



**SITE PLAN APPLICATION AND PROCEDURE
PICKERING BEACH NEIGHBOURHOOD
LOW DENSITY RESIDENTIAL DEVELOPMENT**
(under Section 41(13) of the Planning Act, RSO 1990, c. P. 13)

SP-PB

Planning and Development Services
65 Harwood Avenue South
Ajax ON L1S 2H9

Tel. 905-683-4550
Fax. 905-686-0360
www.ajax.ca

FOR TOWN USE ONLY	
File Number	Date of Receipt

1. Submission Requirements

Information Requirements

- One (1) copy of this application** is to be submitted to the Town of Ajax Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario L1S 2H9.
- Ten (10) copies of a site plan drawing.**
- Four (4) elevation drawings.**
- One (1) copy of a legal survey.**
- Five (5) copies of all other required drawings in accordance with "Part C – Specifications"**
- Electronic version** of all drawings on a compact disc in both PDF and AutoCAD format.

Fees

- An **application fee**, in accordance with the "Planning Act Fees and Charges By-law", as amended, payable to the Town of Ajax, is required. Standard building permit fees shall apply. Any inquiry regarding building permits should be directed to the Building Approvals Section of Planning and Development Services.

(under the authority of the "Planning Act Fees and Charges By-law", as amended) **Fee Submitted: \$** _____

Other Fees

(under the authority of the "Planning Act Fees and Charges By-law", as amended)

Additional costs for the processing of the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study.

Additional costs for advertising may be charged where it is not possible or appropriate for public notice of an application to be placed on the Community Page of the Ajax News-Advertiser.

The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board.

The applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of development agreements when such agreements are required.

Refund Policy

(under the authority of the "Planning Act Fees and Charges By-law", as amended)

A refund of Town of Ajax Application fees will be calculated as follows:

- **Where an application is withdrawn after a file has been opened, but before it has been circulated: 90%**
- **Where an application is withdrawn after a file has been circulated, but before it has been considered at a public meeting: 50%**
- **Where an application is withdrawn after the file has been considered at a public meeting: No refund**

2. Contact Information

	Mailing Address	Telephone	Facsimile	E-mail
Owner		()	()	
Applicant		()	()	
Agent or Primary Consultant		()	()	
Other: (specify)				
Correspondence relating to this application should be sent to (select one only): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Primary Consultant <input type="checkbox"/> Other	The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee of Land or Tenant <input type="checkbox"/> Prospective Owner			
If the applicant is not the Owner, the Owner must consent to the proposed Site Plan Application. <input type="checkbox"/> Separate Letter of Authorization attached	Owner's Signature:			
	Date:			

3. Details of the Requested Site Plan Amendment

Location and Description			
Municipal Address	Lot/Part #	Plan/Concession #	Assessment Roll # & PIN #

4. Current Planning Status

Existing Land Use Designation(s) in the Durham Regional Official Plan	
Existing Land Use Designation(s) in the Town of Ajax Official Plan	
Existing Zoning	

5. Current, Previous and Proposed Use of the Subject Lands

Current Use of the Subject Lands	
Previous and Historic Use of the Subject Lands, if different than the above	
Proposed Use of the Subject Lands	

6. Declaration

I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect under an oath and by virtue of the Canada Evidence Act.

--	--

Signature of Owner or Applicant

Date

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P13 and the applicable implementing Ontario Regulation, and will be used to evaluate the Site Plan application. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343.

If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.

PART C – Specifications

GENERAL REQUIREMENTS:

All drawings shall indicate:

- Applicant’s name and address
- Architect’s name and address
- Site location
- North arrow
- Title or number of drawings
- Scale
- Nature and date of revisions
- All information in metric units (metric and imperial acceptable)

REQUIRED DRAWINGS:

Drawing “A” – Existing Conditions Plan or Survey(Metric scale of 1:200 or 1:500)

- Legal description of subject property
- Locations and descriptions of existing buildings, trees, water courses and fence lines for the subject property and abutting measured 10m from the perimeter of the subject lot.
- Dimensions and area of lot
- Existing contours or spot elevations for the subject property and abutting properties measured 10m from the perimeter of the subject lot
- Easements

Drawing “B” – Site Plan” (Metric scale of 1:200 or 1:500)

- All buildings with areas and dimensions
- Cross section to indicate any curbs (if applicable) or retaining walls
- Show, label and indicate the elevation at all corners of each structure, swimming pool, driveway area, retaining wall, curb, tree and planting bed, play area and fencing
- Key map at scale not less than 1:2000 (metric) showing relationship to surrounding neighbourhood (if requested)
- All existing and proposed grading, drainage pattern and catch basins (if applicable) for the subject property and abutting properties measured 10m from the perimeter of the subject lot
- Arrows to be used to indicate direction of surface drainage
- Contours or spot elevations at maximum 0.5 intervals, with grid pattern not exceeding 3 m and extending a minimum distance of 10m beyond the property line

Drawing “C” – Site Services Plan (Metric scale of 1:200 or 1:500)

- All existing underground services on streets and easements adjacent to property
- Location, size, grade, and invert elevations of all water; storm (if applicable) and sanitary sewer services on the subject property
- Location of all valves
- Location of wells, septic tanks and file field (if applicable) on the subject property
- Identify where and how all roof water leaders will meet the grade or be connected to storm sewers (if applicable)

Drawing “D” – Landscaping Plan (Metric scale of 1:200 or 1:500)

- Structural details and location of fencing
- Arborist report to specify species, size, health and merit of preservation of trees on site
- Number, location and caliper of landscaping species greater than 15cm (6”) for the subject property and abutting properties measured 10m from the perimeter of the subject lot.

Drawing “E” – Architectural Elevations..... (Metric scale of 1:200 or 1:500)

- Elevation drawings of all sides of main and accessory buildings

Drawing “F” – Floor Plan (Metric scale of 1:200 or 1:500)

- General floor layout

NOTE: SOME OF THE ABOVE DRAWINGS MAY BE COMBINED, DEPENDING ON COMPLEXITY AND SCALE OF THE PROPOSAL.

**GUIDELINES FOR SITE PLAN APPROVAL
LOW DENSITY RESIDENTIAL DEVELOPMENT**

In addition to the normal requirement of obtaining a building permit, an applicant requires site plan approval from the Town for all new buildings and major additions for low density residential dwellings in the **Pickering Beach Neighbourhood**.

The purpose of site plan approval is to ensure new buildings and major additions are compatible with and/or enhance the surrounding area.

PROCEDURES

- (1) Once the decision to build is made, the zoning of the property should be discussed with the Planning Section to confirm that the proposed use conforms to the applicable provisions of the zoning by-law.
- (2) All site plan applications, once received, shall be circulated by the Town's Planning Section to the Toronto and Region Conservation Authority (TRCA). If within the TRCA screening area, Building Approvals, Engineering Approvals Section, Parks and Recreation Department, Region of Durham Works Department and Health Unit and the Durham Public and Board of Education.

Personnel from the above-noted departments could provide additional information or assistance as required. They include:

Operations	(905) 683-2951	Underground services, on-site grading, storm drainage and access
Building Approvals	(905) 683-4550	Structural aspects
Fire Department	(905) 683-4481	Fire routes and fire protection requirements
Planning Section	(905) 683-4550	Planning and zoning matters, landscaping
Veridian Connections	(905) 427-9870	Hydro services

- (3) Following receipt of the completed application and drawings, it is checked for conformity to the pertinent zoning requirements and then circulated to the applicable municipal departments for comments.
- (4) At the same time as the site plan is being processed, a building permit application with construction drawings can be submitted to Building Approvals.
- (5) The Town of Ajax may require the applicant to enter into a site plan agreement to ensure storm drainage and grading are completed to the Town's staff satisfaction. Such an agreement would be registered on title for the property. The Town may also establish a requirement in the site plan agreement to ensure that the exterior of a building is completed within a specified time period. The owner can obtain a sample agreement from the Planning Section.
- (6) All decks which are (a) attached to a structure, (b) greater than ten (10) square meters, or (c) higher than 0.6 metres above grade shall require a building permit in accordance with the Ontario Building Code.
- (7) Staff will circulate a written notice to all abutting landowners upon receipt of an application and the applicant will post a sign on the property where construction will occur. The specifications and wording for the sign can be obtained from the Planning Section.

GUIDELINES

The Engineering Section will be responsible for reviewing all grading and drainage plans as outlined under “Required Drawings” in “Part C – Specification”. The submission of these plans will ensure adequate grading and drainage for individual lots so as not to adversely affect adjacent properties.

The Town of Ajax may require security to ensure that grading and lot drainage are completed to the Town’s satisfaction. The amount of security will depend upon lot size and the degree of work required on site. Security for grading and drainage may range from \$2,000 to \$8,000 per lot.

Raised Basements:

Any new development shall incorporate a raised basement. The portion of the basement constructed below grade will be dependent on the established water table on a lot by lot basis. In addition, sump pumps shall be installed to keep ground water away from foundation walls.

Privacy Consideration:

Staff will review privacy considerations with special reference to corner lot development and situations where new development is adjacent to rear yard amenity areas. Staff may encourage applicants to provide appropriate buffering through landscaping and/or fencing.

Specific details relating to the number and size of windows in a side yard will be in compliance with the Ontario Building Code. Provisions of the Ontario Building Code can be obtained from the Building Approvals Section.

Shadowing & Roofline Design:

Although shadowing can be a concern with infill developments such as Pickering Beach, staff feels that through increased side yard setbacks, reduced height requirements, reduced coverage requirements for lots larger than 6,500 square feet, and attention to roofline design, shadowing concerns can be minimized.

Applicants with lots larger than the minimum by-law requirement for lot area of 50’ x 100’ have greater flexibility in siting structures on their lot. Consequently, these applicants shall be encouraged to minimize shadow impacts on adjacent lots through the siting of the building(s) on the lot. Applicants may be required to submit a shadow study in certain instances.

Since the height of a building in By-law 95-2003, as amended, is measured from the established grade of the street in front of the building to the mid-point between the peak and eaves, certain roof designs may have some impact on the shadowing of adjacent properties. Staff will review roof designs and their impact on all abutting properties.

A sun chart is attached to this application to provide applicants with the necessary information to prepare shadow diagrams if required.

Garage Locations:

Staff shall review all garage locations to ensure that adjacent property streetscape views are not overly affected.

Tree Preservation:

The Pickering Beach Neighbourhood is an established neighbourhood with numerous mature trees. Measures must be taken to ensure that the maximum number of specimen trees are preserved to the satisfaction of the Town’s Planning and Development Services. To achieve this, the applicant shall be required to identify the extent of existing vegetation groupings and the exact survey location and elevation of the existing trees greater than 15cm (6”) in diameter for the applicant’s property and for abutting properties measured 10 metres from the perimeter of the subject lot. An arborist’s report is required to specify species, size, health and merit of preservation of trees on site.

A security is to be deposited with the Town of Ajax to ensure that mature trees are preserved to the Town’s satisfaction. Specific details for tree protection during construction can be obtained from the Town’s Planning and Development Services Department

The following provisions of By-law 95-2003, Section 7, Exception 18 apply to development in the Pickering Beach Neighbourhood:

Notwithstanding the provisions of Section 6.2.2 of By-law Number 95-2003, as amended, the subject properties within Registered Plans 250 (excluding Lots 4, 24, 32, 33, 34 and 35), 285, 372, 380 (excluding Lots 13 and 26) and 392 and zoned `R1-B'- Residential Detached as identified in accordance with the zoning standards for the `R1-B'- Residential Detached Zone, save and except the following:

- minimum lot depth of 30.48 metres;
- minimum front yard setback of 7.62 metres;
- maximum building height of 9.14 metres;
- maximum lot coverage of 33% or 150.96 square metres (1,625 square feet) whichever is less for lots less than 603.85 square metres (6,500 square feet); and
- maximum lot coverage of 25% for lots equal to or greater than 603.85 square metres (6,500square feet).

Notwithstanding the provisions of section 6.2.2 of By-law Number 95-2003, as amended, the subject properties within Registered Plans 250 (excluding Lots 4, 24, 32, 33, 34 and 35), 285, 372, 380 (excluding Lots 13 and 26) and 392 and zoned `OS '- 'Open Space' and 'EP' - 'Environmental Protection' as identified on the Zoning Schedules to this By-law may be developed in accordance with the zoning standards for the `OS '- 'Open Space' and 'EP' - 'Environmental Protection' zones, save and except the following:

- maximum building height of 9.14 metres.

Notwithstanding the provisions of Sections 6.2.2 to By-law Number 95-2003, as amended, no new dwelling unit will be permitted to be erected on any vacant lot within Registered Plans 250 (excluding Lots 4, 24, 32, 33, 34 and 35), 285, 372, 380 (excluding Lots 13 and 26) or 392 in the Town of Ajax without municipal water and sanitary sewers being available and connected to the unit. In addition, an appropriate storm drainage system shall be available for each lot. However, this section shall not prevent the replacement, enlargement or extension to any dwelling unit or permitted accessory building occupied as of May 1st, 1972 and located within Registered Plans 25 (excluding Lots 4, 24, 32, 33, 34 and 35), 285, 372, 380 (excluding Lots 13 and 26) or 392 in accordance with the requirements of the appropriate zone designation