



APPLICATION FOR APPROVAL OF A DRAFT PLAN OF SUBDIVISION OR CONDOMINIUM DESCRIPTION

**TOWN OF WHITBY
REGIONAL MUNICIPALITY OF DURHAM**

This application form is to be used by persons or public bodies where the Town of Whitby is the Approval Authority for the proposed plan of subdivision or condominium. In this form, the term "subject land" means the land that is subject of this application. The Application is to be submitted to the **Town of Whitby Planning Department, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, (905) 430-4306**.

Submission of this application constitutes tacit consent for authorized Town and Regional staff representatives to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.

Completeness of the Application:

The applicant must provide the information in this form. This information must be provided with the appropriate fee(s) and draft plan. **If the information, including the draft plan and fee(s), are not provided, the Town will return the application or refuse to further consider the application until the information, draft plan and fee(s), have been provided.**

The application form also sets out other information (i.e. technical information or reports) that will assist the Town, the Region and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted with this application. In the absence of this information, it may not be possible to undertake a complete review and, as a result, the application may be refused.

Pre-submission Consultation:

Pre-submission consultation is a vital part of the approval process. Applicants/agents should arrange a meeting, **prior** to submitting the application with:

- Town of Whitby Staff regarding submission requirements for the proposal and conformity to the Town of Whitby's Official Plan. **If this application does not conform, an application to amend the Town of Whitby's Official Plan is required, and must be submitted to and accepted by the Town.** This will facilitate co-ordinated circulation to the appropriate public bodies; and
- Regional Planning Department staff regarding submission requirements for the proposal and Regional Official Plan conformity. If this application does not conform to the Durham Regional Official Plan, an application to amend the Regional Official Plan is required, and must be submitted to and accepted by the Region. This will facilitate co-ordinated circulation to the appropriate public bodies; and
- Staff at other public bodies regarding submission requirements for the type of development being proposed, as required.

Submission of the Application:

The Town needs attached:

- 25 copies of the completed application form and declaration
- 50 copies of the draft plan, folded to a size suitable for mailing;
- the information required under Section 51(17) of the Planning Act (shown on the face of the plan);
- 6 copies of each plan or map on an 8½" x 11" or 14" sheet of paper;
- 3 digital versions of plan

5 copies of all supporting technical and background information reports, except in the case of environmental site assessments, storm water management and functional servicing reports where 7 copies are required, if indicated to be needed upon completion of the relevant sections of this application form. 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.

Completion of the "Site Screening Questionnaire" attached to this application.

an application fee by cheque or money order made payable to the Town of Whitby of:

- \$325.00 per dwelling unit, plus a \$10,000.00 base fee
- \$15,000.00 for a non residential plans of subdivision
- \$7,500.00 plus \$325.00 per dwelling unit for a proposed condominium
- \$7,500.00 plus \$325.00 per dwelling unit for a condominium conversion
- \$325.00 per dwelling unit for major redline plus \$5000.00 base fee
- \$5000.00 for minor redline requiring new conditions and/or plan

A review fee by cheque or money order made payable to the Regional Municipality of Durham of:

- \$3,000.00 for a proposed plan of subdivision
- \$1,200.00 for a proposed condominium

A review fee by cheque or money order made payable to the Central Lake Ontario Conservation Authority of

- \$5,000.00 for a proposed plan of subdivision

Applications requiring a significant amount of technical review will be charged the Technical Review Fee of \$1,500.00/ha. Consolidated applications will be subject to only the higher of the application fees, not the aggregate. No per hectare fee will be applied to hazard land or environmental protection blocks. Major resubmissions and major revisions will be surcharged at \$1,000.00. Per hectare fees will be invoiced 75% at draft approval and 25% at final approval.

Other:

A fee of \$500.00 made payable to the Regional Municipality of Durham, for the clearance of Regional conditions from delegated subdivision and condominium draft approvals for each phase of final approval and registration.

A plan checking fee of \$3,000.00 is required prior to final approval, payable to the Town of Whitby, should the application be successful.

The above-noted information will be circulated to public bodies that may have any interest in the application. Measurements are to be indicated in metric units.

INITIAL SUBMISSION AMENDMENT TO DRAFT APPROVAL

TOWN WHITBY/REGION OF DURHAM USE ONLY	DATE RECEIVED
File No: _____ New: <input type="checkbox"/> Re-Submission: <input type="checkbox"/>	OPA REQUIRED: <input type="checkbox"/> Yes File # _____ Rezoning Required <input type="checkbox"/> Yes File # _____

1. APPLICANT INFORMATION

1.1

_____	_____	_____
Registered Owner*	Address	Telephone No. (Home)
_____	_____	_____
Telephone No. (Business)	Fax No.	E-mail Address
_____	_____	_____
Applicant *	Address	Telephone No. (Home)
_____	_____	_____
Telephone No. (Business)	Fax No.	E-mail Address
_____	_____	_____
Agent or Solicitor	Address	Telephone No. (Business)
_____	_____	_____
Fax No.	E-mail Address	
_____	_____	_____
Ontario Land Surveyor	Address	Telephone No. (Business)
_____	_____	_____
Fax No.	E-mail Address	

* If more than one Owner, please attach a sheet of paper with the required information.

 If numbered company, give name and address of principal owner.

** Owner's authorization (Section 9.1) is required if the applicant is not the owner.

1.2 Names and addresses of any mortgagees, holders of charges or other encumbrances:

1.3 All correspondence should be sent to (one only): Owner Applicant Agent/Solicitor
This person will act as the Application Co-ordinator.

2. LOCATION OF LAND (Complete the Applicable Lines)

2.1

Lot(s)	Concession(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Assessment Roll No(s).	
Municipal Address (Street No. and Name of Street)			

2.2 Are there any existing easements, rights-of-way, restrictive covenants or Aboriginal land claims negotiations affecting the subject land or is it covered by a Provincial/Aboriginal co-management agreement? Yes No

If Yes, please describe:

2.3 Are there any existing easements, rights-of-way or other rights over adjacent properties affecting the subject land (i.e. mutual driveways)? Yes No
If Yes, please describe and show on the plan the nature and location of the easement, rights-of-way or other rights over adjacent properties

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

3. PROPOSED AND CURRENT LAND USE (S): (Complete the following table)

PROPOSED LAND USES

3.1

Proposed Land Use(s)	Number of Units Or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (hectare)	NET Density (Units / Dwellings per hectare)
Detached Residential				
Semi-detached Residential				
Multiple attached Residential				
Apartment Residential				
Seasonal Residential				
Mobile Home				
Other Residential (specify)				
Commercial	Nil			Nil
Industrial	Nil			Nil
Park, Open Space	Nil			Nil
Institutional (specify)	Nil			Nil
Roads	Nil			
Other (specify)	Nil			Nil
TOTALS				

3.2.1 What is the current use of the subject land?

3.2.2 How is the subject land currently designated in the applicable official plans and zoned in the Zoning Bylaw?

Durham Regional Official Plan:

Town of Whitby Official Plan:

Town of Whitby Zoning By-law:

3.4 Is there an airport nearby? Yes No

If Yes, at what distance from site? _____ metres

3.5 Is there a livestock barn or manure storage facility located within 500 metres (1,640 feet) of the boundary of the subject land? Yes No

If Yes, please complete the "Minimum Distance Separation – Data Sheet" attached to this application.

3.6 Has the grading of the subject land been changed by the addition of earth or other material?

Yes No

3.7.1 Has a Phase 1 Environmental Site Assessment report been completed for this site and if so, is it attached?

Yes No

If No, completion of the "Site Screening Questionnaire" attached to this application, is required.

4. ADDITIONAL INFORMATION FOR CONDOMINIUM APPLICATIONS ONLY

4.1 Has a site plan for the proposed condominium been approved? Yes No

4.2 Number of parking spaces provided?

4.3 Has a site plan agreement been entered into? Yes No

4.4 Has a building permit for the proposed condominium been issued? Yes No

4.5 Has construction of the development started? Yes No

4.6 If construction has been completed, indicate the date of completion:

4.7 Is this a conversion of a building containing rental residential units? Yes No

If Yes, indicate the number of units to be converted:

units

(If Yes, please refer to the applicable Regional and Town of Whitby Official Plan policies indicating the conditions to be satisfied to ensure an adequate supply of rental accommodation in the Region and the Town of Whitby.)

5. STATUS OF OTHER PLANNING APPLICATIONS

5.1 Has a previous application for approval of a plan of subdivision/condominium or a consent application ever been submitted for the subject land? Yes No

If Yes, indicate the appropriate application file number(s) and the decision(s) made on the application(s):

- 5.2 a) Does this application conform to the Durham Regional Official Plan? Yes No

If No, a Durham Regional Official Plan Amendment application must be received and accepted by the Region, otherwise this application will be considered to be premature.

- b) Has an application for approval of a proposed Durham Regional Official Plan amendment been submitted for the subject land? Yes No

If Yes, indicate the Region's file number and the status of the application:

- c) Does this application conform to the Town of Whitby Official Plan? Yes No

If No, a Town of Whitby Official Plan Amendment application must be received and accepted by the Town of Whitby, otherwise this application will be considered to be premature.

- d) Has an application for approval of a proposed Town of Whitby Official Plan amendment been submitted for the subject land? Yes No

If Yes, indicate the Town's file number and the status of the application:

- 5.3 Has an application for approval of a consent, site plan, minor variance or zoning by-law amendment application been submitted for the subject land? Yes No

If Yes, indicate the type(s) of application(s), the file number(s) and the status of the applications(s):

- 5.4 Has an application for approval of a consent, site plan, minor variance or zoning by-law amendment application been submitted for land within 120 metres of the subject land?

Yes No

If Yes, indicate the type(s) of application(s), the file number(s) and the status of the applications(s):

- 5.5 Are the water, sewage, storm water and/or road works associated with the proposal subject to the provisions of the Environmental Assessment Act? Yes No

If Yes, briefly explain the works involved and attach a statement from a qualified engineer explaining the nature of the works and class (es) of Environmental Assessment required to implement the development. Attached? Yes No

6. SERVICING

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

SEWAGE DISPOSAL SYSTEM

- (A) Municipal piped sewage system Yes No
(B) Individual septic system Yes No
(C) Other – describe:

WATER SUPPLY SYSTEM

- (A) Municipal piped water system Yes No
(B) Individual well(s) Yes No
(C) Other – describe:

Note: All development on individual on-site sewage systems or tanks requires a geotechnical report and hydrogeological report. Before undertaking the preparation of such reports, consult the appropriate approval authority (Town of Whitby and Region's Health Department) about the type of geotechnical report and hydrogeological assessment expected.

7. OTHER INFORMATION

7.1 a) The application may be deemed not to be complete without the submission of the required reports identified in this application. In addition, the submission of additional technical and information reports may be necessary in order to appraise the proposal and will identified at the pre-consultation stage or through the processing of the application.

7.1 b) What other additional technical and background information reports have been submitted?

7.2 Digital Mapping Information: For more information on the preferred file formats and mapping specifications, contact the Town of Whitby Planning Department. Computer disks containing the digital plotting of the proposed subdivision should be submitted with the application. The digital file should have a textual description of file format, map standards used, scale, contact person and general location information, such as lot, concession and the Town of Whitby.

Is digital mapping attached? Yes No

8. AFFIDAVIT OR SWORN DECLARATION

**8.1 Affidavit or Sworn Declaration for the Information Prescribed in the Planning Act
(Please Print)**

I, _____ of the _____ in the
solemnly declare that all the statements contained in this application and in all the statements
contained in all exhibits transmitted herewith are true and I make this solemn declaration
conscientiously believing it to be true and knowing that its is of the same force and effect as if made
under oath and by virtue of the Canada Evidence Act. I also agree to allow the Region of Durham and
the Town of Whitby, its employees and agents to enter up on the subject land for the purpose of
conducting surveys and tests that may be necessary to review this application. I further agree for
the purposes of the Municipal Freedom of Information and Protection of Privacy Act, 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, I further agree to maintain all vegetation on site, including woodlots, and shall not
cut or destroy any vegetation or regrade the site during the processing of this application and fully
understand and agree to comply with all of the acknowledgements as set out above.

Sworn (or declared) before me at the _____ in the
_____ this _____ day of _____ 20 ____

Commissioner of Oaths

Applicant

9. AUTHORIZATIONS

9.1 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 attached
or the owner must complete the authorization set out below.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land
that is the subject of this application for approval of a plan of subdivision or condominium
description and I authorize _____ to make this application on my
behalf.

Date _____

Signature of Owner

9.2 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.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for approval of a plan of subdivision or condominium description and, for the purpose 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

10. CONSENT OF OWNER

10.1 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 the land that is the subject of this application for approval of a plan of subdivision or condominium description and, for the purpose of the Freedom of Information and 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

SITE SCREENING QUESTIONNAIRE

For Development Applications

This form must be completed for all development applications where a Phase 1 Environmental Site Assessment in accordance with the Ministry of the Environment's *Guideline for Use at Contaminated Sites in Ontario* is not provided to the Region of Durham.

Location of Subject Lands: _____

Lot(s): _____ Concession: _____

Former Township: _____ Municipality: _____

1. Is the application on lands, or adjacent to lands, that was previously used for the following:
 - a) industrial uses? Yes No
 - b) commercial uses where there is a potential for site contamination, e.g., a gas station or a dry-cleaning plant? Yes No
 - c) where filling has occurred? Yes No
 - d) underground storage tanks or buried waste on the property? Yes No
 - e) an orchard, and where cyanide products may have been used as pesticides? Yes No
 - f) a weapons firing range? Yes No

2. Is the nearest boundary of the application within 500 metres (1,640 feet) of the fill area of an operating or former landfill or dump? Yes No

3. If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (e.g., asbestos, PCB's etc.)? Yes No

4. Is there any other reason to believe that the lands may have been contaminated based on previous land use? Yes No

No

If the answer to any of Questions 1 through 4 is Yes, a Phase 1 and 2 Environmental Site Assessment, in accordance with the Ministry of the Environment's *Guideline for Use at Contaminated Sites in Ontario*, is required. Please submit two copies with your application.

5. Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site?

Yes No

(If Yes, please submit two copies of the Phase 1 Site Assessment Report with the application).

Declaration

(This form must be completed, signed and stamped by a Professional Engineer, and by the Property Owner).

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.

Consulting Engineer:

Name (Please Print)

Signature

Name of Company

Address:

Telephone: Fax:

Date:

Property Owner, or Authorized Officer:

Name (Please Print)

Signature

Name of Company

Title of Authorized Officer:

Address:

Telephone: Fax:

Email Address:

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).

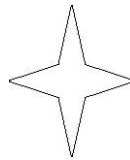
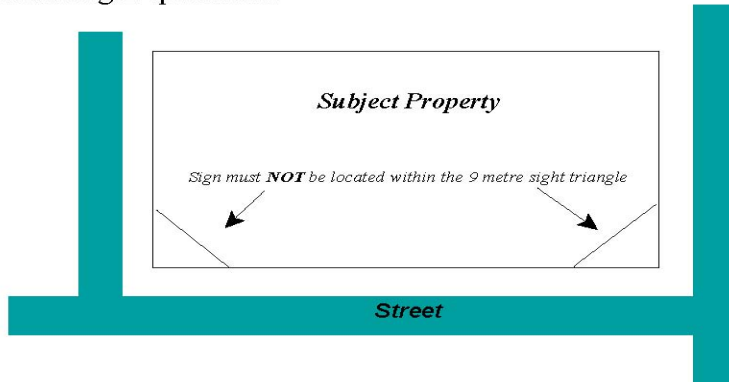
Owner Applicant Agent/Solicitor

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.

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.

