



KESWICK SERVICING ALLOCATION ASSIGNMENT PROGRAM RESIDENTIAL DEVELOPMENT

**(Approved and revised by Council on December 15, 2008
and October 3, 2011 respectively)**

Submission Instructions

Introduction

The Regional Municipality of York is in the process of expanding the Keswick Water Pollution Control Plant in order to accommodate future population and employment growth in the community Keswick. Subject to the successful implementation of a phosphorus monitoring and testing program, this expansion will result in approximately 17,000 persons equivalent of additional wastewater treatment capacity.

On December 15, 2008, Town of Georgina Council assigned 2,500 persons equivalent of this additional servicing capacity to a 'Major Residential Development' category, and directed that it be distributed to individual development proposals through the 'Keswick Servicing Allocation Assignment Program'. Authorization for staff to proceed with the Assignment Program in the Fall of 2011 or Winter 2011/12 was given by Council on October 3, 2011.

Landowners and developers wishing to be considered for an assignment of this additional servicing allocation are required to make an application in accordance with the eligibility criteria and submission requirements of the 'Keswick Servicing Allocation Assignment Program', as set out below.

Eligibility Criteria

To be considered for the preliminary assignment of servicing allocation, all of the following eligibility criteria must be met:

1. The subject land is located within the Keswick Secondary Plan.
2. The proposed development conforms to the policies of the Keswick Secondary Plan and the appended Urban Design Guidelines. Notwithstanding the foregoing, development proposals that require an amendment to the policies of the Secondary Plan may also be considered provided the proposed amendment(s) are not contrary to the goals of Secondary Plan as set out in Section 9.1.1.2 and that the proposal does not involve an expansion to the limits of the Secondary Plan boundary.
3. The proposed development is a residential or mixed use proposal consisting of more than 3 dwelling units.

4. The proposed development has been designed to achieve, at a minimum, Energy Star® certification where the built-form is single detached dwellings, semi-detached dwellings, townhouse dwellings, duplexes, triplexes and/or fourplexes.
5. The proposed development has been designed to achieve, at a minimum, LEED® certification where the built-form is a mixed use commercial/residential building and/or an apartment/condominium building.
6. There are no outstanding municipal taxes owing on the property, or satisfactory arrangements have been made with the Town regarding the payment of any outstanding taxes.

Evaluation Criteria

The following criteria will be used by the Town to evaluate the proposed developments:

1. Does the proposal serve to revitalize and/or strengthen one of the three Urban Centres identified in the Keswick Secondary Plan?
2. Does the proposal exhibit exceptional urban and architectural design?
3. Does the proposal incorporate innovative sustainability, storm water management, water conservation and/or energy conservation measures (e.g. green roof, solar efficiencies, geothermal system, wind turbine, permeable pavement, xeriscaping, rain water harvesting cistern, etc.) that go beyond the minimum requirements for achieving Energy Star® or LEED® certification?
4. Does the proposal provide public access opportunities to the waterfront (Lake Simcoe and/or Maskinonge River)?
5. Is the proposal transit supportive and/or does it promote reduced automobile dependence and alternative means of transportation?
6. Will the proposal result in, or allow for, the completion of a neighbourhood?
7. Does the proposal provide any community benefits, facilities or services that go beyond the typical requirements of the planning approvals process? Examples include, but are not necessarily limited to, the following:
 - Increased public parkland or open space opportunities
 - Enhancements to the pedestrian and bicycle pathway system
 - Improvements to public infrastructure
 - Affordable housing
 - Donations to charitable or not-for-profit organizations that provide essential services to the community
8. Does the proposal serve to strengthen the Town's economic well being?
9. Does the applicant have experience developing similar types of projects?

10. Can the proposal be developed in a timely fashion, taking into consideration variables such as outstanding planning approvals, required studies, or engineering and environmental constraints?

Rating Scale

The following rating scale will be used to evaluate each of the submissions against the 10 evaluation criteria:

- 1 - very weak
- 2 - weak
- 3 - moderate
- 4 - strong
- 5 - very strong

Criteria #3 (Sustainability) and Criteria #4 (Public Waterfront Access) will be given twice (2X) the weight of the other evaluation criteria in order to reflect the importance of these issues to the Town.

Submission Requirements

1. A completed *Submission Checklist*.
2. A completed *Application Form*.
3. A *Comprehensive Report* (10 copies) consisting of the following:
 - a) Table of Contents
 - b) Description of the overall proposal
 - c) Relevant property information (legal description, municipal address, assessment roll number, present use, description of existing structures, frontage, depth and area).
 - d) A detailed concept plan in accordance with the following minimum requirements:
 - Drawings, sketches or artist's renderings to provide a visual description of the project.
 - If the proposal is a plan of subdivision or condominium, the concept plan shall be in the form of a draft plan prepared in accordance with the information requirements of Section 51(17) of the *Planning Act*, R.S.O. 1990.
 - If the proposal is not a plan of subdivision or condominium, the concept plan shall include, at a minimum, the following information:
 - The boundaries and dimensions of the subject land;
 - The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from all lot lines;

- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - The current land use(s) of adjacent properties;
 - The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
 - The location and nature of any easements affecting the subject land; and,
 - A proper metric scale and north arrow.
- e) An explanation of how the proposal meets each of the eligibility criteria.
- f) A detailed explanation of how the proposal addresses each of the evaluation criteria.
- g) A description of any planning approvals required pursuant to the *Planning Act* (i.e. Plan of Subdivision, Zoning By-law Amendment, Minor Variance, Site Plan, etc.). Where a Zoning By-law Amendment or Minor Variance is required, please provide details regarding the required relief.
- h) A statement regarding the total amount of servicing allocation required for the development proposal and the amount of servicing allocation currently assigned to the property (if any). The servicing allocation requirement is determined using the following factors:
- | | |
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| Single Detached, Semi-Detached, Townhouse | 2.9 persons per unit |
| Apartments or Retirement Developments | 2.0 persons per unit |
| Seniors Apartments | 1.5 persons per unit |
| Institutional having overnight accommodation
(i.e. Nursing Homes) | 1.5 persons per unit
or 1 person per bed |
| Commercial having overnight accommodation
(i.e. Hotels, Motels) | 1.5 persons per unit |
| Retirement Developments | 2.0 persons per unit |
- For example: If the development proposal includes 10 single detached dwellings, the total amount of servicing allocation required is 29 persons equivalent (10 units x 2.9 persons per unit).
- i) A description of applicant's experience developing similar types of projects, including information about previous developments that have been built.
- j) The proposed time frame for the completion of the project.

Approval Procedure

1. A complete submission must be received by the Planning Division **no later than 4:30 p.m. on February 10, 2012.**

2. Planning Division staff will review the submission for completeness and determine if the eligibility criteria have been met.
3. If the submission is deemed to be complete and meets the eligibility criteria, it shall be accepted. If the submission is deemed to be incomplete or does not meet the eligibility criteria, staff may request additional information or refuse to accept the submission.
4. Submissions deemed to be complete and eligible will be forwarded to the Selection Committee for review and consideration. The Selection Committee is comprised of the two Keswick Ward Councillors, the Mayor as an ex-officio member, and staff representatives from the Engineering and Public Works Department, the Parks, Recreation and Culture Department, and the Planning and Building Department.
5. The Selection Committee will grade each of the submissions using the Evaluation Criteria and Rating Scale (i.e. scores of 1 to 5), and the submissions receiving the highest total score will be invited to advance to the second stage in the process. The Selection Committee will determine the number of submissions that will advance to the second stage in the process.
6. The applicant/agent of those submissions that have been selected to advance to the second stage in the process will be invited to make a presentation to the Selection Committee. Presentations will be limited to 15 minutes in length, and will be followed by a 15 minute question/discussion period.
7. Following all of the presentations, the Selection Committee will meet to discuss each of the submissions, review the evaluations (and make any necessary revisions thereto), and select the proposal(s) it believes should receive servicing allocation.
8. Staff will prepare a report on behalf of the Selection Committee and make recommendations to Council respecting the proposed development(s) that it believes should receive the servicing allocation, along with the terms of the preliminary assignment. Terms of the assignment may include, but are not necessarily limited to: (1) a sunset clause after which date the allocation may be revoked if Council is not satisfied that the applicant is proceeding in a timely fashion; and, (2) the submission of progress reports.
9. Council will make the final determination regarding the development(s) to be assigned the allocation and the terms of the assignment.
10. The estimated length of the application process is 3 months.

For more information respecting the Keswick Servicing Allocation Assignment Program, please contact:

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