

APPLICATION FOR SITE PLAN APPROVAL

The Corporation of the Town of Whitby
575 Rossland Road East, Whitby Ontario, L1N 2M8

Telephone: 905.430.4306

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



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 Site Plan Approval. 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 Site Plan Approval. 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. Site Plan Approval:

Site Plan Approval is required for certain types of development as specified by By-law No. 7430-18 (a copy of the By-law is attached). The types of development which require site plan approval are:

- I. Residential development consisting of 11 or more dwelling units (except street townhouse within a registered plan of subdivision);
- II. Commercial Development;
- III. Institutional Development;
- IV. Industrial Development;
- V. Heritage Building Additions
- VI. Development within Hazard Land or Environmentally Sensitive Area or within portions of the Oak Ridges Moraine

Procedures for Processing Site Plan Applications:

1. Complete and return the application form along with the appropriate fee to cover the processing fees.
2. Submit **folded** copies of the proposed site plan and **folded** copies of the floor plan, building elevations and the landscape plan.

The plans should include the following: (if required):

Layout and elevations of proposed buildings to include among other items, the following:

- a. Key Plan - location and use of abutting properties and buildings.
 - b. Site dimensions, existing natural features, easements, road widening and services.
 - c. Proposed use, dimensions, location on lot, setbacks, walkways, sidewalks, parking areas, driveways, existing and proposed grades and drainage direction.
 - d. Statistics Chart:
 - i) Gross area
 - ii) Net area (after road widening, etc.)
 - iii) Lot coverage (% of net area)
 - iv) Floor space index
 - v) Landscaped open space/amenity space (%) provided and required
 - vi) Parking spaces provided and required including accessible spaces
 - vii) Intent (rental, condominium or single ownership)
 - viii) Number and type of units including floor area
 - ix) Phased developments are to be fully documented i.e.: use, floor area, etc.
 - e. All elevations, materials/colour, roof mechanicals and screening method, underground parking layout and location on lot, the number and size of commercial or residential units.
 - f. Curbing detail, light standards, planters, outdoor furniture, play equipment, garbage receptacles, privacy screens, fencing, walls, walkway material, signs (identification, entrance and parking), hard landscape material, berms, banks and swales.
 - g. Landscape detail (to be identified by letter in chart form on plan) of all plant material to include size (caliper and height), common name, location and number.
3. At such time that a site plan application is approved, the applicant shall submit to the Planning and Development Department revised drawings in accordance with Site Plan Conditions for the purpose of final approval and inclusion within a site plan agreement for registration in the Land Registry Office in Whitby or Letter of Undertaking, as required.
 4. The drawings required for attachment to the site plan agreement and registration in the Land Titles Office, shall be reduced to a legal document size or as may be approved by the Planning and Development Department.
 5. The applicant agrees to reimburse the Town for any fees that may be incurred for the time spent on processing an application which is withdrawn or for the preparation and registration of a site plan agreement, whether or not such agreement is executed.

The completed application is to be submitted to:

Town of Whitby Planning and Development Department
575 Rossland Road East
Whitby, ON L1N 2M8
(Telephone: 905.430.4306)

Fees:

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

Regional Municipality of Durham Works Department:

Basic Requirements For Site Servicing Plans

The following outline is intended to assist the applicant in preparing site servicing plans for service connections and entrance permits for all developments other than single-family or semi-detached dwellings. Compliance with these requirements will expedite the processing of the submission. Detailed policies and by-laws covering connections and entrances are available upon request. Please contact the Region of Durham Works Department, Development Approvals Section at 905.668.7721 for further information.

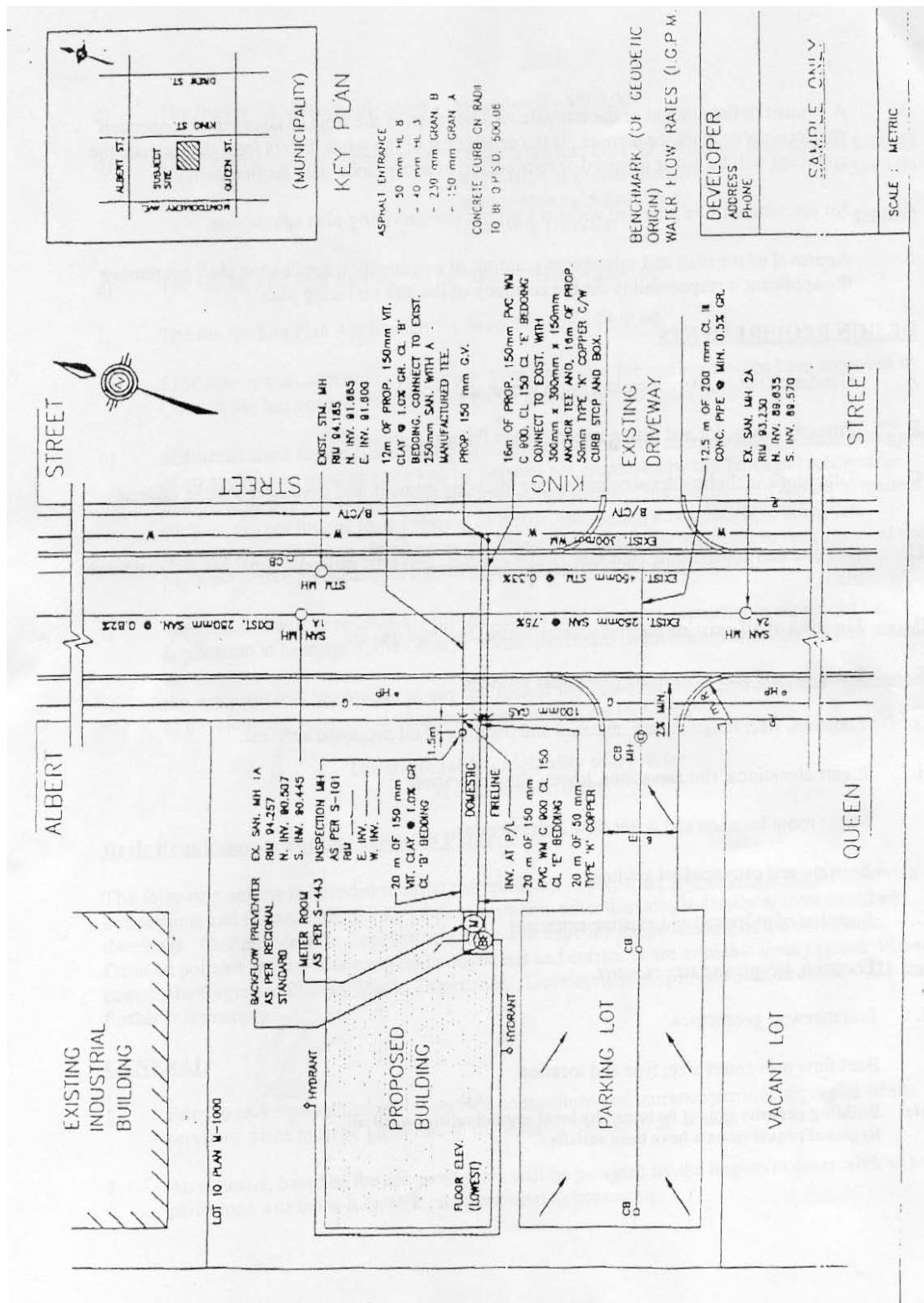
General

1. Prior to making applications for service connections and entrance permits, copies of site servicing plans must be submitted to the Region for approval.
2. An estimate, based on the approved plan, will be provided by the Region to cover work to be performed within the Right of Way. by its personnel or contractor.
3. A deposit in the amount of the estimate will be taken at the time of issuance of connection applications or entrance permits. If the actual cost of the work differs from the estimate the applicant will be either invoiced or reimbursed in accordance with Region policy.
4. No estimate will be provided without a proper site servicing plan submission.
5. Approval of the plan and subsequent granting of a connection application shall not remove the applicant's responsibility for the accuracy of the site-servicing plan.

Design Requirements

- A. Geodetic Datum (Benchmarks), north arrow and key plan.
- B. Property Lines, lot and plan numbers, street lines and names.
- C. Title block including drawing scale, date, drawing number and developer's name, address and phone number.
- D. On site and surrounding land uses (water courses, culverts, railways, pipelines and easement etc.).
- E. Location of all existing utilities such as hydrants, hydro, Bell and gas etc.
- F. Location and size of existing Municipal services.
- G. Location, size, length, grade, material and bedding of all proposed services.
- H. Invert elevations, rim elevations, lowest floor elevation.
- I. Meter room location and water flow demand rates.
- J. Existing and proposed lot grading.
- K. Location of proposed and existing entrances.
- L. Location, length and size of culverts.
- M. Entranceway geometrics.
- N. Backflow preventers size, type and location.

Note: Local municipalities cannot issue Building permits until all Regional requirements have been satisfied





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.

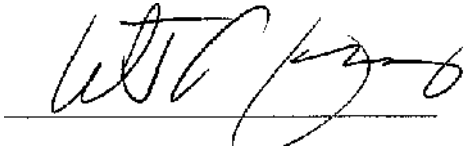
SHORT TITLE

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



Town of Whitby

By-law # 7430-18

Site Plan Control By-law

Being a By-law to designate the Town of Whitby as a Site Plan Control Area and to delegate to the Commissioner of Planning and Development the authority to approve plans and drawings for site plan applications, and where required, to execute site plan agreements.

Whereas, Section 41 of the Planning Act, R.S.O. 1990, c. P.13, as amended, permits the council of a municipality to designate the whole or any part of the municipality as a site plan control area;

And whereas, Section 41 of the Planning Act, R.S.O. 1990, c. P.13, as amended, permits the council of a municipality by by-law to delegate to either a committee of the council or to an appointed officer of the municipality identified in the by-law either by name or position occupied, any of the council's powers or authority under the said section, except the authority to define any class or classes of development as mentioned in clause 41(13)(a) of the Planning Act;

And whereas, the Council of The Corporation of The Town of Whitby considers it desirable to pass such a by-law;

Now therefore, the Council of The Corporation of the Town of Whitby hereby enacts as follows:

1. Definitions

1.1. In this by-law,

1.2. **"ACT"** means the Planning Act, R.S.O. 1990, c. P.13, as amended;

"DEVELOPMENT" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in clause 164(4)(a) of the Municipal Act, 2001, s.o. 2001, c. 25 as amended, or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the Act;

Notwithstanding the definition of development above, within the Oak Ridges Moraine, as established by Ontario Regulation 1/02, in addition, "development" shall also include the creation of a new lot, a change in land use, or the construction of buildings and structures, any of which require approval under the Act, the Environmental Assessment Act, R.S.O. 1990., c. E.18, as amended, or the Drainage Act, R.S.O. 1990 c. 0.17, as amended, but does not include:

- (a) the construction of facilities for transportation, infrastructure and utilities uses, by a public body as described in Section 11.11.9 of the Town of Whitby Official Plan;
- (b) the reconstruction, repair or maintenance of a drain approved under the Drainage Act, R.S.O. 1990, c. D.17, as amended, and in existence on November 15, 2001;
- (c) the carrying out of agricultural practices on land that was being used for agricultural uses on November 15, 2001;
- (d) the placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.

"SITE ALTERATION" within the Oak Ridges Moraine means activities such as filling, grading and excavation that would change the landform and natural vegetative characteristics of land, but does not include,

- (a) the construction of facilities for transportation, infrastructure and utilities uses, by a public body as described in Section 11.11.9 of the Town of Whitby Official Plan;
- (b) the reconstruction, repair or maintenance of a drain approved under the Drainage Act, R.S.O. 1990, c. D.17, as amended and in existence on November 15, 2001;
- (c) the carrying out of agricultural practices on land that was being used for agricultural uses on November 15, 2001.

"TOWN" means The Corporation of the Town of Whitby.

2. Interpretation

2.1. Site Plan Control Area

All land located within the corporate limits of the Town is hereby designated as a site plan control area.

3. General

3.1. No person shall undertake any development in the site plan control area designated by this By-law unless the Council of the Town or, where a referral has been made under subsection 41(12) of the Act, as amended, to the Local Planning Appeal Tribunal has approved,

- (a) plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith including those facilities and works referred to in subsection 3.2 of this By-law and, including facilities designed to have regard for accessibility for persons with disabilities;
- (b) drawings showing plan, elevation and cross section views for each building to be erected which are sufficient to display,

- (i) the massing and conceptual design of the proposed building;
 - (ii) the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
 - (iii) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
 - (iv) matters relating to exterior building design details including, but not limited to sustainable design, character and appearance, but only to the extent that it is a matter of exterior design;
 - (v) facilities designed to have regard for accessibility for persons with disabilities;
 - (vi) sustainable and accessible design elements within, or adjacent to, an adjoining municipal right-of-way, including without limitation, trees, landscaping, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities;
 - (vii) architectural drawings illustrating appropriate design characteristics and materials to mitigate the potential for bird strikes and a report from a qualified environmental consultant that states that appropriate and acceptable mitigation measures have been included in the design.
 - (c) Within the Oak Ridges Moraine, plans or drawings showing how the recommendations of an approved natural heritage evaluation will be implemented.
- 3.2. As a condition of approval of the plans and drawings referred to in subsection 3.1 of this By-law, the Town may require the owner of lands being developed to,
- (a) provide to the satisfaction of and at no expense to the Town any or all of the following:
 - (i) widenings of highways that abut on the land;
 - (ii) subject to the Public Transportation and Highway Improvement Act, R.S.O. 1990, c. P.50, as amended, facilities to provide access to and from the lands such as access ramps, curbing and traffic direction signs;

- (iii) off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - (iv) walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
 - (v) facilities designed to have regard for accessibility for persons with disabilities;
 - (vi) facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon;
 - (vii) walls, fences, hedges, trees, shrubs or other ground cover or facilities for the landscaping of the land or the protection of adjoining land;
 - (viii) vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
 - (ix) easements conveyed to the Town for the construction, maintenance, or improvement of water courses, ditches, land drainage works and sanitary sewerage facilities and other public utilities on the land;
 - (x) grading or alteration in elevation or contour of the land and provisions for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
 - (xi) reports and/or studies demonstrating conformity with the policies of the Town's Official Plan and requirements of the Town's Zoning By-laws, as amended.
- (b) maintain to the satisfaction of the Town and at the sole risk and expense of the owner any or all of the facilities or works mentioned in paragraphs (ii) to (viii), inclusive, of clause 3.2(a) of this By-law including the removal of snow and ice from access ramps and driveways, parking and loading areas and walkways;
 - (c) enter into one or more agreements with the Town dealing with and ensuring the provisions of the facilities, works or matters to be provided in accordance with clause 3.2(a) of this By-law and the maintenance thereof as mentioned in clause 3.2(b) of this By-law and the provision and approval of the plans and drawings referred to in subsection 3.1 of this By-law.
- 3.3. The Commissioner of Planning and Development is authorized to execute on behalf of the Town any agreement being entered into pursuant to clause 3.2(c) of this By-law.

3.4. Delegation

- 3.4.1. Despite the provisions of subsection 3.1 of this By-law relating to the approval of a class or classes of development within the site plan control area by the Council of the Town, the Commissioner of Planning and Development, or his or her designate, is authorized to approve the following:
- (a) Development of residential sales offices and model homes.
 - (b) Development, expansion and/or enlargement of new and existing buildings and structures on lands located within an Environmentally Sensitive Area or Hazard Land designation beyond the Urban Area Boundary as shown on Schedules “A” and “C” of the Whitby Official Plan;
 - (c) Development, expansion and/or enlargement of new and existing buildings and structures within the dotted area as outlined on Schedule “A-1” Oak Ridges Moraine – Environmental Protection Site Plan Control Area and within the single or double cross-hatching areas as outlined on Schedule “A-2” Oak Ridges Moraine – Landform Conservation Areas Site Plan Control Area attached hereto and forming part of this by-law.
 - (d) Pursuant to clause 41(13)(b) of the Act, the powers and authority of the Council of the Town of Whitby under section 41 of the Act, except the authority to define any class or classes of development as mentioned in clause 41(13)(a) are hereby delegated to the Commissioner of Planning and Development of the Town of Whitby.
 - (e) Notwithstanding clause 3.4.1 (d), the Commissioner of Planning and Development shall not grant or deny approval of a site plan application where Council by resolution has withdrawn delegated authority.
- 3.4.2. When exercising such power and authority, the Commissioner of Planning and Development shall be responsible for the processing, co-ordination and preparation of any agreements being entered into pursuant to clause 3.2 (c) of this By-law and shall comply with all By-laws and policies adopted by the Council relating to any of the matters which are to be considered under the said Section.

3.5. Exceptions

- 3.5.1. The following class or classes of development may be undertaken without the approval of plans and drawings otherwise required under subsection 3.1 of this By-law:
- (a) single detached dwelling, semi-detached dwelling, duplex dwelling, link dwelling or street townhouse dwelling including

any accessory buildings related thereto, and buildings or structures used for agricultural operations, unless,

- (i) the main building and any accessory building or structure is designated under the Ontario Heritage Acts, R.S.O. 1990, c. O.18, as amended;
- (ii) the land is located within an Environmentally Sensitive Area or Hazard Land designation as shown on Schedules "A" and "C" to the Whitby Official Plan.

4. Schedule(s)

4.1. Oak Ridges Moraine – Environmental Protection Site Plan Control Area

- 4.1.1. Despite the provisions of subsection 3.5 of this By-law, in the Oak Ridges Moraine, on the land located within the dotted area as shown on Schedule "A-1" Oak Ridges Moraine – Environmental Protection Site Plan Control Area attached hereto and forming part of this By-law, the approval of plans and drawings is required under subsections 41(4) and (5) of the Act.

4.2. Oak Ridges Moraine – Landform Conservation Areas Site Plan Control Area

- 4.2.1. Within the Oak Ridges Moraine, the following provisions shall apply with respect to an application for development or site alteration within a Landform Conservation Area (Category 1) as indicated by single diagonal cross-hatching on Schedule "A-2" Oak Ridges Moraine – Landform Conservation Areas Site Plan Control Area, attached hereto and forming part of this By-law:
 - (a) The net developable area of the site that is disturbed shall not exceed 25 per cent of the total site area; and
 - (b) The net developable area of the site that has impervious surfaces shall not exceed 15 per cent of the total site area.
- 4.2.2. Within the Oak Ridges Moraine, the following provisions shall apply with respect to an application for development or site alteration within a Landform Conservation Area (Category 2) as indicated by double cross-hatching on Schedule "A-2" Oak Ridges Moraine – Landform Conservation Areas Site Plan Control Area, attached hereto and forming part of this By-law:
 - (a) The net developable area of the site that is disturbed shall not exceed 50 per cent of the total site area; and
 - (b) The net developable area of the site that has impervious surfaces shall not exceed 20 per cent of the total site area.

5. Enforcement and Penalties

- 5.1. In default of the provision and approval of the plans and drawings referred to in subsection 3.1 of this By-law or the provision of any or all of the facilities, works or matters referred to in clause 3.2(a) of this By-law and the maintenance thereof to the satisfaction of the Town, the provision of such plans, drawings, facilities, works or matters may be carried out by the Town at the owner's expense and at the sole risk of the owner.
- 5.2. In default of maintenance by the owner to the satisfaction of the Town of any or all of the facilities or works referred in clause 3.2(b) of this By-law, such maintenance may be done by the Town at the owner's expense and at the sole risk of the owner.
- 5.3. Any expense incurred by the Town under subsections 5.1 or 5.2 of this By-law may be recovered by action, or the same may be recovered in like manner as a municipal property tax as a priority lien against the property in respect of which the amount was imposed, or the Town may provide that the expense incurred by it with interest shall be payable by the owner in annual instalments not exceeding ten years and may, without obtaining the assent of the electors, borrow money to cover such expense by the issue of debentures of the Town payable in not more than ten years.

6. Short Title

- 6.1. This By-law may be referred to as the Site Plan Control By-law.

7. Repeal of Existing By-law

- 7.1. By-law # 7015-15 is repealed.

8. Effective Date

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

By-law read and passed this 25th day of June, 2018.

[Original approved and signed]

Don Mitchell, Mayor

[Original approved and signed]

Christopher Harris, Town Clerk

SCHEDULE A-1

Oak Ridges Moraine - Environmental Protection Site Plan Control Area

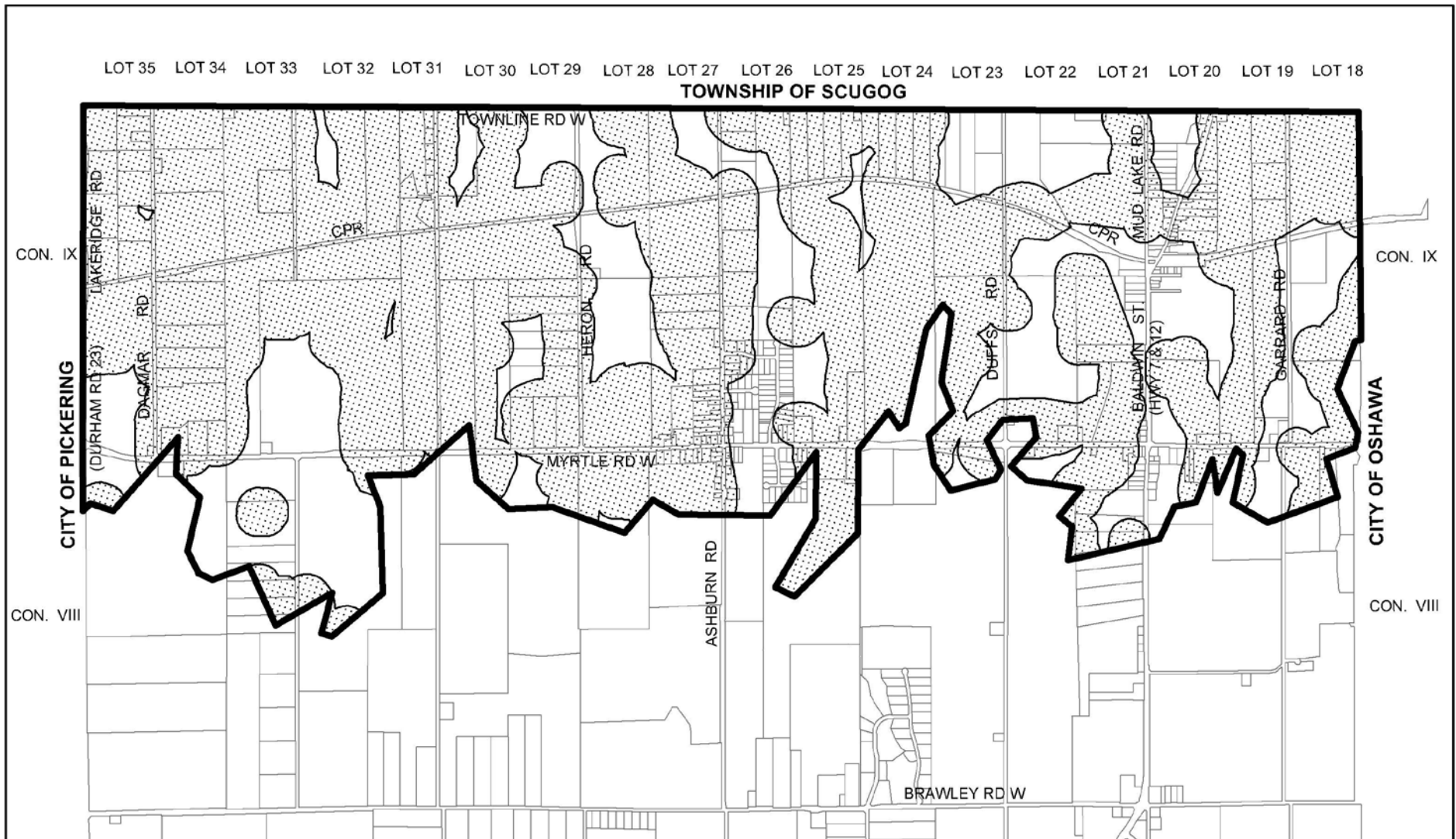
To By-Law No. 7430-18

This is Schedule A-1 to By-Law No. 7430-18 passed by the

Council of the town of Whitby this 25 day of June, A.D. 2018.

Clerk

Mayor



SCHEDULE A-2

Oak Ridges Moraine - Landform Conservation Areas Site Plan Control Area

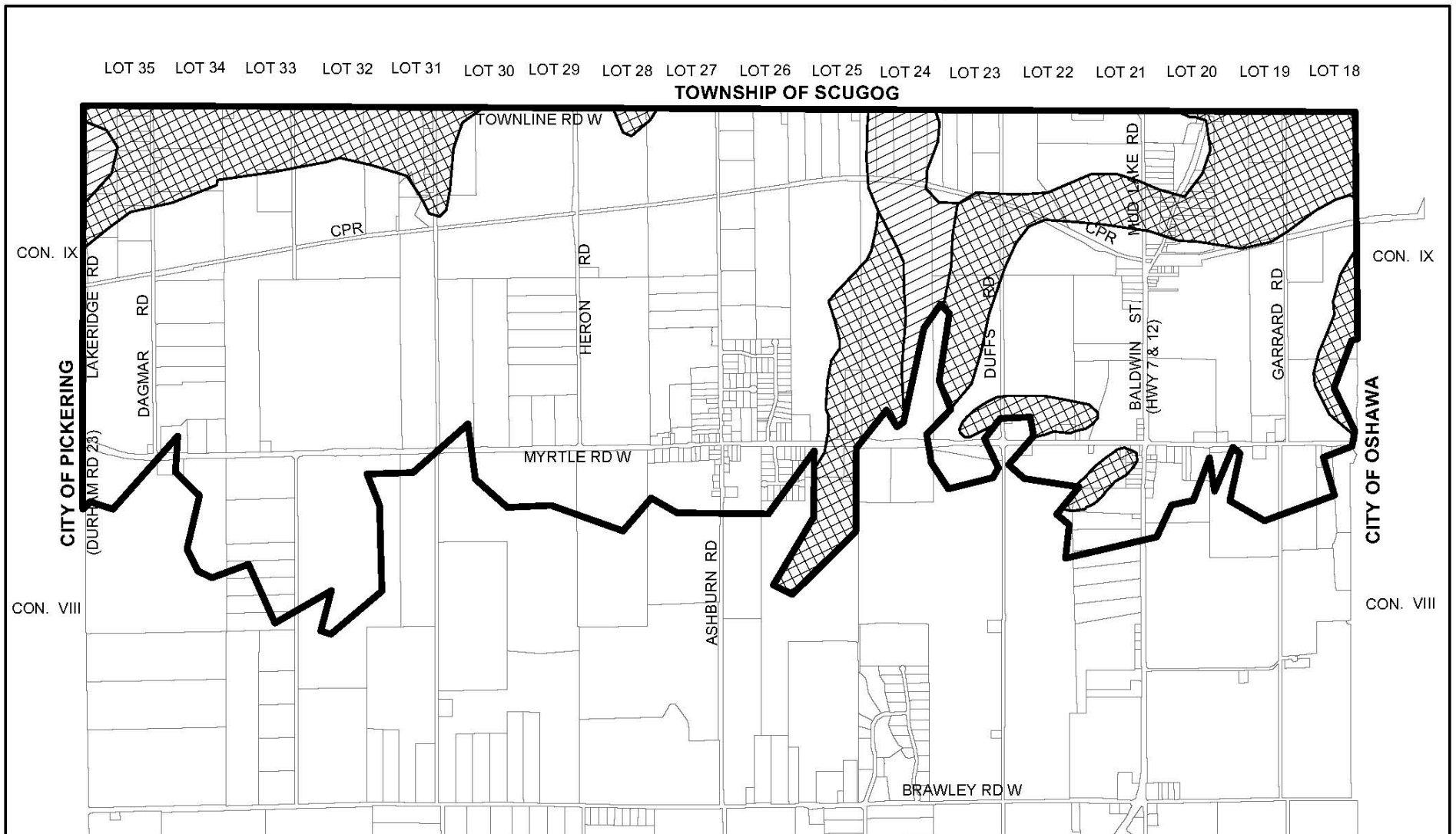
To By-Law No. 7430-18

This is Schedule A-2 to By-Law No. 7430-18 passed by the

Council of the town of Whitby this 25 day of June, A.D. 2018.

Clerk

Mayor



Accessibility Standards



The Town of Whitby encourages all applicants to review and incorporate the Town of Whitby Accessibility Standards (2005) when submitting site plan applications. The Accessibility Standards can be accessed through the Town's website (see link below) or to receive a copy, please contact the Planning and Development Department at 905.430.4306.

Town of Whitby Accessibility Standards: http://www2.whitby.ca/asset/pw-guideline_accessibilitystandards.pdf

Below is a brief summary of some of the main exterior accessibility components that should be considered when developing a site plan:

- Accessible Parking Spaces (Section 4.3.12 of Whitby Accessibility Standards) must comply with Accessible Parking Space By-law 4981-02 (Zoning By-law 1784) or 4982-02 (Zoning By-law 2585), and should be:
 - o located as close to the building entrance as possible
 - o located so that minimal traffic crossings need to be made
 - o clearly marked and signed
 - o provided with a marked accessible route from the accessible parking space to an accessible building entrance including:
 - curb ramps (barrier free curbs) (4.1.10)
 - detectable coloured and textured warning surface (4.4.8)
 - signage (4.4.7)
 - lighting (4.4.13)
- Ramps (4.1.9) should be:
 - o located on an accessible route
 - o designed with a proper running slope
 - o designed so that water will not accumulate on the ramp surface
- Ground Surfaces (4.1.2) should be:
 - o stable, firm, slip resistant and glare-free
- Grates (4.1.2) located on walking surfaces should:
 - o have spaces less than 13mm (1/2 inch) wide in one direction
 - o be placed so the long dimension of the spaces are across the dominant direction of travel (see diagrams in Section 4.1.2)
- Balconies, Porches, Terraces and Patios (4.3.11) should be:
 - o located in an accessible area
 - o surfaced as per Section 4.1.2
 - o be sloped slightly to allow water to drain
 - o bordered by a rail (4.1.13) in a design that allows clear vision below the rail

- Passenger Loading Zones (4.3.13) should be:
 - o located on an accessible route (4.1.4)
 - o appropriately signed as an accessible zone (4.4.7)
- Landscaping Plant Material (4.3.14) should be:
 - o species that will not cause slipping or tripping hazards on pathways (ex: large fallen seed pods can be slipping hazards)
 - o trimmed to prevent overhanging onto pathways
 - o brightly coloured along walkways to act as a visual warning of the edge of the path
- Hard Landscaping Material (4.3.14) should be:
 - o immune to frost heave when part of the pathway to prevent tripping hazards
 - o raised to cane-detectable levels at pathway edges to act as a physical warning of the edge of path
- Street and Outdoor Furniture (4.3.15, 4.3.16 & 4.3.17) should be:
 - o made accessible to persons using wheelchairs or other mobility devices (i.e. proper height, arm and back rests)
 - o located on an accessible route
 - o recessed from the main path of travel so they do not become a potential obstruction to persons who are blind
 - o securely mounted on a stable surface

Shadow Study Guidelines



The Town of Whitby requires a shadow study to be completed for any development containing a building with a height, in part or entirely, greater than 6 storeys OR 18 metres.

A shadow study will be sufficient for approval by the Town only if it clearly demonstrates the following:

For the purpose of these guidelines "*Recreation and Amenity Space*" shall include, but may not be limited to, children's play areas in public and private parks and school yards, sitting areas in public and private parks and open spaces, and the front and rear yards of detached, semi-detached and townhouse style residential dwelling units.

Developments shall ensure that at least half of the total surface area of recreation and amenity space, on the lands subject to development and those in the vicinity of the development, is exposed to sunlight during **at least two consecutive times** on the following dates*:

- April 21st at **11:00 AM, 1:00 PM, 3:00 PM, 5:00 PM**
- September 21st at **11:00 AM, 1:00 PM, 3:00 PM**

Developments shall ensure that the entire surface area of existing solar panels on the lands in the vicinity of a proposed development is exposed to sunlight during **at least two times** on the following date*:

- December 21st at **10:00 AM, 12:00 PM, 2:00 PM**

* Additional dates may be requested at the discretion of the Town of Whitby.

The following structures will be exempt from submitting a shadow study:

- Structures in Agricultural zones;
- Communications towers / antennas;
- Lighting poles and fixtures
- Structures used for the collection of wind or solar power;
- Structures used for conveyance of electricity;
- Steeples accessory to places of worship; and
- Buildings under 6 storeys or 18 metres in height unless otherwise requested by the Planning and Development Department;

For further information please contact:

Town of Whitby Planning and Development Department,
575 Rossland Road East,
Whitby, Ontario, L1N 2M8
Telephone: 905.430.4306
Fax: 905.668.7812
Email: planning@whitby.ca

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SHADED AREAS FOR OFFICE USE ONLY

File No.: SP- _____ - _____	Date Entered in AMANDA:		Entered By (Initials):
By-law: ☐ 1784 ☐ 2585 ☐ 5581-05	☐ Revision to Approved Site Plan	☐ Commissioner Approval	☐ Sales Trailer
☐ With Official Plan Amendment	☐ With Zoning Amendment	☐ Council Approval	☐ Model Home
☐ With Plan of Subdivision/Condominium	☐ With Removal of 'H' – Holding	Date Received:	

Part I – Applicant Information

1. Owner / Applicant / Agent:

Please list the contact information for the 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:

<i>Subject Lands:</i>	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (m ²)
-----------------------	-----------------------	--------------------	------------------------------------

3.3 Indicate the location and site statistics of adjoining or nearby land in which the owner has an interest, if any:

<i>Other Lands</i>	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (m ²)
--------------------	-----------------------	--------------------	------------------------------------

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. Zoning By-law:

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

☐ 1784

☐ 2585

☐ 5581-05

5.2 What uses are permitted under the current zoning?

6. Previous, Current & Proposed Land Uses/Buildings/Structures:

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

6.2 What is the *existing* use of the subject land(s)?

6.3 What is the *proposed* use of the subject land(s)?

6.4 Does the proposed use include any new external lighting?

Yes ☐ No ☐

If **Yes**, the application is subject to the Town of Whitby Lighting Guidelines, available at the Town of Whitby Planning and Development Department, 575 Rossland Road East or at www.whitby.ca.

6.5 Is there an airport nearby?

Yes ☐ No ☐

If **Yes**, at what distance from the site? _____ metres

6.6 Please list the details (in metric units) for all *proposed* buildings/structures on the subject land(s)?

Type of Building / Structure	Number of Storeys	Front Yard Setback (m)	Rear Yard Setback (m)	Side Yard Setback (m)	Side Yard Setback (m)	Building Footprint (m ²)	Gross Floor Area (m ²)

7. Site Plan:

A Site Plan must be attached that illustrates all necessary details of the proposed buildings/structures.

Is the plan attached?

Yes ☐ No ☐

8. Other Applications:

8.1 Please indicate if any of the following applications under the *Planning Act* are also required to permit the proposed development on the subject property and complete the chart:

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.

8.2 If known, has the subject land(s) ever been subject of a previous application under the *Planning Act* for:

- | | | |
|----------------------------|------------------------------|-----------------------------|
| a) Site Plan | Yes ☐ | No ☐ |
| b) Zoning By-law Amendment | Yes ☐ | No ☐ |
| c) Minor Variance | Yes ☐ | No ☐ |

If **Yes**, please specify (i.e. Applicant, File No.(s), Year, Status, Effect):

8.3 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:

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. 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 to arrange a **mandatory pre-consultation meeting** in accordance with By-law 5967-07, prior to submission of this application.

Part IV – Submission of Application

14. 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 (includes Retirement Home with self-contained units) - **\$11,717.00 plus \$521.03** for the first 25 self-contained units, **\$299.80** for the next 75 self-contained units and **\$142.65** for each self-contained unit beyond 100, up to a maximum of **\$78,110.24**
- ☐ Retirement Home (no self-contained units) - **\$43,895.00**
- ☐ Mixed Use Residential/Non-Residential – the site plan residential fee or site plan retirement home fee shall apply to the residential portion of a building; plus a fee of **\$3.71** per square metre of gross floor area for the non-residential portion of a building
- ☐ Commercial/Industrial (excluding Institutional) - **\$11,717.00** plus **\$3.71** per square metre of gross floor area, up to a maximum of **\$78,110.24**
- ☐ Institutional - **\$11,717.00** plus **\$9.05** per square metre of gross floor area, up to a maximum of **\$76,110.24**
- ☐ Environmental/Hazard Land designation in accordance with the Official Plan/Oak Ridges Moraine, as directed by By-law 5581-05, as amended - **\$6,044.00**
- ☐ Sales Trailer - **\$7,557.00**
- ☐ Model Home - **\$7,557.00**
- ☐ Agreement Fee - **\$3,560.00 plus legal expenses**
- ☐ Amending Agreement - **\$1,450.00 plus legal expenses**
- ☐ Letter of Undertaking Fee - **\$1,017.00**
- ☐ Additional Public Meeting - **\$1,302.00**
- ☐ Site Plan Amendments:
 - (i) Approval for Minor Amendment to plan and building up to 300 gross square metres - **\$2,543.00**
 - (ii) Expansion to an existing building greater than 300 gross square metres - **\$11,288.00**
- ☐ *Architectural Review* - (Working drawings / site plan / elevations / exterior colours), fee of 2, 4 or 6 hours to be collected **\$181.00/hr.**

Note:

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 development agreement.

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

Please submit the following additional fees with the application:

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

- ☐ If applicable, a Preliminary Analysis fee of **\$313.00**, paid by separate cheque made payable to the **Durham Region Health Department**, when the application is circulated for their review and comments.

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

- ☐ A Preliminary Analysis fee of **\$2,250.00** paid by separate cheque made payable to the **Central Lake Ontario Conservation** (where the property is located within lands subject to Ontario Regulation 42/06). If the Site Plan is deemed comparable to a draft plan of subdivision a fee of **\$16,030.00** will apply. Applications requiring a significant amount of technical review will be charged the Technical Review Fee of **\$3,640.00**. Consolidated applications will be subject to only the higher application fees, not the aggregate.

15. Forms, Information and Materials:

- ☐ One (1) original completed application form and declaration, including the prescribed information in accordance with the *Planning Act*, as amended
- ☐ Copies of the site plan, as outlined in the Record of Pre-consultation **showing the information required by the Site Plan Application Procedure**, folded to 8½" X 11" (letter size) illustrating the boundaries and dimensions of the subject land and the following information
 - a) The location, municipal address, size and type of all existing and proposed buildings/structures and all yard setback distances including the lot area and full dimensions of the lands
 - b) The location of all natural and artificial features on the subject land (buildings, railways, roads, above ground services [hydrants, hydro poles], watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) and that which is adjacent to the subject land which may affect the application
 - c) The current uses on the land adjacent to the subject land
 - d) The location, width and name of any roads within or abutting the subject land, and indicate whether it is an unopened road allowance, public traveled road, a private road or a right of way
 - e) The location and nature of any easement affecting the subject land
- ☐ One (1) copy of the plan reduced to 8½" X 11" (letter size)
- ☐ Digital version 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)
- ☐ Hard copies of all supporting technical and background information and material as specified on the Record of Pre-consultation and attached questionnaire(s)
- ☐ Whitby Green Standard Sustainability Rationale (information attached on page 16 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 Minimum Distance Separation Data Sheet (if applicable)
- ☐ Completed and signed Site Screening Questionnaire
- ☐ Completed and signed Other Information and Materials form
- ☐ Digital copies of plan(s), information and materials

16. Applicant's Acknowledgments:

16.1 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, and the *Planning Act*, as amended, 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;
- the applicant will be required to pay the fees of the Town for the preparation and registration of development agreements when such agreements are required;
- 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, Central Lake Ontario Conservation 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 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); and,
- 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.

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.**

17. 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

18. 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 MOEE.
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 and Energy (MOEE) 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 MOEE 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 MOEE. 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	☐	☐	☐	☐
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: _____



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

Appendix C

Site Screening Questionnaire Form



Regional Municipality of Durham
Planning and Economic Development Department
605 Rossland Road East
Whitby, ON L1N 6A3
Telephone: 905.668.7711
Toll Free: 1.800.372.1102
www.durham.ca

Site Screening Questionnaire for Identifying Potentially Contaminated Development Sites in the Regional Municipality of Durham

This form must be completed for all planning applications unless two original copies and a digital copy of the applicable Environmental Site Assessment (ESA) work prepared in accordance with Ontario Regulation (O.Reg.) 153/04, as amended, is submitted to the approval authority in support of this development proposal. If you have any questions about this questionnaire, please contact the Regional Municipality of Durham as identified above.

Landowner Name: _____

Mailing Address (Street No. and Name): _____

Location of Subject Lands (Municipal Address): _____

Lot(s): _____ Concession(s): _____ Registered Plan #: _____

Former Township: _____ Municipality: _____

Related Planning Application(s) and File Number(s) _____

1. What is the current use of the property? Check the appropriate use(s):

Category 1: ☐ Industrial ☐ Commercial ☐ Community

Category 2: ☐ Residential ☐ Institutional ☐ Parkland

Category 3: ☐ Agricultural ☐ Other

Note: daycare facilities and a property that contains a religious building(s) are considered institutional uses. See Ontario Regulation 153/04, as amended, for definitions.

2. Does this development proposal require a change in property use that is prescribed under the *Environmental Protection Act* and O.Reg. 153/04 (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified under Question 1)?

☐ Yes ☐ No

If yes to Question 2, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.

3. Has the property or any adjacent lands ever been used as an Enhanced Investigation Property (e.g. industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)?

☐ Yes ☐ No

4. Has fill (earth materials used to fill in holes) ever been placed on the property?

☐ Yes ☐ No

5. Is the property or any adjacent lands identified as a wellhead protection zone? (Please review the Ministry of the Environment, Conservation and Parks [Source Protection Information Atlas](#) to confirm)

☐ Yes ☐ No

6. Is the property within 250 metres from an active or decommissioned landfill/dump, waste transfer station or Polychlorinated Biphenyl (PCB) storage site?

☐ Yes ☐ No

7. Has the property ever stored/generated/accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits?

☐ Yes ☐ No

8. Does the subject lands or lands abutting it previously or currently support one or more of the Potentially Contaminating Activities identified in Table 2 of Schedule D of O.Reg 153/04, as amended (see attachment)?

☐ Yes ☐ No

If Yes was selected in any of the questions above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

ESA's may be waived at the Region's discretion provided that the Applicant/Qualified Person (QP) can demonstrate that the response(s) does not pose a risk to human health and the environment to the Region's satisfaction (e.g. consent applications relating to easements, leases, mortgages, correction of title as well as location of off-site Potentially Contaminated Activities; and direction of surface and groundwater flow etc.).

The Region must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. Regional third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

Note: The Region may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

Declarations:

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the *Planning Act* and reviewed by the Region of Durham Planning Department.

A QP sign-off may be waived by the Region for the following Land Division Committee application types: leases; mortgages; title corrections; re-establishment of lot lines (where title inadvertently merged); minor lot line adjustments (at the discretion of the Region); as well as minor variances; minor zoning by-law amendments (e.g. where there is no physical development, the addition of a new non-sensitive land use), and/or part lot control applications where site contamination was recently addressed by a related planning application. For a full list of QP exemptions, please see Appendix B of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

Where a QP sign-off is required on this form, the completion of a Regional Reliance Letter and Certificate of Insurance may be waived.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject property contains contaminants at a level that would interfere with the proposed property use. I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with Appendix F of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

Qualified Person:

Name (Please Print) _____

Signature: _____

Name of Firm: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Date: _____

Professional Seal:

Property Owner, or Authorized Officer:

Name (Please Print) _____

Signature: _____

Name of Company (if Applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Date: _____

Regional File Number: _____

Area Municipal File Number: _____

Appendix F:

Regional Municipality of Durham Reliance Letter



Reliance Letter
Regional Municipality of Durham
Planning and Economic Development Department
605 Rossland Road East
Whitby, ON L1N 6A3
Telephone: 905.668.7711
Toll Free: 1.800.372.1102
www.durham.ca

Reliance Letter (to be presented on each company's unique letterhead)

At the request of Property Owner or Developer's Name and for other good and valuable consideration, [ABC Engineering Ltd.] represents and warrants to the Regional Municipality of Durham ("Region") that the reports and work are completed in accordance with Ontario Regulation 153/04 (O.Reg.153/04), unless stated otherwise in the documents, for the purposes of filing a Record of Site Condition in accordance with O.Reg. 153/04 and was completed by or under the supervision of a Qualified Person within the meaning of the *Environmental Protection Act* and O.Reg. 153/04, as amended from time to time.

[ABC Engineering Ltd.] agrees that the Region may rely upon the reports listed herein referenced by the Region as [File # xxx], including the representations, assumptions, findings, and recommendations contained in the reports:

- Phase One Environmental Site Assessment, date, report type, author (QP), company (mandatory)
- Phase Two Environmental Site Assessment, date, report type, author (QP), company (if applicable)
- Other Environmental Site Assessment Documentation, PSF, RA (if applicable)

[ABC Engineering Ltd.] further agrees that that in the case of any inconsistency between this Reliance Letter and any limitations set out in the aforementioned reports, this letter shall take priority.

[ABC Engineering Ltd.] understands and agrees that it is appropriate to extend reliance to the Region in relation to the reports listed herein so as to assist the Region in its assessment of the environmental suitability of the site and/or request to use non-potable groundwater standards.

[ABC Engineering Ltd.] further agrees that it will promptly notify the Region upon receipt of notice by the Ministry of the Environment, Conservation and Parks that the Ministry intends to audit any report listed herein and if so, to provide the Region with written confirmation of the results of the audit (Only applicable if filing the report as part of RSC or RA).

[ABC Engineering Ltd.] represents and warrants that it complies with all applicable insurance provisions contained within O.Reg. 153/04, as amended.

[ABC Engineering Ltd.] shall provide the Region with proof of insurance and maintain a minimum Professional Liability insurance coverage of \$2,000,000 per claim and \$4,000,000 aggregate.

[ABC Engineering Ltd.] agrees that its liability to the Region shall not be limited to an amount less than the Region's minimum insurance requirements set out immediately above.

[ABC Engineering Ltd.] shall indemnify and save harmless the Region and its elected officials, officers, employees and agents from and against all claims actions, causes of action, losses, expenses, fines, costs, interest or damages of every nature and kind whatsoever, arising out of or allegedly attributable to the negligent acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Consultant/Company, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of the work and reports provided to the Region that is subject to this Reliance Letter. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Consultant/Company in accordance with this reliance letter.

Signed and Sealed by Qualified Person:

_____ Date: _____

Signed by person authorized to bind Consulting Firm:

_____ Date: _____

Signed by Property Owner or Authorized Officer: _____

Name (please print): _____

Name of Company (if applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____

Fax/Email: _____

Date: _____

Note: Edits to this document are only permitted in areas within the square brackets e.g.
[ABC Engineering Ltd.]

Appendix G

Regional Municipality of Durham Certificate of Insurance



**The Regional Municipality of
Durham**

**Finance – Insurance and Risk
Management**

Certificate of Insurance

**Proof of liability insurance will be
accepted on this form only.**

**This form must be completed and signed
by your agent, broker or insurer.**

**All insurers shown must be licensed to
operate in Canada**

This is to certify that the Named Insured hereon is insured as described below

Named Insured:

Address of the Named Insured

Location and operations of the Named Insured for which Certificate is issued: All
operations performed for the Region of Durham

Insuring company	Policy numbers	Limit of coverage	Effective date	Expiry date
	Commercial General Liability	Per Claim / Annual Aggregate Deductible, if any	D/M/Y	D/M/Y
	Excess Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	D/M/Y

Provisions of Amendments or Endorsements of Listed Policy(ies)

Professional Liability – Claims Made Basis – ☐ Yes ☐ No

Insuring company	Policy numbers	Limit of coverage	Effective date	Expiry date
	Professional Liability	Per Claim / Annual Aggregate Deductible, if any	D/M/Y	D/M/Y
	Excess Professional Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	D/M/Y

Is the limit inclusive of indemnity and claims expenses - ☐ Yes ☐ No

If the policy is on a claims made basis have there been any claims notices given for this policy term – ☐ Yes ☐ No

Commercial General Liability is issued on an 'occurrence' basis form and is extended to include Personal Injury Liability, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products/Completed Operations, Contingent Employer's Liability, Cross Liability Clause and Severability of Interest Clause.

With respect to Commercial General Liability Insurance, The Regional Municipality of Durham is added as an Additional Insured but only with respect to its liability arising out of the operations of the Named Insured.

The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to The Regional Municipality of Durham.

If cancelled or changed so as to reduce the coverage as outlined on this certificate, during the period of coverage as stated herein, thirty (30) days, prior written notice by registered mail will be given by the Insurer(s) to: The Regional Municipality of Durham, Attention: Insurance and Risk Management, Finance Department, 605 Rossland Road East, Whitby, ON, L1N 6A3

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s).

Date

Name, Address, Fax and
Telephone Number of
Certifying Party

Print Name of above
Authorized Representative
or Official

Signature of Authorized
Representative or Official
