consultation meeting, of plans and/or drawings, addressing the details identified in Appendix No. 1, attached. Plans must be folded to 8 1/2 X 11 for distribution to commenting agencies. There will be a charge if Municipal Staff are required to fold these drawings. Please see the Fee Schedule for rates. All dimensions must be in metric units;
- Ten (10) copies and one (1) electronic version, or as identified in the pre-consultation meeting, of any background and/or technical documentation that may be required as part of this application;
- A non-refundable processing fee (see Municipality of Clarington Planning Services Fee Schedule) payable to the Municipality of Clarington. An additional fee will be charged to have the application commissioned by staff;
- A non-refundable processing fee payable to the Regional Municipality of Durham, for any developments based on private services (see Agency Review Fees for Development Applications); and
- A non-refundable processing fee payable to the applicable Conservation Authority, for lands potentially affected by flooding or erosion or other lands within its jurisdiction (see Agency Review Fees for Development Applications).

When the above information has been received, this submission will be evaluated in order to determine if it is complete. If the Pre-consultation meeting has not been held, or if any of the prescribed information and/or the processing fee is not provided, the Municipality of Clarington Planning Services Department will return the application form, or refuse to further consider the application, until such time as the above noted information has been provided.

NOTES: The Municipality shall prior to rendering a decision on this application require written confirmation that all Municipal taxes are current and up to date.

The application will be circulated to the public bodies that may have an interest. For assistance in completing this form, please contact the Municipality of Clarington Planning Services Department.

Appendix No. 2 illustrates the site plan approval process and is provided for your convenience.

APPLICATION PACKAGE MUST BE SUBMITTED TO:

Planning Services Department
Municipality of Clarington
40 Temperance Street, Bowmanville, Ontario, L1C 3A6
Phone: (905) 623-3379 Toll Free: 1-800-563-1195 Fax: (905) 623-0830

APPLICATION FOR (Check Appropriate Boxes)	FOR MUNICIPALITY OF CLARINGTON USE ONLY
<input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Site Plan Amendment <input type="checkbox"/> Minor Site Plan Approval	Related Applications:
<input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Residential <input type="checkbox"/> Telecommunications <input type="checkbox"/> Mixed Use Tower <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____	File Number:
	Date Received:

1. CONTACT INFORMATION

Registered Owner ¹ :	Address:	Home:
		Business:
		Fax:
		E-Mail:
Applicant ² :	Address:	Home:
		Business:
		Fax:
		E-Mail:
Agent:	Address:	Home:
		Business:
		Fax:
		E-Mail:
Lawyer:	Address:	Home:
		Business:
		Fax:
		E-Mail:

¹ If there is more than one Owner, please attach a separate page with the required information. If the owner is a numbered company, give the name and address of principal owner.

² Owner's authorization is required if the applicant is not the owner (Section 10).

1.1 Names and addresses of any holders of mortgages, charges or other encumbrances:

1.2 Please indicate to whom all correspondence should be sent (one only). This person will act as the Application Coordinator.

Owner Applicant Agent

2. PROPERTY DESCRIPTION

Assessment Roll No.	Lot(s)	Concession(s)			Former Township
Registered Plan No(s).	Lot(s) / Block(s)	Reference Plan No(s).			Part Number(s)
Municipal Address (Street No. and Name)		Area (ha)	Depth (m)	Frontage (m)	PIN No.
Date Property Acquired:					

2.1 Are there any existing easements, right-of-ways, restrictive covenants or Aboriginal land claims negotiations affecting the subject land or is it covered by a Provincial/Aboriginal co-management agreement?

YES NO

If **YES**, please describe _____

2.2 Are there any existing easements, right-of-ways, restrictive covenants or other rights over adjacent properties affecting the subject land (i.e. mutual driveways)?

YES NO

If **YES**, please describe _____

2.3 Does the subject land contain any areas of archaeological potential?

YES NO

If **YES**, and the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the Municipality requires:

- (a) An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*, and
- (b) A conservation plan for any archaeological resources identified in the assessment.

2.4 Indicate the location and area of adjoining or nearby land in which the owner has an interest, if any:

3. APPLICATIONS

3.1 Please indicate whether this land was the subject of any other applications under the Planning Act?

	YES	NO	FILE NO.	STATUS
Amendment to Local Official Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Amendment to Regional Official Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Plan of Subdivision / Condominium	<input type="checkbox"/>	<input type="checkbox"/>		
Zoning Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Minister's Zoning Order	<input type="checkbox"/>	<input type="checkbox"/>		
Consent	<input type="checkbox"/>	<input type="checkbox"/>		
Site Plan Approval / Amendment	<input type="checkbox"/>	<input type="checkbox"/>		
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>		

3.2 Has the subject lands been subject to a site plan agreement previously?

YES NO

If yes, please provide the date of the agreement and the corresponding Site Plan file number: _____

4. EXISTING AND PROPOSED USES

4.1 What are the uses of the subject land?

4.2 Provide the length of time that the uses of the subject land have continued.

4.3 How the subject land is currently designated and zoned?

- (a) Clarington Official Plan? _____
- (b) Secondary Plan? _____
- (c) Clarington Zoning By-law? _____
- (d) Durham Regional Official Plan? _____

4.4 Provide a brief description of the proposed uses of the subject lands:

4.5 Please complete the following table to describe the existing and proposed buildings or structures on the subject land? If there are more than three existing buildings and/or structures, please attach a separate sheet.

	EXISTING BUILDINGS & STRUCTURES			PROPOSED BUILDINGS & STRUCTURES		
	Bldg. 1	Bldg. 2	Bldg. 3	Bldg. 1	Bldg. 2	Bldg. 3
Type						
Setbacks – Front (m)						
Setbacks – Rear (m)						
Setbacks – Side (m)						
Setbacks – Side (m)						
Floor Area (m ²)						
Number of Units						
Height (m)						
Date of Construction						

5. SERVICING

5.1 Indicate below the existing and proposed type of servicing. Any servicing information/ reports required, are to be attached.

	EXISTING	PROPOSED
Water Supply System	<input type="checkbox"/> Municipal piped water system	<input type="checkbox"/> Municipal piped water system
	<input type="checkbox"/> Individual wells	<input type="checkbox"/> Individual wells
	<input type="checkbox"/> Other, describe	<input type="checkbox"/> Other, describe
Sewage Disposal System	<input type="checkbox"/> Municipal sewage system	<input type="checkbox"/> Municipal sewage system
	<input type="checkbox"/> Individual septic system	<input type="checkbox"/> Individual septic system
	<input type="checkbox"/> Other, describe	<input type="checkbox"/> Other, describe
Stormwater Drainage	<input type="checkbox"/> Storm sewers	<input type="checkbox"/> Storm sewers
	<input type="checkbox"/> Ditches/swales	<input type="checkbox"/> Ditches/swales
	<input type="checkbox"/> Other, describe	<input type="checkbox"/> Other, describe

6. ACCESS

6.1 Please indicate the method of access to the subject land.

- Provincial Highway
- Regional Road
- Municipal Road, maintained:
 - All Year Seasonally
- Right-of-Way
- By Water

- 6.2 If access to the subject land will be by water only, please indicate the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

- 6.3 Are the water, sewage, stormwater and/or road works associated with the proposal subject to the provisions of the Environmental Assessment Act?

YES NO

If **YES**, briefly explain the works involved and attach a statement from a qualified engineer explaining the nature of the works and class(es) of Environmental Assessment required to implement the development. _____

7. OTHER INFORMATION

- 7.1 Is there any other information that may be useful to the Municipality or public bodies reviewing this planning document (e.g. efforts made to resolve outstanding objections or concerns)?

YES NO

If so, explain on a separate page and attach. Is a separate page attached?

YES NO

8. MINIMUM DISTANCE SEPARATION FROM EXISTING LIVESTOCK FACILITIES:

- 8.1 Minimum Distance Separation is applied to lands being considered for non-agricultural designations. Is there a livestock barn or manure storage facility located within 1000 metres (3,280 feet) for a Type A land use¹ and 2,000 metres (6,561 feet) for a Type B land use² of the boundary of the subject land?

YES NO

If **YES**, please complete the “Minimum Distance Separation – Data Sheet” attached to this application.

¹ Type A Land Uses

Industrial
Agricultural-related
Recreational–low intensity
Residential dwelling on an existing lot
Creation of up to three lots

²Type B Land Uses

Residential subdivisions
Multiple residential
Rural residential cluster
Institutional
Recreational–high intensity
Commercial
Expansion of a settlement area

9. AFFIDAVIT

The following affidavit must be completed prior to submitting this application.

I, _____
of the _____
in the Regional Municipality/City of _____

solemnly declare that the information contained in this application, attachments and accompanying reports are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath, and by virtue of “The Canada Evidence Act”.

Declared before me at the _____
in the Regional Municipality/City of _____
this _____ day of _____

Commissioner of Oaths

Applicant

12. ACKNOWLEDGEMENT OF THE OWNER FOR ONTARIO MUNICIPAL BOARD APPEALS

The Owner acknowledges and agrees, in the event Council approves the application and it is appealed to the Ontario Municipal Board (OMB) by a third party, that they will reimburse the Municipality for any municipal cost and disbursements for outside legal counsel and external consultants and for preparation and attendance at an OMB hearing, where the Municipality is requested to actively defend the decision of Council on a third party appeal.

Date

Signature of Owner

PLANS/DRAWINGS REQUIRED FOR SITE PLAN APPROVAL

1. Applications for site plan approval are required to have plans and drawings showing the location, elevation, and cross-section of all buildings and structures to be erected and showing the location of all facilities and works to be provided and required under Section 41(4) of the Planning Act, including, but not limited to the following:
 - Highway widening
 - Access ramps, curbing and traffic direction signs
 - Loading and parking facilities, access driveway, surfacing of such areas
 - Walkway and walkway ramps, including surfacing
 - Lighting
 - Walls, fences, hedges, trees, shrubs or other groundcover or facilities for landscaping
 - Garbage and waste disposal
 - Outdoor storage areas
 - Easement and public utilities
 - Grading or alteration in elevation
 - Exterior building materials and colour scheme

2. Applications are typically accompanied by the following plans and drawings:
 - Site Plan
 - Building Elevations
 - Floor Plan
 - Grading and Drainage Plan
 - Site Servicing Plan
 - Erosion and Sediment Control Plan
 - Landscape Plan and Details
 - Lighting Plan (Photometric Study)

The type and quantity of plans required for submission will be determined at the pre-consultation meeting.

3. The following table outlines the items to be included on plans and drawings. The Director of Engineering, the Director of Planning Services, and relevant commenting agencies may require additional information from the applicant to assist their evaluation of the application.

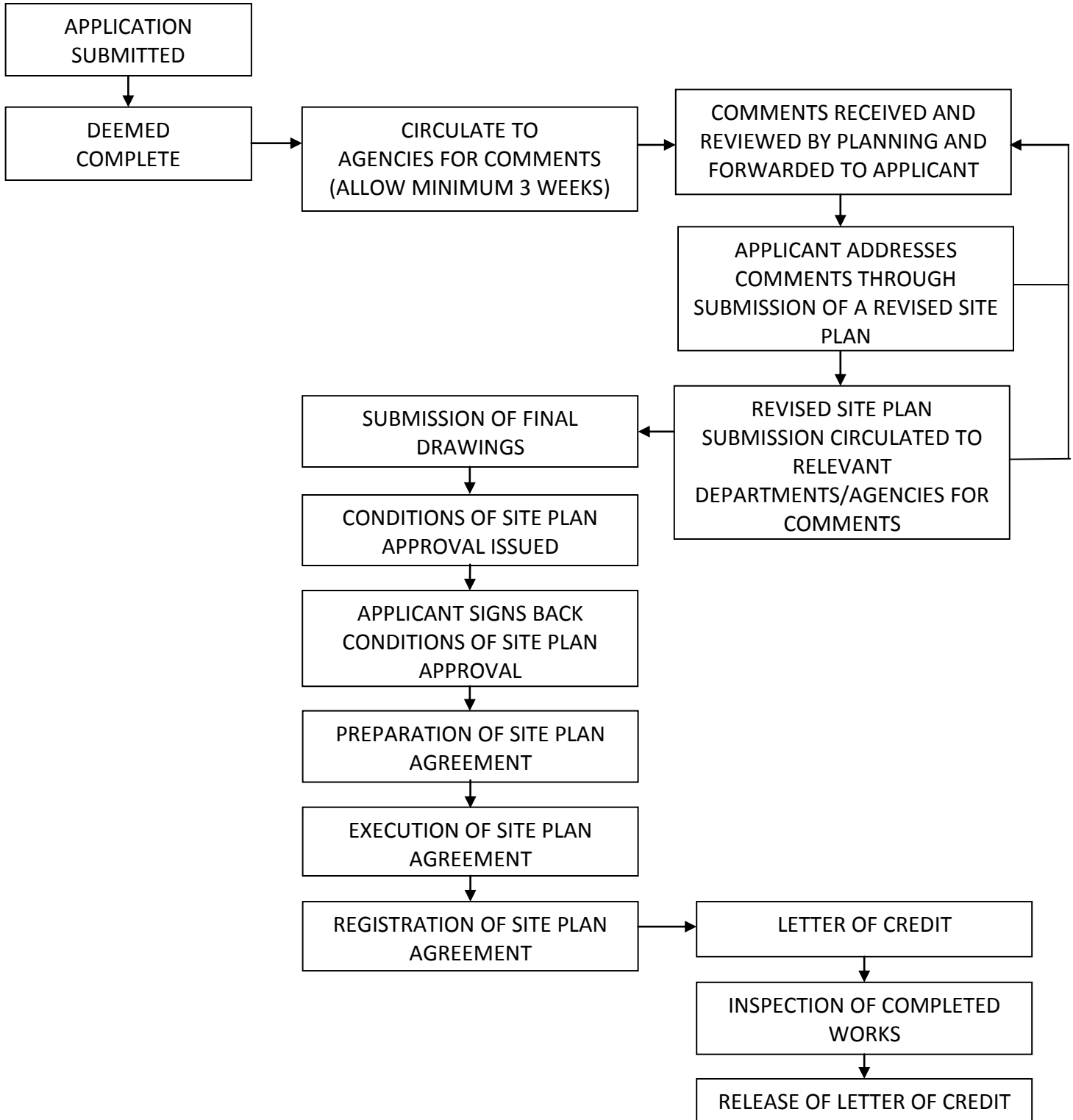
<p>All Drawings and Plans shall include the following Specifications</p>	<ul style="list-style-type: none"> ▪ Metric scale not greater than 1:500 ▪ North arrow ▪ Key plan ▪ Address/name of development ▪ Name, address and telephone number of author ▪ Property limits (including bearings and dimensions) ▪ Existing and proposed structures, driveways, storage and parking areas ▪ Sidewalks, ramps and curbs ▪ Above ground utilities – existing & proposed (utility poles, lighting, street, signs, transformer, utility pedestals, hydrants, etc.) ▪ Roads, easements, road widenings, reserves and right-of-ways ▪ Street names ▪ Revision number and date
<p>Site Plan</p>	<ul style="list-style-type: none"> ▪ Site statistic box demonstrating compliance with zoning regulations ▪ Dimensions of all yards and setbacks ▪ Driveways, parking stalls, aisles & dimensions ▪ Loading areas & dimensions ▪ Garbage and storage enclosures ▪ Existing and proposed signage ▪ Fire routes ▪ Principal building entrances ▪ Fire department connections ▪ Site triangles ▪ Bicycle parking areas ▪ Snow storage areas
<p>Servicing Drawings*</p>	<ul style="list-style-type: none"> ▪ Refer to a geodetic benchmark and a site benchmark and distinguish between existing and proposed ▪ Storm and sanitary main/connection details, including direction of flow ▪ Watermains, hydrants and valves ▪ Catchbasins and manholes ▪ Ditch and culvert details, including direction of flow ▪ Stormwater management devices

APPENDIX 1

<p>Grading Drawings*</p>	<ul style="list-style-type: none"> ▪ Existing and proposed elevations ▪ Finished floor elevations ▪ Swales, ditches & channels ▪ Retaining walls (including engineering details) ▪ Roof water leader discharge points ▪ Catchbasins and manholes ▪ Ditch and culvert details, including direction of flow ▪ Stormwater management devices ▪ Erosion and sediment control
<p>Building Elevations</p>	<ul style="list-style-type: none"> ▪ Architectural elevations of each facade with geographic orientation labeled ▪ Identification of proposed materials ▪ Method of screening to be used for mechanical units ▪ Dimension of building height ▪ Fascia signage ▪ All windows, doors and loading docks
<p>Floor Plans</p>	<ul style="list-style-type: none"> ▪ Generalized floor plans of each level with accurate dimensions indicating building/area use ▪ Building classification ▪ Occupancy and concept overview ▪ Exit corridors
<p>Landscape Plan and Details</p>	<ul style="list-style-type: none"> ▪ See Landscape Design Guidelines for Site Planning
<p>Lighting Plan</p>	<ul style="list-style-type: none"> ▪ See Municipal Lighting Guidelines
<p><i>*All Servicing and Grading Drawings shall be signed, sealed and dated by a Professional Engineer. Furthermore, Servicing and Grading Drawings must include the following notes: “Respecting all work in the municipal right-of-way, the contractor is to provide at least 48 hours prior notice to our Transportation and Design staff at 905-623-3379” <u>And</u> “A Road Occupancy Permit will be required for any work done in the municipal road allowance” <u>And</u> “All restoration or work done in the road allowance must be completed as per municipal field staff direction”</i></p>	

Municipal and agency staff rely on comprehensive and accurate information detailed on all submitted drawings and plans. While there is no one specific set of submission requirements that can address all development scenarios, the foregoing table is intended to provide some guidance in terms of the minimum level of detail expected by commenting staff and agencies.

PROCEDURE FOR PROCESSING OF SITE PLAN APPLICATIONS



NOTE: This procedure applies to most applications. The procedure may vary slightly for simple or more complex applications.

SITE SCREENING QUESTIONNAIRE

This questionnaire must be completed for all Proposed Draft Plan of Subdivision applications, unless a Phase 1 Environmental Site Assessment (ESA) is provided in accordance with the Ministry of Environment's "Guideline for Use at Contaminated Sites in Ontario".

1 LOCATION OF SUBJECT LANDS:

Lot(s) _____ Concession(s): _____

Former Town, Village or Township: _____

- 1.1 Is the application on lands or adjacent to lands that were previously used for the following:
- a) Industrial uses? YES NO
 - b) Commercial uses where there is a potential for site contamination (e.g., a gas station or a dry cleaning plant) YES NO
 - c) Lands where filling has occurred? YES NO
 - d) Lands where there may have been underground storage tanks or buried waste on the property? YES NO
 - e) Lands that have been used as an orchard, and where cyanide products may have been used as pesticides? YES NO
 - f) Lands or adjacent to lands that have been used as a weapons fire range? YES NO
- 1.2 Is the nearest boundary of the application within 500 metres (1640 feet) of the fill area of an operating or former landfill or dump? YES NO
- 1.3 Are there any existing or previously existing buildings and/or building materials remaining on site, which are potentially hazardous to public health (e.g., asbestos, PCB's, etc.)? YES NO
- 1.4 Is there any reason to believe that the lands may have been contaminated based on previous land use? YES NO

If the answer to any of Questions 1.1 through 1.4 was YES, a Phase 1 Environmental Site Assessment, in accordance with the Ministry of Environment's *Guideline for Use at Contaminated Site in Ontario*, is required. Please submit two copies with your application. A Phase 1 ESA may subsequently determine that the site is suitable for the proposed use or may recommend the preparation of a Phase 2 ESA.

SITE SCREENING QUESTIONNAIRE

- 1.5** Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? YES NO
(If **YES**, please submit two copies of the Phase 1 Assessment with the application).

The Municipality of Clarington Planning Services Department strongly encourages property owners to consult with a Professional Engineer prior to the completion of the Site Screening Questionnaire. In addition, the Municipality of Clarington will not accept any responsibility or assume any liability for damages to the subject property or adjacent properties as a result of the provision of incorrect information.

I, _____, am the authorized applicant/agent or registered owner of the land that is the subject of this planning document and to the best of my knowledge, the information provided in this questionnaire is true and I do not have any reason to believe that the subject site is contaminated. Sworn (or declared) before me at the _____
in the _____
this _____ day of _____, 20_____

Commissioner of Oaths

Signature of Authorized Applicant/Agent
or Owner

MINIMUM DISTANCE SEPARATION

This is to be completed and attached to the application when applying for a new non-farm use within 1000 metres (3,280 feet) for a Type A land use and 2000 metres (6,561 feet) for a Type B land use* of an existing livestock facility. Complete one sheet for each different set of buildings used for housing livestock.

Owner of Livestock Facility: _____

Telephone () _____ Township: _____

Lot: _____ Concession: _____

- Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use (metres) _____
- Closest distance from the manure storage to the property boundary of the new lot(s) or the change in land use (metres) _____
- Tillable Hectares where livestock facility is located: _____

Type of Livestock	Existing Housing Capacity #	Manure System (Check One Box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
DAIRY <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
BEEF <input type="checkbox"/> Cows (Barn Confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn Confinement) <input type="checkbox"/> Feeders (Barn with yard)					
SWINE <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
POULTRY <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10 kg) <input type="checkbox"/> Meat Turkeys (5 – 10 kg) <input type="checkbox"/> Meat Turkeys (<5 kg) <input type="checkbox"/> Turkey Breeder Layers					
HORSES					
SHEEP <input type="checkbox"/> Adult Sheep					

MINIMUM DISTANCE SEPARATION

Type of Livestock	Existing Housing Capacity #	Manure System (Check One Box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
<input type="checkbox"/> Feeder Lambs					
MINK – Adults					
WHITE VEAL CALVES					
GOATS					
<input type="checkbox"/> Adult Goats					
<input type="checkbox"/> Feeder Goats					
OTHER					

The above information was supplied by:
(Please print)

Name: _____

Signature: _____

Firm (If Applicable): _____

*The Ontario Ministry of Agriculture and Rural Affairs, in their Minimum Distance Separation Implementation Guidelines state that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

FOR MUNICIPAL USE ONLY

Minimum Separation Distance: _____

Does the Application Comply With the MDS Requirements? YES NO

Prepared by: _____ Date: _____