

**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.*

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

*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. (January, 2002)*



## SITE PLAN APPROVAL PROCEDURES

The Township of Lake of Bays  
Planning Department

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1012 Dwight Beach Road  
Dwight, Ontario P0A 1H0  
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**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.

*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.

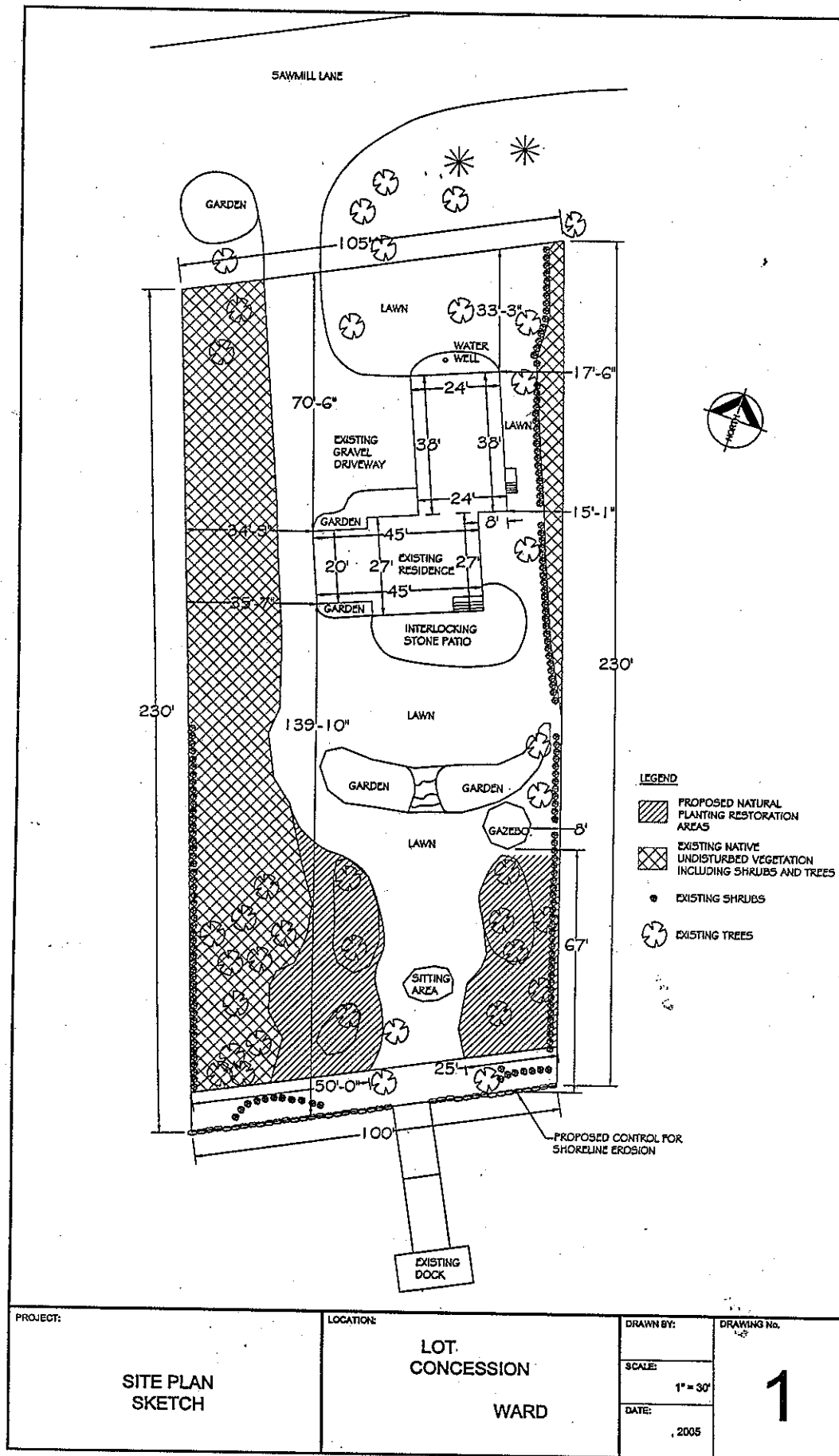
**The Planning Advisory Committee:**

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.

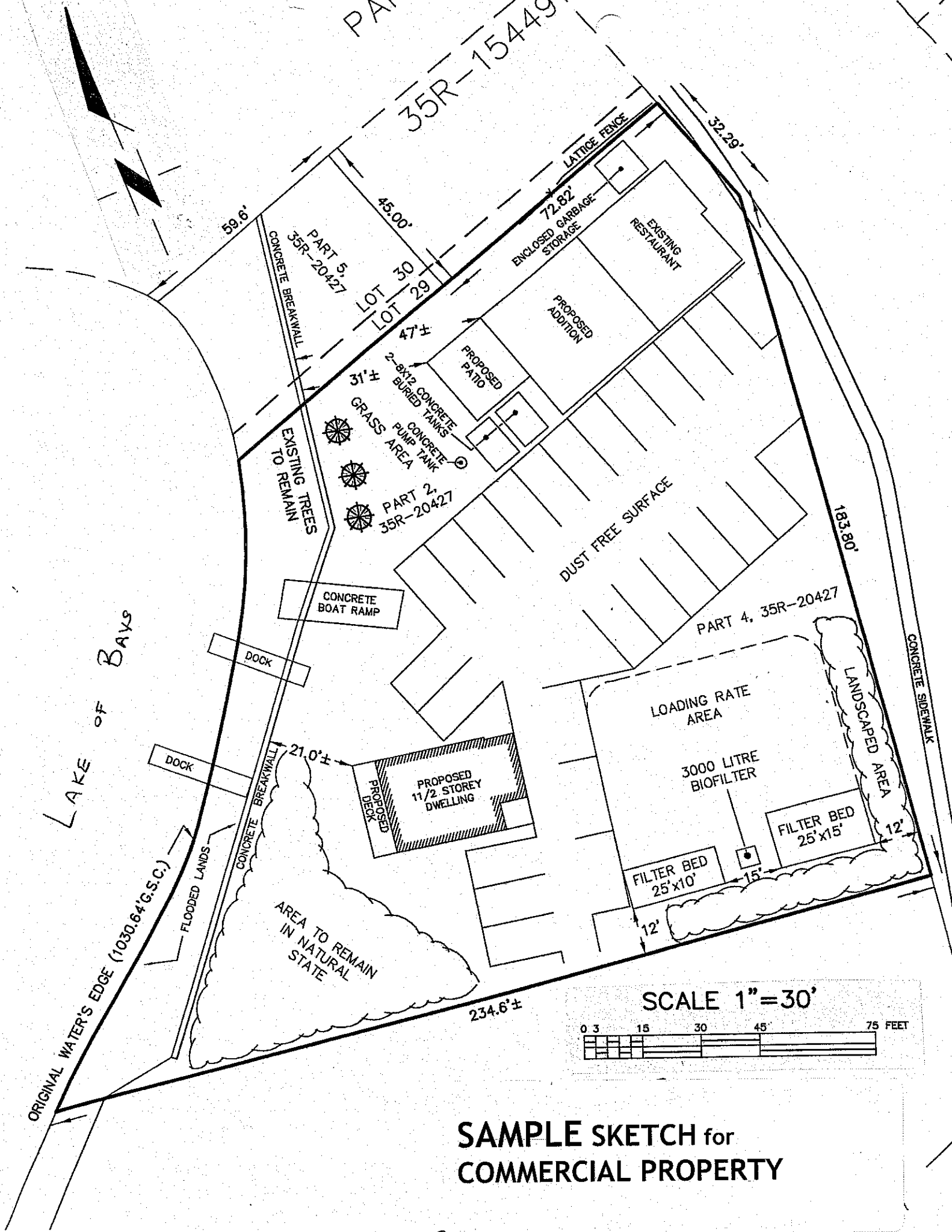
**The Various Steps in the Process:**

- 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.

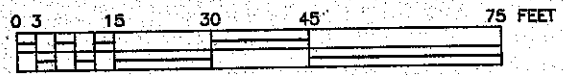


**SAMPLE SKETCH**  
 where "Natural Planting Restoration  
 Areas" are required

PAK  
35R-15449



SCALE 1"=30'



**SAMPLE SKETCH for  
COMMERCIAL PROPERTY**