

**APPLICATION TO AMEND THE  
TOWN OF WHITBY OFFICIAL PLAN  
GENERAL INFORMATION AND PROCEDURES**

**The Corporation of the Town of Whitby  
575 Rossland Road East, Whitby Ontario, L1N 2M8  
Telephone: 905-668-5803 ~ Facsimile: 905-668-7812**



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**GENERAL INFORMATION:**

The attached application is to be used by persons or public bodies as an application to amend the Town of Whitby Official Plan. In the application, "subject land(s)" means the land(s) that is the subject of this application. This application and any attached supporting documentation, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the *Municipal Act*, as amended, and the *Planning Act*, as amended, and will be used in the processing of the application for approval of an Official Plan amendment. Questions regarding this collection should be directed to the Director of Planning, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8 (Telephone 905-430-4306).

**PRE-SUBMISSION CONSULTATION:**

Pre-submission consultation is a vital part of processing an application. Through pre-submission consultation, the applicant will be informed of any requirements due to Official Plan policies or the *Provincial Policy Statement*. Prior to submission of the application to the Town, it is recommended that meetings be held with, but not limited to, the agencies listed below who may have policies, comments or concerns relevant to the application:

- Town of Whitby Planning Department
- Durham Region Planning Department
- Other Agencies (i.e. MTO, MOE, CLOCA, depending on the nature of the application)

**COMPLETENESS AND SUBMISSION OF APPLICATION:**

Section 12 of the application lists the prescribed and requested information, as well as application and processing fees that are required. The prescribed information in accordance with the *Planning Act*, as amended, under Section 9 of Ontario Regulation 198/96, as amended, is indicated by black arrows (→) in the margin of the application. When the prescribed and requested information as well as the applicable application fee(s) have been received by the Town, the submission(s) will be reviewed in order to deem it complete.

Policies contained in the Whitby Official Plan, Durham Regional Official Plan, Provincial Policy Statement, and/or Provincial Statutes may require the preparation and submission of additional technical information or reports that will assist the Town and others in their evaluation of the proposed amendment. The nature of the information and/or reports will vary with the type of land uses proposed and the existing land use and topographic features. Please refer to the text of the Whitby Official Plan for the complete policies in their proper context. The attached "*Official Plan Policy Requirements*" table will assist in determining what additional information may be required by policies in the Whitby Official Plan.

If any of the prescribed or requested information and/or application fee(s) is not provided, the Town may return the application or refuse to further consider the request for approval until such information and/or fee(s) has been provided. Additional information may be required in order to assist upon review of the application, prior to deeming the application complete.

The above information will be circulated to public bodies or agencies that may have an interest in the application. All measurements are to be provided in **metric** units. Submission of this application constitutes tacit consent for authorized Town and Regional staff to inspect the subject lands or premises.

The completed application is to be submitted to:

***Town of Whitby Planning Department  
575 Rossland Road East  
Whitby, Ontario L1N 2M8  
(Telephone: 905-430-4306 ~ Fax: 905-668-7812)***

## **FEES**

### ***Town of Whitby***

- The non-refundable application fee of \$8,000.00 (paid by cash, debit card or separate cheque made payable to the *TREASURER OF THE TOWN OF WHITBY*) is required at the time of submission.
- An additional \$1500.00 will be required for the preparation and documentation of a by-law to adopt an approved amendment to the Official Plan.
- Additional costs for processing the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town, but retained for that purpose due to an expertise in the area of the study. This requirement applies to matters such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc. In all cases the Town shall notify the applicant to seek concurrence and payment before proceeding to a third party review of supporting studies.
- The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board.
- The applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of agreements when such agreements are required.
- A fee for the “Annual Administrative Review” will be applied at a rate of \$500.00 per year, each year that the application has been approved by Council but has not been secured by a by-law, a subdivision, condominium and/or development agreement.

### ***Durham Region Planning Department***

- A non-refundable processing fee of \$1,500.00 (paid by separate cheque made payable to the *REGIONAL MUNICIPALITY OF DURHAM*) is required by the Region of Durham for review of a local Official Plan Amendment application, which is collected by the Town upon receipt of the application and submitted to the Region with the circulation of the application. (Effective November 1, 2007)
- An additional non-refundable processing fee of \$2,000.00 (paid by separate cheque made payable to the *REGIONAL MUNICIPALITY OF DURHAM*) will be required by the Region of Durham for the approval of non-exempt applicant-initiated local Official Plan Amendments. (Effective November 1, 2007)

### ***Durham Region Health Department Preliminary Analysis Fee*** (Effective April 6th, 1998)

- If applicable, the Town of Whitby has been requested to collect, on behalf of the Durham Region Health Department, a “User Fee” as noted, at the time an application is filed with the Town. The processing fee of \$150.00 (paid by separate cheque made payable to the *DURHAM REGION HEALTH DEPARTMENT*) will be forwarded to the Durham Region Health Department when the application is circulated for their review and comments.

***Durham Region Conservation Authorities Preliminary Analysis Fee*** (Effective July 1st, 1997)

- If applicable, the Town of Whitby has been requested to collect, on behalf of the Durham Region Conservation Authorities, the “Preliminary Analysis Fee” as noted, at the time an application is filed with the Town. The processing fee of \$750.00 (paid by separate cheque made payable to the *CENTRAL LAKE ONTARIO CONSERVATION*) will be forwarded to the Conservation Authority when the application is circulated for their review and comments. Consolidated applications will be subject to only the higher of the application fees, not the aggregate. The processing fee of \$5,000.00 (paid by separate cheque made payable to the *CENTRAL LAKE ONTARIO CONSERVATION*) is required for Official Plan Amendment applications for a golf course.

## **SIGNS**

A sign or signs must be erected on the subject property to notify the public of the application. Sign guidelines are set out in the attached “*Procedures and Requirements for the Erection of Signs for the Notification of Planning Applications*”. Planning Department staff will provide the required wording and location of the sign(s). ***The form (which is attached with the Sign Notification Procedures and Requirements) must be signed and accompany this application when submitted to the Town.***

## **APPROVAL PROCESS**

### *Approval Authority*

- The Regional Municipality of Durham is the approval authority for local Official Plan amendments, unless during the review process, the Region determines that a proposed local Official Plan amendment is exempt from Regional approval.
- For exempt amendments, the decision by the Council of the Town of Whitby to adopt an approved Amendment will be final, pending any appeals during the statutory appeal period.
- For non-exempt amendments, the Region is the final approval authority, pending any appeals during the statutory appeal period.
- If an application is appealed, the Ontario Municipal Board would be the final approval authority.

### *Notification*

- Notice of a Public Information Meeting is advertised in the newspaper at least 10 days prior to the meeting for the purpose of soliciting public input regarding the application.
- Notice of an initial Public Information Meeting is also provided to the applicant, the public and agencies or public bodies, at least 14 days prior to the public meeting.
- A sign must be posted on the subject property notifying the public of the meeting in accordance with the “*Procedures and Requirements for the Erection of Signs for the Notification of Planning Applications*” prior to the Public Information Meeting.
- Those in attendance at the public meeting who sign a list (“Interested Parties” list) or those who submit a written request to be notified of the application will receive notice prior to any subsequent Public Meetings regarding the application.

### *Public Meetings*

- The Public Information Meeting will be held before the Planning and Development Committee of Whitby Town Council in order to provide information to the general public regarding the proposed amendment.
- One additional week beyond the date of the Public Information Meeting is provided for persons to submit written comments to the Planning Department.
- If the proposed amendment is to be adopted by Council, then a **Statutory Public Meeting** and formal notification at least 20 days prior to the **Statutory Public Meeting** is also required.

#### *Agency Circulation*

- A number of prescribed and requested public bodies and/or agencies are requested to provide comments on the application and any supporting documentation.

#### *Planning & Development Committee / Council Decision*

- A recommendation report will be prepared by the Planning Department and presented to the Planning & Development Committee recommending to Council that the application be approved, approved subject to certain conditions, deferred, or refused.
- Council ratification of Committee's decision is also required.

#### *Adoption of an Approved Application for Official Plan Amendment*

- If Council approves an application for Official Plan Amendment, then passing of a By-law by Council is required in order to adopt an approved Official Plan Amendment.

#### *Final Approval*

- If the Region determines the application for Official Plan Amendment to be exempt, then Whitby Council's decision to adopt an approved OPA is final, pending any appeals during the statutory appeal period.
- If the application for Official Plan Amendment is not exempt from Regional approval, then the Whitby Council's decision to adopt an approved OPA is only final pending Regional Council approval and any appeals during the statutory appeal period.

#### *Appeals*

- The applicant may appeal a decision of Whitby Council or Region of Durham Council to the Ontario Municipal Board.
- Persons and/or agencies, other than the applicant may also appeal a decision of Whitby Council or Region of Durham Council to the Ontario Municipal Board.
- If there is an appeal of Council's Decision denying an application or an appeal of the By-law that adopts the Official Plan Amendment, then a decision by the Ontario Municipal Board will be final.

### **ASSISTANCE**

For information regarding Official Plan Amendments and completing the application form, please refer to the "*Citizen's Guide: Official Plans*" which is available from Publications Ontario, 880 Bay Street, Toronto, Ontario, M7A 1N8. You may also call the Town of Whitby Planning Department at (905) 430-4306 for assistance prior to submission.

**FOR OFFICE USE ONLY**

Whitby File #:

Date Received:

Received By:

Checked By:

**APPLICATION TO AMEND  
THE TOWN OF WHITBY  
OFFICIAL PLAN**



**The Corporation of the Town of Whitby**

575 Rossland Road East, Whitby Ontario, L1N 2M8 Telephone: 905-668-5803 ~ Facsimile: 905-668-7812

**NOTE:** (The prescribed information, as indicated by black arrows (→) in the margin of the application, must be provided in accordance with the Planning Act, as amended, under Section 9 of Ontario Regulation 198/96, as amended.)

**1. APPLICANT INFORMATION**

→ 1.1 \_\_\_\_\_ → \_\_\_\_\_  
Name of Applicant / Registered Owner\* Address (Street No. and Name)  
*\* If the Applicant is not the Registered Owner, then Owner's Authorization is also required. (See Section 14.)*

→ \_\_\_\_\_ → \_\_\_\_\_  
City / Province / Postal Code Phone Fax

→ 1.2 \_\_\_\_\_ → \_\_\_\_\_  
Name of Agent / Solicitor (if applicable) Address (Street No. and Name)

\_\_\_\_\_ → \_\_\_\_\_  
City/ Province / Postal Code Phone Fax

\_\_\_\_\_ → \_\_\_\_\_  
E-mail Address

1.3 Correspondence to be sent to: Owner Applicant Agent/Solicitor

**2. PROPERTY INFORMATION**

→ 2.1 \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_  
Municipal Street Address (Street No. and Name) Lot(s) Concession Assessment Roll No. (s)

→ \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_  
Registered Plan No. (s) Lot/Block Reference Plan No.(s) Part Number(s)

→ \_\_\_\_\_ → \_\_\_\_\_  
Name of Registered Owner of the Subject land(s)\*\* Address (Street No. and Street Name) of Registered Owner  
(\*\* If there is more than one owner, please attach a separate page with the prescribed information. If the registered owner is a numbered/company, give name and address of principal owner, as well as letter of authorization. See Section 14)

\_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_  
City/Province/Postal Code of Registered Owner Phone No. of Registered Owner Fax



→ If Yes, the text of the proposed amendment must be attached  
 Is the text of the proposed amendment attached? Yes No

**3.3 Changing or Replacing a Designation:**

Does the proposed amendment **change or replace a designation** in the Official Plan? Yes No

If Yes, what is the designation to be changed or replaced?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If Yes, the schedule of the proposed amendment must be attached.  
 Is the schedule of the proposed amendment attached? Yes No

→ 3.4 What land uses would be permitted on the subject land(s) by the proposed amendment?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.5 Preliminary Concept Plan:**

Has a preliminary conceptual development plan been prepared in support of the application? Yes No

If Yes, is the plan attached? Yes No

**4. RELATED APPLICATIONS**

4.1 Are the subject land(s), or lands within 120 metres of the subject land(s), subject of any other applications under the Planning Act?

<i><b>OTHER APPLICATIONS</b></i>	<b>Subject land(s)</b>			<b>LANDS WITHIN 120 m</b>		
	<i>Yes</i>	<i>No</i>	<i>File No.</i>	<i>Yes</i>	<i>No</i>	<i>File No.</i>
Durham Regional Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Zoning Amendment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Consent	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

If Yes was answered to any of the questions above, please attach a separate page indicating the following:

- • The File No.(s) of the Application(s);
  - • The name of the approval authority considering the application(s);
  - • The land(s) affected by the application(s);
  - • The purpose(s) of the application(s);
  - • The status of the application(s); and
  - • The effect of the application(s) on the proposed amendment.
- Is a separate page attached? Yes No

4.2 Has the subject land(s) ever been subject of a previous application under the Planning Act? Yes No  
If Yes, please specify (i.e. applicant, file no.(s), year, status, effect):

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4.3 Does the proposed use(s) require any approval(s) from other agencies/levels of government (i.e. Conservation Authority, Provincial Ministry, Federal Agency)? Unknown Yes No

If Yes, please specify:

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## 5. CURRENT AND PREVIOUS USES OF THE SUBJECT AND ADJACENT LANDS

### 5.1 *Current and Previous Land Uses:*

What is the current use of the subject land(s)?

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What was the previous use of the subject land(s)?

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### 5.2 *Town of Whitby Official Plan Designation:*

→ What is the current Town of Whitby Official Plan designation, and if applicable, Secondary Plan designation of the subject land(s)?

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→ What uses are permitted under the current Town of Whitby Official Plan designation, and if applicable, Secondary Plan designation?

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### 5.3 *Town of Whitby Zoning:*

What is the current zoning of the subject land(s)?

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What uses are permitted under the current zoning?

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### 5.4 *Durham Region Official Plan Designation:*

→ What is the current Region of Durham Official Plan designation of the subject land(s)?

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→ What uses are permitted under the current Region of Durham Official Plan designation?

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**6. SERVICING AND ACCESS**

6.1 The attached “*Proposed Servicing and Access Questionnaire*” regarding the proposed type of servicing and access for the subject land(s) **must** be completed and submitted with the completed application.

Is the completed “*Proposed Servicing and Access Questionnaire*” attached? Yes No

**7. AGRICULTURAL CODE OF PRACTICE (MINIMUM DISTANCE SEPARATION - MDS)**

7.1 Is the subject land(s) within the urban area boundary as identified on Schedule A: Land Use of the Town of Whitby Official Plan? Yes No

7.2 Is there one (1) or more livestock barns or manure storage facilities located within 500 metres (1,640 feet) of the boundary of the subject land(s)? Yes No

If Yes, the attached “*Minimum Distance Separation Data Sheet*” **must** be completed and submitted with the completed application. Complete one data sheet for each livestock barn or manure storage facility. Yes No

Is the completed “*Minimum Distance Separation Data Sheet*” attached? Yes No

**8. SITE SCREENING QUESTIONNAIRE**

8.1 The attached “*Site Contamination Screening Questionnaire*” for identifying potentially contaminated sites, **must** be completed and submitted with the completed application.

**9. OTHER INFORMATION**

9.1 The attached “*Official Plan Information Requirements*” lists references to Town of Whitby Official Plan policies that may require additional information in support of the application.

Are there any reports or additional information in support of the application that may be useful to the Town or agencies in reviewing this application ? Yes No

If Yes, the additional information must be attached? Yes No

Please list the title(s), author(s) and date(s) of reports(s) or additional information (if applicable):

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**10. PRE-SUBMISSION CONSULTATION**

10.1 Did the applicant consult with the following agencies prior to submission of the application?

- Town of Whitby Planning Department Yes No
- Region of Durham Planning Department Yes No
- Other Public Agencies Yes No

If Yes, please list details on a separate page.

## 11. SIGNS

- 11.1 The attached “*Procedures and Requirements for the Erection of Signs for the Notification of Planning Applications*” form must be completed and submitted with the completed application.

Is the signed “*Procedures and Requirements for the Erection of Signs for the Notification of Planning Applications*” form attached? Yes No

## 12. COMPLETENESS AND SUBMISSION OF APPLICATION

### 12.1 *Forms and Information:*

- One (1) original completed application form, including the prescribed information, as indicated by black arrows (→), in accordance with the Planning Act, as amended, under Section 9 of Ontario Regulation 198/96, as amended;
- One (1) copy of any related Durham Regional Official Plan Amendment application form (if applicable);
- Fifteen (15) copies of the completed application form;
- Twenty (20) copies of a survey or conceptual development plan, if applicable, showing the location of the property, existing site features, adjacent land uses and site features, details of the proposed land use(s) and the extent of the applicant’s total land holdings, folded to 8½" X 11" (letter size);
- Five (5) copies of a survey or conceptual development plan, if applicable, reduced to 8½" X 11" (letter size) paper;
- Five (5) copies of all supporting technical and background information reports, as required upon completion of the relevant sections of the application form and attached questionnaires;
- One (1) copy of the text and / or schedule of the proposed Official Plan Amendment;
- Owner’s Authorization;
- Completed and signed “Proposed Servicing and Access Questionnaire”;
- Completed and signed “Minimum Distance Separation Data Sheet” (if applicable);
- Completed and signed “Site Contamination Screening Questionnaire”;
- Completed and signed “Procedures and Requirements for the Erection of Signs for the Notification of Planning Applications” form; and
- Completed and signed “Official Plan Policy Requirements”.
- Digital copies of plan

### 12.2 *Fees:*

- A *non-refundable* application fee of \$8,000.00 paid by cash, debit card or separate cheque made payable to the *TREASURER OF THE TOWN OF WHITBY*;
- A *non-refundable* processing fee of \$1,000.00 paid by separate cheque made payable to the *REGIONAL MUNICIPALITY OF DURHAM*;
- A Preliminary Analysis fee of \$750.00 paid by separate cheque made payable to the *CENTRAL LAKE ONTARIO CONSERVATION* (if applicable); and  
A Preliminary Analysis fee of \$150.00 paid by separate cheque made payable to the *DURHAM REGION HEALTH DEPARTMENT* (if applicable).

## 13. APPLICANT’S ACKNOWLEDGEMENTS

### 13.1 The applicant hereby acknowledges:

- that this application and the attached supporting documentation, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- that personal information on this application is collected under the authority of the *Municipal Act, as amended, and the Planning Act, as amended, and will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the Town of Whitby*;
- that conceptual development plans and/or drawings submitted with this application are not reviewed for

- compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- that all vegetation on the subject land(s) must be maintained and no grading is permitted on the subject land(s) during the processing of this application;
- that additional approvals from the Town and/or other agencies (i.e. building permit, site plan approval, CLOCA permit) may be required;
- that additional fees and/or charges (i.e. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
- that the applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of agreements when such agreements are required;
- that the applicant will be responsible for the costs to the Town for appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board;
- that the Region of Durham will require an additional non-refundable \$1,000.00 fee for approval of a non-exempt, applicant initiated area municipal Official Plan Amendment
- that additional costs for the processing of the application may be charged where studies in support of the application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study (i.e. traffic, marketing, environmental, noise and engineering reports);
- that if the Official Plan Amendment application is approved, an additional \$1500.00 will be required for the preparation and documentation of a by-law to adopt the approved amendment;
- that a fee for the "Annual Administrative Review" will be applied at a rate of \$500.00 per year, each year that the application has been approved by Council, but has not been secured by a By-law, a subdivision, condominium and/or development agreement; and
- that additional information may be required and that Town staff may not be able to process the application unless the additional information is submitted.

Questions about the collection and inspection of this information should be directed to the Director of Planning, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, (905) 430-4306.

#### 14. AUTHORIZATIONS

- 14.1 If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached? Yes No

If No, then the following Authorization of the Owner for the Agent to prepare and submit the Application must be completed:

I, \_\_\_\_\_, am the owner of the land that is the subject of this  
 (Please Print)  
 application and I authorize \_\_\_\_\_ to prepare and submit this application of this  
 (Please Print)  
 application on my behalf.

\_\_\_\_\_  
 Signature of Owner

\_\_\_\_\_  
 Date

**15. AFFIDAVIT OR SWORN DECLARATION FOR THE PRESCRIBED /  
REQUESTED  
INFORMATION**

15.1 I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_,  
*(Please Print)*

in the \_\_\_\_\_ of \_\_\_\_\_, 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 in respect of the Sections above is true.

Sworn (or declared) before me at the \_\_\_\_\_ of \_\_\_\_\_, in the  
\_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Commissioner of Oaths

**NOTE: APPLICATIONS WILL NOT BE PROCESSED WHERE APPLICATION FORM (S) AND/OR FEES ARE  
INCOMPLETE.**

# **PROPOSED SERVICING AND ACCESS QUESTIONNAIRE**

**The Corporation of the Town of Whitby**  
575 Rossland Road East, Whitby Ontario, L1N 2M8  
Telephone: 905-668-5803 ~ Facsimile: 905-668-7812



This form must be completed and submitted with the attached development application. Please refer to the table on the next page (page ii) when completing the following questions. Please check the corresponding letter for the proposed type of servicing and access:

1. What is the proposed type of **sewage disposal system**:
- A. Municipal piped sewage system
  - B. Municipal or private communal septic system
  - C. Individual septic systems
  - D. Other (please specify \_\_\_\_\_)

Is the required information / report attached?  
Yes No Not Applicable

2. What is the proposed type of **water supply system**:
- A. Municipal piped water system
  - B. Municipal or private communal wells
  - C. Individual wells
  - D. Communal surface water
  - E. Individual surface water
  - F. Other (please specify \_\_\_\_\_)

Is the required information / report attached?  
Yes No Not Applicable

3. What is the proposed type of **storm drainage system**:
- A. Sewers
  - B. Ditches or swales
  - C. Other (please specify \_\_\_\_\_)

Is the required information / report attached?  
Yes No Not Applicable

4. What is the proposed type of **road access**:
- A. Provincial Highway
  - B. Municipal road maintained all year
  - C. Municipal road maintained seasonally
  - D. Right-of-way

Is the required information / report attached?  
Yes No Not Applicable

The information above was prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print)

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

## Proposed Servicing and Access Information Requirements

<i>1. Sewage Disposal</i>		<i>Action or Required Information / Reports</i>
A. Municipal piped sewage system	<b>None at this time.</b> Durham Region will determine if sewage plant capacity is available.	
B. Municipal or private communal septic system	<b>For more than 5 lots/units:</b> a servicing options statement <sup>1</sup> , a hydrogeological report <sup>2</sup> ; and an indication whether a public body is willing to own and operate the systems. <b>For up to 5 lots/units each generating less than 4500 units per day effluent:</b> a hydrogeological report <sup>2</sup> .	
C. Individual septic systems	<b>For more than 5 lots/units:</b> a servicing options statement <sup>1</sup> and a hydrogeological report <sup>2</sup> . For up to 5 lots/units each generating less than 4500 litres per day effluent: a hydrogeological report <sup>2</sup> .	
D. Other	Describe	
<i>2. Water Supply</i>		<i>Action or Required Information / Reports</i>
A. Municipal piped water system	<b>None at this time.</b> Durham Region will determine if water treatment plant capacity is available.	
B. Municipal or private communal wells	<b>For more than 5 lots/units:</b> a servicing options statement <sup>1</sup> , a hydrogeological report <sup>2</sup> and an indication whether a public body is willing to own and operate the systems. <b>For non-residential development where water will be used for human consumption:</b> a hydrogeological report <sup>2</sup> .	
C. Individual wells	<b>For the development of more than 5 lots/units:</b> a servicing options statement <sup>1</sup> and a hydrogeological report <sup>2</sup> .	
D. Communal surface water	A "water taking permit" under Section 34 of the Ontario Water Resources Act.	
E. Individual surface water	<b>MNR clearance</b> should accompany the servicing options report submitted to MOEE.	
F. Other	Please Describe	
<i>3. Storm Drainage</i>		<i>Action or Required Information / Reports</i>
A. Sewers	A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the application. A storm water management plan will be needed prior to final approval of a plan of subdivision or a site plan.	
B. Ditches or swales		
C. Other		
<i>4. Road Access</i>		<i>Action or Required Information / Reports</i>
A. Provincial Highway	Application to MTO for an access permit should be made at the time of submission of this application as an access permit is required prior to development.	
B. Municipal road maintained all year	<b>None at this time.</b> The Town will indicate acceptance of road alignment and access when the application is reviewed.	
C. Municipal road maintained seasonally	Development is not usually permitted on seasonally maintained roads.	
D. Right-of-way	Access by right-of-way on a private road is not usually permitted, except as part of a condominium.	
<i>5. Water Access</i>		<i>Action or Required Information / Reports</i>
		Information on the capacity of the proposed docking facility to accommodate the proposed development will assist the review.

<sup>1</sup> Written confirmation that the Ministry of Environment and Energy (MOEE) and the Region concur with the servicing options statement will facilitate the review of the application.

<sup>2</sup> All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking such a report, consult MOEE and the Region's Health Department about the type of hydrogeological assessment that is expected based on the nature and location of the proposal.

<sup>3</sup> Where communal services are proposed (water and/or sewage), it is Provincial policy that the Region must own these services, unless otherwise permitted by MOEE. Current Regional policy does not provide for the Region to own communal services

# MINIMUM DISTANCE SEPARATION DATA SHEET

**The Corporation of the Town of Whitby**  
 575 Rosland Road East, Whitby Ontario, L1N 2M8  
 Telephone: 905-668-5803 ~ Facsimile: 905-668-7812



This form must be completed and submitted with a development application when applying for a new non-farm use within 500 metres (1,640 feet) of an existing livestock facility. Complete one (1) sheet for each different set of buildings used for housing livestock.

What is the closest distance from livestock facility to the property boundary of the subject lands? \_\_\_\_\_ metres

What is the closest distance from manure storage to the property boundary of the subject lands? \_\_\_\_\_ metres

How many tillable hectares where a livestock facility is located? \_\_\_\_\_ hectares

Type of Livestock		Existing Housing Capacity #	Manure System (Place an "X" in one box only)			
			Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
<b>Dairy</b>	Milking cows Heifers					
<b>Beef</b>	Cows (Barn Confinement) Cows (Barn with Yard) Feeders (Barn Confinement) Feeders (Barn with Yard)					
<b>Swine</b>	Sows Weaners Feeder Hogs					
<b>Poultry</b>	Chicken Broiler/Roasters Caged Layers Chicken Breeder Layers Pullets Meat Turkeys (>10kg) Meat Turkeys (5-10kg) Meat Turkeys (<5kg) Turkey Breeder Layers					
<b>Horses</b>	Horses					
<b>Sheep</b>	Adult Sheep Feeder Lambs					
<b>Mink</b>	Adults					
<b>Veal</b>	White Veal Calves					
<b>Goats</b>	Adult Goats Feeder Goats					
<b>Other</b>						

Owner of Livestock Facility: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 (Please Print)

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

### For Town of Whitby Use Only

Minimum Distance Separation: \_\_\_\_\_ metres Does the Application Comply with MDS Requirements? Yes No

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

# **SITE CONTAMINATION SCREENING QUESTIONNAIRE**

**The Corporation of the Town of Whitby**  
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This form must be completed and submitted with the attached development application, unless a Phase 1 Environmental Site Assessment, prepared in accordance with the *Provincial Guideline for Use at Contaminated Sites in Ontario*, is provided. The Registered Owner of the subject property must sign this form.

1. Was the subject land(s) or adjacent land(s) used for Industrial Uses where there is a potential for site contamination? **Yes No**
2. Was the subject land(s) or adjacent land(s) used for Commercial Uses where there is a potential for site of contamination? **Yes No**
3. Has filling occurred on the subject land(s) or adjacent land(s)? **Yes No**
4. Was the subject land(s) or adjacent land(s) used for aboveground / underground storage tanks or for buried waste? **Yes No**
5. Was the subject land(s) or adjacent land(s) used for Agricultural Uses where potentially toxic chemical products such as cyanide, may have been used as pesticides (i.e. orchard, farm)? **Yes No**
6. Was the subject land(s) or adjacent land(s) used as a weapons firing range? **Yes No**
7. Are the boundaries of the subject land(s) within 500 metres (1,640 feet) of the fill area of an operating or former landfill? **Yes No**
8. If there are any existing or previously existing building(s) on the subject land(s), are there any building materials remaining on site, which are potentially hazardous to public health (i.e. asbestos, PCB's)? **Yes No**
9. Is there any reason to believe that the lands may have been contaminated based on a previous land use on the subject land(s) or adjacent land(s)? **Yes No**
10. What information was used to determine the answers to Questions 1 to 9?

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11. If the answer to any of Questions 1 to 9 is Yes, then a Phase 1 Environmental Site Assessment (ESA), in accordance with the Ministry of Environment's *Guideline for Use at Contaminated Site in Ontario*, is required. Please submit five (5) copies with the completed 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.)

Has a Phase 1 ESA report been prepared for the subject land(s) or adjacent land(s)? **Yes No**

If Yes, is the Phase 1 ESA report attached? **Yes No**

Declaration by Owner:

I, \_\_\_\_\_, am the registered owner of the land(s) that is subject of an application under the *Planning Act* 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. I agree for the purposes of the *Municipal Freedom of information and Protection of Privacy Act, 1989*, to 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.

Sworn (or declared) before me at the \_\_\_\_\_ of \_\_\_\_\_,

Name In the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Name of Registered Owner (*please print*)

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Date

# OFFICIAL PLAN POLICY REQUIREMENTS

**The Corporation of the Town of Whitby**  
 575 Rossland Road East, Whitby Ontario, L1N 2M8  
 Telephone: 905-668-5803 ~ Facsimile: 905-668-7812



The table below must be completed and submitted with the completed application form.

Pre-submission consultation is an important part of processing an application. Prior to submission of an application to the Town, it is recommended that meetings be held with public bodies and agencies that may have policies, comments or concerns relevant to the application. In addition to the information contained in an application form, the table below identifies relevant Sections of the Town of Whitby Official Plan that may require information and/or reports. Applicants should also review the Durham Region Official Plan, Provincial Statutes and the *Provincial Policy Statement*. The submission of supporting documentation will assist in the evaluation of an application.

<b>Town of Whitby Official Plan Policy Requirements</b> (Official Plan Approved by the Region of Durham on December 6, 1995, as amended)					
Information and Reports Required	Official Plan Policy References	Does any Official Plan policy apply?		Is the Required Information / Report Attached?	
		Yes *	No	Yes	No
Archaeological Assessment	6.1.3.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact Study (ESA)	5.3.1.3; 5.3.2.3; 5.3.3.5; 5.3.8.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Impact Analysis	2.5.2; 4.11.3.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydrogeological Study	5.3.8.4 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Analysis	2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mineral Aggregate Extraction Study	4.12.2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Drainage / Sub-watershed Plan	8.2.3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise Study	5.3.12.6; 8.1.3.10.2; 8.1.3.10.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Report	2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retail Impact Study	4.4.4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servicing Feasibility Study (Municipal)	2.5.2; 4.11.3.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servicing Feasibility Study (Private)	2.5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settlement Capacity Study	4.11.3.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management Plan	5.3.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Study	8.1.3.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tree Preservation Plan	5.3.7.1; 5.3.12.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration Study	5.3.12.6; 8.1.3.10.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*\* If Yes, the supporting information must be attached. Please list the title, author and date of all reports:*

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The information above was prepared by: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_

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

# **PROCEDURES & REQUIREMENTS FOR THE ERECTION OF SIGNS FOR THE NOTIFICATION OF PLANNING APPLICATIONS**

**The Corporation of the Town of Whitby**  
575 Rossland Road East, Whitby Ontario, L1N 2M8  
Telephone: 905-668-5803 ~ Facsimile: 905-668-7812



This form must be completed, signed by the owner or authorized agent and submitted to the Planning Department with the required planning application(s).

## **REQUIREMENTS:**

In conjunction with applications for approval of **Plans of Subdivision** or **Zoning By-law** amendments or **Whitby Official Plan** amendments, the applicant shall erect a non-illuminated sign(s) on the subject property at his/her cost. The sign(s) shall be professionally prepared and erected within seven days of the submission of the aforesaid application(s) and shall be removed within seven days of the approval, denial or closing of the file(s) by Whitby Town Council, or withdrawal of the application(s). Where more than one application requiring a sign is made for the same site, one sign may be erected giving notice of all applications unless otherwise instructed by the Planning Department.

## **SIGN SPECIFICATIONS:**

(a) Size: 1.2 metres (4 feet) wide; 1.5 metres (5 feet) high; 0.62 metres (2 feet) ground clearance.  
(b) Acceptable: 12.5 mm (½ inch) exterior grade plywood panel, two (2) 89 mm X 89 mm (4 inch X 4 inch) wood Materials posts or steel posts installed a minimum of 1.2 metres (4 feet) below grade.

(c) Paint: Sign panels and all wooden structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkyd paint over a suitable primer. Lettering is to be black inscribed on a white background.

(d) Lettering: The sign shall be professionally lettered or silk-screened using UPPER CASE Helvetica medium typeface sizes: 38 mm, 100 mm, and 38 mm as shown on the attached sketch.

(e) Wording: The sign shall contain the wording that will be provided by the Planning Department and shall be in the format outlined above and as shown on the attached sketch.

(f) Location: For interior lots having frontage on one street, the required sign shall be located approximately midway between the side lot lines at a minimum setback of 1 metre (3 feet) from the streetline(s) and a maximum setback of 2 metres (6 feet) from the streetline(s).

For lots with streetline(s) that abut two streets (i.e. corner lots, through lots), a separate sign shall be required facing each street, located approximately midway between the opposing lot lines at a minimum setback of 1 metre (3 feet) from the streetline(s) and a maximum setback of 2 metres (6 feet) from the streetline(s).

The sign(s) must not be located within a 9 metre (30 feet) corner site triangle.

(g) Maintenance: With the signing of this form, the applicant agrees that the sign will be maintained both in structure and paintwork to the satisfaction of the Town.

## **EXEMPTIONS/ DEVIATIONS:**

Exemptions and/or deviations from the requirements of these procedures and specifications shall be at the discretion of the Director of Planning.

*The undersigned hereby agrees to construct and maintain the proposed sign(s) in accordance with the specifications contained herein to the satisfaction of the Town. The undersigned further agrees to remove the sign(s) within seven (7) days of the approval, denial or closing of the file(s) by Whitby Town Council, or the withdrawal of the planning application(s).*

Owner

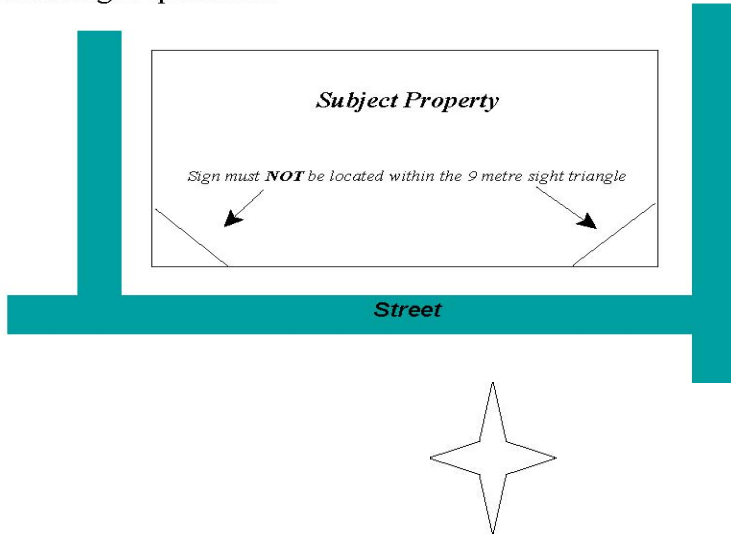
Applicant

Agent/Solicitor

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

**Sign Location Plan**

Indicate the proposed location of the sign(s) below. Sign and return the form with the development application to the Planning Department.



**North Arrow: Please indicate which direction is North of the subject property.**

**Sign Dimensions and Content**

The appropriate message will be provided by the Planning Department in the space provided and a copy of this form will be returned to you.

