



**APPLICATION FOR SITE PLAN APPROVAL**  
(under Section 41 of the Planning Act, RSO 1990, c. P. 13)



**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. Pre-Consultation**

Pre-consultation is an essential part of the planning process. In accordance with the *Planning Act*, the Town has passed a "Pre-consultation By-law" (By-law 57-2008), requiring that an applicant contact Planning to arrange a mandatory pre-consultation meeting prior to submission of a Site Plan application. The intent of this meeting is to assist in determining technical and submission requirements and conformity with the Provincial Policy documents, Durham Region Official Plan, Town of Ajax Official Plan and Zoning By-law, and any other relevant planning documents.

Has the Owner/Applicant consulted Town of Ajax Planning and Development Services prior to submitting a site plan application?

Yes       No

If **No**, please contact the Town of Ajax Planning and Development Services to arrange a mandatory pre-consultation meeting in accordance with By-law 57-2008, as amended, prior to submission of this application.

**Prior to submitting an application for Site Plan Approval, please review the Town of Ajax Site Plan Manual, which outlines the Site Plan review process, minimum information requirements on all drawings and performance guarantees (i.e. securities). A copy of the Site Plan Manual can be obtain from the Town's website at [www.ajax.ca](http://www.ajax.ca).**

**2. Application Type**

Please check the type of application that is being submitted.

**Note that submission requirements and application fees are tied to the nature and scope of the proposal, in accordance to the following:**

	Application Type	Definition
<input type="checkbox"/>	<b>Site Plan Approval</b>	All new commercial, industrial, residential and institutional developments on lands zoned for such purpose.  <b>Submission Requirements are provided in Section 3.</b>
<input type="checkbox"/>	<b>Site Plan Amendment (Minor A)</b>	Where there is no expansion to the building (includes model homes, sales trailers, patios, outdoor play areas, and/or changes to building facades).  <b>Submission requirements are provided in Section 3.</b>
<input type="checkbox"/>	<b>Site Plan Amendment (Minor B)</b>	Where the expansion is less than 50% of total floor space.  <b>Submission requirements are provided in Section 3.</b>
<input type="checkbox"/>	<b>Site Plan Amendment (Major)</b>	Where the expansion is greater than 50% or 5,000 m <sup>2</sup> (whichever is less).  <b>Submission requirements are provided in Section 3.</b>
Are there previous development applications on the subject lands? If so, provide previous application number(s) and date of approval:		

### 3. **Submission Requirements**

#### **Site Plan Approval and Site Plan Amendment (Major)**

- One (1) completed and signed copy of this application** is to be submitted to Ajax Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario L1S 2H9. **All drawings/plans are to be folded to a size suitable for mailing (either 8 ½ x 11, or 8 ½ x 14 format). Rolled drawings/plans will not be accepted.**
- One (1) copy of a cover letter** providing a detailed description of the proposal and an explanation of how the proposal complies with applicable policies and urban design guidelines.
- Two (2) copies of a current Legal Survey.**
- Twenty five (25) copies of the Site Plan drawings**, illustrating the following information:
  - The location of all buildings and structures to be erected and the location of all facilities and works to be provided and the relationship of proposed building to adjacent buildings, streets, and exterior and interior areas;
  - Interior walkways, stairs, elevators and escalators to which the public may have access;
  - 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;
  - Walkways and walkway ramps, including surfacing, and all other means of pedestrian access and facilities for lighting, including floodlighting;
  - Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waster material.
- Twelve (12) copies of the Site Servicing and Grading Plans**, including grading and provision for the conveyance of stormwater and waste water. In addition, easements to be conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities, watermain works and other public utilities should be illustrated.
- Three (3) copies of the Sediment & Erosion Control Plan.**
- Twelve (12) copies of the Landscape Plans, Landscape Details and Tree Preservation Plans**, indicating such elements as walls, fences, hedges, trees, shrubs or other groundcover or facilities for landscaping purposes, or the protection of adjoining lands, inventory of existing trees and indication of trees to be preserved.
- Twenty five (25) copies of the Architectural Plans**, including exterior building elevations and floor plans, illustrating the massing and conceptual design of the proposed building(s), materials and colours, and roof top plan.
- Ten (10) sets of coloured Elevation Drawings.**
- Fifteen (15) reduced copies of the proposed Site Plan** (either 8 ½ x 11, or 8 ½ x 14 format).
- Five (5) copies of the Truck Route Plan** (also include garbage truck route)
- Five (5) copies of the Transportation Management Implementation Plan.**
- Three (3) completed copies of the Statement of Design forms.**
- Three (3) copies of the Drainage Plan**, supported with stormwater management report addressing water quantity and quality.
- Six (6) copies of the Illumination / Photometric Plan.**
- Six (6) copies of the Waste Management Plan/Report.**
- Three (3) copies of the Site Screening Questionnaire For Development Applications or three (3) copies of the Phase 1 Environmental Site Assessment.**
- Six (6) copies of any supporting documentations and/or studies**, as indicated on the Pre-consultation Checklist Form.
- Electronic version of all drawings and studies on a compact disc in both PDF and AutoCAD format.**

**Site Plan Amendment (Minor A) and (Minor B)**

- One (1) completed and signed 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. **All drawings are to be folded to a size suitable for mailing (either 8 ½ x 11, or 8 ½ x 14 format). Rolled Plans will not be accepted.**
- Two (2) copies of a Legal Survey.**
- Fifteen (15) copies of all required drawings**, based on the proposal, which may include a site plan, site servicing and grading plans, landscape plans and details, architectural plans, an illumination / photometric plan, a truck route plan or a waste management plan/report.
- Ten (10) reduced copies of a proposed site plan and architectural plans (8 ½ x 11 format).**
- Ten (10) sets of coloured Elevation Drawings**, (only required if changes to the building façade is proposed).
- Electronic version of all drawings and studies 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. Payments may be made by cheque, cash or money order.  
  
(Under the authority of the “Planning Act Fees and Charges By-law”, as amended) **Fee Submitted: \$**\_\_\_\_\_

**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**

**Conservation Authority Fees**

- Payment of fees in accordance with their schedule to the **Central Lake Ontario Conservation Authority** or the **Toronto and Region Conservation Authority** for lands potentially affected by flooding and erosion within their jurisdiction.

**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. This requirement applies to matters such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc., in all cases the Town shall notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.

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.

Additional **non-refundable fee** of \$500 when more than one public open house, and one public meeting by the Community Affairs and Planning Committee is required.

**4. Contact Information**

	Mailing Address	Telephone	Facsimile	E-mail
<b>Owner</b>		( )	( )	
<b>Applicant</b>		( )	( )	
<b>Agent or Primary Consultant</b>		( )	( )	
<b>Other: (specify)</b>				
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 <b>must consent</b> to the proposed Site Plan Amendment Application.  <input type="checkbox"/> Separate Letter of Authorization attached		Owner's Signature:  Date:		

**5. Details of the Subject Lands**

<b>Location and Description</b>				
Municipal Address	Lot/Part #	Plan/Concession #	Assessment Roll # & PIN #	
<b>Size of Site</b>				
Frontage (m)	Land Area (ha)	Buildable Area (m <sup>2</sup> )	Average Depth (m)	Average Width (m)

**6. Interests and Encumbrances**

Yes No

Are there any existing easements, rights-of-way, restrictive covenants or Aboriginal land claims negotiations affecting the subject lands, or is it covered by a Provincial/Aboriginal co-management agreement? If yes, please describe:

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Are there any existing easements, rights-of-way, or other rights over adjacent properties affecting the subject lands? If yes, please describe and illustrate on the submitted plan:

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Does the Owner have an interest in nearby or adjoining lands? If yes, please indicate the location and area of adjoining or nearby land in which the Owner has an interest:

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**7. Current Planning Status**

Please provide the information below:

Land Use Designation in the Town of Ajax Official Plan	
Existing Zoning	

**8. Other Planning Applications or Approvals Required**

Indicate whether the subject land is, or ever has been, the subject of the following planning applications:

Application Type		Submitted?		Office Use Only (File No.)
		Yes	No	
<input type="checkbox"/>	Durham Regional Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Plan of Subdivision or Condominium	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Land Division (Severance)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Minor Variance or Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	

**9. Supporting Documentation**

Please provide the supporting documentation submitted with this application:

Documentation	Attached?		Author
	Yes	No	
Environmental Site Assessment or Site Screening Questionnaire			
Environmental Impact Study or Environmental Review Study			
Stormwater Management Report			
Functional Servicing Plan			
Traffic Impact Study			
Parking Utilization Study			
Noise and Vibration Study			
Tree Inventory and Preservation Plan			
Waste Management Plan (required for all non-residential site plans and amendments) which shall address the following:			
<input type="checkbox"/> Location of all garbage containment areas and public waste receptacles			
<input type="checkbox"/> Method of controlling garbage within required bins			
<input type="checkbox"/> Frequency of proposed garbage collection			
<input type="checkbox"/> Proposed recycling areas and materials proposed for recycling			
<input type="checkbox"/> Proposed methods for the handling and disposal of hazardous waste			
Other (specify)			

**10. Affidavit and Sworn Declaration of Owner or Application**

I agree that all studies submitted in support of this application may be made available or public review, pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

I agree to reimburse the Town of Ajax for any costs associated with the preparation of studies required to evaluate the application by qualified consultants, and any costs which may be incurred before the courts and tribunals arising from the disposition of this application. I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

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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, as amended, 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.