

**PLANNING MATTER APPLICATION  
for  
SITE PLAN CONTROL AGREEMENT**

File No. \_\_\_\_\_

**TO: PLANNING AND DEVELOPMENT DEPARTMENT**

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, I/We hereby submit this application to the Township of Tay in respect of the lands hereinafter described for an Amendment to the Township of Tay Official Plan.

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**A. OWNERSHIP/APPLICANT DETAILS**

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**1. Name of Owner(s):**

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Date subject lands acquired by owners: \_\_\_\_\_

**2. Name of Authorized Agent (if any):**

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

**NOTE: It is requested that all communications be sent to:**

\_\_\_\_\_ Owner

\_\_\_\_\_ Agent

**3. Names and addresses of any mortgages, holders or charges or other encumbrances:**

\_\_\_\_\_

\_\_\_\_\_

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**B. PROPERTY DETAILS**

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**4. Particulars of Subject Property:**

a) Location of Property

Registered Plan # \_\_\_\_\_ Lot(s) \_\_\_\_\_

Reference Plan # \_\_\_\_\_ Part(s) \_\_\_\_\_

Concession # \_\_\_\_\_ Lot(s) \_\_\_\_\_

Name of Fronting Street and Street No.

\_\_\_\_\_

Roll Number (obtainable from tax bill or assessment notice)

\_\_\_\_\_

b) Full legal description of land for which application is being made (hereinafter referred to as "Subject Land")

**NOTE: THIS IS IMPORTANT AS IT IS THIS DESCRIPTION THAT WILL BE INCLUDED IN ANY AMENDING BY-LAW AND/OR AGREEMENT.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(This may be submitted on a separate page if there is insufficient space above).

c) Does the owner have an interest in, or own any adjoining lands which are not to be included in this amendment? If yes, please describe the locations.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Dimensions of Subject Lands (metres/hectares):**

Subject Land

Total Holding

a) Frontage (metres) \_\_\_\_\_

- b) Depth (metres) \_\_\_\_\_
- c) Area (metres) \_\_\_\_\_

**6. Buildings and Structures Details**

- a) Dimensions of all buildings and structures EXISTING on the subject lands. (Attach a separate page if necessary, basement not to be included) (metres).

Description	Ground Floor Area	Total Floor Area	Number Of Storeys	Width	Length	Height
a)						
b)						
c)						

- b) Describe PRESENT use of EXISTING buildings:

	USE	DATE COMMENCED
i)	_____	_____
ii)	_____	_____
iii)	_____	_____

**7. Surrounding Land Use**

- a) Describe EXISTING land uses of surrounding lands:

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

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**C. PROPOSAL DETAILS**

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- 8. Provide an Explanation of the Application and Proposal and basis for requesting Amendments/Approval.

\_\_\_\_\_

\_\_\_\_\_

(If space is insufficient, please attach additional paper. If this is to be submitted in the form of brief, please supply 10 copies).

9. Dimensions of all buildings and structures PROPOSED to be erected and/or retained on the subject lands. (Attach separate page if necessary, basement not to be included).

Ground Floor Area	Total Floor Area	Number Of Storeys	Width	Length	Height	Exterior Building Material
a)						
b)						
c)						
d)						

- e) Proposed parking/loading spaces:

Number of Parking Spaces \_\_\_\_\_ Number of Loading Spaces \_\_\_\_\_

Surface of Parking Area: (gravel/asphalt/other)

**D. DRAWING DETAILS**

10. A SURVEY OR SCALE DRAWING IN METRIC, SHOULD BE SUBMITTED WITH THE APPLICATION, AS FOLLOWS:

a. **SITE PLAN**

The following information must be shown on site plans for review by the Township.

1. Proposed location, height, dimensions and uses of all buildings and structures including massing, conceptual design and general type of building materials and the use of all remaining lands on the site.
2. Facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
3. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
4. Walkways, including the surfacing thereof, and all other means of pedestrian access.

5. Facilities for the lighting, including flood-lighting, of the land or of any buildings or structures thereon.
6. \*Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands (see Section b).
7. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste.
8. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
9. Road widening and/or easements required by the municipality.
10. A zoning information chart providing information as to how requirements of the zoning by-law are to be satisfied (eg. parking, building floor area, parking area, landscaped area, number of units, etc.).

**b. LANDSCAPE PLAN**

As part of the site plan, or separately, landscape plan details are also required. Location, types and sizes of all plants should be indicated, and areas to be sodded, seeded, etc. should be clearly delineated. Any fencing and/or retaining walls shall also be shown.

**c. ELEVATION PLANS**

Drawings illustrating the design of all sides of the development (except for Mobile Home Park Developments).

**d. SITE SERVICING, GRADING AND DRAINAGE PLANS**

As part of the Site Plan review, site servicing, grading and drainage plans require approval of the Township's Planning and Development Committee. Requirements for this approval may include provision of a Stormwater Management Report and/or appropriate stormwater attenuation measures.

Approval of these plans will occur concurrently with the site plan. The following information must be submitted to the Township for the review and approval and may be included on the Site Plan or on a separate plan:

1. Stormwater Management facilities, such as catchbasins, storm sewers, roof top detention and parking lot detention. On some sites, a detailed Stormwater Management Report must also be submitted.

2. Where a private well is proposed as the water supply, a detailed Hydrogeological report indicating that sufficient groundwater is available to service the development.
3. Sanitary sewers and service connections, including existing services or abutting streets (if applicable).
4. Information on sanitary and storm sewers must include invert elevations, slopes, materials and strength of pipes (if applicable).
5. Watermains, service connections and hydrants, including existing services or abutting streets (if applicable).
6. Existing and proposed elevations including elevations on adjacent lands and abutting streets.
7. If the project abuts a provincial Highway, the applicant shall contact the Ministry of Transportation to determine whether any additional set-backs, road widening or permits, etc. will be necessary, and the Township shall be informed that any such requirements have been satisfied.
8. If the project abuts a County Road, the applicant shall contact the County Roads Engineer to determine whether any additional set-backs, road widening or permits, etc. will be necessary and the Township shall be informed that any such requirements have been satisfied.
9. If development is intended to be serviced by inground private sewage system disposal system, the applicant shall contact the Simcoe County District Health Unit to determine its requirements for the design and approval of the sewage system.

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**E. SIGNATURES**

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**11. Affidavit/Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_

in the County of \_\_\_\_\_ solemnly declare that:

ALL 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".

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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

**12. Owners Statement**

As of the date of this application, I/We are the registered owner(s) of the lands described in this application. I/We examined the contents of this application and certify as to the correctness of the information submitted with the application insofar as I/We have knowledge of these facts. I/We concur with the submission of this application to the Township of Tay.

Signed: \_\_\_\_\_  
(Owner)  
\_\_\_\_\_  
(Owner)

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

- If the owner is a Corporation, the application shall be signed by an officer of the Corporation and the Corporation's Seal shall be affixed.

**13. Acknowledgement**

The Applicant hereby signifies and acknowledges the payment of the Planning Application Fee as established by By-law to the Township as a fee at the time of filing of this application.

The Applicant hereby signifies and acknowledges that the fees or portion thereof are to be held as a deposit to cover any legitimate costs in procesing this application. Legitimate costs may include but is not limited to, legal, planning, landscape architecture, etc. services.

The Applicant hereby acknowledges and agrees that if the Township deems it necessary to retain outside professionals in order to process and consider the application, the cost of these services shall be deducted from the deposit. If the deposit is depleted, all work on the processing and consideration of the application will stop until the deposit is returned to its required amount. Once the application has been finalized any surplus deposit shall be returned to the Applicant. **NO ASSURANCE IS GIVEN THAT THE PAYMENT OF THE FEE WILL RESULT IN APPROVAL.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date Complete Application Received: \_\_\_\_\_

Checked by: \_\_\_\_\_

Amendment File No.: \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_