



SITE PLAN AGREEMENT APPLICATION CHECKLIST

Please ensure that your application contains the following information. Insufficient information will result in the application being **RETURNED** to you, and delay the processing of your application.

- ALL sections of the application are to be filled out. If you are uncertain of the information, indicate "unknown" in the space. It is important to note ALL existing structures on the property, including their dimensions, and the approximate date of construction. This includes decks and stairs, as well as accessory buildings such as garages, cabins, etc. If necessary, use a separate sheet.
- Only sign the application before a Commissioner of Oaths (a Commissioner is on staff at the Township office, but there may also be one at your local Town/City Hall or solicitor's office).
- SKETCH** – It is important that all measurements are accurate. Remember that this is a legal document, and is binding. Three (3) copies of the sketch are to be submitted as follows:
 - ___ Where possible, on a photocopy of a survey plan of the property
 - ___ To scale (an info sheet with scaling rulers is attached for your assistance)
 - ___ On paper no larger than 11 x 17 (if on a survey plan that is larger than this, it is acceptable to submit the full size survey plan)
 - ___ In black ink
 - ___ Show the location, setback from property line & dimensions of **all** structures on the property, including dwellings, cabins, docks, sheds, privies, decks, stairs, etc.
 - ___ Location of septic system & driveway
 - ___ Any topographic features such as streams or cliffs
 - ___ Delineate areas of "NATURAL VEGETATION" (forested, non-manicured areas) versus areas that are lawn & garden
 - ___ A North arrow

Please Note: FAXED SKETCHES ARE NOT ACCEPTABLE

- A copy of the property **DEED** & indicate, if applicable, if the Original Shore Road Allowance has been closed, or is under a License of Occupation with the Township.
- Ensure that a **COST ACKNOWLEDGEMENT AGREEMENT** is submitted with this application (if this is for a commercial property, please submit a \$500.00 deposit fee as well)

Should you have any questions, please contact the Planning Department at:

Township of Lake of Bays
1012 Dwight Beach Road
Dwight, Ontario
POA 1H0

Phone No: 705-635-2272
Toll Free: 1-877-566-0005
Fax No: 705-635-2132

Office Use Only

Reviewed by: _____

More Info. Required? Yes No

Date Accepted: _____

Date Returned for Info: _____

The Various Steps in the Process Continued:

- The Township planning report and any other agency or public comments are sent to applicant prior to the public meeting. (Please note that approval of low density residential site plan applications is a staff, rather than a Planning Advisory Committee function. Therefore, the following steps do not apply to the approval of low density residential site plan applications).
- A public meeting is held and the application and related reports are reviewed by Planning Advisory Committee. The applicant may make a presentation to the Committee. This Committee makes a recommendation to Council on the approval of a By-law (which would allow the Mayor and Clerk to sign the agreement) is made to Council.
- A draft By-law is reviewed by Council (the afternoon of the same day as the Planning Advisory Committee meeting). A decision regarding the passage of the By-law is made.
- If by-law passed, agreement is signed by both parties and agreement is registered on title. Please note that building permits will not be issued until agreement is registered on title.

Additional Information may be obtained from the Township's Planning Department at:

1012 Dwight Beach Road
RR# 1
Dwight, Ontario P0A 1H0
Telephone: (705) 635-2272
Fax: (705) 635-2132
Email: planner@lob.muskoka.com
www.lakeofbays.on.ca

Note: This document is for guidance purposes only and may be updated from time to time. The applicant should contact the Township Planning Department to determine all requirements prior to making a rezoning application. (September, 2004)



SITE PLAN APPROVAL

PROCEDURES

The Township of Lake of Bays
Planning Department

R.R.# 1
1012 Dwight Beach Road
Dwight, Ontario P0A 1H0

Telephone: (705) 635-2272
Fax: (705) 635-2132

Email: planner@lob.muskoka.com
www.lakeofbays.on.ca

When is a Site Plan Approval Required?

A site plan agreement is a legal document that may include a site plan sketch and details exactly how future development will occur on the property. The agreement is entered into between a property owner and the Township and is registered on the title of the property.

The Township requires that a site plan approval be obtained whenever you wish to develop a residential property that contains sensitive resource features or various development constraints (ie. steep slopes or flood prone areas). In addition any commercial or industrial development within the Township also require a site plan approval.

How Do I Apply for a Site Plan Approval?

Application forms are available at the Township Office at 1012 Dwight Beach Road.

To make an application for site plan approval, you must submit the following to the Planning Department:

1. The application form completed in full.
2. An application fee of \$300.00 per application, made payable to the Township of Lake of Bays, to cover the costs of processing the file(s).
3. The cost acknowledgment agreement completed in full. Should the agreement be for a commercial, industrial or multiple family residential property, a minimum deposit of \$500.00 must also be submitted.
4. 3 copies of a sketch, drawn to scale, of the property showing the location of all structures as well as their related setbacks to all lot lines. Please note, while this is not a survey, as a site plan agreement is a legal document that is registered on the title of the property, our experience has been that more professionally drawn sketches, such as those drawn by a surveyor or a planner, provide more accurate information and as a result, expedite the process.

Costs Involved:

Application Fee - \$300.00 to pay for the processing of the application; payable to the Township of Lake of Bays.

Registration at Registry Office - standard cost of \$60.00 to register any document, payable to the Minister of Finance, together with fee paid to agent or solicitor for their time in preparing documents for registration, typically a minimum of \$30.00.

Cost Acknowledgement Agreement - Due to the recent delegation of numerous new planning responsibilities to the Township, we now require applicants to enter into a cost acknowledgement agreement with the Municipality. This entails completion of a cost acknowledgement agreement. Should the agreement involve a commercial, industrial, or multiple family residential property, a minimum deposit of \$500.00 must be submitted to the Municipality. This money will be used to cover the costs of obtaining any additional information, such as a septic system pre-inspection or technical studies, which may be required to assist the Committee in the processing of your file. Should any additional costs be incurred, we will deduct said amount from your deposit. Once a file is successfully processed, we will return the balance of the \$500.00 to you. Obviously if no additional costs are incurred we will return the full amount.

Development Charges - The Township of Lake of Bays, the District of Muskoka and the Simcoe Muskoka Catholic District School Board may require the payment of a development charge on new construction. However, these charges are payable at the building permit stage and will **not** be made a condition of the approval of a site plan. The actual amount paid will depend on the rate in effect at the time of submission of the application for a building permit. Further information in this regard may be obtained from the Township's Chief Building Official at the address noted in the back panel of this brochure.

The Planning Advisory Committee:

The function of the Planning Advisory Committee is to review commercial and industrial applications, staff and agency comments on applicable planning policies and regulations, information provided by the applicant, as well as the input of any neighbours. As part of their review of this information, the Committee must satisfy themselves that the proposed site plan constitutes good planning for the proper and orderly development of the Township.

For this reason, it is not possible for any one person or agency to tell an applicant in advance if their application will be approved. The Committee does however, strongly encourage pre-consultation with Planning Department staff and some of these other agencies in advance of making a formal submission to determine some of the requirements.

The Various Steps in the Process:

- The applicant submits "complete" application to the Township Planning Department, including forms, sketches, the processing fee of \$300.00 together with a completed Cost Acknowledgement Agreement and, if a commercial, industrial or multiple family residential property, a minimum deposit of \$500.00
- Planning Department staff process application.

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
APPLICATION FOR SITE PLAN APPROVAL**

The undersigned hereby applies to the Planning Committee for approval of a site plan(s) under Section 41 of the Planning Act, R.S.O.1990, c.p.13 as described in this application.

Office Use Only:

Application No. _____

Site Plan Agreement Fee \$300.00 *pd*

Date Received _____

1. Date of Application: _____

2. Name of Registered Owner: _____
Address: _____
Telephone No.: _____ Fax No.: _____

3. Authorized Agent's Name: _____
Address: _____
Telephone No.: _____ Fax No.: _____

4. Name of any Mortgagees, Holders of Charges or any Encumbrances: _____
Address: _____

5. Legal Description of the land for which the site plan agreement is requested:
Concession(s) _____, Lot(s) _____, Ward _____
Registered Plan No. _____ Part(s) _____
Assessment Roll No. _____

6. **PLEASE ATTACH COPY OF DEED**

7. Size of property which is subject of this application:
Frontage: _____ metres _____ feet
Lot Depth: _____ metres _____ feet
Area: _____ square metres _____ square feet

OR

_____ acres _____ hectares

8. Existing Zoning _____

9. Present Use of Subject Lands: PLEASE BE SPECIFIC (i.e. vacant; single family dwelling)

Existing: _____

Proposed: _____

10. Facilities Existing or Proposed for the subject lands:

WATER SUPPLY	EXISTING	PROPOSED
(a) Drilled or dug well on subject lands	_____	_____
(b) Lake or river	_____	_____
(c) Other (Specify)	_____	_____

SEWAGE DISPOSAL	EXISTING	PROPOSED
(a) Individual Septic Tank	_____	_____
(b) Pit Privy	_____	_____
(c) Other (Specify)	_____	_____

ACCESS	EXISTING	PROPOSED
(a) Year Round Maintained Municipal Road	_____	_____
(b) Seasonally Maintained Municipal Road	_____	_____
(c) Private Road	_____	_____
(d) Water Access	_____	_____

Name of Street or Road _____

11. Has the Owner previously applied for site plan approval in respect of the subject lands:

No _____

Yes _____, Describe briefly _____

12. Is this Agreement subject to the condition of another Planning Application:

No _____

Yes _____, Application No. _____

13. ADDITIONAL INFORMATION

14. REQUIRED PLANS:

The Owner/Agent is required to submit THREE (3) copies of the plan, drawn to scale showing the dimensions of the subject lands and showing the location, size and type of all buildings and structures on the subject lands. In addition, the plan shall show, if applicable, any proposed highway widenings, facilities to provide access to and from the subject lands, required off-street loading and parking facilities, facilities for pedestrian access, lighting facilities, landscaping, waste storage facilities, any Municipal easements, grading and storm water management and construction mitigation facilities.

The Planning Committee may require that the plan be prepared and signed by an Ontario Land Surveyor and that elevation plans and cross-section views of the proposed buildings be submitted for approval.

Note:

- a) The Plan shall be a maximum size of 28 cm x 43 cm (11' x 17').
- b) The Plan shall not contain any survey monuments or pins.
- c) The Plan shall show a north arrow and be in a clear, reproducible form.

15. I/We hereby submit this application for approval of a site plan(s) in respect of the lands hereinbefore described.

DECLARATION:

1) OWNER

I/We _____ of the Corporation of the Township of Lake of Bays in the District Municipality of Muskoka, do solemnly declare:

- a) that I am/we are Owner(s) of the lands hereinbefore described and do hereby authorize _____ to act as agent on this application.
- b) that to the best of my/our knowledge and belief, all the information and statements given in this application and in all of the exhibits transcribed herewith are true.

AND I/We 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 _____)

Registered Owner

A Commissioner, etc.

2) AUTHORIZED AGENT

I, _____, of the Corporation of the Township of Lake of Bays, in the District Municipality of Muskoka, do solemnly declare:

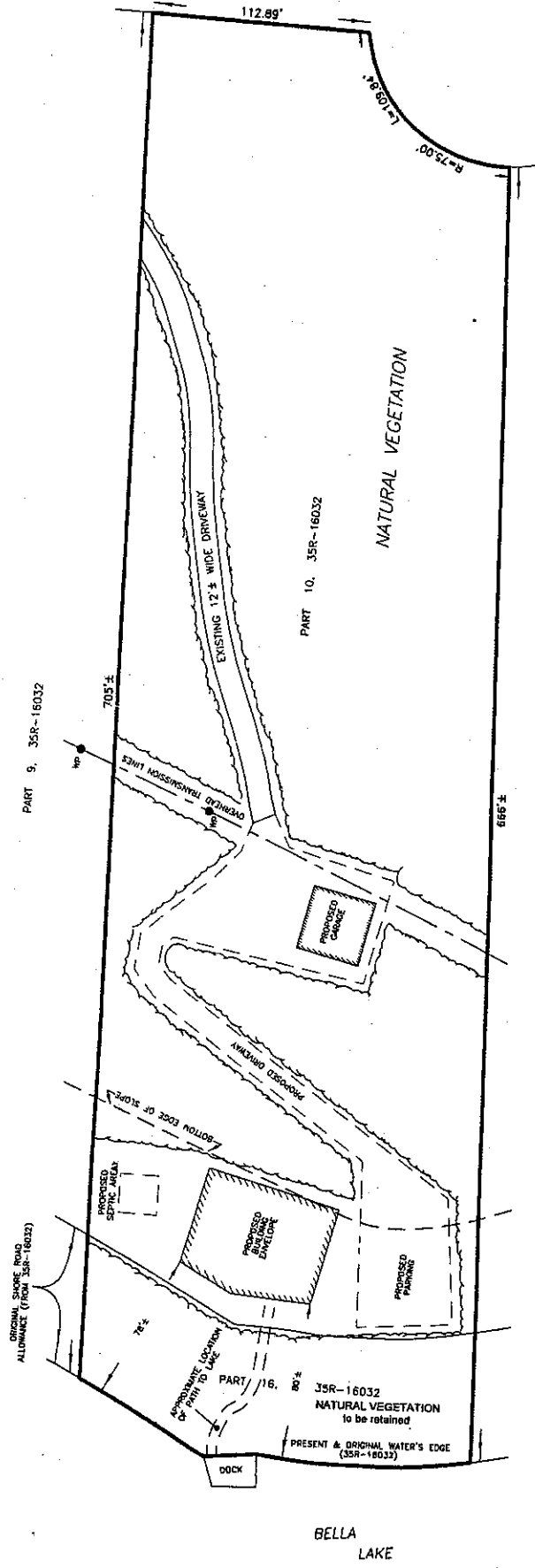
- a) that I am the authorized agent for the Owner of the lands hereinbefore described.
- b) that to the best of my knowledge and belief, all the information and statements given in this application and in all of the exhibits transcribed herewith are true.

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".

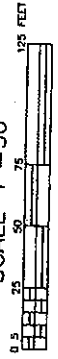
DECLARED before me at the _____)
of _____, in the)
_____ of _____, this)
_____ day of _____, 20 _____)

Agent

A Commissioner, etc.



SITE PLAN OF
PART OF LOT 20, CONCESSION B
TOWNSHIP OF SINCLAIR
NOW IN THE TOWNSHIP OF LAKE OF BAYS
DISTRICT MUNICIPALITY OF MUSKOKA
 SCALE 1" = 50'



**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
COST ACKNOWLEDGEMENT AGREEMENT**

This Agreement made this ____ day of _____, 20__.

B E T W E E N:

Applicant's name(s)

hereinafter referred to as the "Developer"

- and -

The Corporation of the Township of Lake of Bays

hereinafter referred to as the "Township"

WHEREAS the Developer represents that he/she is the registered owner of the lands described in Schedule "A" attached hereto, and which lands are hereinafter referred to as the "lands";

AND WHEREAS the Developer has filed for an **Application for Site Plan Approval**;

AND WHEREAS it is a policy of the Township that any costs beyond the ordinary processing of an application, such as review of specialized planning, legal, engineering or other professional studies be borne by the Developer;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of two dollars (\$2.00) now paid by the Township to the Developer, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

In this Agreement:

"application" means the application for a site plan approval submitted on _____ with respect to the lands described in Schedule "A" hereto.

"Developer" means the applicant for the approval to which this agreement relates to.

"expenses" means:

expenses incurred by the Township while processing the application that are above and beyond the basic application fee, including, but not limited to, staff travel expenses, meal allowances, meeting time and second circulations.

all consultant fees and disbursements relating to the review of the application including, without limiting the generality of the foregoing, specialized planning, legal, engineering or other professional expenses.

The Township agrees to process the application and where the Township, in its sole discretion deems it necessary to retain such additional consultants as are necessary to properly evaluate the application.

(i) It is hereby acknowledged that all costs of processing the application shall be paid for by the Developer. The Developer shall reimburse the Township for all expenses the Township may be put to in respect of the application upon demand.

Without limiting the foregoing, it is acknowledged and agreed that the amounts payable pursuant to this agreement are payable regardless of whether or not the application is approved or proceeded with and are not refundable.

(ii) At any time, the Township may, and upon request in writing by the Developer, shall provide the Developer with an accounting of the time charges, expenses incurred and disbursements claimed by the Township pursuant to this agreement.

In the event the Developer does not agree with any proposed charges, expenses or disbursements he/she shall immediately notify the Township in writing detailing the complaint. The issue shall thereafter be investigated and resolved before any further work is done in respect of the application. In the event that the Developer does not question the amounts proposed within fifteen (15) days of the date of the accounting, the Developer shall be deemed to have accepted the billing and shall pay the amounts due forthwith.

This agreement shall not be construed as acceptance or approval by the Township of the application and nothing herein shall require or be deemed to require the Township to approve the application.

This agreement shall not stand in lieu of or prejudice the rights of the Township to require such further and other agreements in respect of the application that the Township may deem necessary.

This agreement, together with the Township's Fees and Forms bylaws, comprise the whole of the understanding and are not subject to, or in addition to, any other agreements, warranties, or understandings, whether written, oral or implied.

IN WITNESS WHEREOF the parties hereto have set their corporate seals under the hands of their duly authorized officers.

DATED at _____ this _____ day of _____, 20____.

WITNESS

OWNER

WITNESS

OWNER

DATED at Dwight, Ontario this _____ day of _____, 20____.

The Corporation of the Township of Lake of Bays

Per: _____
MAYOR

Per: _____
CLERK