



## 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

04/08/2025 04:05:01 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](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.*

No

As the supporting material is less than 20 mb, you will be required to upload the material as part of this form. Please have it ready before you proceed.

**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)

**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)*

Temporary Use (Original Application)

**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 0000-0000

**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.

<b>DART Meeting Date:</b> 04/30/2025	<b>Pre-Consultation (DART) Meeting File Number (i.e. PRE 2020-0002)</b> PRE 2024-0269	<b>Please identify the name(s) of Planning staff who met with you at the Pre-Consultation (DART) Meeting.</b> Tharushe Jayaveer
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**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

Organization

Organization Name

Humphries Planning Group Inc.

Contact First Name

Rosemarie

Contact Middle Name

Contact Last Name

Humphries

Phone Number

(905) 264-7678

Extension

244

Phone Type

Business

Email

rhumphries@humphriesplanning.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)

<b>Street Number</b> 190	<b>Street Name</b> Pippin	<b>Street Type</b> Road	<b>Street Direction</b>	<b>Town/City</b> Vaughan
<b>Unit Type</b> Suite	<b>Unit Number</b> A	<b>Province/State</b> Ontario	<b>Postal Code/Zip Code</b> L4K 4X9	<b>Country</b> Canada

Owner Information

Owner Information

**Contact Type**  
Organization

Organization Name

Giampaolo Developments

<b>Contact First Name</b> Mark	<b>Contact Middle Name</b> De	<b>Contact Last Name</b> Souza
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<b>Phone Number</b> (416) 791-3509	<b>Extension</b>	<b>Phone Type</b> Business
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Email Address

mdesouza@g-dev.ca

Owner Mailing Address

Address Prefix (Optional)

<b>Street Number</b> 1	<b>Street Name</b> Kenview	<b>Street Type</b> Boulevard	<b>Street Direction</b>	<b>Town/City</b> Brampton
<b>Unit Type</b> Suite	<b>Unit Number</b> 301	<b>Province/State</b> Ontario	<b>Postal Code/Zip Code</b> l6t 5e6	<b>Country</b> Canada

## Mortgagees or Other Encumbrances

Is the property mortgaged?

No

## Property Information

### Property Information

Street Number

13291

Street Name

Airport

Street Type

Road

Street

Direction

Unit Type

Unit Number

Roll Number

2124010006187000000

Date the Subject Land was Acquired by the Current Owner

12/1997

Site Area (in hectares or metres)

19.4 ha

Frontage (in metres)

132

Depth (in metres)

665.9

## Legal Description

### Legal Description

Part Lot 7, Concession 1 (Albion)

## 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)**

Other

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

Salt Creek

**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](#).**

No

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

No

**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**.**

"Prime Agricultural Area", "Employment Area", "Designated Greenfield Area", "Urban System", "2051 New Urban Area", and "Future Strategic 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**.**

"Environmental Policy Area" and "Prime Agricultural Area"

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

Refer to Planning Justification Report prepared by Humphries Planning Group Inc. (HPGI) and dated April 2025.

**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 - Agricultural' zone and 'EPA2 – Environmental Policy Area 2' zone

**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.

Not Applicable.

## 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.

### Consent Application Details

Are the lands subject to a Consent application?

### 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?	File Number	Status
Yes	000000	Active

### Minister's Zoning Order Details

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

### 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

## 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>i.e. Residential - House</i> )	Identify the year the use was established.	Was this use established without permissions?
Rural residential dwelling, barn, shed and agriculture fields.	n/a	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?**

Unknown

**Is the property vacant?**

No

**Please identify all existing buildings and structures and complete the required fields.**

**To add another group of fields for a subsequent building or structure, click on the blue "add" button in the top right corner of the grey box.**

**Building/Structure Type (i.e. house)**

Barn

**Year Constructed**

N/a

**Front Lot Line Setback (in metres)**

N/a

**Building Height (in metres)**

N/a

**Rear Lot Line Setback (in metres)**

N/a

**Dimensions (in metres)**

N/a

**Side Lot Line Setback (in metres)**

N/a

**Total Floor Area (in square metres)**

N/a

**Side Lot Line Setback (in metres)**

N/a

**Was this building or structure established without permissions?**

No

**Please confirm what will happen with the existing building/structure should the application(s) be approved.**

No Change

**Building/Structure Type (i.e. house)**

Rural residential dwelling

**Year Constructed**

N/a

**Front Lot Line Setback (in metres)**

N/a

**Building Height (in metres)**

N/a

**Rear Lot Line Setback (in metres)**

N/a

**Dimensions (in metres)**

N/a

**Side Lot Line Setback (in metres)**

**Total Floor Area (in square metres)**

N/a

**Side Lot Line Setback (in metres)**

N/a

N/a

**Was this building or structure established without permissions?**

No

**Please confirm what will happen with the existing building/structure should the application(s) be approved.**

To Be Demolished

**Building/Structure Type (i.e. house)**

Shed

**Year Constructed**

N/a

**Front Lot Line Setback (in metres)**

N/a

**Building Height (in metres)**

N/a

**Rear Lot Line Setback (in metres)**

N/a

**Dimensions (in metres)**

N/a

**Side Lot Line Setback (in metres)**

N/a

**Total Floor Area (in square metres)**

N/a

**Side Lot Line Setback (in metres)**

N/a

**Was this building or structure established without permissions?**

No

**Please confirm what will happen with the existing building/structure should the application(s) be approved.**

No Change

## Application Details

### Project Name

Giampaolo Investments Limited

### Explanation and Description of the Proposal

The Temporary Use/Zoning By-law Amendment application seeks to permit the use of truck and trailer parking on the Subject Site.

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

The subject Temporary Zoning By-law Amendment Application intends to permit the temporary use of truck and trailer parking in the "Agricultural (A1)" zone with site specific exceptions.

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

The proposed use is not permitted in the "Agricultural (A1)" zone.

### Proposed Zoning Categories (Zones)

"Agricultural (A1)" zone

**Does the requested amendment propose to remove employment land?**

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)**

Truck and trailer parking

**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)***

No Change to Existing Access

**Will the access be year round or seasonal?**

Year Round

**Proposed Water Servicing the Property is by:**

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

No Change to Existing Water Services

**Proposed Sewage Disposal Servicing the Property is by:**

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

No Change to Existing Sewage Services

**Proposed Storm Drainage Servicing the Property is by:**

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

No Change to Existing Storm Services

**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.

**Planning Material Required**

**Design and Building Material Required**

**Engineering Material Required**

**Landscaping Material Required**

**Transportation Material Required**

**Heritage Material Required**

## Other Supporting Material Required

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.

### Supporting Documents

1\_Cover Letter.pdf  
3\_Scanned Fee Cheque.pdf  
11\_Servicing and Stormwater Management Brief.pdf  
4\_Planning Justification Report (PJR).pdf  
5\_Draft Zoning By-law Amendment.docx  
6\_Site Plan.pdf  
7\_Survey Plan.pdf  
8\_Topography Plan.pdf  
9\_Arborist Report & Tree Preservation Plan.pdf  
10\_Ministry Clearance Letter.pdf  
10\_Stage 1 & 2 Archaeological Assessment.pdf  
12\_Hydrogeological Investigation Report.pdf  
13\_Geotechnical Investigation Report.pdf  
14\_Phase One Environmental Site Assessment.pdf  
15\_Environmental Noise Report.pdf  
16\_Transportation Impact Study.pdf  
17\_Site Lighting & Photometric Plan.pdf  
18\_Landscape Working Drawings.pdf  
Owner Authorization Letter.pdf

FINAL PRE 2024-0269 - Pre-Application Review Meeting Form and Checklist.pdf

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 though 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.

InitialsInitials

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 auhtorization 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

(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.

\_\_\_\_\_

\_\_\_\_\_

Owner/Signing Officer

Owner/Signing Officer

\_\_\_\_\_ I have authority to bind the Corporation.

\_\_\_\_\_

\_\_\_\_\_

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)

\_\_\_\_\_ of

\_\_\_\_\_

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

(Lower Tier Municipality Name i.e.

in the \_\_\_\_\_ of

\_\_\_\_\_

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

(Upper Tier Municipality Name



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

\_\_\_\_\_ of

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

(Lower Tier Municipality Name i.e.

in the \_\_\_\_\_ of

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

(Upper Tier Municipality Name i.e.

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Day i.e. 20th) (Month) (Year)

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Commissioner, etc.

Signature of Applicant/Owner

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## 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](mailto:planning@caledon.ca)