



TOWN OF WHITCHURCH-STOUFFVILLE

37 Sandiford Drive, 4th Floor
Stouffville, Ontario L4A 7X5

(905) 640-1900
(905) 895-2423
Fax (905) 640-7957

Automated Lines
(905) 640-1910 ext. 236
(905) 895-5299 ext. 236

APPLICATION FOR SITE PLAN CONTROL AGREEMENT
(SECTION 41 OF THE PLANNING ACT)

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF SECTION 41 OF THE PLANNING ACT AND WILL BE USED IN THE PROCESSING OF THE SITE PLAN CONTROL AGREEMENT. QUESTIONS CONCERNING THE PERSONAL INFORMATION REQUESTED SHOULD BE DIRECTED TO: CLERK, TOWN OF WHITCHURCH-STOUFFVILLE, 37 SANDIFORD DRIVE, 4TH FLOOR, STOUFFVILLE, ONTARIO L4A 7X5.

Important Note: The attached information sheets are intended to inform applicants of the Town's requirements so that Site Plans can be processed as expeditiously as possible. Most revisions and delays are the result of insufficient information or failure to comply with existing requirements. Please read the information sheets carefully and complete the Information Checklist as part of the submission.

PLEASE TYPE OR PRINT CLEARLY

1. Applicant's Name .....

Applicant's Address .....

.....

Telephone Number ..... Fax Number .....

Email Address .....

2. Agent/Solicitor Name .....

Agent/Solicitor Address .....

.....

Telephone Number ..... Fax Number .....

Email Address .....

3. Owner(s) Name (1) .....

(2) .....

Signing Officers (1) Name .....

Title .....

Name .....

Title .....

(2) Name .....

Title .....

Name .....

Title .....

4. Mortgagee(s) Name (1) .....
- (2) .....
- Signing Officers (1) Name .....
- Title .....
- Name .....
- Title .....
- (2) Name .....
- Title .....
- Name .....
- Title .....

**NOTE: All mortgagees will be required to postpone their interests to those of the Town. The Postponement Document will be registered on title to the property and the cost of the registration will be the responsibility of the Owner.**

5. Legal Notice, as required by Agreement, to be forwarded to:
- Name .....
- Address .....

6. Description of Property:
- Lot(s) No. .... Conc./Registered Plan No. ....
- Part(s) No. .... Reference Plan No. ....
- Name of Street ..... Street No. ....

**NOTE: Please attach a copy of the Deed including Instrument Number. The legal description will form a Schedule to the Agreement.**

7. Proposed Use/Nature of Business
- .....
- .....

8. Which Zoning By-law is applicable to the subject property?
- No. 87-34 ..... No. 72-7 .....

9. Does the proposed use comply with the Zoning By-law? G Yes G No

10. Does the proposal comply with all other requirements of the Zoning By-law? G Yes G No

11. If answer to 9 or 10 is no, has application been made for:
- (1) Zoning By-law Amendment? G Yes G No
- (2) Minor Variance(s)? G Yes G No

## 12. SITE INFORMATION QUESTIONNAIRE

1) Does the application propose development or redevelopment on a site where private services were used?	G Yes G No G Unknown
2) Is the application on lands or adjacent to lands that were previously used for industrial uses, where filling had occurred, or where there is reason to believe that the lands may be contaminated based on historical land use?  <i>Note: Possible offending uses may include: disposal of waste minerals, raw material storage, residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.</i>	G Yes G No G Unknown
3) Has the grading of the subject land been changed by either the addition of earth or other fill material?	G Yes G No G Unknown
4) Has a gas station been located on the subject land or adjacent land at any time?	G Yes G No G Unknown
5) Has there been petroleum or other fuel stored on the subject land or adjacent land?	G Yes G No G Unknown
6) If yes to any of the above, a previous use inventory showing all former uses of the subject land or, if appropriate, the adjacent land, is required. Is the previous inventory attached?	G Yes G No
7) What information did you use to determine the answers to the above questions? <hr/> <hr/>	
8) Is the nearest boundary line of the application within 500 metres (1,640 feet) of an operational or non-operational landfill or dump?	G Yes G No
9) Have previous agricultural operations ever included sewage sludge application on the lands?	G Yes G No
10) Are you aware of any underground storage tanks, or other buried waste on the property?	G Yes G No
11) If there are any existing or previously existing buildings, are there building materials remaining which may be hazardous to health (i.e. asbestos, PCB's, etc.)?	G Yes G No
12) Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years?  If yes, has it been submitted with the application?  <i>Note: If an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i>	G Yes G No  G Yes G No

**D E C L A R A T I O N**

I, ..... of the .....  
of ..... in the .....  
of ..... solemnly declare that all the statements  
contained in this application 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 ..... )  
..... of ..... )  
..... this ..... day ..... )  
of ....., 20 ..... ) .....  
..... )  
A Commissioner, etc. )

**If the Declaration is signed by a person other than the Owner, the Owner must complete the Authorization below.**

**A U T H O R I Z A T I O N**

I/We, (Owner) .....  
hereby authorize (Agent/Applicant) .....  
to submit the attached application for Site Plan Control Agreement to the Town of  
Whitchurch-Stouffville, and to represent me/us in all matters with respect to the  
application.

Dated at the ..... of .....  
this ..... day of ....., 20 .....

.....  
Signature of Owner

.....  
Signature of Owner

## SITE PLAN CONTROL APPROVAL REQUIREMENTS

**NOTE #1:** A property Deed must accompany each Application as proof of ownership. If there is more than one owner, all parties are required to sign the Application and/or Authorization form.

Owner's written Authorization must accompany the Application if signed by person other than Owner.

**NOTE # 2:** The Site Information Questionnaire (No. 12) must be completed.

**NOTE #3:** The attached Statement of Design must be completed and submitted with the Application.

**NOTE #4:** Application fees are as follows:

- a) \$6,465.00 - Industrial (plus \$590.00 if on-site septic is proposed)
- b) \$7,780.00 - Residential, Commercial, Mixed Use and Institutional (plus \$590.00 if on-site septic is proposed)
- c) \$3,465.00 - Amendment to existing Agreement (\$3,790.00 with on-site septic)

plus a deposit of \$20,000.00 (\$5,000.00 for an Amendment) to be applied to the Town's consultant costs (legal, engineering and landscaping). (See item 4. 2) on page 11 for further clarification)

An additional planning fee of \$2,000.00 is required for a third and each subsequent circulation of the drawings.

An approval fee of \$135.00 per unit (Residential) or \$.60 per m<sup>2</sup> floor area (Non-Residential) is payable prior to execution of the Agreement unless the per unit fee has been paid at an earlier stage in the process (ie. Draft Plan of Subdivision).

**NOTE #5:** The Owner must submit with the application 10 complete sets of drawings folded to letter or legal size. Drawings not folded will not be accepted. In addition, please submit a full set of drawings on disk in either autocad or pdf format and one reduced (8 1/2" x 14") set of drawings.

**NOTE #6:** The Town will circulate details of the application to the relevant Conservation Authority. The Owner must submit directly to the relevant Conservation Authority a cheque in payment of the fee for review of the application. Please contact the Town of Whitchurch-Stouffville to determine which Conservation Authority has jurisdiction and to confirm the appropriate fee. Cheques should be made payable to the relevant Authority and posted to one of the following:

Lake Simcoe Region Conservation Authority (LSRCA)  
120 Bayview Parkway  
Box282, Newmarket, Ontario  
L3Y 4X1  
Phone (905) 895-1281 Fax(905) 853-5881 www.lsrca.on.ca

Toronto and Region Conservation Authority (TRCA)  
Planning and Development  
Toronto and Region Conservation Authority  
5 Shoreham Drive  
Downsview, Ontario M3N 1S4  
Phone: (416) 661-6600 ext. 5718 Fax: (416) 661-6898 www.trca.on.ca

Applications to be submitted in person to:

**DEVELOPMENT SERVICES DEPARTMENT  
TOWN OF WHITCHURCH-STOUFFVILLE  
37 SANDIFORD DRIVE, 4TH FLOOR  
STOUFFVILLE, ONTARIO L4A 7X5  
PHONE: (905) 640-1900 OR (905) 895-2423  
FAX NO. (905) 640-7957**

**INFORMATION CHECKLIST FOR  
SITE PLAN CONTROL AGREEMENT DRAWINGS**

The following list sets out the minimum information that is required to be shown on the set of drawings. Drawings must be dated and numbered. Revised drawings must indicate the full extent of the change and show a revision number or letter and the date of the revision. The required set of drawings includes:

- a) Site Plan;
- b) Landscape Plan;
- c) Elevations; and
- d) Floor Plan.

The scale (or scales) of the drawings must be shown. All drawings should be to a suitable metric scale wherever possible.

**SITE PLAN**

- Key Plan - sufficient map information to locate the site showing the location of the property in relating to roads (including street names), adjacent lots and properties and other adjacent lands which the applicant owns or controls. Preferred scale 1:10,000 with north arrow.
- Property boundaries showing dimensions
- Existing site features; trees, rocks, watercourses, utilities
- Existing grades, including those on adjoining properties and streets
- Proposed grades in the form of spot elevations and/or contours indicating percentage of slopes at critical areas and drainage patterns
- Building location, showing set-back dimensions
- Building dimensions, including grade elevations at all corners
- The location and elevations of soil boreholes, pits, elevations and benchmarks, coordinated with topographical surveys
- Existing and proposed roads, driveways, parking areas, parking spaces, loading spaces, curbs, and sidewalks, with dimensions and materials identified
- Typical driveway cross-section (see example at the back of this package)
- Retaining walls, fences, berms and screens; all cross-referenced if details are required
- All culverts, swales and catch-basins showing runs, slopes and connections
- Location of exterior lighting fixtures and standards
- Locations and details of well, pumping stations, septic system, etc., where required
- Garbage storage area

## **LANDSCAPE PLAN**

- Property boundaries, showing dimensions
- Existing site features; trees, rocks, water, utilities
- Existing grades, including those on adjoining properties and streets
- Proposed grades in the form of spot elevations and/or contours indicating percentage of slopes at critical areas and drainage patterns
- Building location
- Building dimensions, including grade elevations at all corners
- Existing and proposed roads, driveways, parking areas, parking spaces, loading spaces, curbs, and sidewalks, with dimensions and materials identified
- Retaining walls, fences, berms and screens; all cross-referenced if details are required
- Garbage enclosure(s) and detail
- All culverts, swales and catch-basins showing runs, slopes and connections
- Location of exterior lighting fixtures and standards
- Existing vegetation with instructions for removal, preservation or treatment
- Proposed locations of trees, shrubs, and groundcover; clearly labelled and cross-referenced to a plant schedule. Plant schedule should list botanical name, calliper or height, and quantities
- Applicable planting details (see example on last page)
- Any other facilities for the landscaping of the Lands and the protection of adjoining lands

## **ELEVATIONS**

- Elevations of all buildings on site
- Exterior wall designs, various materials used, etc.
- Building dimensions, including height

## **FLOOR PLAN**

- Layout of units
- Use of space, etc.

## **GUIDANCE NOTES: ISSUES TO CONSIDER PRIOR TO SUBMITTING AN APPLICATION**

This section will identify some of the more common reasons that revisions are required to Site Plan Agreement drawings before approval can be granted.

### **1. ZONING BY-LAW**

One of the major problem areas is non-compliance with existing zoning requirements.

General Zoning By-law No. 87-34 is applicable to almost the entire Town, however the previous Zoning By-law (No. 72-7) is still applicable in certain areas. Also, there are sections in the by-laws which outline requirements such as parking and loading and are not cross-referenced to the pertinent zones. (By-laws may be purchased from the Development Services Department.)

To determine which of these requirements are applicable to your property, it is strongly advisable to contact the Development Services Department.

Please ensure that you have thoroughly investigated the Zoning By-law requirements that are applicable to the site prior to submission of the drawings. Drawings are thoroughly reviewed to determine compliance with the Zoning By-law, and it is the responsibility of the applicant to submit drawings which comply. Non-compliance will only result in resubmissions and delay.

The following list indicates the most common errors/omissions. There may be other requirements that apply in addition to those stated below:

- a) Setbacks - must meet the minimum distance requirements;
- b) Maximum lot coverage - must be less than the maximum percentage restriction;
- c) Parking areas - must be paved and defined by a fence, curb, etc.  
- are prohibited in the required minimum front yard and minimum exterior side yard;
- d) Parking and loading spaces - must meet the minimum number and size requirements, and must be paved;
- e) Driveways to loading and parking areas - must be paved and defined by curbs, and must meet the minimum width requirements;
- f) Entrance/exit ramps to streets - must be a maximum of 10 metres wide at the street line, with a maximum of two per street;
- g) Landscaping - 10 percent of the lot area must be landscaped, with 50 percent of said requirement being located in the front yard (By-law No. 88-78).

**NOTE:** Attached is a list of Amendments of a general nature to Zoning By-law No. 87-34 followed by a Schedule which sets out the Amendments (by-law excerpt) as adopted.

### **2. PRIVATE WATER AND SEWAGE DISPOSAL SYSTEMS**

On-Site Sewage System approval is required before a Site Plan Agreement can be completed. Details such as septic system type and size, location, capacity, reserve areas, etc. will impact on the site and need to be addressed at the site plan stage.

Due to different soil and drainage conditions, requirements vary from site to site.

Please contact the Development Services Department to discuss any questions or concerns regarding On-Site Sewage Approvals before designing the Site Plan to reduce the possibility of major revisions at later stages.

### **3. LANDSCAPING REQUIREMENTS**

#### **1) Landscaping/Screening of Outdoor Storage Areas**

Town Council has passed a Property Standards By-law (No. 87-2) which deals with the screening of outside storage areas. Section 7.(2)(x) states as follows:

#### **OUTSIDE STORAGE**

Where any property or part thereof is lawfully used for the outside storage of any equipment, goods, materials, etc., such equipment, goods, materials, etc., shall be stored in a neat, tidy, orderly fashion so as not to detract from the neighbouring environment or be offensive to the sight.

Notwithstanding the foregoing, except where any things such as equipment, goods and materials are lawfully displayed for sale, all property areas used for outside storage shall be screened from all abutting properties and road allowances so that the materials being stored are not visible therefrom.

The screening referred to herein shall be any one or a combination of fencing, berms or landscaping.

Section 6.(5) of Zoning By-law No. 87-34 also deals with outside storage, and states as follows:

#### **ACCESSORY OUTDOOR STORAGE**

- a) In an IP or IL Zone, the storage of goods, materials or machinery is permitted only in a wholly enclosed Building.
- b) Outdoor storage is permitted in an IG Zone only where the principal use of a Lot also used for outdoor storage is carried on within a wholly enclosed Building, and then only in Side and Rear Yards not abutting Residential Zones. The area used for outdoor storage shall be screened so that the goods, materials or machinery being stored are not visible from any Street or adjacent Lot.
- c) The screening referred to in Section 6.(5)(b) shall be provided by any one or a combination of fences, walls, berms or landscaped plantings that are:
  - i) between 2 metres and 3 metres in height;and
  - ii) constructed of permanent opaque materials, or vegetation that provides a visual barrier, or a combination of both.
- d) The screening referred to in Section 6.(5)(b) shall not be subject to any minimum yard requirements of this By-law.

Please ensure that these requirements are satisfied prior to submitting the set of drawings. All of the necessary detail can be shown on the Landscape Plan.

2) Landscaping Percentage of Lot Area

By-law No. 88-78 requires that a minimum of 10 percent of the lot area shall be landscaped, with a minimum of 50 percent of said requirement being located in the front yard.

This requirement applies to all lands zoned R5, I, Commercial and Industrial in Zoning By-law No. 87-34. The area fronting on Main Street between Park Drive and Albert Street in Stouffville is exempt from the "50 percent in front yard" requirement.

3) Landscaping Specifications

The following specifications have been adopted as the Town's minimum requirements:

- a) Canadian Nursery Trades Association/Landscape Canada  
"Guide Specifications for Nursery Stock";
- b) Landscape Ontario Horticultural Trades Association Inc.  
"Landscape Specifications".

4) Town's Landscape Expectations

Town Council is committed to a green and appealing landscape within its boundaries.

In general, projects should have a pleasant, spacious appeal from the street in all directions. Parking should be screened by either berming or plantings or both. Parking areas should incorporate green-spaces and shade trees. Council does not find it advisable to request specific tree varieties; however, native trees are encouraged wherever possible. Council believes that a Landscape Architect should have the freedom to use his/her total artistic imagination. However, longevity and maintenance costs of specific varieties should be considered.

In order to achieve these objectives, Council has chosen to rely on the expertise and recommendations of the Town's Consulting Landscape Architect.

#### 4. FEEES, CHARGES, AND LETTER OF CREDIT

- 1) A Planning Fee of \$6,465.00 (Industrial) / \$7,780.00 (Residential, Commercial and Mixed Use) is required for a Site Plan Agreement, plus an additional \$590.00 where a private sewage disposal system is proposed.

The Planning Fee for an amendment to an existing Site Plan Agreement is \$3,465.00 (\$3,790.00 with on-site septic).

(An additional Planning Fee of \$2,000.00 is required for a third and each subsequent circulation of the drawings.)

A Planning Fee of \$385.00 per hectare applies to cemeteries, golf courses and aggregate operations. A Planning Fee of \$590.00 applies where private sewage disposal is proposed. An approval fee applies as follows: Residential \$137.50 per unit; Non-Residential \$0.61 per sq.m.; Cemeteries, Golf Courses and Aggregate Operations \$15.88 per hectare.

- 2) Engineering, landscape, legal, and any other municipal consulting costs incurred by the Town of Whitchurch-Stouffville in review of the plans and agreement will be charged to the applicant. **Unless otherwise agreed to by the Town, a deposit of \$20,000.00 (\$5,000.00 for an amendment) to be applied to consulting costs must be submitted with the application. Failure to submit the required Planning Fees and Deposit together with the other required submissions will result in the application being delayed. These costs are NOT part of the above-noted Planning Fee.** In addition, the Agreement provides the Town with the ability to require additional payment if the consultant costs are exceeded.
- 3) If applicable, development charges are payable on execution of the Agreement. Fees are charged in accordance with the attached Information Sheet.
- 4) Any outstanding realty taxes and local improvement charges are payable on execution of the Agreement.
- 5) A Letter of Credit shall be placed with the Town on execution of the Agreement. The Letter of Credit will ensure compliance with the following obligations in the amounts specified:

1.	Completion of Lot Grading	\$	*
2.	Completion of Paving, Curbing, and other Works of Municipal concern	\$	*
3.	Removal of Refuse	\$	2,000.00
4.	Completion of Landscaping	\$	**
5.	Cleaning of Highways	\$	2,000.00
6.	Non-occurrence of unauthorized burning	\$	5,000.00

\* Cost estimates will be provided by the Town's Engineering Consultant/Town Engineer

\*\* Cost estimates will be provided by the Town's Landscape Consultant.

## **CIRCULATION OF DRAWINGS**

Once a complete application is received, drawings are circulated to:

1. Director of Development Services
2. Deputy-Director and Manager of Planning
3. Engineering Consultant/Town Engineer
4. Building Inspector
5. Landscape / Architectural Consultant
6. Development Services On-Site Sewage Systems Approval Section
7. Fire Chief
8. Hydro One Networks
9. Canada Post
10. Bell Canada
11. Conservation Authority (TRCA and/or LSRCA)
12. Accessibility Advisory Committee

Also included in the circulation, if the site falls under their jurisdiction, are the following:

13. York Region Transportation and Works Department (all sites bordering regional roads)
14. Ministry of Transportation (all sites bordering on provincial highways)
15. Canadian National Railway (Go Transit) (all sites bordering on rail lines)

When all comments have been received and reviewed by the Development Services Department, the applicant will be notified of same. If revisions are necessary, the applicant will be expected to resubmit the revised drawings.

After all of the above agencies, including the Development Services Department, have indicated their approval, the drawings will be forwarded to Council In Committee for their recommendation and finally to Council for approval (*applications for industrial buildings not fronting onto a major roadway can be dealt with under delegated authority*). After receiving Council's approval, the Site Plan Agreement document will be drafted and forwarded to the Town Solicitor for legal review. On receipt of the Town Solicitor's comments, the Agreement will be prepared in its final form and forwarded to the applicant for signing. The applicant will return the signed Agreement to the Town, together with payment of costs and Letter of Credit as required by this Agreement, for execution by the Town.

**NOTE:** An 8½" x 14" reduction of the approved set of drawings, suitable for reproduction, will be required prior to submission to Council In Committee.

## INFORMATION SHEET

### SCHEDULE FOR CASH-IN-LIEU OF PARKLAND

As of August 20<sup>th</sup>, 1991, the following is the applicable policy with respect to cash-in-lieu of parkland:

- (1) For Commercial and Industrial Lots created by Plan of Subdivision:

The value of 2% of the land included in the Plan of Subdivision.

- (2) For All Other Lots created by Plan of Subdivision:

The value of 5% of the land included in the Plan of Subdivision.

- \*\* (3) For All Lots created by Consent (Severance) having an area of 3 acres or less:

A. 1 Acre or less \$5,000.00

B. 2<sup>nd</sup> Acre or part thereof 75% of \$5,000.00

Formula  $\$5,000 + [ \text{___}^* \text{ acre} \times (75\% \times 5000) ]$

C. 3<sup>rd</sup> Acre or part thereof 50% of \$5,000.00

Formula  $\$5,000 + \$3,750 + [ \text{___}^* \text{ acre} \times (50\% \times 5000) ]$

**\* NUMBER CANNOT BE LARGER THAN 1**

- (4) For Commercial and Industrial Lots created by Consent (Severance) having an area of more than three acres:

The value of 2% of the lot created by the consent.

- (5) For All Other Lots created by Consent (Severance) having an area of more than three acres:

The value of 5% of the lot created by the consent.

\*\* **Alternative method involving appraised value. For details, contact the Development Services Department.**