



# 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

12/15/2020 10:27:25 AM

TOWN OF CALEDON  
PLANNING  
RECEIVED  
Dec.16, 2020

Hello Greg Kruzel, Mayfield Developments Inc,

Please review the details below and once you have confirmed them, please click on **Submit**.

## 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](mailto: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](mailto: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
- Preliminary or Pre-Consultation (DART) Meeting Date
- 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.)*

Draft Plan of Subdivision (including Extension to Draft Approval)

**Please Identify the Type of Draft Plan of Subdivision Application Being Submitted**  
*(If you are unsure, please contact Planning and Development staff at 905.584.2272 x. 7338)*

Original Application

**Draft Plan of Subdivision Application File Number**  
(i.e. 21T-20002C)

*The Draft Plan Application of Subdivision Application File Number is to be received from the Lead Planner assigned to the application.*

21T-20006C

**Please Confirm if the Application is Located within the Palgrave Estate Residential Community**

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 (DART) Meeting Details**

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

**DART Meeting Date:**

08/27/2020

**Pre-Consultation (DART)**

**Meeting File Number (i.e. PRE 2020-0002)**

PRE 2020-0116

**Please identify the name(s) of Planning staff who met with you at the Pre-Consultation (DART) Meeting.**

Rob Hughes

**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

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?

Yes

#### Contact Type

Organization

#### Organization Name

Mayfield Developments Inc

#### Contact First Name

Greg

#### Contact Middle Name

#### Contact Last Name

Kruzel

#### Phone Number

(905) 907-8366

**Extension (if applicable)**

#### Phone Type

Business

#### Add Another Number

Yes

#### Phone Number

(416) 303-3396

**Extension (if applicable)**

#### Phone Type

Cell

#### Add Another Number

#### Primary Phone Number

Business

#### Email

Greg.Kruzel@mattamycorp.com

### Applicant Mailing Information

#### Address Prefix (Optional)

Mayfield Developments Inc C/O Mattamy Homes

#### Street Number

7880

#### Street Name

Keele

#### Street Type

Street

#### Street

Direction

#### Unit Type

#### Unit Number

Floor

4

**Town/City**

Vaughan

**Province/State**

Ontario

**Country**

Canada

**Postal Code/Zip Code**

L4K 4G7

**Mortgagees or Other Encumbrances**

**Is the property mortgaged?**

Yes

Please complete the section below as follows:

- Individuals and Contacts: Please complete the information as it is found on your government issued ID (i.e. driver's license, passport or other government-issued document).
- Organization: Please complete the information as per the organization, corporation or business name found on your business card. Please pay close attention to the exact spelling of the organization (business) name.

If the property is subject to more than one mortgage or other encumbrance, please provide the details below for each by clicking the "Add" button in the top right corner of the Mortgage or Other Encumbrance Information box.

**Mortgage or Other Encumbrance Information**

**Contact Type**

Organization

**Phone Number**

(905) 907-8366

**Extension (if applicable)**

**Phone Type**

Business

**Add Another Number**

**Email Address**

Greg.Kruzel@mattamycorp.com

**Mortgage or Other Encumbrance Mailing Address**

**Address Prefix (Optional)**

Mayfield Developments Inc. C/O Mattamy Homes

**Street Number**

7880

**Street Name**

Keele

**Street Type**

Street

**Street**

**Direction**

**Unit Type**

Floor

**Unit Number**

4

**Town/City**

Vaughan

**Province/State**

Ontario

**Country**

Canada

**Postal Code/Zip Code**

L4K 4G7

## Property Information

### Property Information

Street Number	Street Name	Street Type	Street Direction
12259	Chinguacousy	Road	

Unit Type	Unit Number

### Roll Number

2124120001199000000

Site Area (in hectares or metres)	Frontage (in metres)	Depth (in metres)
<del>14.85</del> (approx.) <b>25.74ha</b>	<del>29m</del> (approx.) <b>476.92m</b>	<del>685.1m</del> (approx.) <b>685.53m</b>

### Legal Description

#### Legal Description

Part of W 1/2 Lot 19, Conc. 2, W.H.S.

## Existing Services

### Existing Access to the Subject Property is by:

*(Select all that apply)*

Municipal Road

### Is the access year round or seasonal?

Year Round

### Existing Water Servicing the Property is by:

*(Select all that apply)*

Other Water Service

### Please explain the other type of water services available.

Stage 1 is serviced by municipal water (piped). Stage 2 will connect to this system.

### Existing Sewage Disposal Servicing the Property is by:

*(Select all that apply)*

Other Sewage Disposal

### Please explain the other type of sewage services available.

Stage 1 is serviced by municipal sanitary sewers. Stage 2 will connect to this system.

### Existing Storm Drainage Servicing the Property is by:

*(Select all that apply)*

Other

### Please explain the other type of storm drainage services available.

Stage 1 is serviced by municipal storm sewers. Stage 2 will connect to this system.

### 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 Policy Statement.

**Please confirm if the property is located within A Place to Grow: Growth Plan for the Greater Golden Horseshoe.**

Yes

**Please identify the designation in A Place to Grow: Growth Plan for the Greater Golden Horseshoe.**

Settlement Area/Rural Settlement Area

The Planning Justification Report explains how the application(s) conforms to A Places to Grow: Growth Plan for the Greater Golden Horseshoe.

**Please confirm if the property is located within the Greenbelt Plan.**

Yes

**Please identify the designation in the Greenbelt Plan.**

A portion of the property is designated as Protected Countryside - NHS

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 Region of Peel Official Plan.**

Rural Service Centre ~~The MZO permits the proposed development~~

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.** ~~Low Density Residential, Medium Density Residential, Multiple Residential Zone~~ ~~(as per LOPA 255).~~ **Currently Prime Agricultural Area. MZO permits the proposed development.**

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

Please refer to Planning Justification Report

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 & [MZO 362/20](#)

**Please identify the zoning of the property.**

Low Density Residential, Medium Density Residential, Multiple Residential Zone (as per MZO 362/20)

**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.**

Please refer to Planning Justification Report

## 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.

### Minor Variance Application Details

**Are the lands subject to a Minor Variance application?**

No

### Consent Application Details

**Are the lands subject to a Consent application?**

No



### Site Plan Application Details

Are the lands subject to a Site Plan application?

No

### 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

### Minister's Zoning Order Details

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

Yes

Ontario Regulation Number

362-20

Status

Approved

### Official Plan Amendment Application Details

Are the lands subject to an Official Plan Amendment application?

Yes

File Number

LOPA 255

Status

Ongoing

### Draft Plan of Subdivision Application Details

Are the 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?

Yes

File Number

ROPA 34

Status

Approved

## 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*)

Vacant/Agricultural

Identify the year the use was established.

The lands have historically been used for

Was this use established without permissions?

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?**

Yes

**Please explain the contamination present on adjacent lands or the subject lands.**

Phase 1 and 2 ESA Reports were previously approved and a Record of Site Condition (Number 225648) was obtained for the property. The lands are suitable for residential development.

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

Yes

**Please explain the the grading changes which have occurred on the subject lands.**

Grading has occurred on the Stage 1 lands as per the approved Engineering drawings.

**Is the property vacant?**

Yes

## Application Details

### Project Name

Mayfield Developments Inc Stage 2

### Explanation and Description of the Proposal

Mayfield Developments Inc. is proposing to develop the site with residential and open space uses consistent with the MZO. The proposed Plan of Subdivision consists of 347 single detached dwellings, 56 back-to-back townhouse units, 101 rear lane townhouse units, two affordable housing blocks, one 0.73 hectare neighbourhood park and one stormwater management (SWM) pond, connected via a network of public roads (Figure 2-Draft Plan of Subdivision). One 1.0 hectare affordable housing block will be dedicated to the Region of Peel and one 0.2 hectare affordable housing block will be dedicated to Habitat for Humanity, in accordance with the proposed ROPA 34 and OPA 255. Access to the development is gained from Tim Manley Avenue. Additional connections to the surrounding future communities have been coordinated with adjacent land owners. The proposed development is intended to be Stage 2 of Mayfield Developments Inc.'s Mayfield West community.

### Draft Plan of Subdivision Details

Use	Number of Residential Units	Number of Lots and Blocks	Hectares Per Use	Units Per Hectare	Number of Parking Spaces
Detached Residential	347	0	10.28	33.75	1128
Semi-Detached Residential	0	0	0	0	0

Freehold	0	0	0	0	0
Townhouse Residential					
Rear Lane Townhouse Residential	101	0	1.30	77.69	202
Back-to-Back Townhouse Residential	56	0	0.55	101.82	112
Other Multiple Attached Residential					
Apartment Residential					
Seasonal Residential					
Mobile Home					
Other Residential					
Commercial	<i>Not Applicable</i>			<i>Not Applicable</i>	
Industrial	<i>Not Applicable</i>			<i>Not Applicable</i>	
Institutional	<i>Not Applicable</i>			<i>Not Applicable</i>	
Park or Open Space	<i>Not Applicable</i>	372	0.73	<i>Not Applicable</i>	0
Roads	<i>Not Applicable</i>	378-380	6.22	<i>Not Applicable</i>	225
Stormwater Management	<i>Not Applicable</i>			<i>Not Applicable</i>	
Other	<i>Not Applicable</i>	373-377	5.46	<i>Not Applicable</i>	0
Total	504	380	25.74	<i>Not Applicable</i>	1667

**Where Other Residential, Commercial, Industrial, Institutional or Other uses are Identified in the Table Above, Please Describe the Uses**

Other Residential (Blocks 370, 371): One 1.0 hectare affordable housing block will be dedicated to the Region of Peel and one 0.2 hectare affordable housing block will be dedicated to Habitat for Humanity, in accordance with the proposed ROPA 34 and OPA 255. Other (Blocks 373-377): Greenbelt/SWM Pond (Block 373), Greenbelt Corridor (Block 374), Servicing Blocks (Blocks 375-377)

**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)

Residential and Environmental Uses

#### Proposed Services

**Proposed Access to the Subject Property is by:**

***(Select all that apply)***

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

##### **Draft Plan of Subdivision 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 Draft Plan of Subdivision Application Form

Pre-Consultation (DART) Meeting Form

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

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

Planning Justification Report

Archaeological Assessment

As per the *Planning Act*, a servicing options report and hydrogeological report will be required where proposed development:

- Would permit development of more than five lots or units on privately owned and operated individual or communal wells; or,
- Would permit development of five or more lots or units on privately owned and operated individual or communal septic systems; or,
- Would permit development of fewer than five lots or units 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; or,
- Would permit development of fewer than five lots or units on privately owned and operated individual or communal septic systems, and 4500 litres of effluent or less would be produced per day as a result of the development being completed.

**Planning Material Required**

Facility Fit Plan

**Design and Building Material Required**

**Engineering Material Required**

Functional Servicing Report

Noise Impact Study

**Landscaping Material Required**

**Transportation Material Required**

Traffic Impact Study

**Heritage Material Required**

**Other Supporting Material Required**

Other

**Please list all other material being submitted.**

Internet Connectivity Strategy, & Minimum Distance Separation Arc

**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.

*L Wan*  
\_\_\_\_\_  
Initials

*[Signature]*  
\_\_\_\_\_  
Initials

**SIGN HERE**

**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 Greg Kruzel and David Albanese of Mattamy Homes and Korsiak Urban Planning C/O Catherine McEwan

(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.

*h Wan*

Owner/Signing Officer

*[Signature]*

Owner/Signing Officer

SIGN HERE



I have authority to bind the Corporation.

Mayfield Developments Inc.  
Name of Corporation

Tim Warner & John D'Angelo  
Authorized Signing Officers  
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, Tim Warner of  
the \_\_\_\_\_  
(Full Name of Owner or Applicant)

Mayfield Developments Inc. of \_\_\_\_\_  
(Lower Tier Municipality i.e. Town) (Lower Tier Municipality Name i.e. Caledon)

in the City of Toronto of \_\_\_\_\_  
Province of Ontario  
(Upper Tier Municipality i.e. Region) (Upper Tier Municipality Name i.e. Peel)

solemnly declare that all above statements and the statements and the statements contained in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and



knowing that it is of the same force and effect as if made under oath and by virtue of THE CANADA EVIDENCE ACT.

Information is being collected under the authority of the *Planning Act*, R.S.O. 1990, c.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, applicants, consultants, solicitors and 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 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.

DECLARED before me at the

Online - City of Toronto of

(Lower Tier Municipality i.e. Town)  
Caledon)

(Lower Tier Municipality Name i.e.

in the Province of Ontario of

(Upper Tier Municipality i.e. Region)  
Peel)


(Upper Tier Municipality Name i.e.

this 15th day of December, 2020  
(Day i.e. 20th) (Month) (Year)

Paige Danielle Smith, a Commissioner,  
etc., Province of Ontario, for  
Mattamy Homes Limited. Expires  
February 24, 2023.

  
Signature of Commissioner, etc.

WITNESS

  
Signature of Applicant/Owner

SIGN HERE

**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](#).



- 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](mailto:planning@caledon.ca)