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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

[PRINT COMPLETED APPLICATION](#)

Hello Ryan Guetter, Weston Consulting,

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 (<https://www.caledon.ca/en/document/document.aspx?param=UGuPaMFOxWi9xGLR7FiPIUsSAeQuAleQuAl>).

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 (<https://www.caledon.ca/en/townhall/planning-forms.asp>) 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 plannina@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
- 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 (<https://www.caledon.ca/en/townhall/planning-forms.asp>).

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.)

Official Plan Amendment

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 2023-0005

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 (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:

03/02/2023

Pre-Consultation (DART) Meeting File Number (i.e. PRE 2020-0002)

PRE 2022-0242

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

Adam Wendland

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 (<https://www.caledon.ca/en/privacy-policy.aspx>), 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 \(/resources/do.aspx?file=TownofCaledonPrivacyStatement.pdf\)](/resources/do.aspx?file=TownofCaledonPrivacyStatement.pdf) 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

Organization

Organization Name

Weston Consulting

Contact First Name

Ryan

Contact Middle Name

Contact Last Name

Guetter

Phone Number

(905) 738-8080

Extension (if applicable)

241

Phone Type

Business

Add Another Number

Email

rguetter@westonconsulting.com

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

201

Street Name

Millway

Street Type

Avenue

Street Direction

Unit Type

Suite

Unit Number

19

Town/City

Vaughan

Province/State

Ontario

Country

Canada

Postal Code/Zip Code

L4K 5K8

Owner Information

Owner Information

Contact Type

Organization

Organization Name

Shanontown Development Inc.

Contact First Name

Steve

Contact Middle Name

Contact Last Name

Gutfreund

Phone Number

(905) 477-7609

Extension (if applicable)

Phone Type

Business

Add Another Number

Email Address

s.gutfreund@conservatorygroup.com

Owner Mailing Address

Address Prefix (Optional)

Street Number

90

Street Name

Tiverton

Street Type

Court

Street Direction

Unit Type

Suite

Unit Number

200

Town/City

Markham

Province/State

Ontario

Country

Canada

Postal Code/Zip Code

L3R 9V2

Mortgagees or Other Encumbrances

Is the property mortgaged?

No

Property Information

Property Information

Street Number

12461

Street Name

McLaughlin

Street Type

Road

Street Direction

Unit Type

Unit Number

Roll Number

2124120001122200000

Date the Subject Land was Acquired by the Current Owner

03/2017

Site Area (in hectares or metres)

30.74 ha

Frontage (in metres)

322 metres

Depth (in metres)

200 metres

Legal Description

Legal Description

PART LOT 19 AND 20, CONCESSION 1 WEST OF HURONTARIO STREET (CHING) BEING PART 2, 43R37076; SAVE AND EXCEPT PART 7 EXPROPRIATION PLAN PR4119020 SUBJECT TO AN EASEMENT IN GROSS OVER PART 11, EXPROPRIATION PLAN AS IN PR4119020 TOWN OF CALEDON

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)

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?

Yes


Please specify/describe the easement or restrictive covenant which applies to the land.

Easement in gross over Parts 8, 9, 10 and 11 as in PR4119020

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 (<https://www.ontario.ca/document/place-grow-growth-plan-greater-golden-horseshoe>).

Yes

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

Designated Greenfield Areas

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 (<https://www.ontario.ca/document/greenbelt-plan-2017>).

No

Please confirm if the property is located within the Niagara Escarpment Plan (<https://escarpment.org/LandPlanning/NEP>).

No

Please confirm if the property is located within the Oak Ridges Moraine Conservation Plan (<https://www.ontario.ca/page/oak-ridges-moraine-conservation-plan-2017>).

No

Please identify the designation in the Region of Peel Official Plan (<https://www.peelregion.ca/officialplan/>).

Urban System and Mayfield West Phase 2 Settlement 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 (<https://www.caledon.ca/en/townhall/officialplan.asp>).

Mayfield West Phase 2 Secondary Plan Area

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

Within the Mayfield West Phase 2 Secondary Plan, the subject property is designated as Low-Density Residential, Medium-Density Residential, High-Density Residential, Environmental Policy Area, Open Space Policy Area, and Greenway Corridors. The Planning Justification explains how the application conforms to the Town of Caledon Official Plan, where appropriate and outlines the amendment sought through the application.

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

Please select the Zoning By-law (<https://www.caledon.ca/en/townhall/zoning.asp>) which applies.

(Select all that apply.)

Zoning By-law 2006-50, as amended

Please identify the zoning of the property.

Agriculture 1' (A1)

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

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?

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?

Yes

Please identify the lands subject to the neighbouring Zoning By-law application.

Subject Lands

Please identify the name of the approval authority.

Town of Caledon

File Number

RZ 17-13

Status

In Process

Please explain the purpose of the Zoning By-law Amendment application.

Rezone the property to permit 677 residential dwelling units, comprised of 104 detached dwellings, 164 semi-detached dwellings, 100 on-street townhouse dwellings, 137 rear-laneway townhouse dwellings and a high-density residential block containing approximately 172 apartment dwelling units

Please describe the effect of the neighbouring Zoning By-law Amendment on this application(s).

Associated with the current application

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

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?

Yes

Please identify the lands subject to the neighbouring Draft Plan of Subdivision Amendment application.

Subject Lands

Please identify the name of the approval authority.

Town of Caledon

File Number

21T-17008C

Status

In process

Please explain the purpose of the Draft Plan of Subdivision application.

To facilitate 677 residential dwelling units, comprised of 104 detached dwellings, 164 semi-detached dwellings, 100 on-street townhouse dwellings, 137 rear-laneway townhouse dwellings and a high-density residential block containing approximately 172 apartment dwelling units

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

Associated with the current application

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)

unoccupied and vacant agricultural land.

Identify the year the use was established.

Unknown.

Was this use established without permissions?

No

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

Shanontown Development

Explanation and Description of the Proposal

We have been authorized by the registered owner to act as Agent to submit this application for an Official Plan Amendment (“OPA”) to facilitate the proposed subdivision development for the subject property. A Pre-Application Review Committee (“PARC”) Meeting was held on March 2, 2023, with formal Pre-Consultation (“DART”) submissions provided shortly afterwards on July 11, 2023, and October 2, 2023, respectively. Formal DART comments were received from the Town on January 15, 2024. The purpose of this OPA application is to amend the Town of Caledon Official Plan, specifically the Mayfield West Phase 2 Secondary Plan’s cost sharing policies.

Proposed Official Plan Designation

No designation change proposed.

Purpose of the Requested Official Plan Amendment

The purpose of this OPA application is to amend the Town of Caledon Official Plan, specifically the Mayfield West Phase 2 Secondary Plan’s cost sharing policies. In particular, the text of the Mayfield West Phase 2 Secondary Plan policy 7.14.4.8.4, states: “Prior to draft approval, registration of any plan of subdivision or plan of condominium or final approval of any site plan application or any approval under the planning act, the Plan Area landowners Cost Sharing Group trustee shall provide the town, in writing that the owner of such lands is in good standing with the Plan Areas landowners Cost Sharing Group”.

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

N/A.

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

Yes

Please indicate the policy or designation to be changed, replaced or deleted.

Mayfield West Phase 2 Secondary Plan policy 7.14.4.8.4 - to be changed.

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

No

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?**

No

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 - Subdivision

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

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.

Ryan Guetter, Weston Consulting


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

Weston Consulting c/o Ryan Guetter

(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.

DocuSigned by:

AE76358CC136485

Owner/Signing Officer

Owner/Signing Officer



I have authority to bind the Corporation.

Shanontown Development Inc.

Name of Corporation

Sheldon Libfeld

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, **Ryan Guetter**

of the

(Full Name of Owner or Applicant)

City

_____ of

Toronto

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

(Lower Tier Municipality Name

in the _____ of

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

(Upper Tier Municipality

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

City _____ of
Vaughan _____
(Lower Tier Municipality i.e. Town) (Lower Tier Municipality Name
i.e. Caledon)

in the Region _____ of
York _____
(Upper Tier Municipality i.e. Region) (Upper Tier Municipality
Name i.e. Peel)

this 18th _____ day of January _____,
2024 _____
(Day i.e. 20th) (Month) (Year)

Miriam Vivienne Brown,
a Commissioner, etc.,
Province of Ontario,
for Weston Consulting Group Inc.
Expires August 22, 2025

Signature of Commissioner, etc.

Signature of Applicant/Owner

**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 \(https://www.caledon.ca/en/town-services/development-applications.aspx\)](https://www.caledon.ca/en/town-services/development-applications.aspx).

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

Environmental Impact Study and Management Plan

Design and Building Material Required**Engineering Material Required**

Stormwater Management Report

Functional Servicing Report

Landscaping Material Required

Transportation Material Required

Heritage Material Required

Archaeological Assessment

Other Supporting Material Required

Survey Plan

Other

Please list all other material being submitted.

Parcel Abstract Transportation Cost Sharing Review PARC and DART comments

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.

With regard to the Trustee Letter that has been requested, please note that our client is not a member of the landowners group, has no privity of contract or relationship with the Trustee, and is therefore incapable of, and will not be, providing the "Trustee Letter" that has been noted. The Public Engagement Strategy has been incorporated in the Planning Justification Report which is enclosed with this submission. Additionally, a Fiscal Impact Study was not noted as a requirement per the PARC meeting form and checklist and will not be provided. 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.

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 (<https://www.caledon.ca/en/document/document.aspx?param=UGuPaMFOxWi9xGLR7FiPIUsSAeQuAleQuAl>).

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

[PREVIOUS](#)

[SUBMIT](#)

How can we help?

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Contact [Council](https://www.caledon.ca/en/government/mayor-and-council.aspx) (https://www.caledon.ca/en/government/mayor-and-council.aspx) or visit our new [public engagement site](http://www.haveyoursaycaledon.ca) (<http://www.haveyoursaycaledon.ca>).

Our residents make Caledon a vibrant place to live, work and play.

Contact Us

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