

Application for Draft Plan of Subdivision or Condominium

The Corporation of the Town of Whitby
575 Rossland Road East, Whitby Ontario, L1N 2M8
Telephone: 905.430.4306
<https://www.whitby.ca>



Please Read the Entire Application Form Prior to Completing

General Information and Procedures

The attached application is to be used by persons or public bodies as an application for Draft Plan of Subdivision/ Condominium. In the application, "subject land(s)" means the land(s) that is the subject of this application. The information collected on this form and any attached supporting documentation is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Office of the Town Clerk at 905-430-4315 or clerk@whitby.ca.

Pre-consultation:

A pre-consultation is required prior to the acceptance of an application for Draft Plan of Subdivision or Draft Plan of Condominium. The pre-consultation request is circulated electronically by the Planning and Development Department and may include representatives from various Town Departments or external agencies, as required.

The pre-consultation process will be comprised of two stages:

Stage 1: Preliminary Pre-Consultation for the purpose of identifying information and materials required for a complete application. A review fee is required at this Stage 1.

Stage 2: Pre-Submission Review of the supporting information and materials identified at Stage 1. Further revisions may be required to the supporting documents. A review fee is required at Stage 2.

Applications will not be processed when pre-consultation has not occurred in accordance with By-law 5967-07.

Procedure for Processing Applications for Draft Plan of Subdivision/Condominium:

- 1) An application is made to the Town Council in the appropriate form attaching the required number of copies of Plans and other material as provided for in the application.
- 2) The application together with the appropriate fee is deposited with the Planning and Development Department and when presented to Council, it is forwarded to the Committee of the Whole for report and recommendation.
- 3) The applicant is required to post a sign on the subject property advising the public of the application. The specifications and procedures for the posting of the sign are attached to the application form. The Planning and Development Department will provide the applicant with the required sign wording and location of the sign(s).
- 4) The applicant is advised of the time and date the application will be presented to the Committee of the Whole for information and will be invited to attend in person and/or virtually to express his/her views about the application or to be represented by Counsel for this purpose, and also provide the Committee with an opportunity to question the applicant. At this meeting, all assessed persons including tenants within 120 metres (400 feet) will be invited to also express their views on the application in accordance with Sections 34(12), (13) and (14) of the *Planning Act*, 1990. They will also be afforded one additional week to submit their views in writing to the Planning and Development Department.
- 5) The applicant is advised of the time and date the application will come before the Committee of the Whole for a recommendation to Council. At this meeting, the Committee will have before it any staff reports making a recommendation on the matter. The applicant will be invited to this meeting to express his/her views, as will any persons to whom the Committee may direct that notice be circulated.

- 6) When the Committee of the Whole is satisfied that all matters have been considered, it may recommend to Council that the application be referred, reserved, refused, approved or approved subject to certain conditions.
- 7) Council may then act on the Committee of the Whole's recommendation.
- 8) Where an application is refused by Council, the applicant has the right of appeal to the Ontario Land Tribunal (OLT) as provided by Section 34 of the *Planning Act*, 1990.
- 9) If any objections are received to the Draft Approval, the objections will be forwarded to the Ontario Land Tribunal (OLT). The OLT may appoint a date for the public hearing to consider the proposed amendment by-law and may at such hearing signify its approval or otherwise of the by-law. The Ontario Land Tribunal (OLT) issues a formal order detailing its decision. Such order is final and binding and is the effective authority for the zoning change or other amendment to become law.

Submission of Application:

Policies contained in the Whitby Official Plan, Durham Regional Official Plan, Provincial Policy Statement, and/or Provincial Statutes or Plans, or issues identified during mandatory pre-consultation may require the preparation and submission of additional technical information or reports that will assist the Town and others in their evaluation of the proposed plan of subdivision or condominium. The nature of the information and/or reports will vary with the type of land uses proposed and the existing land use and topographic features. Please refer to the text of the Whitby Official Plan for the complete policies in their proper context.

The prescribed information and materials, in accordance with the *Planning Act*, as amended, and Ontario Regulation 544/06, as amended, the required information and materials as identified in the Whitby Official Plan, as well as the necessary processing fees are required to be submitted with the application in order to deem the application complete. When the prescribed and required information and materials, as well as the applicable application fee(s) have been received by the Town, the submission(s) will be reviewed in order to deem the application complete.

If any of the prescribed or requested information and/or application fee(s) is not provided, the Town may return the application or refuse to further consider the request for approval until such information and/or fee(s) has been provided. Additional information may be required in order to assist upon review of the application, prior to deeming the application complete.

The complete application form includes information regarding the owner, applicant and agent, the location and description of the property, the current and proposed land use, planning information, the surrounding land use, access and servicing for the site and site appraisal and evaluation information. An affidavit is also included to verify that the information is correct. Along with the subdivision application, additional forms (e.g. Site Screening Questionnaire; Proposed Servicing and Access Questionnaire) must be completed and submitted as part of a complete application.

Fees:

All fees, as detailed in the application, must be submitted with the completed application.

The completed application is to be submitted to:

**Town of Whitby
Planning and Development Department
575 Rossland Road East
Whitby, Ontario
L1N 2M8**

Signs:

A sign or signs must be erected on the subject property to notify the public of the application. Sign guidelines are set out in the attached **Procedures and Requirements for Notification Signs** form. Planning and Development Department staff will provide the required wording and location of the sign(s). The form must be signed and accompany this application when submitted to the Town.

Assistance:

For information regarding Draft Plans of Subdivision or Condominium and completing the application form, please refer to the "Citizen's Guide 4: Subdivisions" which is available on the Ministry of Municipal Affairs and Housing website: www.mah.gov.on.ca, or from Publications Ontario, 880 Bay Street, Toronto, Ontario, M7A 1N8. You may also call the Town of Whitby Planning and Development Department at 905.430.4306 for assistance prior to submission.

Fees:



Pre-Consultation By-Law

THE CORPORATION OF THE TOWN OF WHITBY

BY-LAW NO. 5967-07

BEING A BY-LAW TO REQUIRE APPLICANTS TO CONSULT WITH THE TOWN OF WHITBY PRIOR TO SUBMISSION OF A DEVELOPMENT APPLICATION (PRE-CONSULTATION BY- LAW)

WHEREAS, sections 22(3.1), 34(10.0.1), 41(3.1), and 51 (16.1) of the Planning Act, R.S.O. 1991, c. P.13, as amended provides that a municipality may, by by-law, require applicants to consult with the municipality prior to submission of development applications;

AND WHEREAS, Council for the Corporation of the Town of Whitby deems it appropriate to require pre-consultation with applicants submitting development applications;

NOW THEREFORE, the Council of the Corporation of the Town of Whitby enacts as follows:

1. The Director of Planning and his or her designate(s) are authorized to:

(a) conduct pre-consultations; and,

(b) identify the information and materials necessary for processing each application,

- (i.) prior to submission and acceptance of development applications, as items necessary for the application to be deemed complete under the Planning Act and Whitby Official Plan; and
- (ii.) during the processing of development applications in cases where such information and materials cannot reasonably be provided at the time of submission of the application.

2. Applicants shall pre-consult with municipal staff prior to submission of a development application in order to identify the information and materials necessary to the processing of an application.

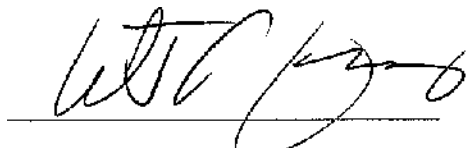
SHORT TITLE

3. This by-law may be referred to as the "Pre-Consultation By-law"

EFFECTIVE DATE

4. This by-law shall come into force and take effect upon the final passing thereof.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17TH DAY OF
SEPTEMBER, A.D., 2007.

A handwritten signature in black ink, appearing to read 'Paul Jones', written over a horizontal line.

Paul Jones, Clerk

A handwritten signature in black ink, appearing to read 'Patricia Perkins', written over a horizontal line.

Patricia Perkins, Mayor

Application for Draft Plan of Subdivision or Condominium

The Corporation of the Town of Whitby – Planning and Development Department

575 Rossland Road East, Whitby, Ontario L1N 2M8

Telephone: 905.430.4306

Website:

http://webforms.whitby.ca/Planning/Electronic_Submission_of_Planning_Applications



SHADED AREAS FOR OFFICE USE ONLY		
File No.:	Date Entered in AMANDA:	Entered By (Initials):
SW – _____	By -law: ☐ 1784 ☐ 2585 ☐ 5581-05	
CW – _____		
MR – _____		
MI – _____		
☐ With Official Plan Amendment	☐ With Removal of 'H' – Holding	
☐ With Zoning Amendment	Date Received:	

Part I – Applicant Information

1. Owner / Applicant / Agent:

Please list the contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Applicant:*		Telephone:
		Email:
Agent or Solicitor:*		Telephone:
		Email:
Owner:**		Telephone:
		Email:

* An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

** If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

2. Primary Contact:

Correspondence relating to this application should be sent to (select one only):

☐ Owner ☐ Applicant ☐ Agent / Solicitor

Part II – Property Information

3. Property Information:

3.1 Location and Description of Subject Land(s):

Municipal Address (Street # and Street Name)		Assessment Roll #	
Registered Plan(s)	Lot(s) / Block(s) #	Reference Plan(s)	Part(s) #
Lot(s)	Concession(s)	Approximate Area (hectares)	

3.2 Complete the following site statistics for the subject lands:

Subject Lands:	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (m ²)
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3.3 Indicate the location and site statistics of adjoining or nearby land in which the owner has an interest if any:

Other Lands Owned by Applicant:	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (m ²)
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4. Heritage / Easements / Encumbrances / Mortgages:

4.1 Is this property Designated under Ontario Heritage Act / Listed on Municipal Heritage Register:

Yes ☐ No ☐ Unknown ☐

If **Yes**, please identify below the Type of designation

Individual Designation (Part IV) ☐ or District Designation (Part V) ☐

4.2 Are there any easements, rights-of-way, restrictive covenants, or aboriginal land claims negotiations affecting the subject land(s) or adjacent lands, or is the subject land(s) covered by a Provincial / Aboriginal co-management agreement?

Yes ☐ No ☐

If **Yes**, please identify below, and indicate on the plan, the nature and location of the easement, right-of-way, or other rights over adjacent properties, restrictive covenant, claim, agreement, etc:

4.3 Are there any mortgagees, holders of charges or other encumbrances?

Yes ☐ No ☐

If **Yes**, please list the names and addresses of the mortgagees, holders of charges or other encumbrances:

Part III – Details of Application

5. Previous, Current & Proposed Land Uses:

5.1 What was the previous use(s) of the subject land(s)?

5.2 What is the current use(s) of the subject land(s)?

5.3 Is there an airport nearby?

Yes ☐ No ☐

If **Yes**, at what distance from the subject land(s)? _____ metres

5.4 Complete the following table for the proposed plan of subdivision or condominium:

Proposed Land Use(s)	Number of Units/ dwellings	Number of Parking Spaces	No. of Lots and/or Blocks on the Plan	Area (hectares)	Net Density (Units / dwellings per hectare)	Other information
Detached Residential		(Condo only)				
Semi-detached Residential		(Condo only)				
Multiple Attached Residential						
Apartment Residential						
Seasonal Residential						
Mobile Home						
Other Residential (please specify)						
Commercial (please specify)	Nil				Nil	
Industrial (please specify)	Nil				Nil	
Park, Open Space (please specify)	Nil	Nil			Nil	
Institutional (please specify)	Nil				Nil	
Roads	Nil	Nil			Nil	
Other (please specify)	Nil				Nil	
Total						

5.5 Additional information for Condominium Applications only:

Has a site plan for the proposed condominium been approved?	Yes ☐	No ☐
Number of parking spaces provided?		
Has a site plan agreement been entered into?	Yes ☐	No ☐
Has a building permit for the proposed condominium been issued?	Yes ☐	No ☐
Has construction of the development started?	Yes ☐	No ☐
If construction has been completed, indicate the date of completion:		
Is this a conversion of a building containing rental residential units?	Yes ☐	No ☐
If Yes , indicate the number of units to be converted: _____ (If Yes , please refer to the applicable Regional and Town of Whitby Official Plan policies indicating the conditions to be satisfied to ensure an adequate supply of rental accommodation in the Region and the Town of Whitby.)		

5.6 Does the subject land(s) contain any areas of archaeological potential?

Yes ☐ No ☐If **Yes**, please describe briefly:

5.7 Does the plan propose development on land that contains known archaeological resources or areas of archaeological potential?

Yes ☐ No ☐If **Yes**, the following reports are required:

(a) an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land(s), issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and,

(b) a conservation plan for archaeological resources identified in the assessment.

Are the required reports attached?

Yes ☐ No ☐ Not Applicable ☐**6. Official Plan Conformity:**

6.1 What is the subject land(s) currently designated in the Durham Region Official Plan?

6.2 What is the subject land(s) currently designated in the Town of Whitby Official Plan designation, and if applicable, Secondary Plan?

6.3 What uses are permitted under the current Town of Whitby Official Plan designation, and if applicable, Secondary Plan designation?

6.4 Is the requested amendment consistent with the Provincial Policy Statement issued under Section 3 of the *Planning Act*?

Yes ☐ No ☐

Explain:

6.5 Is the subject land(s) designated under any Provincial Plan(s) (e.g. Oak Ridges Moraine Conservation Plan; Greenbelt Plan; Growth Plan for Greater Golden Horseshoe)?

Yes ☐ No ☐

If **Yes**, does the requested amendment conform to, or not conflict with, the Provincial Plan(s)?

Yes ☐ No ☐

Explain:

7. Zoning By-law:

7.1 By-law: What is the current zone category(s) of the subject land(s)?

☐ 1784

☐ 2585

☐ 5581-05

7.2 What uses are permitted under the current zoning?

8. Other Applications:

8.1 Has the subject land(s) ever been subject of a previous application under the *Planning Act*?

Yes ☐ No ☐

If **Yes**, please specify (i.e. Applicant, File No.(s), year, status, effect):

8.2 Please indicate if the subject land was ever the subject of any other applications under the *Planning Act*?

Other Applications	Subject Lands	
	Yes	No
Durham Regional Official Plan Amendment	☐	☐
Whitby Official Plan Amendment	☐	☐
Plan of Subdivision	☐	☐
Plan of Condominium	☐	☐
Zoning By-law Amendment	☐	☐
Consent to Sever	☐	☐
Site Plan Approval	☐	☐
Minor Variance	☐	☐
Minister's Zoning Order	☐	☐

If **Yes** was answered to any of the questions above, the Other Applications Table **must** be completed.

8.3 Has an application for approval of a consent, site plan, minor variance or zoning by-law amendment been submitted by the applicant or owner for land within 120 metres of the subject land?

Yes ☐ No ☐

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

8.4 Does the proposed use(s) require any approval(s) from other agencies/levels of government (i.e. Conservation Authority, Provincial Ministry, Federal Agency, Oshawa Airport and the Oshawa Planning Department)?

Yes ☐ No ☐ Uncertain ☐

If **Yes**, please specify:

9. Servicing and Access:

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

Yes ☐ No ☐

If **Yes**, please attach a brief explanation of 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 proposed development.

Are the explanation and statement attached?

Yes ☐ No ☐ Not Applicable ☐

- 9.3 The attached Proposed Servicing and Access Questionnaire regarding the proposed type of servicing and access for the subject land(s) **must** be completed and submitted with the completed application.

Is the attached Proposed Servicing and Access Questionnaire completed?

Yes ☐ No ☐

10. Agricultural Code of Practice (Minimum Distance Separation – MDS):

- 10.1 Is the subject land(s) within the urban area boundary as identified on Schedule 'A' – Land Use of the Town of Whitby Official Plan?

Yes ☐ No ☐

- 10.2 Are there one (1) or more livestock barns or manure storage facilities located within 500 metres (1,640 feet) of the boundary of the subject land(s)?

Yes ☐ No ☐

If **Yes**, the attached Minimum Distance Separation Data Sheet **must** be completed and submitted with the completed application. Complete one data sheet for each livestock barn or manure storage facility.

Is the attached Minimum Distance Separation Data Sheet completed?

Yes ☐ No ☐

11. Site Screening Questionnaire:

The attached Region of Durham Site Screening Questionnaire for identifying potentially contaminated sites **must** be completed and submitted with the completed application.

Is the attached Region of Durham Site Screening Questionnaire completed?

Yes ☐ No ☐

12. Other Information & Materials:

The Official Plan includes policies, and pre-consultation may identify, that additional information and materials may be required in support of the application. The application may not be deemed complete without the submission of the required information and materials (see attached Required Information and Materials table).

Are there any reports or additional information and materials in support of the application that may be useful to the Town or agencies in reviewing this application?

Yes ☐ No ☐

If **Yes**, is the additional information attached?

Yes ☐ No ☐

Please list the title(s), author(s) and date(s) of reports(s) or additional information and/or materials (if applicable):

13. Signs:

The attached Procedures and Requirements for Notification Signs form **must** be completed and submitted with the completed application.

Is the attached Procedures and Requirements for Notification Signs form completed?

Yes No

14. Pre-consultation:

Did the owner / applicant consult with the Whitby Planning and Development Department prior to submission of the application?

Yes No

If **No**, please contact the Whitby Planning and Development Department at 905.430.4306 to arrange a **mandatory pre-consultation meeting** in accordance with By-law 5967-07, prior to submission of this application.

15. Public Consultation Strategy

Is the owner/applicant proposing a public consultation strategy beyond the minimum requirements of the *Planning Act*?

Yes No

If **Yes**, please provide a description of your proposed public consultation strategy.

Part IV – Submission of Application**16. Fees:**

Select the type of application and submit applicable fee(s) with completed application:

Town of Whitby (Fees effective January 1, 2026; subject to change without prior notice)

- ☐ Residential plan of subdivision - **\$45,421.00** base fee, plus **\$907.88** per lot/block up to a maximum of **500** lots/blocks
- ☐ Non-residential plan of subdivision - **\$76,275.00**
- ☐ Major redline revision to Draft Approved plans of subdivision - **\$8,432.00** base fee, plus **\$521.03** per lot/block
- ☐ Minor redline revision to Draft Approved plans of subdivision - **\$8,432.00** base fee, plus **\$366.12** per lot/block
- ☐ Subdivision Agreement - **\$7,628.00 + HST**
- ☐ Condominium (All Types) - **\$10,847.00**
- ☐ Condominium conversion - **\$10,847.00 plus \$510.18 per unit**
- ☐ Condominium agreement - **\$2,670.00**
- ☐ Architectural Review (working drawings / site plan / elevations / exterior colours) – fee of 2, 4 or 6 hours to be collected **\$181.33 per hour**
- ☐ Extend Draft Approval – Subdivision **\$5,085.00**

Notes:

A fee for an “Annual Administrative Review” will be applied at a rate of **\$1,813.00 per year**, each year that the application has been approved by Council, but has not been secured by a By-law, subdivision, condominium, and/or development agreement.

A subdivision release fee of **\$4,010.00** is required prior to final approval, should the application be successful.

The above fees are non-refundable and payable by cash, debit card or cheque made payable to the **Town of Whitby**.

Additional costs for the processing of the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study. This requirement applies to matters such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc. In all cases, the Town shall notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

Please submit the following additional fees with the application:

Durham Region Community Growth and Economic Development Department (Fees effective January 1, 2026; subject to change without prior notice) All fees are to be paid by separate **certified cheque** made payable to the **Regional Municipality of Durham** or via **e-transfer (contact region of Durham at planning@durham.ca to arrange e-transfer)**

- ☐ A non-refundable review fee of **\$6,000.00** for a proposed plan of subdivision
- ☐ A non-refundable processing fee of **\$1,500.00** for a major applicant initiated amendment/revision to a subdivision or condominium application
- ☐ A non-refundable condominium review fees for the applicable condominium type as follows:

☐ Common Element	\$1,500.00
☐ Standard/Leasehold	\$2,500.00
☐ Phased	\$2,000.00
☐ Condominium Conversions	\$2,500.00
☐ Vacant Lot	\$2,500.00
- ☐ A fee of **\$1,500.00** for the clearance of Regional conditions from delegated subdivision and condominium draft approvals for each phase of final approval and registration
- ☐ A fee of **\$500.00** for re-circulation/review of any new or amended plans and/or studies prior to Draft Plan approval by the Region

Durham Region Health Department (Fees effective April 1, 2026; subject to change without prior notice - if applicable)

- ☐ A non-refundable Preliminary Analysis fee of **\$454.00**, paid by separate cheque made payable to the **Regional Municipality of Durham** is required when the application is circulated for their review and comments as they relate to existing and proposed private servicing (i.e. well and septic).

Central Lake Ontario Conservation Authority (CLOCA) (Fees effective January 1, 2026; subject to change without prior notice)

- ☐ A non-refundable Preliminary Analysis fee of **\$16,030.00** paid by separate cheque made payable to the **Central Lake Ontario Conservation Authority**. Applications requiring a significant amount of technical review will be charged the Technical Review Fee of **\$2,250.00 or \$4,300.00/ha**. A separate fee for Master Environmental Servicing Plan (MESP) will be charged as follows:
 - 25 ha or less base fee of **\$13,340.00**
 - Greater than 25 ha base fee of **\$26,450.00**
 - Additional charge of **\$675.00** per hectare for comprehensive MESP

Notes:

1. Subdivisions within areas subject to prior comprehensive MESP prepared to the satisfaction of CLOCA will be charged the \$2,250.00 per hectare fee.
2. Consolidated applications will be subject to only the higher application fees, not the aggregate.
3. Additional Information:
 - a) No fee per hectare will be applied to hazard land or environmental protection blocks
 - b) Major resubmissions and major revisions will be surcharged at \$7,270.00
 - c) Per hectare fees will be invoiced 50% at draft approval and 50% at final approval

17. Forms, Information and Materials:

- ☐ One (1) original copy of the completed application form, including the prescribed information in accordance with the *Planning Act*, as amended, and Ontario Regulation 544/06, as amended
- ☐ Two (2) copies of the completed application form
- ☐ Fifteen (15) copies of the draft plan. The hard copies must be **folded** to 8½" x 11" (letter size)
NOTE: the information required under Section 51(17) of the Planning Act **must** be shown on the face of the plan
- ☐ Digital versions of the plan(s) in .dwg format (correctly geo-referenced in North American Datum 1983 (NAD83) Zone 17 North Projection and using UTM grid bearing reference). The digital file should have a textual description of file format, map standards used, scale, contact person and general location information, such as lot, concession and the Town of Whitby. The digital file should be geo-referenced, with current boundary coordinates and projected to the North American Datum 83, Zone 17 North using UTM grid bearing reference. (For more information on the preferred file formats and mapping specifications, contact the Town of Whitby Planning and Development Department.)
- ☐ Hard copies of all supporting technical and background information and material as specified on the Record of Pre-consultation, and Digital copies of all reports, as required upon completion of the relevant sections of the application form and attached questionnaire(s)
- ☐ Whitby Green Standard Sustainability Rationale (information attached on page 21 and available here: <https://www.whitby.ca/en/work/whitby-green-standard.aspx>)
- ☐ Owner's Authorization, if applicable
- ☐ Completed and signed Other Applications Table
- ☐ Completed and signed Proposed Servicing and Access Questionnaire
- ☐ Completed and signed Minimum Distance Separation Data Sheet (if applicable)
- ☐ Completed and signed Region of Durham Site Screening Questionnaire
- ☐ Completed and signed Other Information and Materials form
- ☐ Completed and signed Procedures and Requirements for Notification Signs form
- ☐ Digital copies of other plan(s), information and materials

18. Applicant's Acknowledgements:

The Applicant hereby acknowledges:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours or digital copies of any submitted materials will be made available to the public upon request pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- that personal information on this application is collected under the authority of the *Municipal Act*, as amended, the *Planning Act*, as amended, and Ontario Regulation 545/06, and will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the Town of Whitby;
- that conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- that submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- that all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application;
- that additional approvals from the Town and/or other agencies (e.g. building permit, site plan approval, CLOC permit) may be required;

- that additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
- that the applicant will be required to pay reasonable legal fees of the Town for the preparation and registration of agreements when such agreements are required;
- that additional costs for the processing of the application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study (e.g. traffic, marketing, environmental, noise, servicing);
- that additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted; and
- as noted above in Section 19 – Fees.

DISCLAIMER: The documents and information attached are related to a planning application that was submitted to the Town of Whitby under the Planning Act. Pursuant to s.1.0.1 of the Planning Act, the Town is required to make such material available to the public. The attached material is being provided solely for the purpose of allowing the recipient to undertake a review and examination of the planning application and supporting material. The Town of Whitby does not have the authority to grant permission for any other use of the attached material and requests that recipients respect all copyright, trademarks or other personal/property rights in the material that remain unprotected. Any misuse of the material or violation of such personal/property rights is strictly prohibited. Should a member of the public wish to use the attached materials for purposes other than what is prescribed in this disclaimer, then the author of the material should be contacted directly.

The Town of Whitby takes no responsibility and bears no liability for the content of the attached materials, or any errors, omissions or conclusions contained therein.

Questions about the collection and inspection of this information should be directed to: **Commissioner of Planning & Development, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, Telephone: 905.430.4306, email: planning@whitby.ca.**

19. Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached?

Yes ☐ No ☐

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application **must** be completed:

I, _____, am the owner of the land that is the subject of this application and
(Please print)

I authorize _____ to prepare and submit this application on my behalf.
(Please print)

Signature of Owner

Date

20. Declaration:

I, _____, of the _____,
(Please print) (e.g. Town of Whitby)

in the _____, make oath and say (or solemnly
(e.g. Region of Durham)

declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Sworn (or declared) before me at the _____, in the
(e.g. Town of Whitby)

_____, this _____ day of _____, in the year _____.
(e.g. Region of Durham)

Applicant

Commissioner of Oaths

Applications will not be processed where application forms and/or fees are incomplete and when pre-consultation has not occurred in accordance with By-law 5967-07.

Other Applications



If there are other applications for the subject lands, the table below **must** be completed and submitted with the completed application form.

Subject Land(s)						
Other Applications	File No.	Approval Authority	Lands Affected	Purpose of Application	Effect of Application	Status of the Application
Durham Regional Official Plan Amendment						
Plan of Subdivision / Condominium						
Zoning By-law Amendment						
Consent to Sever						
Site Plan Approval						
Minor Variance						
Minister's Zoning Order						
Other (Describe)						

Prepared By:

Name: _____ Signature: _____
(Please Print)

Date: _____

Proposed Servicing and Access Questionnaire



This form must be completed and submitted with the attached development application. Please refer to the table on the next page when completing the following questions. Please check the corresponding letter for the proposed type of servicing and access:

1. What is the proposed type of sewage disposal system:

- ☐ A. Municipal piped sewage system
☐ B. Municipal or private communal septic system
☐ C. Individual septic systems
☐ D. Privy
☐ E. Other (please specify) _____

Is the required information / report attached? ☐ Yes ☐ No ☐ Not Applicable

2. What is the proposed type of water supply system:

- ☐ A. Municipal piped water system
☐ B. Municipal or private communal wells
☐ C. Individual wells
☐ D. Communal surface water
☐ E. Individual surface water
☐ F. Lake
☐ G. Other (please specify) _____

Is the required information / report attached? ☐ Yes ☐ No ☐ Not Applicable

3. What is the proposed type of storm drainage system:

- ☐ A. Sewers
☐ B. Ditches or swales
☐ C. Other (please specify) _____

Is the required information / report attached? ☐ Yes ☐ No ☐ Not Applicable

4. What is the proposed type of road access:

- ☐ A. Provincial Highway
☐ B. Municipal road maintained all year
☐ C. Municipal road maintained seasonally
☐ D. Right-of-way
☐ E. Water

Is the required information / report attached? ☐ Yes ☐ No ☐ Not Applicable

5. Does the requested amendment propose development on a privately owned and operated individual or communal septic system and would more than 4500 litres of effluent be produced per day as a result of the development being completed?

☐ Yes ☐ No

If **Yes**, a servicing options report and a hydrogeological report are required.

The information above was prepared by:

Name: _____
(Please Print)

Signature: _____

Date: _____

Proposed Servicing and Access Information Requirements	
1. Sewage Disposal	Action or Required Information / Reports
A. Municipal piped sewage system	None at this time. Durham Region will determine if sewage plant capacity is available.
B. Municipal or private communal septic system	More than 4500 litres of effluent produced per day: a servicing options statement ¹ , a hydrogeological report ² .
C. Individual septic systems	For more than 5 lots/units: a servicing options statement ¹ and a hydrogeological report ² . For up to 5 lots/units each generating less than 4500 litres per day effluent: a hydrogeological report ² .
D. Other	Please Describe
2. Water Supply	Action or Required Information / Reports
A. Municipal piped water system	None at this time. Durham Region will determine if water treatment plant capacity is available.
B. Municipal or private communal wells	For more than 5 lots/units: a servicing options statement ² , a hydrogeological report ² and an indication whether a public body is willing to own and operate the system ³ . For non-residential development where water will be used for human consumption: a hydrogeological report².
C. Individual wells	For the development of more than 5 lots/units: a servicing options statement ¹ and a hydrogeological report ² .
D. Communal surface water	A "water taking permit" under Section 34 of the Ontario Water Resources Act.
E. Individual surface water	MNR clearance should accompany the servicing options report submitted to MOECP.
F. Other	Please Describe:
3. Storm Drainage	Action or Required Information / Reports
A. Sewers	A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the application. A storm water management plan will be needed prior to final approval of a plan of subdivision or a site plan.
B. Ditches or swales	
C. Other	
4. Access	Action or Required Information / Reports
A. Provincial Highway	Application to MTO for an access permit should be made at the time of submission of this application as an access permit is required prior to development.
B. Municipal road maintained all year	None at this time. The Town will indicate acceptance of road alignment and access when the application is reviewed.
C. Municipal road maintained seasonally	Development is not usually permitted on seasonally maintained roads.
D. Right-of-way	Access by right-of-way on a private road is not usually permitted, except as part of a condominium.
E. Water Access	Information on the capacity of the proposed docking facility to accommodate the proposed development and the approximate distance of the facilities from the subject land and the nearest public road will assist the review.

¹ Written confirmation that the Ministry of Environment, Conservation and Parks (MOECP) and the Region concur with the servicing options statement will facilitate the review of the application.

² All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking such a report, consult MOECP and the Region's Health Department about the type of hydrogeological assessment that is expected based on the nature and location of the proposal.

³ Where communal services are proposed (water and/or sewage), it is Provincial policy that the Region must own these services, unless otherwise permitted by MOECP. Current Regional policy does not provide for the Region to own communal services.

Minimum Distance Separation (MDS) Data Sheet



This form must be completed and submitted with a development application when applying for a new non-farm use within 500 metres (1,640 feet) of an existing livestock facility. Complete one (1) sheet for each different set of buildings used for housing livestock.

What is the closest distance from livestock facility to the property boundary of the subject lands? _____ metres

What is the closest distance from manure storage to the property boundary of the subject lands? _____ metres

How many tillable hectares where a livestock facility is located? _____ hectares

Type of Livestock		Existing Housing Capacity #	Manure System (Place an "X" in one box only)			
			Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Dairy	☐ Milking cows Heifers					
Beef	☐ Cows (Barn Confinement)					
	☐ Cows (Barn with Yard)					
	☐ Feeders (Barn Confinement)					
	☐ Feeders (Barn with Yard)					
Swine	☐ Sows					
	☐ Weaners					
	☐ Feeder Hogs					
Poultry	☐ Chicken Broiler/Roasters					
	☐ Caged Layers Chicken					
	☐ Breeder Layers Pullets					
	☐ Meat Turkeys (>10 kg)					
	☐ Meat Turkeys (5-10 kg)					
	☐ Meat Turkeys (<5 kg)					
	☐ Turkey Breeder Layers					
Horses	☐ Horses					
Sheep	☐ Adult Sheep					
	☐ Feeder Lambs					
Mink	☐ Adults					
Veal	☐ White Veal Calves					
Goats	☐ Adult Goats					
	☐ Feeder Goats					
Other						

Owner of Livestock Facility: _____ Telephone: _____ Fax: _____
(Please Print)

Applicant's Signature: _____ Date: _____

SHADED AREAS FOR OFFICE USE ONLY

Minimum Distance Separation: _____ metres	Does the Application Comply with MDS Requirements? Yes ☐ No ☐
Prepared by: _____	Date: _____

Required Information and Materials



The table below **must** be completed and submitted with the completed application form.

In addition to the information contained in an application form, the table below identifies additional information and/or reports that may be required as identified in the Town of Whitby Official Plan. Applicants should also review the Durham Region Official Plan, Provincial Statutes and the *Provincial Policy Statement*. The submission of supporting documentation will assist in the evaluation of an application.

Required Information and Materials	Does Any Official Plan Policy Apply?		Is the Required Information and Materials Attached?	
	Yes *	No	Yes	No
Planning Considerations:				
Planning Rationale Report	☐	☐	☐	☐
Settlement Capacity Study	☐	☐	☐	☐
Social Impact Assessment	☐	☐	☐	☐
Engineering Considerations:				
Functional Servicing Report	☐	☐	☐	☐
Servicing Options Report	☐	☐	☐	☐
Grading and Drainage Plan	☐	☐	☐	☐
Stormwater Management Plan	☐	☐	☐	☐
Hydrogeology Report	☐	☐	☐	☐
Well Impact Study	☐	☐	☐	☐
Soils and Slope Stability Report(s)	☐	☐	☐	☐
Geotechnical Report	☐	☐	☐	☐
Noise Study (including but not limited to vehicular and stationary noise)	☐	☐	☐	☐
Vibration Study	☐	☐	☐	☐
Construction Management Plan	☐	☐	☐	☐
Environmental Considerations:				
Environmental Impact Study	☐	☐	☐	☐
Phase 1 Environmental Site Assessment Report	☐	☐	☐	☐
Phase 2 Environmental Site Assessment Report	☐	☐	☐	☐
Record of Site Condition	☐	☐	☐	☐
Natural Heritage Evaluation	☐	☐	☐	☐
Hydrological Evaluation / Hydrogeological Study	☐	☐	☐	☐
Contaminant Management Plan	☐	☐	☐	☐
Natural Hazard Study	☐	☐	☐	☐
Coastal Engineering Study	☐	☐	☐	☐
Watershed Study	☐	☐	☐	☐
Subwatershed Study	☐	☐	☐	☐
Tree Inventory and Preservation Study	☐	☐	☐	☐
Contour information incl. Conservation Authority regulatory lines	☐	☐	☐	☐
Refuse/Recyclable Storage and Pick-up Plan	☐	☐	☐	☐
Edge Management Plan	☐	☐	☐	☐
Air Quality Study	☐	☐	☐	☐
Mineral Aggregate Extraction Study	☐	☐	☐	☐
Sustainability Rationale Report	☐	☐	☐	☐
Whitby Green Standard Checklist for Site Plan Application	☐	☐	☐	☐
Whitby Green Standard Checklist for Subdivision Application	☐	☐	☐	☐
Agricultural Considerations:				
Agricultural Assessment	☐	☐	☐	☐
Conformity with Minimum Distance Separation Formula	☐	☐	☐	☐

Required Information and Materials	Does Any Official Plan Policy Apply?		Is the Required Information and Materials Attached?	
	Yes *	No	Yes	No
Transportation Considerations:				
Traffic Impact Study	☐	☐	☐	☐
Transit Study	☐	☐	☐	☐
On-site Traffic Management Plan	☐	☐	☐	☐
Parking Study	☐	☐	☐	☐
Parking Management Plan	☐	☐	☐	☐
Haul Route Plan	☐	☐	☐	☐
Financial Considerations:				
Retail Market Impact Study	☐	☐	☐	☐
Retail Market Capacity Study	☐	☐	☐	☐
Financial Impact Study	☐	☐	☐	☐
Municipal Financial Impact Study	☐	☐	☐	☐
Housing Market Study	☐	☐	☐	☐
Rental Housing Study	☐	☐	☐	☐
Heritage/Cultural Considerations:				
Heritage Impact Assessment	☐	☐	☐	☐
Cultural Heritage Assessment	☐	☐	☐	☐
Archaeological Assessment	☐	☐	☐	☐
Any requirements of a Heritage Conservation Plan	☐	☐	☐	☐
Design Considerations:				
Site Plan	☐	☐	☐	☐
Landscape Plans/Analysis	☐	☐	☐	☐
Open Space and Parks Plan	☐	☐	☐	☐
Urban Design Study	☐	☐	☐	☐
Exterior Building Colour Sample Board	☐	☐	☐	☐
Sun/Shadow Study	☐	☐	☐	☐
Wind Study	☐	☐	☐	☐
Lighting Plan	☐	☐	☐	☐
Signage Study	☐	☐	☐	☐
Any requirements of a Heritage Conservation Plan	☐	☐	☐	☐
Pedestrian accessibility/walkability	☐	☐	☐	☐
Regard for accessibility for persons with disabilities	☐	☐	☐	☐
Migratory Bird Impact Study	☐	☐	☐	☐
Other:				
Any other study in support of the application(s) (please specify: _____ _____	☐	☐	☐	☐

* If **Yes**, the supporting information and materials **must** be attached. Please list the title, author and date of all reports:

The information above was prepared by:

Name: _____ Signature: _____
(Please Print)

Date: _____

Procedures and Requirements for Notification Signs



This form **must** be completed, signed by the owner or authorized agent and submitted to the Planning and Development Department with the required planning application(s).

Requirements:

In conjunction with applications for approval of Plans of Subdivision, Zoning By-law amendments or Whitby Official Plan amendments, the applicant shall erect a non-illuminated sign(s) on the subject property at his/her cost. The sign(s) shall be professionally prepared and erected twenty days prior to the Public Information Meeting and shall be removed within seven days of the approval, denial or closing of the file(s) by the Commissioner of Planning and Development, or withdrawal of the application(s). Where more than one application requiring a sign is made for the same site, one sign may be erected giving notice of all applications unless otherwise instructed by the Planning and Development Department.

Sign Specifications:

- a) **Size:** 1.2 metres (4 feet) wide; 1.5 metres (5 feet) high; 0.62 metres (2 feet) ground clearance.
- b) **Acceptable Materials:** 12.5 mm (½ inch) exterior grade plywood panel, two (2) 89 mm X 89 mm (4 inch X 4 inch) wood Materials posts or steel posts installed a minimum of 1.2 metres (4 feet) below grade.
- c) **Paint:** Sign panels and all wooden structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkylid paint over a suitable primer. Lettering is to be black inscribed on a white background.
- d) **Lettering:** The sign shall be professionally lettered or silk-screened using Helvetica medium typeface sizes: 38 mm, 100 mm, and 38 mm as shown on the attached sketch, in sentence case except for the word NOTICE.
- e) **Wording:** The sign shall contain the wording provided by the Planning and Development Department and shall be in the format outlined above and as shown on the attached sketch.
- f) **Location:**
 - For interior lots having frontage on one street, the required sign shall be located approximately midway between the side lot lines at a minimum setback of 1 metre (3 feet) from the street line(s) and a maximum setback of 2 metres (6 feet) from the street line(s).
 - For lots with street line(s) that abut two streets (i.e. corner lots, through lots), a separate sign shall be required facing each street, located approximately midway between the opposing lot lines at a minimum setback of 1 metre (3 feet) from the street line(s) and a maximum setback of 2 metres (6 feet) from the street line(s).
 - The sign(s) must not be located within a 9 metre (30 foot) corner site triangle.
- g) **Maintenance:** With the signing of this form, the applicant agrees that the sign will be maintained both in structure and paintwork to the satisfaction of the Town.

Exemptions / Deviations:

Exemptions and/or deviations from the requirements of these procedures and specifications shall be at the discretion of the Commissioner of Planning.

The undersigned hereby agrees to construct and maintain the proposed sign(s) in accordance with the specifications contained herein to the satisfaction of the Town. The undersigned further agrees to remove the sign(s) within seven (7) days of the approval, denial or closing of the file(s) by Whitby Town Council, or the withdrawal of the planning application(s).

☐ Owner

☐ Applicant / Primary Consultant

☐ Agent / Solicitor

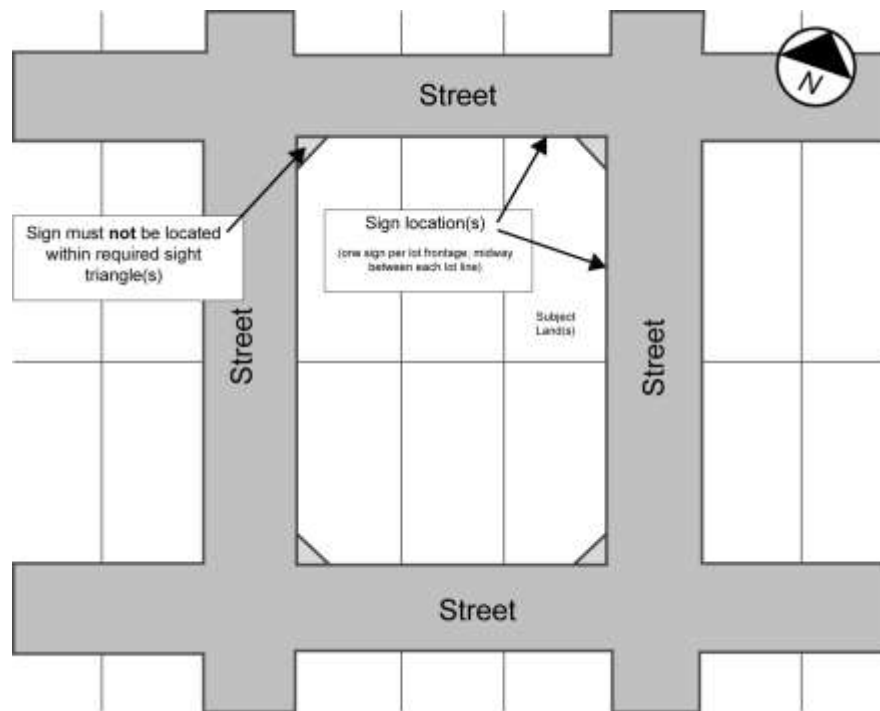
Name: _____
(Please Print)

Signature: _____

Date: _____

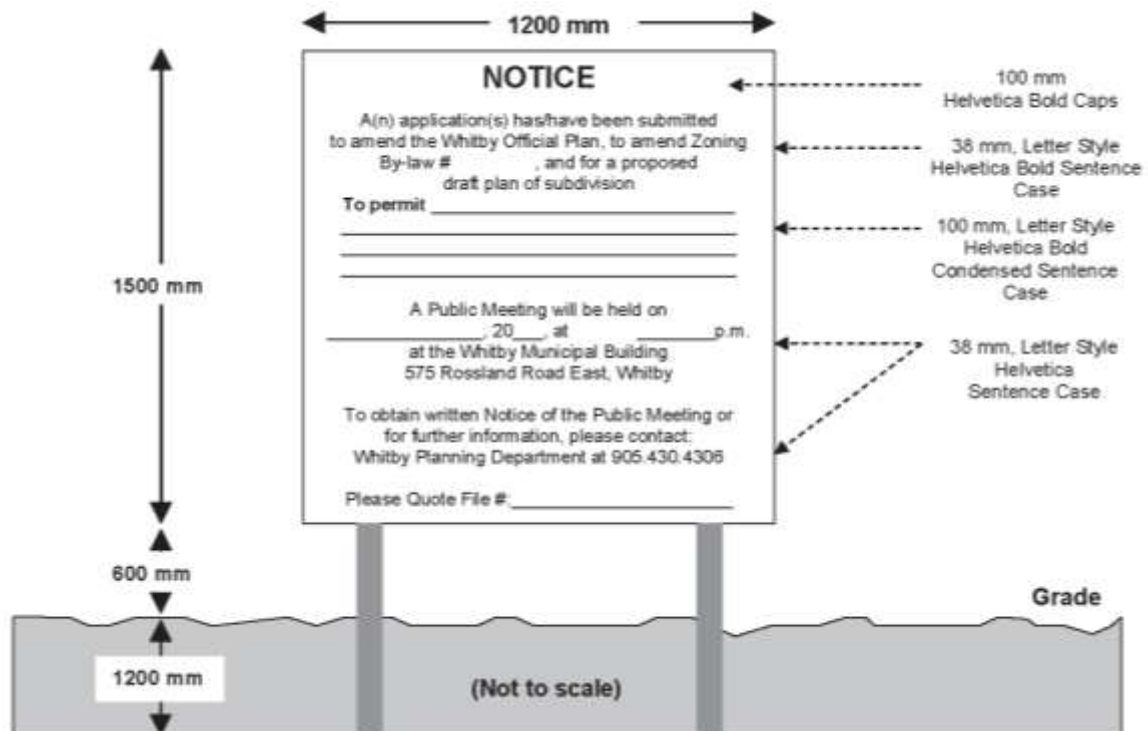
Sign Location:

The sign location(s) are shown below.



Sign Dimensions and Content:

The appropriate sign wording will be provided by the Planning and Development Department and a copy of this form will be returned to the owner; applicant/primary consultant; or agent/solicitor.





Whitby Green Standard

As of September 28, 2020, the Town approved the [Whitby Green Standard](#). All new Site Plan and Plan of Subdivision Applications are required to follow the Whitby Green Standard and meet at a **minimum** Tier 1- Mandatory Performance Criteria as outlined in the respective **Site Plan Checklist** and **Plan of Subdivision Checklist**. This checklist will need to be completed and submitted as part of a complete Development application in addition to a stand-alone **Sustainability Rationale Report**.

It is encouraged that consideration be given for advanced sustainability criteria through the uptake of voluntary Tiers 2-4. These standards support sustainable site design for development and redevelopment on public and private property, enhancing the Municipality's natural heritage, economic vitality, cultural heritage, and social aspects.

Sustainability Rationale Report

To support compliance of the Whitby Green Standard, we recommend that the Sustainability Rationale be submitted in the following format:

1. **Executive Summary:** Overview of the project and declaration of performance tier commitment.
2. **Purpose of the Application:** Detailed description of the project.
3. **Sustainability Overview:** Summary of the project's sustainability vision and objectives.
4. **Sustainability Declaration:** Provide the performance tier that will be achieved by the project.
5. **Mandatory Performance Measures:** List all mandatory performance measures and their related reference document(s) in a table format.
6. **Voluntary Performance Measures:** Where a higher performance tier is being pursued, list all core, voluntary performance measures, and their related reference document(s) in a table format.
7. **Innovation:** If applicable, provide an overview of any innovation performance