

Proponents are encouraged to consult with the Community Planning Division prior to submitting applications.

Please complete all applicable sections of the application form. An incomplete application will be returned to the applicant. For assistance, please contact the Community Planning Division at 905- 778-2055.

*All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Manager of Community Planning, 305 Barrie Street, Unit 2, P.O. Box 419, Bradford, Ontario, L3Z 2A9, Telephone: 905-778-2055, ext. 1401, Fax: 905-778-2070.*

**APPLICATION TYPE (check one)**

New Development

Additions

Revisions

**PROPERTY INFORMATION**

Municipal Address:

Registered Plan No.:

Lot/Block No(s).:

Reference Plan No.:

Part No(s).:

Roll No.:

Lot & Concession No.:

Date Subject Land Was Acquired By Current Owner (if known):

Is the property [listed or designated](#) under the Ontario Heritage Act?

**OWNER/APPLICANT INFORMATION**

Property Owner Information (check one):

Person(s)

Company

Registered Land Owner:

Application  
Contact:

Address:

Municipality:

Province:

Postal Code:

Telephone No.:

Fax No.:

Email:

Designate to Which all **Correspondence** will be Sent:

Designate to Which all **Invoices** will be Sent:

**AGENT, SOLICITOR OR PLANNING CONSULTANT**

Firm:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					

**MORTGAGEE**

Firm:					
Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					

**DETAILS**

Project/Marketing Name:					
Description of Project/Application:					

**CONSERVATION AUTHORITY**

Is the subject land regulated by a conservation authority?  
 Yes     No

If so, which one?  
 Lake Simcoe Region Conservation Authority     Nottawasaga Valley Conservation Authority

**\*\*Please note that additional fees may apply as determined by the Conservation Authority.**

**ASSOCIATED APPLICATIONS**

Has the subject land ever been the subject of any applications under the Act:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
<b>If yes</b> to above, complete the following and provide Type of application(s) and File No(s):			

Status of application(s):

**SITE DESCRIPTION (metric)**

	Frontage	Depth	Area
Subject Land:			
Total Holding:			

**MUNICIPAL SERVICES (check as applicable)**

Water:	<input type="checkbox"/> Available	<input type="checkbox"/> Connected	<input type="checkbox"/> Private	<input type="checkbox"/> Communal	<input type="checkbox"/> Other Explain
Sanitary Sewers:	<input type="checkbox"/> Available	<input type="checkbox"/> Connected	<input type="checkbox"/> Private	<input type="checkbox"/> Communal	<input type="checkbox"/> Other Explain
Storm Sewers:	<input type="checkbox"/> Available	<input type="checkbox"/> Connected	<input type="checkbox"/> Private	<input type="checkbox"/> Communal	<input type="checkbox"/> Other Explain
Storm Drainage:	<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other Explain	

**PROPERTY ACCESS**

Roads:	<input type="checkbox"/> Municipal	<input type="checkbox"/> County	<input type="checkbox"/> Provincial	<input type="checkbox"/> Private	<input type="checkbox"/> Right of Way	<input type="checkbox"/> Other Explain
Road Surface:	<input type="checkbox"/> Paved		<input type="checkbox"/> Gravelled	<input type="checkbox"/> Other Explain		
Width of Road Allowance:						

If access is by water only, describe the parking and docking facilities to be used and distance of these facilities from the subject land and the nearest public road:

**EXISTING BUILDINGS AND STRUCTURES DETAILS**

**Dimensions (in metric) of all Buildings and Structures Existing on the Subject Lands**  
(attach a separate page if necessary, basement not to be included)

Type of Structure	Ground Floor Area	Total Floor Area	Number of Storeys	Width	Length	Height

**Distance (in metric) of all Buildings and Structures Mentioned Above From Lot Lines**  
(the front lot line is described as the shortest lot line abutting a street)

Type of Structure	Front Yard Setback	Rear Yard Setback	Interior Sideyard Setback	Exterior Sideyard Setback	Other Setback

**Describe Use of Buildings and Structures**

Type of Structure	Dated Constructed	Current Use	Date Use Commenced

**Describe Existing Land Uses of Surrounding Lands**

North:	
South:	
East:	
West:	

**PROPOSED DEVELOPMENT**

*If any of the proposed buildings are to contain **separate units** (such as an apartment building or shopping plaza) or are of a **complex nature**, please answer the following items for each unit or group of similar units. Also include additional information regarding the location and type of use (i.e., number of 2-bedroom units) or type of retail (grocery, restaurant, etc.) stores.*

**Dimensions (in metric) of all Buildings & Structures Proposed on the Subject Lands**  
(attach a separate sheet if necessary, basement not to be included)

Type of Structure	Ground Floor Area	Total Floor Area	No. of Storeys	Width	Length	Height	No. of Residential Units

Distance (in metric) of all Buildings and Structures Mentioned Above From Lot Lines (the front lot line is defined as the shortest line abutting a street)				
Type of Structure	Front	Rear	Side	
Describe Proposed Use for all Buildings and Structures Listed Above				
Type of Structure	Proposed Use			
Describe the Proposed Parking Details for all Buildings and Structures Listed Above				
Number of Parking Spaces				
Description	Underground	Surface	Below Grade	Total
Parking Spaces				
Accessible Spaces				
Loading Spaces				
Other <small>Explain</small>				
Surface of Parking Area: <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Other <small>Explain</small>				

## ACKNOWLEDGEMENT OF PUBLIC INFORMATION AND DISTRIBUTION

The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

By submitting this application, the owner/applicant grants the Town of Bradford West Gwillimbury permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.

## OWNER'S AUTHORIZATION

*If an agent is used, the owner must complete this section. If there is more than one owner, a separate authorization from each individual or corporation is required. Attach an additional page(s) in the same format as this authorization if necessary.*

I, \_\_\_\_\_ being the registered owner of the subject lands, hereby

authorize (print name of agent)

to submit the above application to the Town of Bradford West Gwillimbury and appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Town relevant to the application. I also agree to allow the Town of Bradford West Gwillimbury, its employees and agents to enter upon the subject property for the purposes of conducting a survey, inspection and tests that may be necessary to this application.

I understand that all the information, documents and drawings and plans provided with this application will be made available to the public, as required by the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

In accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, I hereby consent to the Town of Bradford West Gwillimbury making this application and its supporting information available to the general public, including copying, posting on the Town's website and/or releasing a copy of the application and any of its supporting information to any third party upon their request, and as part of a standard distribution of copies of such documentation.

Signature:

Date:

Printed Name of Signatory:

Title:

**OWNER'S/AGENT'S SIGNATURE**

I, \_\_\_\_\_ of Town/City of \_\_\_\_\_

in the County/Region of \_\_\_\_\_ solemnly declare that:

All of the above statements and the statements contained in all of the exhibits submitted 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".

As of the date of this application, I am (*circle one of the following*) the registered *Owner* or the *Agent* for the owner of the lands described in this application, I have examined the contents of this application, I certify as to the correctness of the information submitted with the application insofar as I have knowledge of these facts, and I concur with the submission of this application to the Municipality.

I agree to pay the Planning Application Non-Refundable Fee and Working Deposit as established by By-law to the Town of Bradford West Gwillimbury at the time of filing this application and any costs which exceed this deposit. I also agree to pay to the Town any fees and charges as established by By-law, associated with engineering review and site monitoring by the Town or Peer Review Consultants in relation to the development proposed in the subject application. I understand that no assurance is given that the payment of the deposit will result in approval of the application.

I understand that all the information, documents and drawings and plans provided with this application will be made available to the public, as required by the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

Declared before me at the Town/City of \_\_\_\_\_ )  
\_\_\_\_\_ )  
in the County/Region \_\_\_\_\_ )  
of \_\_\_\_\_ this \_\_\_\_\_ day \_\_\_\_\_ )  
of \_\_\_\_\_ 20 \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Signature of Commissioner, Notary Public, etc.

**PLEASE NOTE:**

**The Town may seek to recover any costs incurred by the Municipality in the defense of Council approved development applications and Ontario Municipal Board Hearings. The Town's participation in such hearings may depend on an applicant's commitment to offset those costs.**

**Only complete applications accompanied by the necessary supporting materials, required application fee and working deposit will be processed. Please contact the Community Planning Division to determine if additional submission materials are required.**

## **Supporting Material Required with Application**

1. One (1) copy of a REGISTERED DEED OF TITLE for the subject lands must be included with the application
2. Two (2) copies of a LEGAL PLAN OF SURVEY folded to 21.5 cm x 28 cm and one (1) reduced copy (28 cm x 43 cm maximum) for the subject lands must be included with the application
3. USB or CD containing PDF copies of entire submission.

### **4. Site Plan and Elevation Drawing Requirements**

**Note:** All drawings must be **folded to 21.5 cm x 28 cm – rolled drawings will not be accepted.**

Six (6) copies of a full scale drawing and one (1) reduced copy (28 cm x 43 cm maximum) containing:

- **Key Map**
  - indicating the location of the subject property and the local vicinity
- **Table of Statistics** indicating the following information:
  - current zoning and applicable Zoning By-law of the subject property
  - total lot area of the subject property
  - gross floor area of the proposed building
  - net floor area of the proposed building
  - floor area ratio shown as percentage of the total lot area
  - lot coverage shown as a percentage of total lot area
  - front, rear, and side yard setbacks of the proposed building, and the distance between existing and proposed buildings
  - number of parking spaces, both provided and required by the applicable Zoning By-law and By-law 2019-22 (Off Street Accessible Parking)
  - landscaped area shown as a total area and percentage of the total area of the lot
- **Site Plan** must include:
  - location of all existing trees and proposed landscaping details
  - location and dimensions of all existing and proposed buildings
  - location and dimensions of all hydro transformers
  - proposed parking layout, including isle widths and dimensions of parking spaces
  - location and dimensions of all waste storage and loading/unloading facilities
  - location of proposed fire route
  - first floor elevation
  - abutting streets
  - all existing underground municipal services and utilities
- **Elevations** must show:
  - height and width of all proposed buildings
  - location of all windows, doors, loading docks, etc.
  - details of all four sides of the proposed building(s), including the type and colour of materials to be used
  - location of all roof-top mechanical equipment (HVAC, etc.) and proposed screening

### **5. Landscape Plan Requirements**

- Six (6) copies of a full scale drawing and one (1) reduced copy (11" x 17" maximum) containing:
  - key map



- all existing trees, accurately located on the plan with base elevations provided and clearly specified as to the type, caliper and condition. Existing trees to be removed must be indicated with a broken line. The locations and details of all protective fences must be indicated
- a plant list, using a key system, to indicate the full botanical name, common name, quantity, quality, caliper, height, spread and special remarks
- natural and man-made features such as berms, swales, ponds, creeks, rivers and ditches and the top of valley banks must be indicated and generally dimensioned
- details and specifications of the following items:
  - o planting details of trees, shrubs, groundcover, etc.
  - o walls, fences and screening
  - o walkways, cuts, ramps, stairs and paved areas and any features or special area, spot elevations for proposed grading and top and bottom elevations for ramps, stairs, retaining walls, planters, underground parking structures, parking stalls/lines
  - o lighting fixtures, planters, ground signs, etc.
- features and planting on adjacent lands owned by the applicants and which are to be held or are to be developed in a subsequent stage
- proposed planting on lands
- cost estimate prepared by an Ontario Association Landscape Architect
- land appraisal for calculations for cash-in-lieu of parkland

## 6. Additional Submissions

- Six (6) copies of a Planning Justification Report by a certified Registered Professional Planner (RPP) that explains the purpose of the amendment, describes its benefits and assesses the application's compliance with the Town's Official Plan, County of Simcoe Official Plan, Growth Plan for the Greater Golden Horseshoe, Provincial Policy Statement and the Lake Simcoe Protection Plan.
- Six (6) copies of the following:
  - Stormwater Management Report
  - Sanitary Design Calculation
  - Grading Plan
  - Drainage Plan
  - Site Servicing Plan and Municipal Connection Drawing
- Prior to applying, consult with the Community Planning Division to determine additional submission requirements. Such requirements may include ten (10) copies of one or more of the following:
  - Traffic Impact Study
  - Environmental Site Assessment
  - Noise Study
  - Environmental Impact Study
  - Geotechnical Study/Soil Report
  - Functional Servicing Study
  - Etc.

## 7. County of Simcoe

If the development fronts on a County road, a completed County Site Plan Application Review form along with the requisite \$250.00 fee must accompany this application.

## TARIFF OF FEES

Pursuant to Section 69 of the *Planning Act* for the  
Processing of Applications Made in Respect to Planning Matters

APPLICATION TYPE	APPLICATION FEE	<b>\$5,000 WORKING DEPOSIT REQUIRED<sup>1</sup></b> (in addition to application fee)
New Development	Residential (ground-oriented): \$12,730 + \$265/unit Residential (non-ground oriented): \$12,730+160/unit Non-Residential: \$12,730 + \$4,560/ha	✓
Additions	50% of the new development fee	✓
Major Revision to Approved Plan	50% of the new development fee	✓
Minor Revision to Approved Plan <sup>3</sup>	\$300.00	
Applicant-Initiated Major Resubmission <sup>4</sup>	50% of the new development fee	
Exemption from Site Plan Control	\$2,120 (to be determined by the Manager of the Office of Community Planning)	
Fourth and Subsequent Submission Review <sup>7</sup>	20% of new development fee	
Engineering Department – Review and Monitoring <sup>6</sup>	Review fees invoiced separately	
Finance Department – Invoice Processing Administrative Fee (Legal & Consultant invoices received for application)	5% of Invoice <sup>5</sup>	Review fees invoiced separately

**NOTES:** <sup>1</sup> The working deposit is used to cover a variety of expenses including advertising, public meeting, drafting, planning peer reviews (if necessary) and legal costs. As accounts are received from the Town's lawyer, planner, administrative staff member or consultant, they will be paid by the Town and then submitted to the Developer along with the Town's 5% administrative cost, for reimbursement. After the file is closed and upon application, the balance of the working deposit (if funds remain) will be refunded to the applicant. If additional funds are required they will be billed accordingly.

<sup>2</sup> "Per hectare" calculation is based on the lands to which the site plan applies (which may be less than the actual property); for the purpose of the fee calculation, site area will be rounded up to the next half hectare (e.g., site area of 2.02 hectares = 2.5 X \$1,500, or 2.5 X \$4,300, as applicable).

<sup>3</sup> "Minor Revision" includes, but is not limited to such items such as revised elevations and changes to building footprint with minimal impacts on surrounding site, buildings, parking, landscaping and/or drive aisles.

<sup>4</sup> "Applicant-Initiated Major Resubmission" are revised plans submitted during the application review process with substantial changes that have not been triggered by the town's comments on earlier submissions. For example, the applicant decides to substantially change the plan to accommodate a new design concept.

<sup>5</sup> Administrative fee will be added as invoices are processed for payment.

<sup>6</sup> Engineering Review and Monitoring Fees are invoiced separately on an ongoing basis for Town Engineering staff time and External Engineering Peer Review consultants works. Engineering Staff time is invoiced in accordance with the Town's Fee and Charges By-law.

<sup>7</sup> A flat submission review fee will be charged if the developer requires a fourth submission of plans and/or materials prior to approval.

<sup>8</sup> Application fees are subject to change with the Town's Fees and Charges By-law, and any amendment(s) thereto.

**For Office Use Only**

<i>Date Received:</i>	<i>Fee Received:</i>	<i>Fee Required:</i>
<i>Application Rec'd by:</i>		
<i>Outstanding Requirements:</i>		
<i>Date Application Deemed Complete:</i>		