



Application for Site Plan Approval

DATE RECEIVED _____

Property Roll Number _____

Submission of the Application

Completeness of the Application

The information in this form **must** be provided by the applicant with the appropriate fee. If the information and fee are not provided, the application will be returned or refused for further consideration until the information and fee have been provided.

Section 7, Sworn Affidavit, must be signed by all owners in front of a commissioner, or Sections 7.1 and 7.2 must be completed by the property owner if an agent is making this application on their behalf.

- **See Procedures for Site Plan Approval and Requirements**
- **Application Fee and Deposit pursuant to By-Law 17- 2015 as amended by 16-2016**
- **Measurement to be in metric units.**

If you have any questions please contact the Municipal Office:

**Township of East Garafraxa
Administration Office**
065371 Dufferin County Road 3, Unit 2
East Garafraxa, ON L9W 7J8
T: 226-259-9400 Toll Free: 877-868-5967
Fax: 1-226-212-9812

Please Print and Complete or (✓) Appropriate Box(es)

1. Applicant and Ownership Information			
1.1	Name of Applicant	Home Telephone No.	Cell Phone No.
	Address		Postal Code
	Email		
1.2	Name of Legal Owner(s), If different from the applicant. An owner's authorization is required in Section 7.1, if the applicant is not the owner.		
	Address	Home Telephone No.	Cell Phone No.
	Email		
1.3	Name of the person who is to be contacted about the application, if different than the applicant (this may be a person or firm acting on behalf of the applicant).		
	Name of Contact Person	Home Telephone No.	Business Telephone No.
	Address	Postal code	Fax No.
1.4	Any Mortgages, Charges, or other encumbrances in respect of the subject land:		
	Name	Address	
	Telephone	Fax	Email
1.5	Consulting Firm		
	Name	Address	
	Telephone	Fax	Email

5. Land Use											
5.1 Date property acquired							<input type="checkbox"/> Unknown				
5.2 Existing Use				5.3 Proposed Use							
5.4 Existing and Proposed buildings and structures (complete chart for each existing and proposed building or structure)											
Type of building or structure		Setbacks (m)				Height (m)	Dimensions (m x m)	Area (m2)	Date of Construction or proposed construction	Time use has continued (for existing buildings and structures)	
		Front	Rear	Side	Side						
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed										
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed										
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed										
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed										
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed										
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed										
5.5 Environmental											
Water <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Municipal Well		Sewage Disposal <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal System <input type="checkbox"/> Other: _____			Storm Drainage <input type="checkbox"/> Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Others: _____			Tile Drainage <input type="checkbox"/> no <input type="checkbox"/> yes, please mark on site plan location of tile runs		Biosolids <input type="checkbox"/> no <input type="checkbox"/> yes, please mark on site plan location and timing of applications	
Does the proposed development produce greater than 4500 litres of effluent per day? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, attach a servicing options report and hydro geological report.											
5.6 Agriculture											
Are lands part of a Nutrient Management Plan? <input type="checkbox"/> no <input type="checkbox"/> yes, please provide plan number _____ and date approved by OMAFRA _____											
Are there any livestock facilities within 500 metres of the subject lands? <input type="checkbox"/> no <input type="checkbox"/> yes If yes, complete the following for each farm operation:											
Animal type		Barn dimensions of all barns capable of housing livestock			Number of tillable hectares of farm land		Type of Manure storage				
Animal type		Barn dimensions of all barns capable of housing livestock			Number of tillable hectares of farm land		Type of Manure storage				
5.7 Statement of Requirements: Please complete the following chart							Zone Requirements: (Office Use)				
Lot Area (hectares)											
Frontage (m)											
Front Yard (distance between front lot line and building or structure)(m)											

Rear Yard (m)		
Interior Side Yard (m)		
Exterior Side Yard (m)		
Height (m)		
Lot Coverage (building footprint as % lot area)		
Dwelling Size (m2)		
Landscaping (% of lot area)		

6. Sketch

6.1 The application shall be accompanied by a sketch showing the following: **(Please Use Metric Units)**

- Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith,
- Drawings showing plan, elevation and cross-section views for each building erected, which drawings are sufficient to display,
 - the massing and conceptual design of the proposed building;
 - the relationship of the proposed building to adjacent buildings, streets and exterior areas to which member of the public have access;
 - 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, if an official plan and a by-law passed that both contain provisions relating to such matters are in effect in the municipality;
 - the sustainable design elements on any adjoining highway under a municipality'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, if an official plan and a by-law passed are in effect in the municipality; and
 - facilities designed to have regard for accessibility for persons with disabilities

7 Affidavit, Sworn Declaration and Authorizations

7.1 Affidavit or Sworn Declaration.

I, _____ of the _____
in the _____ make oath and say (or solemnly declare) that the
information contained in this application is true and that the information contained in the documents that accompany
this application is true.
Sworn (or declared) before me
at the _____
in the _____
this _____ day of _____ Applicant

Commissioner of Oaths Applicant

7.2 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I, _____, am the owner of the land that is the subject of this
application and I authorize _____ to make this application on my
behalf.

Date Signature of Owner

7.3 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

I, _____, am the owner of the land that is the subject
of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize
_____, as my agent for this application, to provide any of my personal
information that will be included in this application or collected during the processing of the application.

Date Signature of Owner

7.4 **Permission to Enter**

I _____ am the owner of the land that is the subject of this
application and I authorize Township staff or their representative to enter my property for the purposes of evaluating
this application.

Date Signature of Owner

8. Consent of the Owner

8.1 Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of land that is the subject of this
application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and
consent to the use by or the disclosure to any person or public body of any personal information that is collected
under the authority of the **Planning Act** for the purposes of processing this application.

Date Signature of Owner