

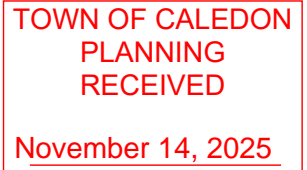


Development Application Form - Site Plan, Zoning By-law Amendment, Official Plan Amendment, Draft Plan of Subdivision and Draft Plan of Condominium Applications

Site Plan, Zoning By-law Amendment, Official Plan Amendment, Draft Plan of Subdivision and Draft Plan of Condominium Application Form

Application Date Stamp

10/16/2025 08:27:31 PM



Introduction

TO SUBMIT AN APPLICATION

To submit any of the above-noted applications, please complete the online form, and submit the form with the required documents to Planning and Development Services, Community Services Department.

The Town will acknowledge receipt of these applications as follows:

- For all submissions received by 4:30 pm on a business day, the application shall be date stamped received on that day
- For all submissions received after 4:30 pm on a business day, the application shall be deemed to be received on the next business day and be date stamped accordingly.

Supporting Material

There are two options to submit the supporting material (i.e. site plan, etc.):

1. Where all submission material (plans/documents/reports) are less than 20 mb total, the documents can be uploaded as part of this form; OR
2. Where all submission material is greater than 20 mb total, the documents are to be uploaded to a secure Planning FTP site. Once the application form is received, Planning staff will setup the site and contact you with a user id, password and directions on how to upload all material. Once received, Town staff will contact you to arrange for payment of the applicable fee in accordance with the Town's [Fee By-law](#).

The commissioned application form will also need to be submitted to the Town. Further information on how to submit the commissioned application form will follow at the end of this form.

The application will not be considered 'complete' until the required information, fee and commissioned application form is received.

GUIDELINES

For an overview on the process and to help support your application, please refer to the Town's [website](#) or contact Planning staff at 905.584.2272 x. 7338.

Before you begin this form:

1. If you are submitting any of the following applications, please contact Planning Staff at 905.584.2272 x. 7338 or planning@caledon.ca. You will be directed to the Lead Planner who will work with you on the

project to speak about the project and obtain all required file number(s).

- Site Plan Approval (Full, Amendment and Scoped Non-Residential Stream) applications
- Zoning By-law Amendment applications
- Official Plan Amendment applications
- Draft Plan of Subdivision applications
- Draft Plan of Condominium applications

2. Contact Planning staff at 905.584.2272 x. 7338 or planning@caledon.ca to obtain the following planning information as it relates to the subject property, as this information will be required as part of the form:

- Greenbelt Plan designation
- Niagara Escarpment Plan designation
- Oak Ridges Moraine Conservation Plan designation
- Region of Peel Official Plan designation
- Town of Caledon Official Plan designation
- Zoning of the property and the applicable Zoning By-law Number (i.e. Zoning By-law 2006-50, Zoning By-law 87-250, or other site specific by-law)
- If the property is regulated by a Conservation Authority and if so, which Conservation Authority
- The planning applications applicable to the property including the status and file number

3. Gather the following documents so they are available to you:

- Property owner(s) contact information, including name, address, phone number and email address (as identified on their government-issued I.D.)
- Your (applicant) contact information, including name, address, phone number and email address (as identified on your government-issued I.D.)
- Property information such as municipal address, roll number/ARN and legal description

Pre-Consultation (DART) Meeting Date (if applicable)

- Project details including the type of application, details of the proposed application, etc.

The form should take approximately 30 minutes to complete. You are not able to save the form while you are in the process of completing it. The form will begin to time-out after 25 minutes of being idle (no clicking). There is a warning and you are able to extend the time.

APPLICATION FORM

To begin the application, please answer the following question.

Electronic Submission Requirements

Before proceeding with the form, please ensure that you have the following documents ready in PDF format in accordance with the [Town's Electronic Submission Standards for Planning Applications](#).

As the submission documents may exceed 20 mb, upon submission of this electronic form to Planning and Development Services, staff will setup a folder on the secure Planning FTP and provide you with a login id, password and access to the folder to upload the required material.

All material being submitted to support the application is greater than 20 mb (total).

Where you are not sure if the material exceeds 20 mb, please contact Planning staff for assistance at 905.584.2272 x. 7338.

Yes

As the supporting material is greater than 20 mb, you will not be required to upload the material as part of this form. Once the form is submitted, Planning staff will contact you with details on how to log in to the secure Planning FTP site to upload all material. The application is considered incomplete until all required components of the application are submitted.

Type of Application:

(Select all that apply. If you are selecting more than one application, please note that the application has to apply to the same property. If you require applications on different properties, you will need to submit separate applications.)

Zoning By-law Amendment (including Lifting of "H" Symbol, Temporary Use, Extension to Temporary Use and Garden Suites)

Official Plan Amendment

Please Identify the Type of Zoning By-law Amendment (Rezoning) Being Submitted
(If you are unsure, please contact Planning and Development staff at 905.584.2272 x. 7338)

Zoning By-law Amendment (Rezoning)

Zoning By-law Amendment Application File Number (i.e. RZ 2020-0002)

The Zoning By-law Amendment Application File Number is to be received from the Lead Planner assigned to the application.

RZ 2025-00 22

Proposed Official Plan By-law Amendment Application File Number (i.e. POPA 2020-0002)

The Proposed Official Plan Amendment Application File Number is to be received from the Lead Planner assigned to the application.

POPA 2025-0016

Please Confirm if the Proposed Development is related to an Aggregate Use

(If you are unsure, please contact Planning and Development staff at 905.584.2272 x. 7338)

No

Please confirm if this application is being submitted to recognize an existing situation constructed/established without approvals.

(Note: Application fees differ when an application is resulting from the construction of or establishment of a use without approvals.)

No

Pre-Consultation Review Committee (PARC) Meeting Details

Prior to submitting the selected application, a Pre-Consultation Review Committee (PARC) Meeting with staff is required. Please enter the PARC Meeting details below.

PARC Meeting Date

07/17/2025

PARC Meeting File Number (i.e.

PRE 2020-0002)

Please identify the name(s) of Planning staff who met with you at the PARC

Fee Payment

I understand that following the submission of this online form, Planning staff will contact me to complete the required fee payment and that until such time that the fee is received, the application will not be complete and will not be processed.

Complete Application Requirements

I understand that until such time that the application form, the supporting material, the fee and the signed (and commissioned form) are received, the application(s) will automatically be deemed 'incomplete' as the requirements of the Planning Act have not been fulfilled.

Privacy

I understand and acknowledge that personal information contained on this form is collected under the authority of the [Municipal Freedom of Information and Protection of Privacy Act](#), and will be used for the purpose of submitting and processing the selected Planning Act applications. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.

Please review the Town's [Privacy Statement](#) for more information regarding the collection, use and disclosure of your personal information.

Applicant Information

Note: All correspondence, notices, etc. initiated by the Town in respect of this application will, unless otherwise requested by law, be directed to the applicant.

Applicant Contact Info**Is the applicant the same as the owner?**

No

Contact Type

Individual

First Name

Davin

Middle Name**Last Name**

McCully

Phone Number

(416) 444-3300

Extension

3003

Phone Type

Business

Email

davin@armstrongplan.ca

Do you consent to receiving the link to this application in the email address provided above? The link is useful to recover and complete the application. Form fields are saved after clicking "Next" on each page.

Yes

Applicant Mailing Information

Address Prefix (Optional)

Street Number	Street Name	Street Type	Street Direction	Town/City
1600	steeles	Avenue	West	Vaughan
Unit Type	Unit Number	Province/State	Postal Code/Zip Code	Country
Suite	318	Ontario	L4K 4M2	Canada

Owner Information

Owner Information

Contact Type

Organization

Organization Name

Livingston LP

Contact First Name

Jim & Roy

Contact Middle Name

Contact Last Name

Livingston

Phone Number

(437) 297-1317

Extension

Phone Type

Cell

Email Address

coude-reimerink@mathewsdev.com

Owner Mailing Address

Address Prefix (Optional)

Street Number	Street Name	Street Type	Street Direction	Town/City
	Heart Lake	Road		Caledon

12698

Unit Type	Unit Number	Province/State	Postal Code/Zip Code	Country
		ontario	L7C 2J3	Canada

Mortgagees or Other Encumbrances

Is the property mortgaged?

No

Property Information

Property Information

Street Number	Street Name	Street Type	Street Direction
12506 & 12698	Heart Lake	Road	

Unit Type	Unit Number	Roll Number
		2124130007035200000

Date the Subject Land was Acquired by the Current Owner

04/1995

Site Area (in hectares or metres)	Frontage (in metres)	Depth (in metres)
50.87	1120	400

Legal Description

Legal Description

PT LOT 20 & PT LOT 21, CON 2 EHS (CHING) Described AS PTS 2 AND 3, 43R34533 EXCEPT PART 1, 43R37613 & PART 1, 43R37614; SUBJECT TO AN EASEMENT IN GROSS OVER PT 1 43R37112 AS IN PR2951902; SUBJECT TO AN EASEMENT IN GROSS OVER PT 2 43R37613 AS IN PR315

Existing Services

Existing Access to the Subject Property is by:

(Select all that apply)

Regional Road

Is the access year round or seasonal?

Year Round

Existing Water Servicing the Property is by:

(Select all that apply)

Municipal Water (Piped)

Existing Sewage Disposal Servicing the Property

is by:

(Select all that apply)

Municipal Sanitary Sewers

Existing Storm Drainage Servicing the Property is

by:

(Select all that apply)

Municipal Storm Sewers

Are there any easements or restrictive covenants affecting the subject land?

No

Policy Framework

Please complete the section below with all of the details for all properties subject to the application(s).

Planning Policy Framework

Please work with Planning staff to complete the planning policy framework below. If you require assistance, please contact Planning staff at 905.584.2272 x. 7338.

Is a Planning Justification Report being submitted in support of the application(s)?

Yes

The Planning Justification Report explains how the application(s) is consistent with the Provincial Planning Statement.

Please confirm if the property is located within the [Greenbelt Plan](#).

Yes

Please identify the designation in the Greenbelt Plan.

Protected Countryside

The Planning Justification Report explains how the application(s) conforms to the Greenbelt Plan..

Please confirm if the property is located within the [Niagara Escarpment Plan](#).

No

Please confirm if the property is located within the [Oak Ridges Moraine Conservation Plan](#).

No

Please identify the designation in the [Peel Official Plan](#).

Employment Area

The Planning Justification Report explains how the application(s) conforms to the Region of Peel Plan.

Please identify the designation in the [Town of Caledon Official Plan](#).

Prime Agricultural and EPA

Please outline the uses permitted by the designation(s) in the Town of Caledon Official Plan.

Agricultural and Environmental Protection Area

Please confirm that the Planning Justification Report must include discussion on how the application(s) conforms with the Town of Caledon Official Plan.

The Planning Justification Report explains how the application(s) conforms to the Town of Caledon Official Plan.

Please select the [Zoning By-law](#) which applies.

(Select all that apply.)

Zoning By-law 2006-50, as amended

Please identify the zoning of the property.

A1 and EP2

Is the Property Regulated by a Conservation Authority?

(Check all that apply)

Toronto and Region Conservation Authority (TRCA)

As the property is regulated by a conservation authority, the application will be circulated to the agency for review and comment. The conservation authority may require a fee payment for their review. Please contact the appropriate agency for confirmation:

- Toronto and Region Conservation Authority (TRCA) at 416.661.6600
- Credit Valley Conservation authority (CVC) at 905.670.1615
- Nottawasaga Valley Conservation Authority at 705.424.1479
- Lake Simcoe Region Conservation Authority at 905.895.1281

If the subject land is within an area with pre-determined:

- Minimum and maximum density requirements; and/or

- Minimum and maximum height requirements

please explain these requirements and whether the requirements are identified in the Town's Official Plan or Zoning By-law.

N/A

Planning Applications

Please work with Planning staff to identify if the property is subject to other planning applications identified below. If you require assistance, please contact Planning staff at 905.584.2272 x. 7338.

Details of Minor Variances Within 120 m of the Subject Lands

Are lands within 120 m of the subject lands subject to a Minor Variance application?

No

Consent Application Details

Are the lands subject to a Consent application?

No

Details of Consents Within 120 m of the Subject Lands

Are lands within 120 m of the subject lands subject to a Consent application?

No

Details of Site Plan applications Within 120 m of the Subject Lands

Are lands within 120 m of the subject lands subject to a Site Plan application? **Please identify the lands subject to the neighbouring Site Plan application.**

Yes 12304 Heart Lake Road

Please identify the name of the approval authority.	File Number	Status
Caledon	2021-0086	under review

Please explain the purpose of the Site Plan application.

industrial development

Please describe the effect of the neighbouring Site Plan on this application(s).

complimentary employment uses

Zoning By-law Amendment (including Lifting of Holding 'H' Symbol, Temporary Use) Application Details

Are the lands subject to a Zoning By-law Amendment application?

No

Details of Zoning By-law Amendment applications Within 120 m of the Subject Lands
Are the lands within 120 m of the subject
lands subject to a Zoning By-law
Amendment application?

No

Minister's Zoning Order Details

Are the lands subject to a Minister's
Zoning Order?

No

Details of Minister's Zoning Orders Within 120 m of the Subject Lands

Are the lands within 120 m of the subject
lands subject to a Minister's Zoning
Order?

No

Details of Official Plan Amendment applications Within 120 m of the Subject Lands

Are lands within 120 m of the subject
lands subject to an Official Plan
Amendment application?

No

Draft Plan of Subdivision Application Details

Are the lands subject to a Draft Plan of
Subdivision application?

No

Details of Draft Plan of Subdivision applications Within 120 m of the Subject Lands

Are the lands within 120 m of the subject
lands subject to a Draft Plan of
Subdivision application?

No

Draft Plan of Condominium Application Details

Are the lands subject to a Draft Plan of
Condominium application?

No

Regional Official Plan Amendment Application Details

Are the lands subject to a Regional

Official Plan Amendment application?

No

Existing Uses, Buildings and Structures

Please identify all existing uses on the property.

To add additional uses click on the blue "Add" button in the top right corner.

Identify The Existing Use of the Property (i.e. Residential - House)	Identify the year the use was established.	Was this use established without permissions?
Residential and agricultural	1850	Unknown

Has there been any previous industrial or commercial use on the subject lands?

No

Has there been any gas station or other fuel dispensing/storage facility on the subject lands?

No

Has there been any contamination by former uses on the subject lands or adjacent lands?

No

Has the grading of the subject land been changed by adding or removing fill?

No

Is the property vacant?

Yes

Application Details**Project Name**

12506 and 12698 Heart Lake Road

Explanation and Description of the Proposal

The applicant is proposing to redevelop the lands municipally known as 12506 and 12698 Heart Lake Road into a premier industrial hub that aligns seamlessly with the planned surrounding land uses, while incorporating a landscape buffer to mitigate impacts on adjacent residential areas to the west. The development will consist of four industrial buildings, each featuring ancillary office space, contributing to the employment-generating function of the site. Collectively, the buildings will deliver approximately 158,167 sq.m. (1,702,495 sq.ft.) of GFA

Please Identify the Nature and Extent of the Proposed Zoning By-law Amendment

The proposed development requires a zoning by-law amendment to rezone the lands to MP-XX (Prestige Industrial) to allow for employment (industrial uses), with site-specific standards to support the proposed industrial

development. The lands that contain stormwater management purposes will be zoned as EPA1-405 (Environmental Policy Area 1), which permits recreation (non-intensive), a storm water management facility, and flood or erosion control. In addition, it is proposed that the natural heritage features staked on site as well as their respective buffers be re-zoned to EPA1 (Environmental Policy Area 1) from EPA2. No lands within the Greenbelt Area are proposed to be zoned for uses outside of those permitted by the Greenbelt Plan. For the intent and purpose of the site-specific zoning by-law, the standards in the identified table apply to the site as the lot exists on the date of passing the by-law.

Please Explain the Reason why the Zoning By-law Amendment is Requested.

The proposed development requires a zoning by-law amendment to rezone the lands to MP-XX (Prestige Industrial) to allow for employment (industrial uses), with site-specific standards to support the proposed industrial development. The lands that contain stormwater management purposes will be zoned as EPA1-405 (Environmental Policy Area 1), which permits recreation (non-intensive), a storm water management facility, and flood or erosion control. In addition, it is proposed that the natural heritage features staked on site as well as their respective buffers be re-zoned to EPA1 (Environmental Policy Area 1) from EPA2. No lands within the Greenbelt Area are proposed to be zoned for uses outside of those permitted by the Greenbelt Plan. For the intent and purpose of the site-specific zoning by-law, the standards in the identified table apply to the site as the lot exists on the date of passing the by-law.

Proposed Zoning Categories (Zones)

MP, EPA1 and EPA1 405

Proposed Official Plan Designation

The entirety of the site is within the Mayfield West Study Area while the southern portion of the lands is within the Mayfield West settlement area and designated as Prestige Industrial and Special Policy Area C as per the in-force Town of Caledon Official Plan. The northern portion of the site that is outside of the settlement area boundary is currently designated as Prime Agricultural Area and Environmental Policy Area. On this basis, the applicant is seeking an amendment to the Town of Caledon Official Plan to redesignate the site to Prestige Industrial and Special Policy Area C in order to facilitate the construction of warehousing and industrial operations comprised of four buildings and a stormwater management facility. Additionally, the Official Plan amendment is requesting to bring the remaining area of the site into the Town's Settlement Area boundary and the Mayfield West Rural Service Centre. This Official Plan Amendment is consistent with the Town's long-term employment land strategy and the vision outlined in the Future Caledon Official Plan. Although the Future Caledon Official Plan is not yet in effect, the Future plan designates the agricultural land as New Employment Area, reflecting the Town's intended land use direction.

Purpose of the Requested Official Plan Amendment

The entirety of the site is within the Mayfield West Study Area while the southern portion of the lands is within the Mayfield West settlement area and designated as Prestige Industrial and Special Policy Area C as per the in-force Town of Caledon Official Plan. The northern portion of the site that is outside of the settlement area boundary is currently designated as Prime Agricultural Area and Environmental Policy Area. On this basis, the applicant is seeking an amendment to the Town of Caledon Official Plan to redesignate the site to Prestige Industrial and Special Policy Area C in order to facilitate the construction of warehousing and industrial operations comprised of four buildings and a stormwater management facility. Additionally, the Official Plan amendment is requesting to bring the remaining area of the site into the Town's Settlement Area boundary and the Mayfield West Rural Service Centre. This Official Plan Amendment is consistent with the Town's long-term employment land strategy and the vision

outlined in the Future Caledon Official Plan. Although the Future Caledon Official Plan is not yet in effect, the Future plan designates the agricultural land as New Employment Area, reflecting the Town's intended land use direction.

Please Describe the Land Uses Which Would be Permitted by the Amendment

Employment

Does the requested amendment change, replace or deletes a policy or designation in the official plan?

No

Does the requested amendment propose to add a policy in the Official Plan?

Yes

Does the requested amendment propose to remove employment land?

No

Does the requested amendment:

- Implement an alteration to the boundary of a settlement area; or,
- Implement a new settlement area?

Yes

Please provide details of the official plan or official plan amendment that deals with alterations to or new settlement areas.

The entirety of the site is within the Mayfield West Study Area while the southern portion of the lands is within the Mayfield West settlement area and designated as Prestige Industrial and Special Policy Area C as per the in-force Town of Caledon Official Plan. The northern portion of the site that is outside of the settlement area boundary is currently designated as Prime Agricultural Area and Environmental Policy Area. On this basis, the applicant is seeking an amendment to the Town of Caledon Official Plan to redesignate the site to Prestige Industrial and Special Policy Area C in order to facilitate the construction of warehousing and industrial operations comprised of four buildings and a stormwater management facility. Additionally, the Official Plan amendment is requesting to bring the remaining area of the site into the Town's Settlement Area boundary and the Mayfield West Rural Service Centre. This Official Plan Amendment is consistent with the Town's long-term employment land strategy and the vision outlined in the Future Caledon Official Plan. Although the Future Caledon Official Plan is not yet in effect, the Future plan designates the agricultural land as New Employment Area, reflecting the Town's intended land use direction.

Please identify all proposed uses on the property.

To add additional uses click on the blue 'Add' button in the top right corner.

Identify The Proposed Use of the Property (i.e. *Residential - House*)

Employment - Warehousing

Is a building/structure proposed to be constructed on the property as part of this application?

No

Proposed Services

Proposed Access to the Subject Property is by:

(Select all that apply)

Regional Road

Municipal Road

Will the access be year round or seasonal?

Year Round

Proposed Water Servicing the Property is by:

(Select all that apply)

Municipal Water (Piped)

Proposed Sewage Disposal Servicing the Property is by:

(Select all that apply)

Municipal Sanitary Sewers

Proposed Storm Drainage Servicing the Property is by:

(Select all that apply)

Municipal Storm Sewers

Are any water, sewage, or road works associated with the proposed development considered as Schedule C works under the Environmental Assessment Act?

No

Supporting Material

Zoning By-law Amendment Submission Material

- Please select all material being submitted to support the application.
- The required material would have been identified during either a Preliminary or Pre-Consultation (DART) Meeting.
- All submitted material is to meet the [Electronic Submission Requirements](#).

Mandatory Submission Material

A Zoning By-law Amendment Application Form

Owner(s) Authorization

Pre-Consultation (DART) Meeting Form

A Cover Letter containing a detailed description of the proposed development including any project timelines.

A Scalable Site Plan or Concept Plan illustrating the proposed development

A Zoning Matrix (Either a Separate Document or Included on the Site Plan)

Draft Zoning By-law Amendment Text (in both .docx and .pdf format)

Draft Zoning By-law Schedule (in both .cad or .gis and .pdf format) meeting the digital submission standards

Planning Justification Report

A proposed strategy for consulting with the public with respect to the application.

As per the *Planning Act*, a servicing options report and hydrogeological report will be required where proposed development would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed.

The Site Plan or Sketch shall include, at a minimum, in metric units:

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - Are located on the subject land and on land that is adjacent to it, and
 - In the applicant's opinion, may affect the application;
- The current uses of 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 travelled road, a private road or a right of way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- The location and nature of any easement affecting the subject land.

Official Plan Amendment Submission Material

- Please select all material being submitted to support the application.
- The required material would have been identified during either a Preliminary or Pre-Consultation (DART) Meeting.
- All submitted material is to meet the [Electronic Submission Requirements](#).

Mandatory Submission Material

An Official Plan Amendment Application Form

Owner(s) Authorization

Pre-Consultation (DART) Meeting Form

A Cover Letter containing a detailed description of the proposed development including any project timelines.

A Scalable Site Plan or Concept Plan illustrating the proposed development

Draft Official Plan Amendment Text (in both .docx and .pdf format)

Draft Official Plan Schedule (in both .cad or .gis and .pdf format) meeting the digital submission standards

Planning Justification Report

A proposed strategy for consulting with the public with respect to the application.

As per the *Planning Act*, a servicing options report and hydrogeological report will be required where proposed development would permit development on privately owned and operated individual or communal septic systems,

and more than 4500 litres of effluent would be produced per day as a result of the development being completed.

Planning Material Required

Planning Justification Report
Agricultural Impact Assessment
Fiscal Impact Study

Design and Building Material Required

Elevations
Coloured Renderings
Ontario Building Code Data Matrix
Urban Design Brief
Architectural Design Guidelines

Engineering Material Required

Grading Plan containing all standard notes and details
Servicing Plan
Stormwater Management Report
Functional Servicing Report
Geotechnical Report
Hydrogeological Report
Water Balance/Budget Analysis
Photometric Plan
Noise Impact Study
Vibration Study

Landscaping Material Required

Landscape Plans and Details, including all standard notes and details
Arborist Report
Tree Inventory and Preservation Plan
Landscape Architect Letter of Conformance
Landscape Cost Estimate

Transportation Material Required

Traffic Impact Study

Heritage Material Required

Archaeological Assessment
Cultural Heritage Impact Assessment

Other Supporting Material Required

Survey Plan

If required, please provide comment on the submission material including, but not limited to, where required content can be located if plans or reports combined the requirements.

As the supporting material is greater than 20 mb, you will not be required to upload the material as part of this form. Once the form is submitted, Planning staff will contact you with details on how to log in to the secure Planning FTP site to upload all material. The application is considered incomplete until all required components of the application are submitted.

I understand that prior to any application being deemed 'complete', the require fee must be received by the Town.

Signatures and Authorizations

Collection of Information

Information is being collected under the authority of the Planning Act, R.S.O. 1990, CHAPTER P.13. In accordance with that Act, the Town of Caledon provides public access to all Planning Act applications, supporting information, and comments submitted to the Town for review. In submitting the information to the Town, the submitter acknowledges that the information contained in this application and any supporting information including reports, studies and drawings provided by the owners, agents, consultants or solicitors, and any comments received from the public, together constitute public information and will become part of the public record. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, copies of the application and any of its supporting information, documents or comments may be released or made available to the general public through the Town's website or by any other means.

Acknowledgement and Declaration

I declare that the information entered on this form and all the attached documents are true and correct to the best of my knowledge.

Complete Application Requirements

I understand that until such time that the application form, the required supporting material, the fee and the signatures and commissioned document are received, the application(s) will automatically be deemed incomplete as the requirements of the Planning Act have not been fulfilled.

Signature and Commissioning

The section of the form below cannot be completed online. The signatures and commissioning required below must be completed by pen and paper. To submit the commissioned form either:

1. Complete the other form to submit the commissioned forms; OR,
2. If material is being uploaded to a Planning FTP site, you can upload the commissioned forms to the site.

Permission to Enter Property

By completing the Declaration of Owner or Authorized Applicant, I/we hereby acknowledge and authorize the members of the Town of Caledon as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection.

DM

DM

Initials

Initials

Registered Property Owner(s) Appointment and Authorization to an Applicant

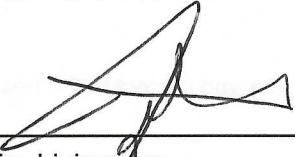
- If the owner(s) is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation or alternatively, the corporate seal is affixed over the signature.
- if there is more than one owner, all owners shall complete and sign this or affix an additional appointment authorization form.
- If the agent is a corporation, please specify the name of the person(s) who is appointed on its behalf.

I/We, the undersigned, being the registered property owner(s) of the subject property, hereby authorize

Armstrong Planning and Project Management c/o: Davin McCully

(Applicant Full Name)

to act on my/our behalf with respect to making a Site Plan, Zoning By-law Amendment, Official Plan Amendment, Draft Plan of Subdivision or Draft Plan of Condominium application(s) to the Town of Caledon.



Jim Livingston

Owner/Signing Officer

Owner/Signing Officer

 X I have authority to bind the Corporation.

Jim Livingston - President

Livingston LP

Name of Corporation

Print - Full Name and Position

Declaration of Owner or Authorized Applicant

The signature of an owner or authorized applicant must be witnessed by a Commissioner, etc. A Commissioner is available at Town Hall by appointment, if needed.

I, _____ of
the

(Full Name of Owner or Applicant)

(Lower Tier Municipality i.e. Town)

(Lower Tier Municipality Name i.e.

Signature of Commissioner, etc.

Signature of Applicant/Owner

Fee Payment Options

Upon submitting the form, Planning staff will contact you to arrange for payment of the fees in accordance with the [Fee By-law](#).

Where the application fee is less than \$5,000.00, payment can be made by:

- Credit Card payment over the phone (Town staff will contact you)
- Cheque (when Town Hall is open for business)
- Cash (when Town Hall is open for business)
- Debit Card (when Town Hall is open for business)

Where the application fee is more than \$5,000.00, payment can be made by:

- Credit Card payment over the phone processed separately for each application, where there is more than one application and each application is under \$5,000.00(Town staff will contact you)
- Electronic Funds Transfer payment processed for both applications combined (Town staff will contact you)
- Cheque (when Town Hall is open for business)
- Cash (when Town Hall is open for business)
- Debit Card (when Town Hall is open for business)

Signature and Commissioning Options

Upon submitting the form, Planning staff will contact you to discuss and arrange options to receive the signatures and commissioned application form.

Submit the Commissioned Form Through the Online Form

1. Upon receipt of the email confirming that the application has been submitted, please download and print the application form.
2. You will need to get the form signed and commissioned appropriately.
3. Scan the commissioned application form.
4. Upload the form to the online form.

Submit the Commissioned Form Through the Secure Planning FTP Site

1. Upon receipt of the email confirming that the application has been submitted, please download and print the application form.
2. You will need to get the form signed and commissioned appropriately.
3. Scan the commissioned application form.
4. Upload the form to the secure Planning FTP Site.

Submit By In Person or By Mail

When Town Hall is open, the signed and commissioned document may be received in person or by mail:

1. Upon receipt of the email confirming that the application has been submitted, please print the application form.
2. You will need to get the form signed and commissioned appropriately. When Town Hall is open and during business hours, by appointment Town staff can commission documents for you.
3. You can attend Town Hall with either the uncommissioned form (for Town staff to commission) or a commissioned document.
4. You can also mail a commissioned document to the Planning and Development Services Division at Town Hall.

Next Steps

Once you have submitted the form, Planning staff will contact the applicant to receive payment for the required fee and discuss obtaining the commissioned application form and other supporting materials (if submitting by the Planning FTP site). Once all required material and fees are paid, the application will be reviewed for completeness.

For further information, please contact:

Planning and Development Services

Community Services Department

Town of Caledon

T.: 905-584-2272 x. 7338

Email: planning@caledon.ca



Authorization

Owner's Authorization to Submit the Application

Please complete this form if the applicant is not the property owner

A. Property Information

Street Number, Street Name
12506 & 12698 Heart Lake Road
City/Town, Province, Postal Code
Caledon, ON. L7C 2J3

B. Authorization

I /We, the property owner(s), authorize the below signed agent to act on my/our behalf in respect to the work to be undertaken.

Owner(s) Information

First Name, Last Name	Signature	Date (yyyy-mm-dd)
Roy Livingston		2025-10-07
Jim Livingston		2025-10-07

Where the owner is a corporate entity, provide signature of authorized signing officer

Corporation Name	Position Title:	
Livingston LP	PRES	
First Name, Last Name	Signature	Date (yyyy-mm-dd)
JIM LIVINGSTON		2025-10-07

I/we have the authority to bind the corporation.

C. Agent or the Person Authorized

First Name	Davin	Last Name	McCully
Signature		Date (yyyy-mm-dd)	2025-10-03

D. Owner Declaration

First Name, Last Name	Signature	Date (yyyy-mm-dd)
JIM LIVINGSTON		2025-10-07

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272