



SITE PLAN APPROVAL GUIDELINE

The Corporation Of The Town of Georgina

Development Services Department | Town of Georgina

26557 Civic Centre Road, Keswick, ON | L4P 3G1

905-476-4305 | 705-437-2210

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INTRODUCTION

1. On December 29th, 1986, Council of the Corporation of the Town of Georgina passed By-law No. 86-244 (PL-3), as amended by By-law 92-120 (PL-3) designating all lands within the territorial limits of the Town of Georgina as a site plan control area, pursuant to Section 41 (2) of the Planning Act R.S.O. 1990, c.P.13 as amended.

This by-law requires that the Municipality approve certain drawings and plans as a condition to consent to development and also requires that owners enter into Development (Site Plan) Agreements when deemed necessary.

2. The objectives of site plan approval are:
 - i) to ensure implementation of Town and/or Regional standards, particularly in reference to servicing, easements, parks, road widenings, Council policies and zoning;
 - ii) to secure a safe site environment with respect to grading, lighting, walkways, fencing, landscaping and pedestrian and vehicular traffic, both on site and where the site has access to public roads and parks;
 - iii) to provide a visually attractive development through utilization of existing site features, the provision of landscaping and the approval of structures, buildings or additions, taking into consideration the character and scale of adjacent uses;
 - iv) to control location and treatment of on-site facilities, such as recreational structures, garbage disposal, parking and driveways;
 - v) to provide that the proposal approved by the Town is developed and maintained as approved.
3. Pursuant to Section 41 (8) of the Planning Act R.S.O. 1990, as amended, where a site plan control area is within a Regional Municipality, plans and drawings in respect of any proposed development shall not be approved until the Regional Municipality has been advised and afforded a reasonable opportunity to require the owner to comply with this section of the Act. Specifically, an applicant whose proposal abuts a Regional Municipality of York roadway must also make application to and receive approval from the Regional Engineering Department prior to issuance of any approval by the Town.
4. Pursuant to Policy No. PB-PR-01, the Town may require that the application/submission be subject to an appropriate peer review, all at the cost of the proponent.

USING THE APPLICATION FORM

5. The Site Plan Application Guide attached has been prepared to set forth for your benefit the information required by the Municipality to allow it to properly evaluate your proposal.
6. The attached application form is to be used only when applying to the Corporation of the Town of Georgina.
7. The application should be completed by the property owner or his/her authorized agent and returned to the Town's Development Engineering Division at the above address. Where such application is made by an agent, the written authorization of the owner(s) should accompany the application. For your convenience, an authorization form has been included in the attached application.

INFORMATION REQUIRED

8. The application must include a site plan prepared by the owner's Consulting Engineer and Landscape Architect, showing the following:
- i) the location and layout of all buildings and structures to be erected and the location of all facilities and works to be provided in connection therewith including:
 - a) a separate landscape plan prepared by a Landscape Architect indicating all proposed landscaping, fencing and topographical information. In addition to appropriate details for same;
 - b) location and type of site lighting;
 - c) proposed grading of site for storm and surface drainage purposes, along with all storm water management techniques, reports and calculations, if required.
 - d) parking lot and driveway layout;
 - e) facilities to provide access to and from the site;
 - f) location of all existing and proposed water, storm and sanitary services along with all pertinent information, e.g., invert elevations, type of pipe, etc.;
 - g) location of bulk garbage containment and appropriate screening details;
 - h) any road widenings required to be conveyed;
 - l) any easements required to be conveyed for maintenance or improvement to watercourses, ditches and land drainage works;
 - j) location and type of park or recreational facility that may be required;
 - k) location of freestanding sign, including detail complete with dimensions.
 - ii) elevation and cross-section views for each industrial, commercial, recreational and building to be erected
 - iii) reference must be made to the Development Design Criteria. This book is available at the Development Engineering Division at a cost of \$25.00 or available on the Town's web site: www.georgina.ca
 - iv) refer to "Drawing Submission Guideline – Site Plan", as attached, for submission requirements.

FEES

Fees are established by:

By-law No. 2018-0074 (PL-7); being a by-law to establish fees for Planning applications and services was passed by Council on the 19th day of September 2018.

SITE PLAN APPROVAL PROCESS

12. The site plan approval process works most efficiently when plans are submitted at the outset with sufficient detail to permit informed response from the Town. If plans are incomplete, time is lost while the applicant revises and resubmits plans to show all of the required information. Applicants are strongly advised to consult with Town and Regional departments prior to applying for the site plan approval. This permits each department to inform the applicant of the details it requires to be shown on the plan for the specific proposal and to advise the applicant of any site specific information which might influence the design and layout of the proposal.
13. The application for site plan approval and the site plan are then submitted to the Development Engineering Division for review as to completeness and adequacy of the drawings. Should additional information be required, the drawings will be returned to the applicant or consultant for revision and resubmission. The revised plan will be approved by the Director of Development Services once all required information is shown on the plan.
14. The approved site plan will be presented to the Site Plan Review Committee of Council for final approval. This Committee is comprised of the Mayor, Regional Councillor and the Ward Councillor in which the lands are situated. The Committee meetings are generally scheduled as needed at 9:00 a.m. in the Committee Room located on the second floor in the Civic Centre.

15. If, in the opinion of the Committee, the proposal warrants that the owner enter into a Site Plan Agreement with the Municipality, the agreement will be prepared by the Town in accordance with the works and facilities shown on the approved plan. The agreement is then sent to the owner(s) for signature and returned to the Town, along with all requisite fees and securities. The agreement will then be executed by the Mayor and Clerk and registered on title to the lands by the Town.
16. The Development Engineering Division then advises the Building Division that all departments' concerns have been satisfied and that the Development Engineering Division has no objection to the issuance of a building permit. Issuance of the building permit is, of course, subject to all other necessary departmental approvals.

FLOW CHART

The flowchart below outlines the typical Site Plan application review process. In accordance with the provisions of the **Planning Act**, a Site Plan application may be appealed/referred to the Ontario Municipal Board.

Note: Some Site Plan Applications may not be required to follow all of the stages of the review process.





DRAWING SUBMISSION GUIDELINE Site Plans

The Town of Georgina's Development Engineering Division circulates and administrates the site plan applications. All drawings and applications are required to be forwarded to the Development Engineering Division. Once the complete packages of drawings and reports have been submitted, they are circulated to internal and external commenting agencies. **Each package shall include a general covering letter together with a detailed list of drawings (Consultant, Drawing Title, Drawing Number and Revision Number and Date).** The packages are required to contain the following drawings and reports:

1. Engineering Drawings
2. Architectural Drawings – coloured rendering/elevation drawings
3. Landscape Drawings
4. Site Lighting Drawings
5. Stormwater Management Study/Report
6. Geotechnical Report
7. Traffic Study, if required
8. Noise Study, if required

The drawings and reports are required to be individually packaged, bound together, labelled and wrapped READY TO DELIVER in accordance with the below noted distribution list. Each package shall be complete with a copy of the Site Plan Application and Cover Letter and a copy of the pre-consultation checklist for planning and engineering, as noted above.

INTERNAL CIRCULATION: (Town Divisions)

Label information: Division Name as noted below
Number of drawing sets and reports

1. Development Engineering Division - **(1) Rolled:** complete set of drawings, all reports and coloured rendering/elevation drawing(s) plus **(1)** digital copy of all submitted drawings, reports and letters **(USB only)**
2. Zoning Examiner - **(1)** Civil & Architectural Site Plan drawing
3. Georgina Accessibility Advisory Committee - **(1)** Civil & Architectural Site Plan drawing

EXTERNAL CIRCULATION: (Outside Commenting Agencies)

Label Information: Agency Name as noted below
Number of drawing sets and reports

4. Lake Simcoe Region Conservation Authority **(if regulated or plan of condominium) - (2) folded:** complete sets of drawings, Stormwater Management Report and Geotechnical Report and all other related reports

Developments fronting other regional roads, municipalities or provincial highway:

5. Ministry of Transportation **(ONLY if fronting a MTO highway) – (4)** Site Plan drawings **(3)** complete sets of drawings and all reports plus **(1)** digital copy of all submitted drawings and reports **(USB only)**
6. Durham Region **(ONLY if fronting a Durham Region road) - (2)** complete sets of drawings, all reports and coloured rendering/elevation drawing(s)
7. Town of East Gwillimbury – To be determined during pre-consultation
8. Township of Brock – To be determined during pre-consultation

**SUBMISSIONS THAT HAVE NOT BEEN PACKAGED IN ACCORDANCE WITH THE ABOVE
GUIDELINE WILL BE RETURNED TO THE APPLICANT



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APPLICANT INFORMATION				
Date:		FILE :		
REGISTERED PROPERTY OWNER (name in full):				
Company (if applicable):				
Address:				
Telephone:	Fax:	Email:		
APPLICANT NAME (name in full):				
Company (if applicable):				
Applicant is:				
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> Planning Consultant <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____				
Address:				
NOTE: If the registered Owner and/or Agent is a corporation, provide the names and titles of the authorized signing officers:				
Telephone:	Fax:	Email:		
PROPERTY INFORMATION				
Municipal Address:				
Legal Description:				
Existing Use of Property:				
Lot Area (ha):	Frontage (m):	Depth (m):		
Existing tenure:	<input type="checkbox"/> Freehold	<input type="checkbox"/> Rental	<input type="checkbox"/> Condominium	
Description of Proposal:				
APPLICATION DETAILS				
Details of Development Proposal	Existing		Proposed	
Gross Floor Area (m ²)				
Gross Leasable Floor Area (m ²)				
Lot Coverage (%)				
Commercial (m ²)				
Industrial				
Residential				
Max. Allowable Coverage (%) (as per applicable Zoning By-law)				
Number of Units				
Unit type				
Number of Parking Spaces				
Building Height (m)				
Building Height (storeys)				
Building Sprinklered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Phasing Plan Indicated				

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Site Servicing

Municipal Water		
Private Well		
Sanitary Sewer		
Storm Sewer		
Private Septic		

Zoning By-law Information

Current Zoning By-law	
Zoning Category	
Zoning Amendment (if applicable)	<input type="checkbox"/> Amendment <input type="checkbox"/> Exceptions <input type="checkbox"/> Variances

AUTHORIZATION OF REGISTERED OWNER(S)

NOTE: If the application is to be prepared by an agent, your authorization should not be given until the completed application and its attachments have been examined by you.

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize _____ of _____ to act on this application to the Town of Georgina, Development Engineering Division of the Development Services Department and to appear on my/our behalf at meetings or hearings with respect to this application and to provide any information required by the town relevant to this application.

I/We, _____ hereby apply for Site Plan Approval and solemnly declare that all of the above statements contained within the application and the information contained in the accompanying plans are true. *I understand that Site Plan Approval is required before any building permit can be issued.*

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize members of the Committee/Council (or a representative thereof), Town of Georgina staff, Peer Review Consultants retained by the Town of Georgina and relevant external agency staff to enter upon the subject lands for the purposes of evaluating the merits of this application

In accordance with the provisions of the Planning Act R.S.O. 1990, C.P13, as amended, I understand that all information and material that is required to be provided to the Town of Georgina respecting planning applications shall be made available to the public. In submitting this development application and supporting documentation, I hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.M.5 that all information documents, drawings and plans provided with this application by myself, my agents, consultants and solicitors, will be part of the public record and will also be made available to the general public.

Dated at _____, this _____ day of 20_____.

Signature of Registered Owner: _____

Signature of Agent: _____

DECLARED/SWORN BEFORE ME

At the _____ in the County/Regional Municipality of _____
(city or town) (name of city or town/township)

this _____ day of _____, 20_____.

 Commissioner of Oaths

 Authorized Agent

OFFICE USE

File Number:	Related File Number(s):
Date Received:	Amount Received:
Technologist Assigned:	Planner Assigned:
Agreement Registered:	