



## **SITE PLAN APPROVAL APPLICATION GUIDE**

### **A. What Is Site Plan Approval**

Section 41 of the Planning Act permits the Township to establish in their Official Plan proposed site plan control area(s), and the Township has such policies in their Plan. The policies permit the Township to designate, in whole or in part, such as an area as a site plan control area.. Development in a site plan control area is prohibited, no building permit will be issued, unless Council has approved detailed plans and drawings for the development. The proposed development must conform to the policies of the Official Plan and the regulations of the Zoning By-law.

### **B. Site Plan Approval Application Guide**

This Site Plan Approval Application Guide has been prepared by the Township to assist persons applying for site plan approval. It provides a general outline of the process (summarized in Figure 1 attached) and related requirements including fees. Along with this guide are a series of attachments as follows:

- Appendix A Pre-consultation Form;
- Appendix B Application Form, including Statutory Declaration and Owners Authorization and List of Material required to be submitted;
- Appendix C Fee Schedule, and,
- Appendix D The Region of Durham Basic Requirements for Site Servicing Plans
- Appendix E By-law Number 2000-071 To Require A Park Dedication as a Condition of Development or Redevelopment of Land
- Appendix F Cash-in-Lieu of Parking Policy

### **C. Application Process**

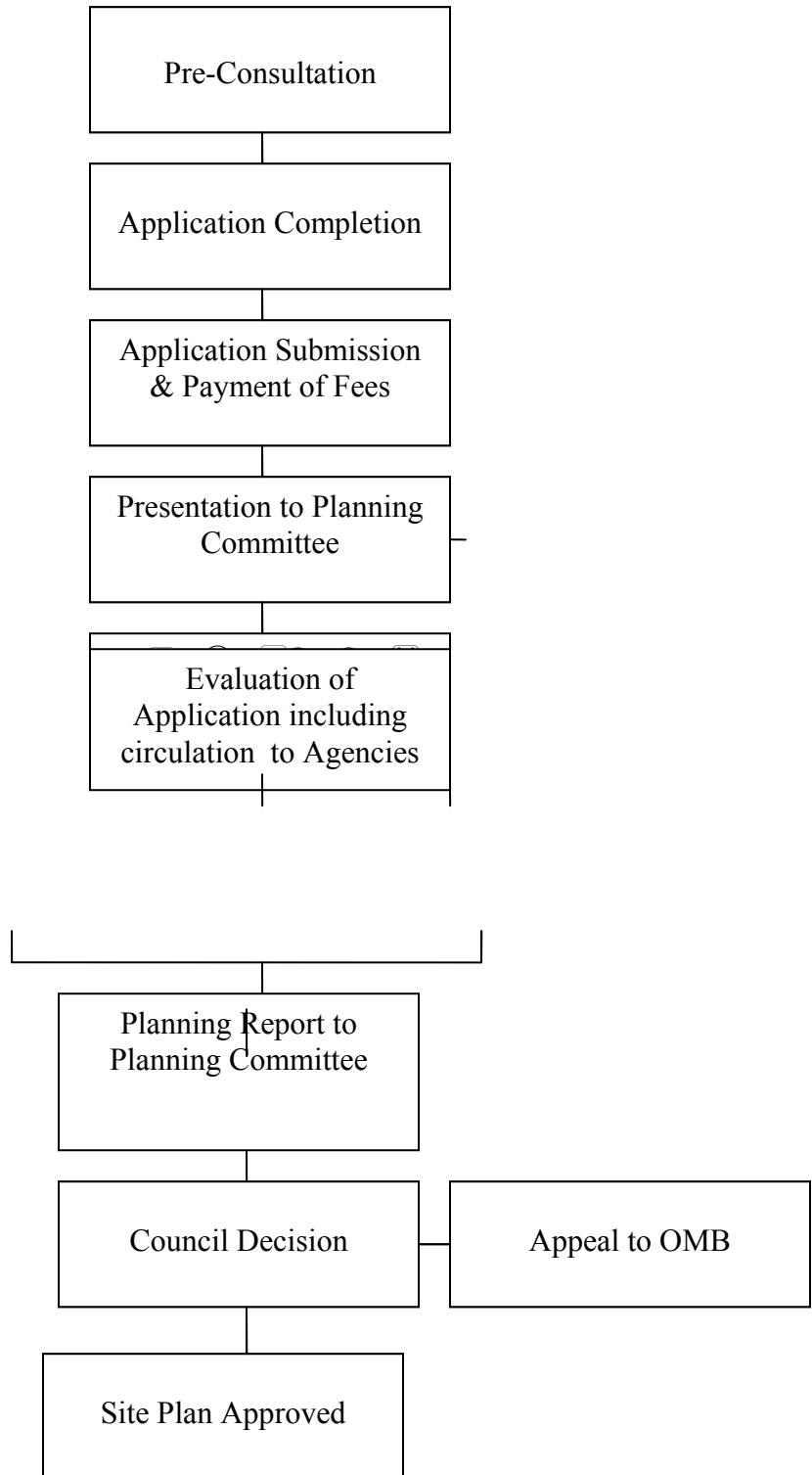
#### **1. Pre-consultation**

Prior to submitting an application, the applicant or his agent is required to consult with the Township as follows:

i) Arrangements for Pre-consultation Meeting

The applicant should contact the Manager of the Development Services Department (905-852-9181 ext. 213), or in his/her absence the Deputy Clerk (905-852-9181 ext. 209), to arrange for a meeting to review the proposal. The Manager will determine through this initial contact which Township staff and consultants should attend the session, and whether outside agency representation is required (e.g. Region of Durham, Conservation Authority).

**FIGURE 1**  
**Summary: Major Site Plan Application Process**



ii) Pre-consultation Meeting Format

Initially, the applicant will be expected to outline for those in attendance the nature of the proposal and the background information which is proposed to be submitted with the application. Preliminary plans should be available where appropriate. Questions and discussion following the applicant's presentation would have the objective of providing preliminary comments on the proposal, and identifying any issues, as well as a potential approach to their resolution. Information would also be provided to the applicant on Township standards, fees, and other related information. The Pre-consultation form (See Appendix A) will be used by the Township as a basis to determine appropriate application submission requirements, in addition to the requirements prescribed by the Planning Act. Not all requirements listed in the Pre-consultation form will apply to each application. Further the scope of the requirements may vary depending on the nature of the application. As part of this process the Manager will make a determination of the type of application which should be made:

- Minor Site Plan arising from a minor variance application;
- Minor Application (e.g. single building commercial or industrial proposal on a single lot exclusive of a plaza, department store or supermarket proposal);
- Major Proposal; or,
- Site Plan amendment.

iii) Meeting with Planning Committee

In addition to the matters outlined in subsection ii), as part of the Pre-consultation meeting, it may be recommended by Township staff, that either prior to, or following formally applying for site plan approval, proponents make an appointment with the Township Clerk to appear before the Planning Committee to discuss the proposal.

## 2. Completion of the Application

Completion and submission of the application form (See Appendix B) involves:

i) Parts A, B and C of the Application Form - Required Information

In order to assess an application for site plan approval in accordance with Section 41 of the Planning Act, the Township has determined that certain information and material is required to be provided as part of an application for site plan approval. These requirements are set out in Parts A, B and C of the application. It should also be noted that much of the information to be provided, and the related plans and drawings should generally be produced by an architect and/or engineer (e.g. building elevations, grading plans).

ii) Parts D and E of the Application Form – Potential Additional Information

In addition to the required information, Township Council may require an applicant to provide additional information or material that Council considers it may need in accordance with requirements set out in the Township Official Plan. This additional information is set out in Part E of the application form. Part D contains questions which assist the Township in assessing what information they may require in Part E.

A determination will be made at the Pre-Consultation meeting as to which of the materials, plans and studies outlined in Part E of the application form will be required. An application will not be considered a complete application without the submission of all of the required materials, plans and studies.

iii) Evaluation of Application with respect to Planning Policy Documents

Please note that any site plan proposal must conform with the Township Official Plan and Zoning By-law. A evaluation will be carried out as part of the review of the application.

iv) Number of Copies

The application must be completed in duplicate by the registered owner(s) of the property or his/her agent and returned to the Township Clerk. In addition, a minimum of 6 (six) copies of all required materials, plans and studies will be submitted with the application. The applicant will be advised in the Pre-consultation meeting by Manager of the Development Services of the specific number required.

v) Owner's Authorization

Where an application is being made by an agent, the written authorization of the owner(s) must accompany the application. An authorization form has been included as part of the attached application form.

vi) Fees

**Until the required fees are submitted, including any fees required by the Region of Durham and the relevant Conservation Authority, the Township will refuse to accept or further consider the application. If the fees are paid by cheque (other than a certified cheque) the date of receipt of the application will be the date that the cheque(s) is cleared for payment by the Township's financial institution. The required fees include:**

- a) The Township's fees for a Site Plan A application are set out in the attached Fee Schedule (See Appendix C). A separate cheque or money order payable to the Township of Uxbridge should be submitted for the Township's fees.
- b) The Durham Region Health Department charges an additional fee for a review of applications on private services. The current fees should be determined from the Region's website ([www.region.durham.on.ca](http://www.region.durham.on.ca)) or by contacting the Region's Health Department 1-888-777-0613 ext. 2188. Separate cheques or money orders payable to the Regional Municipality of Durham should be submitted for the Region's fees.
- c) If the subject lands are within an area of interest or adjacent to lands owned by one of the Conservation Authorities which have jurisdiction in the Township, a fee will be required by the relevant Conservation Authority to review the application. The need for review by a Conservation Authority will be determined as part of the Pre-consultation process. Where a review is required, the current fees should be determined from the website of the applicable Authority or by contacting them directly. A separate cheque or money order payable to the applicable Conservation Authority, should be submitted for the Authority's fees.

### **3. Evaluation and Decision with respect to Application**

The Township's objective is to complete the processing, and make a decision with respect to applications for site plan approval as soon as possible after receipt of the application and required fees by Township Clerk. To assist in achieving the objective, the Township will, once the application is deemed complete:

- i) Circulate the application and related material for comments internally to Township departments and consultants, and externally to relevant public agencies.
- ii) Consider whether the applicant should formally present the application to Planning Committee, and if so arrange for such a presentation at regular Committee meeting.
- iii) Upon receipt of the results of the circulation, issue comments to the applicant as a basis for submission of revised plans and, where appropriate, initiate preparation of the site plan agreement.
- iv) Upon finalization of plans prepare a report to Council for a major application to allow for approval of the site plan and agreement, or for a minor or amendment application, Township staff will proceed with the approval.
- v) The site plan agreement, if approved by the Township, is registered on title of the property and is binding on all owners. Amendment to the agreement requires Township approval.

### **4. Denial of Application**

If the application is not approved by the Township, or the applicant does not agree with one or more of the conditions of approval, the applicant, in accordance with Section 41(12) of the Planning Act may appeal the refusal to the Ontario Municipal Board.

**Appendix A**  
**Pre-consultation Form**



**THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE**

**PRE-CONSULTATION FORM**

**(Applicant to complete the following in conjunction with Development Services staff at the Pre-consultation Meeting and submit with application)**

For Township Use Only		
Township File Number :	Date of Receipt of request for Pre-consultation meeting:	Date of Pre-consultation meeting:

***PLEASE TYPE OR USE BLACK INK FOR REPRODUCTION PURPOSES. WHERE ADDITIONAL SPACE IS REQUIRED PLEASE ADD PAGES AT THE BACK OF THE FORM IDENTIFIED BY THE SECTION NUMBER.***

**1. Specify (x) the type of application being submitted:**

- Official Plan Amendment                      Official Plan and Zoning By-law Amendment
- Zoning By-law Amendment                  Removal of Holding                      Temporary Use
- Site Plan Application                          Minor Variance                          Consent
- Plan of Subdivision                              Plan of Condominium

**2. Name of Applicant:** \_\_\_\_\_ **Tel No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**3. Description of land for which application is being made.**

(a) Legal description (Lot, Concession, Registered Plan and/or Reference Plan):

\_\_\_\_\_  
\_\_\_\_\_





**6. Materials, Plans and Studies (Also refer to Parts D and E of application forms)**

# OF COPIES	SUBMISSION REQUIREMENTS		AT SUBMISSION	DURING PROCESS	DATE PROVIDED
	Drawings and Reports Required	Paper Form			
	<b>ALL APPLICATIONS</b>				
	Detailed Sketch				
	Sign Requirement				
	Photo of Sign on Property				
	Confirmation of Servicing Capacity				
	Servicing options statement				
	Hydrogeological report				
	Hydrogeological sensitivity certification				
	Preliminary stormwater management plan				
	Stormwater management study				
	Top-of-bank demarcation				
	<b>UXBRIDGE URBAN AREA AND COPPINS CORNERS SEC. PLAN AREAS</b>				
	Survey				
	Development Plans				
	Elevations				
	Site grading and drainage plans				
	Landscaping plans				
	Plans illustrating integration with NHS				
	Tree analysis				
	Noise Impact Study				
	Vibration Study				
	Heritage Impact Statement				
	Archaeological Resource Assessment				

# OF COPIES	SUBMISSION REQUIREMENTS		AT SUBMISSION	DURING PROCESS	DATE PROVIDED
	Drawings and Reports Required	Paper Form			
	Land use Compatibility				
	Phase I assessment in accordance with MOE Guidelines for Use at Contaminated Sites				
	Phase II assessment				
	Traffic Impact Analysis				
	Air quality analysis				
	<b>UXBRIDGE URBAN AREA</b>				
	Functional servicing study				
	Master Drainage Study or stormwater study(Sec. 2.7.4 x))				
	Market impact study				
	Corridor Commercial Area submission requirements (Sect. 2.5.17.3.6				
	Employment Area submission requirements (Sect. 2.5.19.5.2)				
	Recreational Mixed Use submission requirements (Sec. 2.5.4.3.1 ii)				
	Brock St. Mixed Use Area submission requirements (Sects. 2.5.26.4.1 iii ,iv and v and 2.5.26.4.2)				
	<b>COPPINS CORNERS</b>				
	Additional servicing or engineering studies (Sec. 5.2 and 5.7.3)				
	Stormwater management plan and associated landscaping plan (Sec. 5.7.3 x))				
	Community and design guidelines (Sec. 5.7.3 xv)				
	<b>RURAL AND HAMLET AREAS/OAK RIDGES MORaine</b>				
	All studies required by the Regional Plan and the Oak Ridges Moraine Conservation Plan				
	<b>RURAL AND HAMLETS AREAS/GREENBELT</b>				
	All studies required by the Regional Plan and Greenbelt Plan				
	<b>OTHER STUDIES*</b>				

**\*NOTE: Additional studies may be required. These may be identified at the Pre-consultation meeting or during the processing of the application, depending on the issues identified and the information required as the application proceeds through the application process. However, where the application is for the removal of a Holding 'H' symbol the requirements shall only be those necessary to address the conditions established in the Zoning By-law for the removal of the 'H'.**

**NOTICE OF COLLECTION  
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form is collected under the authority of the *Planning Act* as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to The Manager, Development Services, Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, Ontario L9P 1T1, telephone 905-852-9181.



**THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE**

**SITE PLAN APPROVAL APPLICATION**  
(under Section 41 of the Planning Act)

For Township Use Only				
Township File Number :	Date of Receipt:	Payment of Required Fees:	Completion Initial Evaluation:	Date Circulated (if application deemed complete):

**PLEASE TYPE OR USE BLACK INK FOR REPRODUCTION PURPOSES. WHERE ADDITIONAL SPACE IS REQUIRED PLEASE ADD PAGES AT THE BACK OF THE APPLICATION IDENTIFIED BY THE SECTION NUMBER.**

**PART A: GENERAL REQUIRED INFORMATION**

**1. Specify (x) the type of application being submitted:**

Minor site plan application  
(single building commercial or industrial proposal on a single lot exclusive of a plaza, department store or supermarket proposal)

Major site plan application  
Site Plan Amendment

**2. Date of Application Submission:** \_\_\_\_\_

**3. Name of Owner:** \_\_\_\_\_

Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_

Fax No: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

**4. Name of Applicant:** \_\_\_\_\_

Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

5. **Name of Authorized Agent (if any):** \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

6. **Please specify (x) to whom all communication should be sent:**

Owner

Applicant

Agent

7. **Names and Addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject property (if known):**

	Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

8. **Description of land for which application is being made.**

(a) Legal description (Lot, Concession, Registered Plan and/or Reference Plan):

\_\_\_\_\_

\_\_\_\_\_

(b) Municipal Address (Street and Number):

\_\_\_\_\_

\_\_\_\_\_

(c) Frontage \_\_\_\_\_ m    Depth \_\_\_\_\_ m    Area \_\_\_\_\_ ha

(d) Are there any easements, rights-of-way or restrictive covenants affecting the subject lands?

Yes      No

If yes, describe the purpose/effect and identify the name and address of the persons or corporations who benefit from the easement, right-of-way or covenant.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Planning Status**

(a) What is the existing Official Plan designation for the subject site?

\_\_\_\_\_

Does the proposed development comply with the current Official Plan requirements and uses for the subject site?

Yes No

If no, has an application for Official Plan amendment been applied for?

File #: \_\_\_\_\_ status of application: \_\_\_\_\_

(b) What is the existing zoning for the subject site?

\_\_\_\_\_

Does the proposed development comply with the current zoning regulations requirements and uses for the subject site?

Yes No

If no, has an application for zoning by-law amendment been applied for?

File #: \_\_\_\_\_ status of application: \_\_\_\_\_

**10. Existing land use:**

(a) What are the existing use(s) of the subject land?

\_\_\_\_\_

(b) Are there any existing buildings or structures on the subject lands?

Yes No

***If yes:***

<i>Type of Building / Structure</i>	<i>Date Constructed</i>	<i>Setbacks (metric)</i>			<i>Height (metric)</i>	<i>Dimensions or Floor Area (metric)</i>
		<i>Front Lot Line</i>	<i>Rear Lot Line</i>	<i>Side Lot Line</i>		

(c) What is planned for the existing buildings and structures? Please describe:

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**11. Proposed Changes**

(a) The uses proposed for the subject lands

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(b) Is the proposal an addition or modification to the existing buildings and structures on the site?

Yes No

If yes, please describe, including relevant statistics (e.g. building addition area)

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(c) Are there any new buildings or structures proposed to be built on the subject lands?

Yes No

***If yes:***

	<b>Proposed</b>	<b>Office Use Only Zone Requirements</b>
Building Area (Ground Floor Area)		
Gross Floor Area (Total All Floors)		
Number of Standard Parking Spaces (Minimum)		
Number of Handicapped Parking Spaces (Minimum)		
Number of Loading Bays		
Parking Area Coverage (including lanes and drives)		
Building Height (Maximum)		
Number of Storeys (Maximum)		
Number of Residential Units (Maximum)		
Landscaped/Open Space Area (Minimum)		

Open/Outdoor Storage Area (Maximum)		
Lot Coverage Ratio (ground floor area divided by lot area)		
Floor Area Ratio (gross floor area divided by lot area)		
Front Yard Setback (Minimum)		
Side Yard Setback (Minimum)		
Rear Yard Setback (Minimum)		

(d) If the proposed development includes residential uses, please complete the following:

Housing Type            Owner Occupied            Residential Care Facility  
                                          Rental                                    Condominium

For a Condominium: Have you filed an application for Condominium Approval?

Yes      No

Type and Number of Units:      Townhouse            Apartments

Bachelor \_\_\_\_\_      1 Bedroom \_\_\_\_\_      2 Bedroom \_\_\_\_\_

3 Bedroom \_\_\_\_\_      Other (describe) \_\_\_\_\_

Is all or part of the building geared to seniors?      Yes      No

If yes, please describe (e.g. number of units by type, or floors etc.)?

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**12. Previous Applications**

- (a) If known, whether the subject land has ever been the subject of an application under the Planning Act for approval of a plan of subdivision or for a consent:

Yes No

If yes, File #: \_\_\_\_\_ status of application: \_\_\_\_\_

- (b) If known, whether the subject land has ever been the subject of an application under Section 34 of the Planning Act for a zoning by-law amendment:

Yes No

If yes, File #: \_\_\_\_\_ status of application: \_\_\_\_\_

- (c) Have there been any previous Site Plan or Development Agreements registered against these lands?

Yes No

If yes, File #: \_\_\_\_\_ Year \_\_\_\_\_

Other particulars

\_\_\_\_\_

\_\_\_\_\_

**13. Proposed Servicing**

Complete the following in full, including whether all identified technical information requirements are attached. Before undertaking any action consult with appropriate authorities to determine details.

**(a) Water Supply**

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped water system	Any development on municipal services		Confirmation of service capacity will be required during processing	
Municipal/Private communal water system	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Individual private wells	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	

	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

**(b) Sewage Disposal**

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Municipal piped sewage system	Any development on municipal service		Confirmation of service capacity will be required during processing	
Municipal/Private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

**(c) Storm Drainage**

Service Type	Development Proposed	Yes/No	Studies Required Now	Attached
Piped Sewers	Any development or piped service		Preliminary stormwater management plan. Stormwater management study may be required during application processing.	
Ditches	Any development or non-piped service			
Swales	Any development or non-piped service			
Other				

**14. Property Access**

Is access provided by: Provincial Highway                      Municipal Road  
Regional Road                      Private Road                      Water

*If access to the subject land is by water only, describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:*

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## 15. Provincial Policy

- (a) Is the requested approval(s) consistent with policy statements issued under subsection 3(1) of the Planning Act? (explain)

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- (b) Are the subject lands within an area of land designated under any provincial plan or plans? (explain)

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- (c) If **yes** to (b), does the application conform to or not conflict with the applicable provincial plan or plans? (explain)

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## **PART B: PLANS AND MATERIALS REQUIRED TO SATISFY SECTION 41(4)(1) and (2) OF THE PLANNING ACT**

Pursuant to Section 41(4) of the Planning Act, the Site Plan Approval Application must include the following detailed, scalable plans (in metric units) and related materials showing the listed information (in some cases it may be appropriate to combine with a survey plan or some of the information from the survey plan). Wherever possible, a digital file as well as a paper copy of the plan is required.:

### 1. Survey

Two (2) copies of a plan of survey prepared by an Ontario Land Surveyor (OLS) showing:


- (a) property boundaries, dimensions and bearings;
- (b) topographical contours and existing grading;
- (c) the location, size and type of all existing buildings, structures, facilities and works on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- (c) the location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks, utility poles, storm and sanitary sewers, watermains and hydrants, driveways, curbs and sidewalks*) that,
  - i) are located on the subject land; and,
  - ii) on land that is adjacent to it where, in the applicant's opinion, they may affect the application;
- (d) the current uses of land that is adjacent to the subject land;
- (e) the 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;
- (f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and,
- (g) the location and nature of any easement affecting the subject land.

## 2. Site and Related Plans

Ten (10) copies of the Site Plan and related plans, one (1) reduced copy measuring 8 ½" by 11", and one electronic PDF copy on a memory stick based on the Plan of Survey, showing the required information and any other pertinent data:

### 2.1 Site Plan Requirements

- (a) key plan showing the relationship of the proposal to the surrounding area including the surrounding buildings, roads and natural features;
- (b) property boundaries and dimensions;
- (c) the location, size and type of all proposed and existing retained buildings, structures, facilities and works on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines and the relationship of the proposed buildings to adjacent buildings, streets, and exterior areas to which members of the public have access;
- (d) site statistics including building coverage and percentage of landscape area;
- (e) location, type and height of all exterior lighting;
- (f) location and dimensions of loading spaces and fire access routes;
- (g) location and dimensions of garbage storage/collection facilities;
- (h) on-site servicing facilities including:
  - i) above ground utilities;
  - ii) stormwater catchbasins and other required stormwater management controls and facilities;
  - iii) servicing easements;
  - iv) fire hydrants;
  - v) final grading plan (showing relationship to abutting properties); and,
  - vi) an estimate of the cost for construction of all services on/off site resulting from the development;
- (i) location, type and height of all fencing and screening;
- (j) layout of parking areas, including:
  - i) parking stall size;
  - ii) aisle width;
  - iii) curbing materials;
  - iv) handicapped parking stalls;
  - v) road access points (dimensioned); and,
  - vi) curb radii.
- (j) location, size and materials for all signs;
- (k) location and materials for all existing or proposed walkways;

- (l) existing and proposed retaining walls (with top and bottom of wall elevations);
- (m) location of all exterior recreation facilities, where provided;
- (n) road widening and intersection requirements;
- (o) sustainable design elements, where required, on any adjoining highway under the Township's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities and,
- (p) facilities designed to have regard for accessibility for persons with disabilities 

## 2.2 Landscape Plan Requirements

- (a) location of existing natural features and other vegetation which are to be retained or removed;
- (b) location and type of protection measures for natural features and vegetation to be retained;
- (c) location of all proposed plant material, planting beds and sodded areas;
- (d) plant list showing index, type, size (height and calliper at time of planting) and quantity;
- (e) location, height and material of all fences, screen walls and retaining walls;
- (f) proposed grades, finished first floor elevations and elevations to the base of trees to be retained;and.
- (g) sustainable design elements,where required, on any adjoining highway under the Township's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.

## 2.3 Elevations

Five (5) copies of elevation drawings and one (1) reduced copy measuring 8 ½" by 11", showing elevation and cross-section views for all sides of each building to be erected, except a building to be used for residential purposes containing less than twenty-five dwelling units, which drawings are sufficient to display,

- (a) the massing and conceptual design of the proposed building(s);
- (b) matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design;
- (c) proposed building materials;
- (d) roof top mechanical equipment and related screening;
- (e) all exterior building lighting;

(f) all entry points to the building(s) including handicapped access;

Further information and/or plans may be required after the application has been given a preliminary review by the Township staff and consultants.

**PART C: AFFIDAVITS REQUIRED AS PART OF THE REQUIRED INFORMATION**

**1. CERTIFICATE - (to be signed by Owner, if Agent has been appointed)**

As of the date of this application, I am the registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I concur with the submission of this application by \_\_\_\_\_ of \_\_\_\_\_ who I have appointed as my Agent.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Signature of Owner

**2. AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the Region of \_\_\_\_\_ solemnly declare that all the above statements contained herein and in all exhibits transmitted 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 "The Canada Evidence Act".

DECLARED BEFORE ME AT \_\_\_\_\_

In the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Registered Owner(s) or Agent

\_\_\_\_\_  
A Commissioner, etc.

**NOTICE OF COLLECTION  
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form is collected under the authority of the *Planning Act* as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to The Manager, Development Services, Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, Ontario L9P 1T1, telephone 905-852-9181.

**PART D: BACKGROUND INFORMATION**

In accordance with Township Official Plan, a number of materials, plans and studies may be required to be submitted to constitute a complete application, depending on the nature of the application. Some of these requirements may have already been met, if this application is being submitted in conjunction with or follows another application under the Planning Act. These requirements are set out in Parts E of this application. The precise requirements for each application will be determined at the Pre-consultation meeting, however, to assist the Township in determining the exact information requirements the applicant is requested to provide the following information.

1. Does the site or adjacent lands include any significant trees or other natural features?

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2. Is the site adjacent to any significant source of noise or vibration (e.g. railway, major road, major industrial use)?

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3. Does the site include a building or structure designated under the Ontario Heritage Act?

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4. Are there any indications that the subject lands include any archaeological features?

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5. Potentially Contaminated Land

5.1 Has there been an industrial or commercial use of the site?

Yes                      No                      Last Year of Use \_\_\_\_\_

5.2 Has there been filling on the site or subject land?

Yes                      No                      Last Year of Use \_\_\_\_\_



5.3 Is there reason to believe that the site may have been contaminated by former uses on the site or adjacent sites? (i.e. gas stations, petroleum or other fuel stored on site or adjacent site)?

Yes                      No                      Last Year of Use \_\_\_\_\_

If **YES**, then an environmental investigation including all former uses of the site, and if appropriate the adjacent site is required. The study must be prepared by a qualified consultant.

Report attached?                      Yes

If **NO**, on what basis was this determined?

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#### **PART E: POTENTIAL ADDITIONAL REQUIRED BACKGROUND INFORMATION**

The following materials, plans and studies identified in the Township Official Plan may be required to be submitted by the Township. A determination will be made at the Pre-Consultation meeting. Where materials, plans and/or studies are required, an application will only be considered complete upon their submission.

The following information and studies prepared at the applicant's expense, and carried out by a qualified professional as determined by the Township, and, at the Township's discretion, unless required by this Plan, retained by the Township, shall generally be submitted as a basis for evaluation of development applications in the Uxbridge Urban and Coppins Corners Secondary Plan areas:

i) Background Information

A plan of survey of the subject site identifying all existing significant trees, other significant landscape features, existing buildings and structures and contours.

ii) Plans

Plans, including, where applicable, site grading and landscaping plans, elevations, and other documentation: demonstrating how the development will be integrated with the Natural Heritage System established in Section 2.3 of this Plan.

iii) Natural Heritage System

Where the site includes or directly abuts lands designated on Schedule "B" to the Uxbridge Urban Area as part of the Natural Heritage System, proposals shall be evaluated in accordance with the information submission requirements of Section 2.3 of the Plan.

iv) Tree Analysis

Where new development is to occur on a piece of land which the Township identifies as having trees which may warrant preservation or replacement, a tree preservation and planting plan shall be developed either at the time of application or as a condition of approval at the direction of the Township.

Such a plan shall:

- (a) address the nature and condition of the tree resources potentially affected by the development;
- (b) provide recommendations for tree retention and removal based on the quality of the trees, species tolerance, proposed development impacts and opportunities for mitigation, as well as a program for replanting and vegetation enhancements for new development which impacts on tree stand; and,
- (c) address the impact of the development on any abutting lands in the Environmental Constraint Area and Forest Area designations, and the woodlot management and edge/interior protection measures required to protect such areas during and after the initiation of construction.

Based on this analysis, controls will be placed on the trees to be removed, the amount and type of new landscaping to be provided on the site and related management and construction procedures through the Subdivision, Condominium or Site Plan Control Agreements.

v) Noise Impact Study

A noise impact study shall be carried out where residential uses or other sensitive uses, as defined by Ministry of the Environment guidelines, are proposed and the site is adjacent to a major noise source such as an arterial road, railway or industrial use.

Further, the requirements of the Ministry of the Environment guidelines, "Noise Assessment Criteria in Land Use Planning, October, 1995" or any successor thereto, with respect to the need for noise impact studies shall apply to new commercial, industrial or institutional development which is a potential major noise source, such as, but not limited to, uses which have associated with them on-going construction activity, outdoor heat rejection systems (including cooling towers) and outdoor exhaust fans, or other stationary noise sources such as railway yards, major truck stops, major hydro transformers, or natural gas compressors. Where required by the guidelines, a noise impact study shall be carried out to the satisfaction of the Township.

vi) Vibration Study

A vibration study shall be required at the request of the Region, the Township or the applicable railway where the site is within 75 metres (246 feet) of a railway right-of-way or an arterial road. Such a study shall be carried out to the satisfaction of the Township, in consultation with the appropriate government agency or railway.

Further, where new industrial development, which is a potential major source of vibration, such as

metal forming industries including punch presses or drop forges, is proposed within 75 metres (246 feet) of existing residential development, a vibration study shall be carried out to the satisfaction of the Township.

vii) Heritage Impact Statement

Where the site includes a building of architectural and/or historical merit designated under the Heritage Act or is located in a designated Heritage District, a heritage impact statement, prepared by recognized professional(s) in the field, shall be required to be submitted to the Township. Such a study shall demonstrate to the satisfaction of the Township that:

- (a) the proposal will not adversely impact the heritage significance of the property or the area in which it is located; or,
- (b) demonstrate that it is not physically feasible to maintain the heritage building or structure.

viii) Archaeological Resource Assessment

Where there may be archaeological remains of prehistoric and historic habitation, or areas containing archaeological potential within a site, an archaeological assessment conducted by archaeologists licensed under the Ontario heritage Act shall be required. In addition, the provisions of the Cemeteries Act and its regulations shall be applied when marked and unmarked cemeteries or burial places are encountered during development, assessment or any activity.

ix) Land Use Compatibility

Where applicable, information or necessary studies shall be provided to assist in the establishment of a separation distance, having regard for the Ministry of the Environment guidelines "Compatibility Between Industrial Facilities and Sensitive Uses", between proposed development and potentially incompatible uses.

x) Stormwater Management

Where applicable, in accordance with Ministry of the Environment guidelines, a Master Drainage Plan shall be prepared, or the Township shall require a stormwater study.

xi) Soil Quality

The applicant must demonstrate that on-site soil quality is suitable for the proposed use. Where site remediation is required the Township shall be satisfied with respect to the implementation of remediation prior to development approval. Specifically, where the Township, other public body, or the applicant has identified potential site contamination, the Township shall require the applicant to complete a Phase 1 assessment, in accordance with the Ministry of the Environment's Guidelines for Use at Contaminated Sites in Ontario. The Phase 1 assessment will be reviewed by the Township to ensure there is no contamination prior to the granting of any development approvals. If there is evidence of contamination, the applicant will be required to submit a Phase 2 assessment in accordance with the Ministry of the Environment's Guidelines. If the site is found to be contaminated, the Township shall require the applicant to submit a Ministry of the Environment acknowledged Record of Site Condition to the Township to verify site clean-up prior to the granting of a building permit.

xii) Traffic Impact Analysis

Where the Township has identified concerns with traffic impacts, a traffic impact analysis carried out by a qualified transportation engineer shall be required.

xiii) Air Quality

Where the Township identifies concerns with impacts on air quality, appropriate studies by qualified professional(s) shall be required.

In addition, the following studies may be required to be submitted in the Uxbridge Urban Area as set out in Section 2 of the Official Plan:

Functional Servicing Study	Section 2.2.3.2
Market Impact	Section 2.5.17.3.1 i)
Corridor Commercial Area Development	Section 2.5.17.3.6
Employment Area Development	Section 2.3.19.5.2 (up to end of first ii)
Recreational Mixed Use Development	Section 2.5.24.3.1 ii)
Brock St. Mixed Use Area	Section 2.5.26.4.1 iii), iv), v) &
Coppins Corners Secondary Plan	Section 2.5.26.4.2

In addition to other requirements of the Secondary Plan, Section 5.2 Servicing Strategy includes detailed submission requirements as does Section 5.7.3 xiv) and urban design guidelines are required in accordance with Section 5.7.3 xv).

**APPENDIX C**

**FEE SCHEDULE FOR SITE PLAN APPROVAL APPLICATION**  
**(made payable to the Township of Uxbridge except where noted)**

(a) Minor Site Plan arising from minor variance approval	\$645.00 plus all external costs
(b) Single building commercial or industrial	\$3,225.00 plus all external costs
A single lot exclusive of a plaza, department	
Supermarket proposal	
(c) Major site plan, not classified above	\$6,450.00 plus all external costs
(d) Site plan amendment	\$645.00 plus all external costs
(e) Conservation Authority	In accordance with their fee schedule
(f) Durham Region Health Department Review. (required only for a lot with existing or proposed Private services)	In accordance with their fee schedule
(g) Fire Department Review	\$250.00

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Accessibility Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca).