



PLANNING & DEVELOPMENT DEPARTMENT
APPLICATION FOR SITE PLAN APPROVAL
INSTRUCTIONS AND INFORMATION

Completeness of the Application

1. The applicant must provide the information on this form. This information must be provided with the appropriate fee(s) and required plans. If the information, including the plans and fee(s) are not provided, the City of Pickering will return the application or refuse to further consider the application until the information, plans and fee(s), have been provided.
2. The application form also sets out other information (i.e. technical information or reports) that will assist the City of Pickering, the Region of Durham and other agencies in their 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 delayed.

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:

- City of Pickering staff regarding submission requirements for the proposal and conformity to the City of Pickering Official Plan and Zoning By-law(s). If this application does not conform, an application to amend the Official Plan or Zoning By-law will be required, and must be submitted to the City of Pickering. This will facilitate coordinated circulation to the appropriate public bodies.
- Region of Durham Works Department (905.668.7721) staff regarding submission requirements for the proposal. The Regional Works staff will provide direction respecting water service, sanitary sewer service and traffic requirements (for Regional Roads).
- Staff at other public bodies/agencies regarding submission requirements and any additional supporting reports that are required for the type of development being proposed.

Submission of the Application

The City of Pickering requires the following to be submitted:

A current copy of the "Parcel Register" for the subject lands. This document identifies the legal description of the property, ownership and any type of encumbrance registered on the lands. This document can be obtained either at the Registry Office or through your solicitor.

Plans must be scaled in metric, printed on D-size architectural plans (24" x 36") and folded to 8½" x 11" (Letter size). The applicant is to provide, if possible, a copy of the submitted plan(s) on disk in AutoCAD format (.dwg or .dxf). The following plans must be submitted separately on individual sheets and must **not be combined**.

- a) 10 copies of the completed application form
- b) 10 copies of the Site Plan
- c) 10 copies of the Grading Plan
- d) 10 copies of the Site Servicing Plan
- e) 10 copies of the Landscape Plan
- f) 10 copies of the Lighting Plan
- g) 5 copies of any supporting reports (i.e. Traffic, Storm Water Management, Soil, and Noise, etc.)
- h) 4 copies of the Elevation Drawings
- i) 1 copy of the Floor Plan
- j) 1 copy 8½" x 11" reduction of the Site Plan
- k) 1 copy 8½" x 11" reduction of the Elevation Drawings

** the above noted plans/reports are to be prepared by qualified professionals.*

Fees

City of Pickering - SITE PLAN APPROVAL AND AGREEMENT PREPARATION REQUIREMENTS

Residential Uses - Multiple Attached and Apartments	Base fee of \$2,500.00 Plus \$175.000 per dwelling unit
Commercial\Office Uses	Base fee of \$2,500.00 Plus \$850.00 for each 2,000 m ² of gross floor area or part thereof
Industrial\Institutional\Other Uses	Base fee of \$2,500.00 Plus \$500.00 for each 2,000 m ² of gross floor area or part thereof
Major Revision of any approved site plan	\$2,500.00
Minor Revision of any approved site plan	\$750.00
Minor Revision to approved Condominium Site Plan (by unit owner i.e. decks, sheds, fences)	\$50.00

Note: The fees for a mixed use development (i.e. Residential\Commercial) are calculated as follows: a one time charge of the base fee is applicable, plus the applicable charge per unit for the residential uses plus the applicable charge for the commercial space.

All fees are to be made payable to the City of Pickering upon submission of the application.

When the site plan application is nearing completion the planner assigned to the file will initiate a request for the preparation of a site plan agreement. Depending on the status of any existing agreement(s) on title or the type of site plan application, one of the following fees are due when the agreement has been prepared:

- (i) Standard Site Plan Agreement Fee in the amount of \$900.00
- (ii) Custom Site Plan Agreement Fee in the amount of \$1,500.00
- (iii) Amending Site Plan Agreement Fee in the amount of \$400.00
- (iv) Release of Previous Agreement Fee in the amount of \$300.00
- (v) Combined Site Plan/Development Agreement fee in the amount of \$3,000.00

Please note that the above-noted fees do not include the preparation of the agreement and/or the release of previous agreement, registration costs, disbursements and GST. The Supervisor, Property & Development Services will provide confirmation of the applicable fees at the time the agreement is prepared.

Region of Durham

The City, on behalf of the Region of Durham Health Department, may collect a fee in the amount of \$225.00 to cover a review process to ensure that all changes in use on properties serviced by a private sewage system and well are reviewed. Cheques should be made payable to Region of Durham Health Department.

Conservation Authority

The City, on behalf of the applicable Conservation Authority, shall collect an application fee, if the property subject of this application is located in an area in which the Conservation Authority will have an interest (i.e. if the property is located in proximity to a watercourse, shoreline, flood plain, stream valley, or wetland). The Conservation Authority Fee Collection Form is attached with the application. Cheques should be made payable to the appropriate Conservation Authority.

Building Permit Submission

- The submission of any building permit related to the site plan will not be accepted by the Planning & Development Department until the planner assigned to your application has completed the request to prepare the associated site plan agreement.

Notes

- Submission of this application constitutes tacit consent for the authorization of City of Pickering staff, or their representatives, to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.
- Personal information on this form is collected and retained under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.
- Studies submitted with an application will be available to the public for review and may be reproduced for public use.

If you have any questions, please do not hesitate to contact the Pickering Planning & Development Department at 905.420.4617 or 905.683.2760.



Date Received	
File Number	S /
Application Fee	
Date Deemed Complete	

Application for Site Plan Approval

PART A: OWNER/APPLICANT/AGENT

1. NAME OF REGISTERED OWNER: _____

Address: _____ Postal Code: _____

Telephone No.: _____ Fax No.: _____ Email Address: _____

Contact Name

(if different from registered owner): _____ Telephone No.: _____
2. NAME OF APPLICANT/AGENT: _____

Address: _____ Postal Code: _____

Telephone No.: _____ Fax No.: _____ Email Address: _____

Contact Name

(if different from registered owner): _____ Telephone No.: _____

Interest of Applicant(s) in subject land: _____
3. MATTERS RELATED TO THE APPLICATION SHOULD BE ADDRESSED TO (check one or more):

Owner Applicant/Agent
4. PROOF OF OWNERSHIP ACCOMPANYING APPLICATION: (check one)

Copy of front page of deed Parcel Registry

Other (please specify): _____

PART B: DETAILS OF APPLICATION

5. LOCATION OF SUBJECT PROPERTY (the subject property is the area to which the application applies):

Municipal Address: _____

Lot(s): _____ Plan/Concession: _____

Assessment Roll Number(s): _____
6. Project Description: _____

7. Is the subject property subject to any easements, rights-of-way, or other rights over adjacent properties (i.e. mutual driveway)?

Yes No

If yes, please identify below and show on the site plan the nature and location of the easement, right-of-way or other rights over adjacent properties: _____

8. Existing use of the property: _____

9. Please indicate (√) if the applicant or owner has submitted any of the following applications for all or part of the subject property and complete the following chart:

OTHER APPLICATIONS	Required		Submitted		File Number	Status of Application
	Yes	No	Yes	No		
Durham Regional Official Plan Amendment						
Pickering Official Plan Amendment						
Plan of Subdivision or Condominium						
Zoning By-law Amendment						
Consent/Severance						
Minor Variance						

10. Access to the subject property is by (check the appropriate space or spaces):

- Provincial Highway A municipal road that is maintained all year or seasonally
 Right-of-way Other (specify): _____

11. Date of construction of all existing buildings and structures on the subject property: _____

Services available to the subject property:	Existing	Proposed
Type of water services (i.e. municipal water or private well)		
Type of sewage disposal (i.e. municipal sewage disposal or private septic system)		
Type of storm drainage (i.e. sewers, ditches, swales or other means)		

12. If the subject property is currently serviced or to be serviced by a private sewage system or well, a separate fee of \$200.00 is required, payable to the Region of Durham Health Department.

- Not applicable Payment Enclosed

13. Is the subject property located wholly or partially within or abutting a Conservation Authority Screening Zone?

- Yes No

If yes, please complete the "Conservation Authority Fee Collection Form" which is attached and return it with the application along with the applicable preliminary analysis review fee, payable to the conservation authority.

14. Please list any technical studies or background material being submitted to support the application and/or to satisfy requirements of the City of Pickering, Provincial statues and regulations, etc.: _____

15.

Project Detail						
	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial						
Institutional						
Residential						
Total						

16. Proposed Tenure of Development - Please indicate (✓)

- Single Ownership Rental Units
 Condominium (Indicate Type Below)
 Standard Common Element Vacant Land Phased

17. Is there one or more livestock barns or manure storage facilities located within 500 metres of the boundary of the subject property?

- Yes No

If yes, please complete the "Minimum Distance Separation Form" which is attached and return it with the application.

18. Please complete the "Screening Questionnaire for Identifying Potentially Contaminated Sites" which is attached and return it with the application.

PART C: ACKNOWLEDGEMENT

Applicant's Acknowledgement	<ol style="list-style-type: none"> 1. That applicant agrees that this application and all studies submitted in support of this application may be made available for public viewing, pursuant to the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i>. 2. All vegetation on the lands that are subject to this application must be maintained during the processing of the application. 3. No regrading is permitted on site during the processing of the application. 4. Applicants are advised that there may be additional approvals (i.e. building permit, etc.) and additional fees and charges associated with any development approved in conjunction with this application. 5. Applicants may be required to provide additional information that will assist the City of Pickering in assessing the application. 6. The applicant and owner agree to cooperate with the City of Pickering and all of its staff in allowing City staff to inspect the subject property.
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Dated at the _____ of _____ this _____ day of _____, in the year of _____ I, _____ in the _____ of _____ solemnly declare that all the statements contained in this application and all the statements contained in all the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*. I also agree to allow the City of Pickering its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys and tests that may be necessary to this application. I further agree to maintain all vegetation on the site 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 Applicant's Acknowledgements as set out above.

Name of Owner, Applicant or Authorized Agent
(please print)

Signature of Owner, Applicant or Authorized Agent

19. AUTHORIZATION

If the applicant is not the owner of the land that is subject of this application, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

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

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 City of Pickering.

Location of Subject Lands:

Lot(s): _____ Concession: _____

Former Township: _____ Municipality: _____

1. Is the application on lands, or adjacent to lands, that are or were 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, 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 subject property within 500 metres (1,640 feet) of the fill area of an operating or known former landfill or dump? Yes _____ No _____
3. If there are existing or previously 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 _____

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 *Guidelines 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 assessment 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 Firm: _____

Address: _____

Telephone: _____ Fax: _____

Date: _____

Property owner, or Authorized Officer:

Name (Please Print) Signature

Name of Company: (if Applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____ Fax: _____

Date: _____

MINIMUM DISTANCE DATA SHEET

1. Owner of Livestock Facility: _____
 Telephone: _____ Twp: _____
 Lot: _____ Concession: _____
2. Closest distance from livestock facility to the property boundary
 of the new lot(s) or the change in land use: _____ metres.
3. Closest distance from manure storage to the property boundary
 of the new lot(s) or the change in land use: _____ metres.
4. Tillable hectares where livestock facilities located: _____

TYPE OF LIVESTOCK	Existing Housing Capacity Number	Manure System (Check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
Dairy <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
Beef <input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)					
Swine <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
Poultry <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkeys Breeder Layers					
Horses					
Sheep <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
Goats <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
Mink – Adults					
White Veal Calves					
Other:					

The above information was supplied by:

Name: _____

Signature: _____

Firm (If applicable): _____