

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 time of submission.

City of Pickering

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

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

Region of Durham

The City, on behalf of the Region of Durham, may 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.

The City, on behalf of the Region of Durham Health Department, may collect a fee to cover a review process to ensure that all changes in use on properties serviced by a private sewage system and well are reviewed. Cheques should be made payable to the Region of Durham Health Department.

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).

If this application is approved by the City of Pickering, additional fees may be required as a result of any conditions of approval, such as, but not limited to, site plan approval, building permits and development charges.

Completeness of 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 or refuse to further consider it until all the required materials have been provided.

Submission of the Application Form

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 Site Plan Application form
 - Site Plan
 - Grading Plan
 - Site Servicing Plan
 - Construction Management Plan
 - Landscape Plan
 - Lighting Plan
 - Elevation Drawings
 - Floor Plan(s)
 - Topographic Survey
 - Proof of ownership
- Any supporting reports/plans identified in the associated pre-consultation review (i.e., Traffic, Stormwater Management, Environmental Site Assessment, and Noise, etc.)

* the above-noted plans/reports are to be prepared and stamped by qualified professionals

A current copy of the "Parcel Register" for the subject lands. This document identifies the legal description of the property, ownership and any type of encumbrance registered on the lands. This document can be obtained either at the Registry Office or through your solicitor.

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.

If you have any questions, please do not hesitate to contact the Pickering City Development Department at 905.420.4617 or 905.683.2760.

Application for (Check Appropriate Box)	City of Pickering Use Only
<input type="checkbox"/> Site Plan <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Minor Revision of Approved Site Plan <input type="checkbox"/> Major Revision of Approved Site Plan	File Number: _____ <hr/> Application Fee: _____ <hr/> Date Received: _____

1. Contact Information

1.1 **Name of Registered Owner** _____

Address _____ Postal Code _____

Telephone _____ Email Address _____

Contact Name _____ Telephone _____

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 Project Description _____

2.3 Is the property subject to any easements and/or rights-of-way, or possess any easements and/or rights-of-way over adjacent properties (i.e., mutual driveway)?

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

2.4 Existing use of the property

2.5 Indicate if the agent or owner has submitted any of the following applications for all or part of the subject property by completing the following chart.

Application	Yes	No	File Number	Status
Amendment to Local Official Plan				
Amendment to Regional Official Plan				
Plan of Subdivision / Condominium				
Zoning Amendment				
Minister's Zoning Order				
Site Plan Approval / Amendment				
Minor Variance				
Land Division				

2.6 Have the lands been subject to a site plan agreement previously?

If **yes**, please provide the Instrument Number of the registered agreement and the corresponding Site Plan file number:

2.7 Access to the subject property is by (check the appropriate box):

Provincial Highway A municipal road that is maintained all year or seasonally

Right-of-way Other (specify) _____

2.8 Date of construction of all existing buildings and structures on the subject property _____

Services available to the subject property	Existing	Proposed
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)		

2.9 If the subject property is currently serviced or proposed to be serviced by a private sewage system or well, a separate fee is required, payable to the Region of Durham Health Department.

Not applicable Payment Enclosed

2.10 List any technical studies or background material being submitted to support the application and/or to satisfy requirements of the City of Pickering, Provincial statues and regulations, etc.

2.11 Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial						
Institutional						
Residential						
Total						

2.12 Proposed Tenure of Development (please indicate)

- Single Ownership Rental Units
 Condominium (please indicate)
 Standard Common Element Vacant Land Phased

2.13 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

2.14 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.

3. Owner’s Acknowledgement

- 3.1 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*.
- 3.2 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.
- 3.3 All vegetation on the lands that are subject to this application must be maintained during the processing of the application.
- 3.4 No regrading is permitted on site during the processing of the application.

- 3.5 Owners are advised that there may be additional approvals (i.e., building permit, etc.) and additional fees and charges associated with any development approved in conjunction with this application.
- 3.6 Owners may be required to provide additional information that will assist the City of Pickering in assessing the application.
- 3.7 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 Applicant's Acknowledgements as set out above.

4. Authorization

If the agent is not the owner of the land that is subject of this application, 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 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
Dairy <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
Beef <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)					
Swine <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
Poultry <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					
Horses					

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

The above information was supplied by:

Name

Signature

Firm (if applicable)