

## Notes

- Personal information on this form is collected and retained under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.
- Studies submitted with an application will be available to the public for review and may be reproduced for public use.

If you have any questions, please do not hesitate to contact the Pickering Clerks Department at 905.420.4611.

## Fees

Applications will not be accepted if all required fees (City, Region & Conservation Authority) are not provided at the time of submission.

To obtain the City of Pickering's Application form fees view the [Schedule of Application Fees and Information Price List](#)

All fees are to be made payable to the City of Pickering.

If application for subdivision is approved, Legal Services will provide confirmation of the application fees for following:

- subdivision agreement
- subdivision release/clearance fee each phase of the draft plan

If the application is approved, additional legal fees will be required for, but not limited to the registration of an agreement, amendments to agreements, subdivision assumption and registration of plans.

## Region of Durham

The City, on behalf of the Region of Durham, shall collect application review fees in the form of a cheque made payable to the Corporation of the Regional Municipality of Durham. These fees are forwarded to the Region of Durham by the City of Pickering.

Please complete and submit the [Region of Durham Screening Questionnaire for Identifying Potentially Contaminated Sites](#) with your application form.

## Conservation Authority

The Toronto and Region Conservation Authority (TRCA), may collect a review fee, if the subject property is located in an area regulated by the Conservation Authority (i.e., flood plain, or hazard land). Here is a link to the [TRCA Administrative Fee Schedule](#) (if applicable).

The Central Lake Ontario Conservation Authority (CLOCA), may collect a review fee, if the subject property is located in an area regulated by the Conservation Authority. Here is a link to the [CLOCA Fee Schedule](#) (if applicable).

## **Completeness of the Application**

The proponent must provide all required materials identified during the Pre-consultation Meeting including appropriate fee(s) and required plans. If all required materials are not provided, the City of Pickering will return the application form or refuse to further consider it until all the required materials have been provided.

## **Submission of the Application**

The City Development Department has moved to digital review and circulation of applications. The following plans/reports must be submitted separately as PDF copies:

- Completed Application form
- Planning Rationale Report
- Conceptual Site Plan
- Phasing Plan (if applicable)
- Preliminary Elevation Drawings
- Topographic Survey
- Proof of ownership
- Any other supporting reports/plans identified in the associated pre-consultation review

All drawings must be scaled in metric.

All PDF documents must be accessible in order to meet the Province's Accessibility for Ontarians with Disabilities Act (AODA) Information and Communications Standards. The accessible format must be compatible to Adobe Acrobat XI or higher, meeting WCAG 2.0 Level AA standards.

In addition, the City requires the proponent to provide a copy of the proposed site plan, in a format that is compatible with or the same as the following:

- ArcGIS Desktop 10.7.1
- ArcGIS Pro 2.6.1
- AutoCAD Map 3D 2018

The AutoCAD or GIS files submitted by the proponent must be georeferenced and define a geographic coordinate system of NAD83 UTM Zone 17N.

Application for (Check Appropriate Box)	City of Pickering Use Only
<input type="checkbox"/> Draft Plan of Subdivision <input type="checkbox"/> Condominium	File Number:
	Application Fee:
	Date Received:

**1. Contact Information**

1.1 **Name of Registered Owner** \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

- If more than one Owner, attach a sheet of paper with the required information. If numbered company, give name and address of principal owner.

1.2 **Name of Agent** \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

1.3 Matters related to the application should be addressed to (check one)

Owner     Agent

1.4 Proof of ownership accompanying application (check one)

Copy of front page of deed     Parcel Registry

**2. Location of subject property and general information**

2.1 Municipal Address \_\_\_\_\_

Lot(s) \_\_\_\_\_ Plan/Concession \_\_\_\_\_

Assessment Roll Number(s) \_\_\_\_\_

2.2 Are there any easements, rights-of-way, restrictive covenants, or Aboriginal land claims negotiations affecting the subject land (i.e., mutual driveway) or is it covered by a Provincial/aboriginal co-management agreement?

If **yes**, describe and show on the plan the nature and location of the easement, right-of-way or other rights over adjacent properties

---



---



---

**3. Proposed Land Use**

Proposed Land Use(s)	Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (hectare)	Net Density (Units/Dwellings per hectare)
Detached Residential				
Semi-detached Residential				
Multi attached Residential				
Apartment Residential				
Seasonal Residential				
Mobile Home				
Other Residential (specify)				
Commercial	Nil			Nil
Industrial	Nil			Nil
Institutional (specify)	Nil			Nil
Park, Open Space	Nil			Nil
Roads	Nil			Nil
Other (specify)	Nil			Nil
<b>Total</b>				

3.1 What is the current use of the subject land? \_\_\_\_\_

---

3.2 How is the subject land currently designated in the applicable Official Plan and in the zoning by-law?

Durham Regional Official Plan: \_\_\_\_\_

Pickering Official Plan: \_\_\_\_\_

Zoning By-law: \_\_\_\_\_

**4. Status of Other Planning Application**

4.1 Has a previous application for approval of a plan of subdivision /condominium or a consent application ever been submitted for the subject land?

If **yes**, indicate the appropriate application file number(s) and the decision(s) made on the application(s):

---

---

4.2 Does this application conform to the Durham Regional Official Plan?

If **no**, a Durham Regional Official Plan Amendment application must be received and accepted by the Region, otherwise this application will be considered to be premature.

4.3 Has an application for approval of a proposed Durham Regional Official Plan amendment been submitted for the subject land?

If **yes**, indicate the Region's file number and status of the application:

---

---

4.4 Does this application conform to the Pickering Official Plan?

If **no**, a City of Pickering Official Plan Amendment application must be received and accepted by the City of Pickering, otherwise this application will be considered to be premature.

If **yes**, indicate the City's file number and status of the application:

---

---

4.5 Has an application for approval of a consent, site plan, minor variance, zoning by-law amendment or Minister's zoning order amendment application been submitted for the subject land and/or lands within 120 metres of the subject land?

If **yes**, indicate the type(s) of application(s), the file number(s) and the status of the application(s):

---

---

4.6 Is the subject land covered by the Minister's zoning order?

If **yes**, what is the Ontario Regulation number:

---

4.7 Are the water, sewage, stormwater and/or road works associated with the proposed subject to the provisions of the *Environmental Assessment Act*?

If **yes**, briefly explain the works involved and attach a statement from a qualified engineer explaining the nature of the works and class(es) of Environmental Assessment required to implement the development.

---



---



---

**5. Services available to the subject property**

<b>Services</b>	<b>Existing</b>	<b>Proposed</b>
Type of water services (i.e., municipal water or private well)		
Type of sewage disposal (i.e., municipal sewage disposal or private septic system)		
Type of storm drainage (i.e., sewers, ditches, swales or other means)		

**6. Provincial Policies, Plans, and Interests**

6.1 Indicate how the requested amendment is consistent with Provincial policy.

---



---

6.2 Is the subject land within an area of land designated under any Provincial plan?

If **yes**, indicate how the requested amendment conforms with the respective plan(s).

---



---

6.3 Do the subject lands contain any areas of archaeological potential?

If **yes**, provide an Archaeological Assessment with the application.

6.4 If the proposed development will introduce a more sensitive use to the property, has the Owner submitted either a Phase One Environmental Site Assessment, or completed a Regional Site Screening Questionnaire, that conform to the requirements of the Region of Durham?

Yes  No

6.5 Is there an airport/declared airport site nearby?

If **yes**, at what distance from the site? \_\_\_\_\_ metres

6.6 Is there one or more livestock barns or manure storage facilities located within 500 metres of the boundary of the subject property?

If **yes**, please complete the "Minimum Distance Separation Form" which is attached and return it with the application.

## 7. Additional Information for Condominium Applications Only

7.1 Has a site plan for the condominium been approved?  Yes  No

7.2 Has a site plan agreement been entered into?  Yes  No

7.3 Has a building permit for the proposed condominium been issued?  Yes  No

7.4 Has construction of the development started?  Yes  No

7.5 If construction has been completed, indicate the date of completion: \_\_\_\_\_

7.6 Is this a conversion of a building containing rental residential units?

If **yes**, indicate the number of units to be converted: \_\_\_\_\_ units.

If **yes**, please refer to the applicable Regional and Pickering Official Plan polices indicating the conditions to be satisfied to ensure an adequate supply of rental accommodation in the Region and Pickering.

**8. Owner's Acknowledgement**

- 8.1 The Owner agrees that this application and all materials submitted in support of this application may be made available for public viewing, pursuant to the provisions of the Municipal Freedom of Information and *Protection of Privacy Act*, 1989.
- 8.2 The Owner acknowledges and agrees to pay the full cost of any peer reviews requested by the City for the review of the materials submitted in support of this application.
- 8.3 All vegetation on the lands that are subject to this application must be maintained during the processing of the application.
- 8.4 No regrading is permitted on site during the processing of the application.
- 8.5 Owners are advised that there may be additional approvals (i.e., site plan approval, building permit, etc.) and additional fees and charges associated with any development approved in conjunction with this application.
- 8.6 Owners may be required to provide additional information that will assist the City of Pickering in assessing the application.
- 8.7 The Owner agrees to permit City of Pickering staff, as well as all relevant agencies, to enter and inspect the subject property.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_ I, \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all the statements contained in this application, and all the statements contained in all the exhibits transmitted 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*. I agree to comply with all of the Owner's Acknowledgements as set out above.

Declared before me at the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, in the year of \_\_\_\_\_

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Owner or Authorized Agent



**9. Authorization**

9.1 If the agent is not the owner of the land that is subject of this application form, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_ am the owner of the land that is subject to this application form and I authorize \_\_\_\_\_ to make this application on my behalf.

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

1. Owner of Livestock Facility \_\_\_\_\_  
 Telephone \_\_\_\_\_ Twp \_\_\_\_\_  
 Lot \_\_\_\_\_ Concession \_\_\_\_\_
2. Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use \_\_\_\_\_ metres.
3. Closest distance from manure storage to the property boundary of the new lot(s) or the change in land use \_\_\_\_\_ metres.
4. Tillable hectares where livestock facilities located \_\_\_\_\_

Type of Livestock	Existing Housing Capacity Number	Manure System (check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
<b>Dairy</b> <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
<b>Beef</b> <input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)					
<b>Swine</b> <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
<b>Poultry</b> <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkeys Breeder Layers					
<b>Horses</b>					

Type of Livestock	Existing Housing Capacity Number	Manure System (check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
<b>Sheep</b> <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
<b>Goats</b> <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
<b>Mink – Adults</b>					
<b>White Veal Calves</b>					
<b>Other</b>					

The above information was supplied by:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Firm (if applicable)