



TOWN OF MIDLAND
Application for
SITE PLAN APPROVAL

IT IS REQUIRED THAT YOU CONSULT WITH THE TOWN PLANNING AND BUILDING SERVICES DEPARTMENT PRIOR TO SUBMITTING YOUR APPLICATION.

APPLICATION CHECKLIST

Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached made payable to the Town of Midland:
 - Major \$8,500.00
 - Minor \$4,500.00
 - Agreement Preparation \$1,800.00
 - Minor/Administrative Amendment to Site Plan Approval and/or agreement \$1,000.00
 - Deposit \$2,000

Please note the Application fee, Agreement Preparation Fee, and Deposit are required when submitting an application. Where an Agreement is not executed within 3 years from the date the fees are paid, a new application submission will be required. The Applicant will be required to remit payment for any difference in the Agreement Preparation fee.

- Electronic copy of Site Plan Drawings (in metric) and Reports in accordance with the requirements of the application form and as determined by the Town during the Consultation Meeting. Electronic copies of all drawings and reports shall be submitted to the Town in Adobe Acrobat .pdf format. A full

list of all drawings and reports shall be submitted to the Town in MS Word format.

- Electronic copy of any correspondence, approvals or permits from outside agencies/departments.
- Electronic copy of all studies and reports required to be submitted with your application in accordance with the requirements determined by the Town at the consultation meeting. Two (2) hard copies of the reports and a .pdf copy shall be submitted with the Application.
- Electronic copy of your completed Pre-Consultation Form.
- Electronic copy of Deed and any/all Mortgages
- Electronic copy of Survey

ADDITIONAL REQUIREMENTS

WHERE YOUR PROPERTY FRONTS ON PROVINCIAL HIGHWAY 12 OR HIGHWAY 93

Please be advised that you will need to consult with the Ministry of Transportation (MTO) directly respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the MTO Corridor Management Officer at 416-235-3509 or access the MTO Highway Corridor Management website at <http://www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml> or <https://www.hcms.mto.gov.on.ca/>. Town approvals and/or permits may be delayed or restricted where MTO permits and approvals have not been obtained.

WHERE YOUR PROPERTY FRONTS ON COUNTY ROAD 93 (NORTH OF HIGHWAY 12) OR COUNTY ROAD 25 (BALM BEACH ROAD)

Please be advised that you will need to consult with the County of Simcoe respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the County Engineering Technician or access the County website for the required application forms and fees at www.simcoe.ca/dpt/trs/permits. Town approvals and/or permits may be delayed or restricted where County permits and approvals have not been obtained.

PLEASE BE ADVISED

Council members and/or Town staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Town to access your lands for the purposes of conducting the required site inspection.

You are required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the *Planning Act*, the Provincial Policy Statement, and the Town of Midland Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Town's Official Plan. Planning and Building Services will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for your re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact Planning and Building Services at:

Town of Midland
575 Dominion Avenue
Midland, Ontario L4R 1R2
(705) 526-4275 ext. 2217
General Inquiries: planning@midland.ca
Submission of Application: planningsubmissions@midland.ca

NOTES:

1. The Town is now receiving all applications by electronic submissions. No hardcopy materials are required unless requested by Staff. All electronic materials must be accessible to the Town, must not be password protected, and should be "flattened" so that they can be uploaded to the review system. All completed application forms and accompanying documents should be sent by email to planningsubmissions@midland.ca. Emails can be received up to 50mb in size but the Town will not accept a zip file submission or submissions through Dropbox. The Town can accept submissions through a SharePoint or OneDrive link granting access to download the documents. Additionally, the documents must not be password protected to allow staff the ability to review and provide comments on the plans. Payment of the required fee can be made in the following manner:
 - A cheque can be mailed/couriered to the Municipal Office with the attention to the Planning Department
 - A cheque, debit, or cash payment can be processed in person during regular business hours
 - A cheque contained within an envelope marked with the attention to the Planning Department can be dropped into the mail slot located at the Third Street entrance during or outside of regular business hours

2. Please note that the Town will only accept complete submissions which includes revised and unrevised documents and submissions. Each submission must contain all of the original documents, documents that have been revised, and documents that have not been revised.



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OFFICE USE ONLY		Date of Application:
Application No.: SPA- _____		
File Name: _____		
Civic Address: _____		
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Sign given: Date: _____	Notice posted: Date: _____	
ROLL # 4374- _____ - _____ - _____ - 0000		

1. **PRIMARY CONTACT:** _____
All communication will be directed to the Primary Contact only.

2. **CONTACT INFORMATION:**

a) **Registered Owner(s):** _____
(List all owners and contact information if multiple exist)

Registered Owner Contact Name: _____
(If different than that indicated above)

Address Line 1: _____

Address Line 2: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

3. DESCRIPTION OF SUBJECT LANDS:

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ **Lot(s)/Block(s):** _____

- d) Reference Plan No. : _____ Part(s): _____
- e) Geographic Township (former municipality) _____
- f) Civic Address: _____
- g) Dimensions of the existing subject lands:

Frontage (m)	Depth (m)	Area (ha)

- h) Official Plan (current designation of subject lands): _____
- i) Zoning (current zoning of subject lands): _____
- j) Are there any easements or rights-of-way affecting the subject lands?
- Yes
- No

If yes, indicate and describe the purpose of the easement or right-of-way:

4. EXISTING AND PROPOSED USES:

- a) Date the subject land was acquired by the current Owner: _____
- b) Existing uses of the subject land:

- c) Length of time that the existing uses have continued: _____
- d) Proposed uses of the subject land:

**Attach a separate description if necessary*

e) Dimensions of all buildings or structures on subject land.

Existing:

Building/ Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)

**Attach separate sheet if more than 4 existing or proposed structures*

Proposed:

Building/ Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)

f) Location of all buildings and/or structures on the subject land (metric)

Existing:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side Yard (m)	Rear Yard (m)

**Attach separate sheet if more than 4 existing or proposed structures*

Proposed:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side Yard (m)	Rear Yard (m)

g) What are the adjacent land uses:

To the north: _____

To the south: _____

To the west: _____

To the east: _____

5. ACCESS:

a) Access to the subject land is provided by: _____

- Provincial Highway
- County Road
- Municipal Road (year round)
- Municipal Road (seasonal)
- Private Road / Right-of-Way
- Water

b) If access to the subject land is by water only, indicate the following:

Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

6. SERVICES:

a) Water is provided to the subject land by:

- Town
- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: _____

b) Sewage disposal is provided to the subject land by:

- Town
- Private sewage system
- Privately owned/operated communal sewage system
- Other: _____

c) Storm drainage is provided to the subject land by:

- Town storm sewers
- Ditches
- Swales
- Natural
- Other: _____

7. OTHER APPLICATIONS:

Indicate if the subject land has been subject to any applications under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

8. PLANS REQUIRED:

Please include 1 electronic copy of all drawings (site plan, grading plan etc.) site plan or survey **drawn to scale, in metric.**

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land and showing the location of all facilities and works to be provided. Indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.
- Location and distances from property line of all proposed and existing structures.

In addition, the following shall also be detailed on the drawings:

- Proposed widening of highways that abut the land (to be determined in discussion with road authority).
- Facilities which provide access to and from the land. (i.e.: entrance % grade, width, radius and/or culvert, ramps, curbs and traffic direction signs)
- 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 (including pavement and granular thickness).
- Walkways and walkway ramps and all other means of pedestrian access and barrier free access.
- Facilities for the lighting, including location, type and shielding.
- Snow storage areas.
- Landscaping drawing(s) detailing walls, fences, hedges, trees (to be maintained and planted), shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material (including oil/grit interceptors, drywells).
- Easements conveyed to the Municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Municipality or local board thereof on the land.
- Grading and alteration in elevation or contour of the land including any berms or buffers and provision for the disposal of storm, surface, and waste water from the land and from any buildings or structures. A stormwater management report may be required respecting quality and quantity. Drawing shall show minimum 10.0 m from property line.
- Construction mitigation facilities.
- Utilities, locations, relocations, stakeouts and easements
- Drawings shall detail all required works external to the subject property.
- Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than 25 dwelling units, which drawings are sufficient to display:
 - a) the massing and conceptual design of the proposed building;
 - b) the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
 - c) 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;
 - d) matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design, if an Official Plan or By-law passed under subsection (2) that both contain provisions relating to such matters are in effect in the Municipality;
 - e) the sustainable design elements on any adjoining highway under a Municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if an Official Plan and a By-law passed under subsection (2) are in effect in the Municipality; and

- f) facilities designed to have regard for accessibility for persons with disabilities.

9. AUTHORIZATION BY OWNER:

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s)

Registered Owner(s) of the subject land, hereby authorize _____
Agent

to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner
(If Corporation, I have the authority to bind the Corporation)

Date

10. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 41 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning and Building Services at the Town of Midland at (705)526-4275 ext. 2216.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

13. ADDITIONAL FEES – TOWN REVIEW

I understand and acknowledge that should the application not receive final approval after the Town's review of the third submission, an additional fee in accordance with the Town of Midland's Composite Fees and Charges By-law will be required to be submitted with each subsequent submission.

Signature of Owner

Signature of Agent