

# Subdivision Application Guide

(Application for approval under Section 51 of the *Planning Act, R.S.O. 1990*)

## A. Applying for Subdivision Approval

The attached application form is to be used only when applying to the Town of Caledon for subdivision plan approval. The application must be completed in full and submitted together with the required application information, fees, reports and plans listed below, to the Town of Caledon Development Approval and Planning Policy Department.

In order to meet processing time frames the applicant is advised that pre-consultation with appropriate authorities during completion of the application is key to ensure identification of all issues and in particular, requirements for supporting documentation reports.

## B. Using the Application Form

1. The attached application form **must be fully completed** including the applicants' affidavit and registered owners certificate and returned to the Town of Caledon together with the number of copies identified on the DART Form. Please ensure that you keep a copy for your files.
2. The application should be completed by the applicant or his authorized agent. The written authorization of the **registered owner** and **affidavit of the applicant** must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety, convenience and welfare of the present and future residents. Any pertinent information should be reflected in the application form.
4. As noted on the application form certain infrastructure projects to service plans of subdivision are subject to the provisions of the *Environmental Assessment Act*. The applicant is advised to consult with their engineering consultant to provide determination in this matter.
5. Where additional support materials such as environmental, noise abatement, planning or engineering reports are required, all reports and background information must be submitted with the application in accordance with the DART Form.

## C. Draft Plans

The *Planning Act* requires that the applicant shall provide as many copies of a draft plan as may be necessary and shows all information required under Section 51(17). The plan must

be drawn to scale in metric units, and include the applicants' certificate. To carry out the review of the application, drawings and material will be required in accordance with the DART Form. Drawings are to be folded to 8 ½ x 11 of the draft plan, together with two (2) reductions of each drawing, 8 ½ x 11 in size, on photographic paper (KP5) will be required. If further copies are needed, the applicant will be notified. The applicant shall also provide 3 compact discs containing the draft plan in a geo-referenced file (NAD 27) in 'dwg', 'shp' or 'dxf' format. Please include a file name, contact name and phone number on the label of each disc. If assistance is required please contact the Development Approval and Planning Services for direction.

## D. Information to be Shown on the Draft Plan Under Section 51(7) of the *Planning Act, R.S.O., 1990*

- (a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- (b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- (c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- (d) the purpose for which the proposed lots are to be used;
- (e) the existing uses of all adjoining lands;
- (f) the approximate dimensions and layout of the proposed lots;
- (g) natural and artificial features such as buildings and other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- (h) the availability and nature of domestic water supplies;
- (i) the nature and porosity of soil;
- (j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the lands proposed to be subdivided;
- (k) the municipal services available or to be available to the land proposed to be



subdivided; and

- (l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

**E. Fees**

- a) A cheque in the amount of the appropriate Town of Caledon fee, made payable to the Town of Caledon. Please refer to the Town’s Fee By-law.
- b) A cheque in the amount of the appropriate Region of Peel fee, is to be included with the application, made payable to the Region of Peel.
- c) Conservation Authority Subdivision Review Fee is collected by the Conservation Authority.

**F. Signing the Property**

The applicant shall erect a sign in accordance with the requirements of Schedule II and file with the Development Approval and Planning Policy Department a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Director of Development Approval and Planning Policy.

**G. Dealing with the Application**

- 1. After accepting the application as complete as per the Planning Act, (this will be confirmed in writing and the application shall not be deemed to be complete until such written confirmation is received) the Town will confer with internal Town Departments and external agencies who may be concerned, to obtain information and comments.
- 2. Following evaluation of the plan and the comments from internal departments and external agencies, as noted above, conditions may be imposed by the Town in granting draft approval of the plan (approval in principle).
- 3. Sections 51(39) of the Planning Act also provides the opportunity for any person, including the applicant or a public body, to appeal the decision of the Town to the Ontario Municipal Board. It is recommended that the applicant acquaint him/herself with the provisions of the Planning Act in this regard.
- 4. The agencies affected by the conditions must indicate to the Town that they have been fulfilled to their satisfaction prior to the approval of the final plan for registration.

**H. Concurrent Class EA Project Approval**

Section 6 of the *Environmental Assessment Act* prevents draft approval until the requirements of

Section 5(1) have been fulfilled. Section 7 of the subdivision application requires that any Schedule C water, storm drainage, sewage or road projects be identified and the location and dimensions of such projects must be shown on the subdivision plan, in the key plan, separately on the plan.

# Subdivision Application Form

(Application for approval under Section 51 of the *Planning Act, R.S.O. 1990*)

This application for approval under Section 51 of the Planning Act must be fully completed to the satisfaction of the Town of Caledon, before the formal processing of the application will begin.

## RESUBMISSION TO TOWN FILE 21T-22001

### For Office Use Only

Major: ☐ Minor: ☐ Surcharge: ☐

Town File Number Assigned: \_\_\_\_\_

Corresponding Subdivision File Number: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Complete Application Accepted: \_\_\_\_\_

Application Fee Attached: ☐

### 1. Site and Legal Description

Lot: PT LT 11, 12, 13 Concession: CON 4 (Alb)  
Lot/Block: \_\_\_\_\_ Registered Plan: \_\_\_\_\_  
Part: \_\_\_\_\_ Reference Plan: \_\_\_\_\_  
Street and Number: 0 Humber Station Road, 14396 Humber Station Road, 14275 The Gore Road, 0 King Street  
Dimensions (metric): Frontage: 576.6 m Depth: 927.05 m Area: 107.19 ha  
Date Property was Acquired by Current Owner: May 19, 2019  
Roll Number: 212401000807400; 212401000807700; 212401000420900; 212401000400106, 212401000414500  
PIN Number: 143290265; 143290231; 143290257; 143290266; 413290036

### 2. Applicant Information

Agent Name: Same as Applicant  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Applicant Name: Glen Schnarr & Associates Inc. c/o Karen Bennett  
Address: 700 - 10 Kingsbridge Garden Circle City: Mississauga Postal Code: L5R 3K6  
Phone: 905.568.8888 x 235 Fax: \_\_\_\_\_  
Email: karenb@gsai.ca

Registered Owner: Argo Macville I Corporation, Argo Macville II Corporation, Argo Macville V Corporation,  
Argo Humberking Corporation, Robert Speirs  
Address: 4900 Palladium Way, Suite 105 City: Burlington Postal Code: L7M 0W7  
Phone: 416.991.5988 Fax: \_\_\_\_\_  
Email: aaron@argoland.com

Ontario Land Surveyor: Thomas Salb  
Address: 401 Wheelabrator Way, Suite A City: Milton Postal Code: L9T 3C1  
Phone: 905.875.9955 Fax: \_\_\_\_\_  
Email: tsalb@jdbarnes.com

#### Please 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's agent noted above except where no agent is employed, then it will be directed at the applicant. Where the registered owner is a numbered company, please indicate a project or development name.



3. Proposed Land Use

Intended Use	Number of Residential Units	Number of Parking Spaces per Unit	Lot Numbers and/or Block Numbers	Hectares	Units per Hectare
Detached single family residential	580		1 - 580	17.32	33.5
Double or semi-detached residential					
Multiple units					
Row and townhousing	1695		581 - 829	19.45	87.1
Apartments			830 - 845	16.32	
Seasonal residential					
Mobile					
Other Residential (mixed use)			846 - 850	2.17	
Commercial	Nil				
Industrial	Nil				
Park or open space	Nil	N/A	890 - 907	5.42	
Institutional (specify)			887 - 889	5.47	
Other (swm pond)			908	2.09	
Roads and widenings	Nil	N/A	909 - 911	37.8	
Reserved blocks	Nil	N/A	851 - 886, 912 - 952	1.15	
Total for each category	2,275		952	107.19	

4. Official Plan Status

- a) Current Official Plan Land Use Designation:  
Applicable Secondary Plan:

Urban System per Regional Official Plan and  
Prime Agricultural Area per Town of Caledon Official Plan
- b) Does the subdivision application conform to these plans?

Yes ☐ No ☒
- c) Has an associated Official Plan Amendment application been submitted?  
*If yes, please provide:*  
Town of Caledon File Number:  
Status of Application:

Yes ☒ No ☐  
POPA 2021-0002  
Under review
- d) If council has adopted an associated Official Plan Amendment that relates to this subdivision application, please provide:  
Town of Caledon File Number:  
Official Plan Amendment Number:

Not Applicable

5. Zoning By-law Status/Amendment

a)	Current Town of Caledon Zoning Designation(s):	Mixed Use Residential (pursuant to O. Reg. 171/21); A1 (pursuant to By-law)
b)	Does this subdivision application conform to the zoning provisions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
c)	Has an associated Rezoning application been submitted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>If yes, please provide:</i>	
	Town of Caledon File Number:	RZ 2022-0002
	Status of Application:	Under Review

(include any and all specific zoning standards proposed which differ from those contained in the proposed zoning category plus the nature and intent of the application)  
(attach additional pages as required)

5. Temporary Use By-law Applications Only

- a) Is this an application for a Garden Suite?

Yes ☐ No ☐
- b) What length of time is requested for this temporary use by-law?

Not Applicable

(Please note: Section 29(2)(a) of the Planning Act R.S.O. 1990, c. P.13 permits the temporary use of a garden suite for a period no greater than ten (10) years. Section 39 (2)(b) permits a maximum of three (3) years for any other use.)

- c) Supporting Argument and Reasons for Rqueesting the Temporary Use By-law:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(attach additional sheets if necessary)

6. Provincial Plan Status

- a) Is the subject land within a provincial plan? Yes ☒ No ☐  
**If yes, please specify** which plans and the conformity of the proposal to the policies within the applicable plans:  
The Site is subject to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020. See accompanying Planning Justification Report for further detail  
\_\_\_\_\_  
\_\_\_\_\_

7. Current Land Use?

- a) What is the current use of the subject land?  
Agricultural
- b) How long have these uses continued on the lands? Prior to purchase
- c) Has there been any previous industrial or commercial use on the subject lands?  
Yes ☐ No ☒  
If yes, please specify:
- d) Has the grading on the subject land been changed by adding or removing material?  
Yes ☐ No ☒  
If yes, please specify:
- e) Has there ever been a gas station or other fuel dispensing/storage facility on the subject land?  
Yes ☐ No ☒  
If yes, please specify:
- f) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent lands?  
Yes ☐ No ☒  
If yes, please specify:  
Are there any existing buildings on the subject lands?  
Yes ☐ No ☒  
If yes, please specify the date any existing buildings/structures were constructed:

If yes to 7(g), each existing building, its type, use height, floor area, and setbacks from the front, rear and side property boundaries, shall be shown on the property survey required to be submitted with this application.

If yes to 7(c), and/or 5(e), please contact the Director of Development Approval and Planning Policy or their designate to determine if an environmental assessment is required and submit 5 copies of the same with this application.

8. Proposed Land Use

- a) What is the proposed use of the subject land? (attached additional pages as required)  
A mix of uses and a variety of residential types and densities to facilitate a complete community. See accompanying Planning Justification Report for further detail
- b) Are there any new buildings, and/or site improvements proposed for the subject land?  
Yes ☒ No ☐  
If yes, each proposed building, its type, use height, floor area, setbacks from the front, rear and side property boundaries, and all other proposed site improvements shall be shown on the conceptual site development plan required to be submitted with this application.

9. Status of Other Applications Under the Planning Act

- a) Are the lands, or any lands within 120 metres, subject to any other application under the Planning Act including an Official Plan Amendment, a Zoning By-law Amendment, a plan of subdivision or condominium, a minor variance, a consent, a site plan or an application for exemption from part lot control? Is the building(s) under construction?  
Yes ☒ No ☐  
If yes, please provide:  
Type of application(s): Official Plan Amendment  
Name of Approval Authority(s): Town of Caledon  
File Number(s): POPA 2021-0002  
Status of Application(s): Under review
- b) Have the subject lands been subject to a previous application to amend the official plan or zoning by-law?  
Yes ☐ No ☒  
If yes, please provide:  
File Number(s):  
Outcome of Application(s):
- c) Have the subject lands been subject to a Minister's Zoning Order?  
Yes ☒ No ☐  
If yes, please specify and indicate the Ontario Regulation number of that order:  
The Site is subject to O. Reg. 171/21
- d) Indicate the effect of this/these other application(s) on the subject proposal.  
The proposed development is to facilitate modified development standards. More specifically, the Applications will implement the emerging Caledon Station Secondary Plan land use designations and will further refine the zoning assigned through O.Reg 171/21

10. Proposed Servicing

Complete the following in full including whether all identified technical information requirements are attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

SEWAGE DISPOSAL

Service Type	Development Proposed	Y/N	Action Required	Attached
Municipal piped sewage system	Any development on municipal service	Y	Confirmation of service capacity will be required during processing	✓
Municipal or private communal sewage system	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Individual private septic systems	More than 5 lots/units or more than 4500 litres per day effluent		Servicing options statement and hydrogeological report	
	5 or less lots/units or less than 4500 litres per day effluent		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

WATER SUPPLY

Municipal piped water system	Any development on municipal service	Y	Confirmation of service capacity will be required during processing	✓
Municipal or private communal water system	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Individual private wells	More than 5 lots/units and non residential where water used for human consumption		Servicing options statement and hydrogeological report	
	5 or less lots/units and non residential where water used for human consumption		Hydrogeological sensitivity certification	
Other	To be described by applicant		To be determined	

STORM DRAINAGE

Piped sewers	Any development on piped service	Y	Preliminary stormwater management plan. Stormwater management study may be required during application processing.	✓
Open ditches or swales	Any development on non-piped service			

ROADS AND ACCESS

Is access available to public roads?	All development	Y	A traffic study may be required during application process	✓
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UTILITIES

Easements and restrictive covenants	Any adjacent or on site		All existing easements and covenants to be shown and effect described on the draft plan	
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11. Environmental Assessment Act

Are any water, sewage, or road works associated with the proposed development considered as Schedule C works under the Environmental Assessment Act?  
Yes ☐ No ☒

If yes, such works must be identified and described and the applicant must demonstrate how requirements of the Act will be addressed.

15. Affidavit of Applicant

I, Karen Bennett of the Town of Milton in the Region of Halton solemnly declare that all above statements contained within the application are true, and I make this solemn declaration conscientiously believe it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act."

Declared before me at the City of Mississauga in the Region of Peel this 15th day of May 20 23

Laura Kim Amorim, a Commissioner, etc.,  
Province of Ontario, for  
Glen Schnarr & Associates Inc.  
Expires March 3, 2026.

  
A Commissioner of Oaths

  
Signature

16. An Applicant's Certificate Shall be Provided and Signed on the Draft Plan

17. 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.  
If you have any questions regarding Freedom of Information (FOI) or Access Requests, please contact the FOI Coordinator by phone at 905.584.2272 x. 4168 or by email at [records@caledon.ca](mailto:records@caledon.ca)

18. Registered Owner's Authorization

The owner(s) must complete the following:  
As of the date of this application, I am (we are) the registered owner(s) of the lands described in this application, I (we) have examined the contents of this application, certified as to the correctness of the information submitted with the application, insofar as I (we) have knowledge of these facts, and concur with the submission of this application to the Town of Caledon.

See accompanying Owner Authorization pages

Date  
  
Date  
  
Date

Signature of Owner  
  
Signature of Owner  
  
Signature of Owner



Schedule I

Site Features and Constraints Concerning Matters of Provincial Interest

The following features are matters of Provincial Interest and/or relate to the Provincial Policy Statement. Please indicate if they are located on the subject property or abutting property and advise if the required technical information to demonstrate consistency with Provincial Policy is attached. Before undertaking any action requirements consult with appropriate authorities to determine details.

Policy	Features/ Constraints	Action Required	Yes On- site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
1.1.1	Non-farm development outside of urban areas and designated settlement areas or expansions of same	Development proposed outside of or the expansion of these areas require a Justification Analysis		✓		See accompanying Planning Justification Report for further detail
1.1.3	Class I industry. (Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only)	A feasibility study is needed for:  a) residential and other sensitive uses within 70 metres of a Class I industry or vice-versa;  b) residential and other sensitive uses within 300 metres of a Class II industry or vice-versa; and  c) residential and other sensitive uses within 1000 metres of a Class III industry or vice-versa.			✓	
	Class II Industry. (Medium scale, processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic)				✓	
	Class III Industry within 1000 metres. (Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions				✓	
	Landfill site	A landfill study to address leachate, odour, vermin and other impacts is needed.			✓	
	Sewage treatment plant	A feasibility study is needed for residential and other sensitive uses.			✓	
	Waste stabilization pond				✓	
	Active railway lines	Within 100 metres, a feasibility study is needed for development		✓		See accompanying Planning Justification Report for further detail
	Controlled access highways or freeways, including designated future ones				✓	
	Electric transformer stations				✓	
		Within 200 metres, a noise study is needed for development.				

Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
1.1.3	Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	<p>A feasibility study is needed for:</p> <p>a) Group 1 uses (residential) between the 28 and 30 NEF/NEP contour. At or above the 30 NEF/NEP contour development may not be permitted. Redevelopment of existing residential uses may be considered above 30 NEF/NEP provided that it has been demonstrated that there will be no negative impacts on the long-term function of the airport.</p> <p>b) Group 2 uses (office/commercial) at or above the 30 NEF/NEP contour.</p> <p>c) Group 3 uses (industrial) at or above the 35 NEF/NEP contour.</p>			✓	
1.2.1	Affordable Housing	Encourage housing forms and densities designed to be affordable to moderate and lower income households.	✓			See accompanying Planning Justification Report for further detail
1.3.3	Transportation and infrastructure corridors	The continuous linear characteristics of significant transportation and infrastructure corridors and rights-of-way to be protected.	✓			See accompanying Planning Justification Report for further detail
2.1.3	Prime agricultural land	Only agricultural, secondary and agricultural related uses are permitted within prime agricultural area designations. Removal of lands from prime agricultural areas will require a Justification Study.	✓			See accompanying Planning Justification Report for further detail
2.1.4	Agricultural operations	A separation distance calculation under the Minimum Distance Separation Formula for non-agricultural uses to be complied with and submitted concurrently with the application.		✓		See Planning Justification Report, prepared by GSAI, dated February 2021 and Planning Justification Addendum, prepared by GSAI, dated October 2021 for further detail
2.2.3.2	Existing pits and quarries	It must be demonstrated that proposed development will not preclude the continued use of existing pits and quarries.			✓	
2.2.3.3	Protection of mineral aggregate resources	Within or adjacent to mineral aggregate resource areas, justification is needed for non-mineral aggregate development.			✓	
2.3.1	Significant portions of habitat of endangered and threatened species	Within this feature, development is not permitted. Within 50 metres an Environmental Impact Study is needed.		✓		See accompanying CEISMP and CEISMP Compliance Letter for further detail
2.3.1	Significant woodlands and valleylands, significant areas of natural and scientific interest (ANSI), significant wildlife habitat, fish habitat	Except for fish habitat and valleylands, within these features or within 50 metres of the feature, an Environmental Impact Study is needed for proposed development. Within 30 metres of a valleyland, an Environmental Impact Study is needed which must include fish habitat.		✓		See accompanying CEISMP and CEISMP Compliance Letter for further detail

Policy	Features/Constraints	Action Required	Yes On-site	Yes off-site but within 500 metres	No	Identify where the action required has been addressed
2.3.1	Significant wetlands	Within significant wetlands development is not permitted. Within 120 metres, and Environmental Impact Study is needed.		✓		See accompanying CEISMP for further detail
2.3.3	Diversity of natural features and their natural connections	Within 50 metres of a significant natural corridor an Environmental Impact Study is needed.	✓			See accompanying CEISMP and CEISMP Compliance Letter for further detail
2.4.1	Surface water, groundwater, sensitive groundwater recharge/discharge areas, headwaters and aquifers	It must be demonstrated that the quality and quantity of these features will be protected or enhanced.	✓			See accompanying CEISMP and CEISMP Compliance Letter for further detail
2.5.1	Significant cultural heritage landscapes and built heritage resources	Development to conserve significant cultural heritage landscapes and built heritage resources.		✓		
2.5.2	Significant archaeological resources	In areas containing significant archaeological potential and resources, these resources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development. Contact Heritage Resource Officer		✓		
3.1.1	Erosion hazards and unstable soils or bedrock	Areas of unstable soils or bedrock and within the 100-year erosion limit of ravines, river valleys and streams, development should be restricted.			✓	
3.1.2	Flooding hazards	Within the regulatory shoreline, a feasibility study is needed, but within defined portions of the dynamic beach and defined portions of the 100-year flood level along connecting channels, development should be restricted.			✓	
3.1.2	Flood plains	Where one zone flood plain management is in effect, development is not permitted within the flood plain. Where two-zone flood management is in effect, development is not permitted within the floodway. Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA.			✓	
3.2.1	Mine hazards or former mineral resource operations	Development on or adjacent to such features will only be permitted if satisfactory rehabilitation measures have been completed.			✓	
3.2.2	Contaminated sites	In areas of possible soil contamination, an inventory of previous uses is needed and site restoration to ensure no adverse effect.			✓	

## SCHEDULE II

### SIGNING OF THE PROPERTY

The Corporation of the Town of Caledon requires, on all applications for amendments to the Official Plan and Zoning By-law and applications for Temporary Use By-Laws, that the applicant erects a sign(s) on the proposed property in accordance with the following requirements:

- a) Upon applying for an amendment to the Official Plan and/or Zoning By-law the applicant shall erect and maintain in a structurally sound condition, the required sign(s). The cost of the sign(s) is the responsibility of the applicant.
- b) Sign Specifications:
  - i) Size: The sign must be 1.2 metres wide by 1.2 metres high with a 0.6 metre ground clearance.
  - ii) Material: It is recommended that the sign be constructed using a 19 mm exterior grade plywood panel. Vertical structural members should be 100 mm by 100 mm fir, installed to a depth of 1.2 metres below grade: 50 mm by 50 mm horizontal fir stringers should be located behind the top, bottom and centre of the sign panel.
  - iii) Paint: Sign panels and all structural members must be painted with a quality paint. Lettering to be black inscribed on a white background.
  - iv) Lettering: The sign is to be professionally lettered or silk screened, using upper case letters, size 50 mm and 100 mm.
  - v) Location: One sign shall be erected along each street frontage of the property, and shall be erected at a minimum distance of 6 metres from the lot line and midway between the adjacent property lines.
  - vi) Wording: The sign for only a proposed Official Plan Amendment will read as follows:

\_\_\_\_\_ HAS APPLIED FOR  
(NAME OF APPLICANT)  
AN OFFICIAL PLAN AMENDMENT FROM \_\_\_\_\_ TO \_\_\_\_\_  
(EXISTING) (PROPOSED)  
TO PERMIT \_\_\_\_\_ ON THIS PROPERTY

PUBLIC COMMENT IS INVITED

FOR FURTHER INFORMATION CONTACT

TOWN OF CALEDON

DEVELOPMENT APPROVAL AND PLANNING POLICY DEPARTMENT

(905) 584-2272

FILE NO.: POPA \_\_\_\_\_

The sign for only a proposed Zoning By-law Amendment will read as follows:

\_\_\_\_\_ HAS APPLIED FOR  
(NAME OF APPLICANT)  
A REZONING FROM \_\_\_\_\_ TO \_\_\_\_\_  
(EXISTING) (PROPOSED)  
TO PERMIT \_\_\_\_\_ ON THIS PROPERTY

PUBLIC COMMENT IS INVITED  
FOR FURTHER INFORMATION CONTACT

**TOWN OF CALEDON**

DEVELOPMENT APPROVAL AND PLANNING POLICY DEPARTMENT  
(905) 584-2272  
FILE NO.: RZ \_\_\_\_\_

The sign for a proposed Official Plan and Zoning By-law Amendment will read as follows:

\_\_\_\_\_ HAS APPLIED FOR  
(NAME OF APPLICANT)  
AN OFFICIAL PLAN AMENDMENT FROM \_\_\_\_\_ TO \_\_\_\_\_  
(EXISTING) (PROPOSED)  
AND A REZONING FROM \_\_\_\_\_ TO \_\_\_\_\_  
(EXISTING) (PROPOSED)  
TO PERMIT \_\_\_\_\_ ON THIS PROPERTY

PUBLIC COMMENT IS INVITED

**FOR FURTHER INFORMATION CONTACT**

TOWN OF CALEDON  
DEVELOPMENT APPROVAL AND PLANNING POLICY DEPARTMENT  
(905) 584-2272  
FILE NOS.: POPA \_\_\_\_\_ AND RZ \_\_\_\_\_

The sign for a proposed Temporary Use By-Law will read as follows:

\_\_\_\_\_ HAS APPLIED FOR  
(NAME OF APPLICANT)

A TEMPORARY USE BY-LAW

**TO PERMIT \_\_\_\_\_ ON THIS PROPERTY**

PUBLIC COMMENT IS INVITED

FOR FURTHER INFORMATION CONTACT

TOWN OF CALEDON

DEVELOPMENT APPROVAL AND PLANNING POLICY DEPARTMENT

(905) 584-2272

FILE NO.: RZ \_\_\_\_\_

- c) The photo(s) illustrating the required sign(s) erected on the subject property must be submitted to the Development Approval and Planning Policy Department **prior to circulation of the application.**
- d) Once an amendment to the Official Plan and/or Zoning By-law, or Temporary Use By-Law has been dealt with by the Town of Caledon Council, the sign on the property should be removed. If the sign is not removed within 30 days of receiving notification of approval from the Town of Caledon staff, the Town will take the sign down and charge the applicant accordingly through taxes.

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### 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.

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*Initials*

*Initials*

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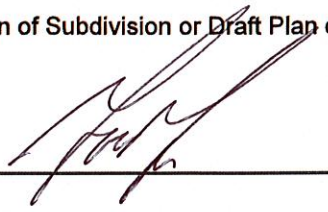


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*Name of Corporation*

*Print - Full Name and Position*

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*(Full Name of Owner or Applicant)*

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

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

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

*(Upper Tier Municipality Name*



*i.e. Peel)*

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Signature of Applicant/Owner

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Community Services Department

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T.: 905-584-2272 x. 7338

Email: [planning@caledon.ca](mailto:planning@caledon.ca)

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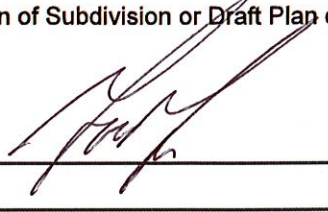


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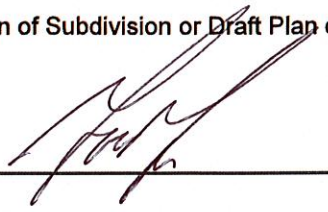
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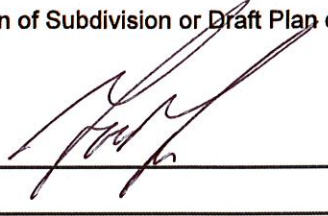


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Signature of Applicant/Owner

## Fee Payment Options

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



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)

**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.

RGS

*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

Glen Schnarr and Associates Inc.

(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.

Robert Speirs  
Robert Speirs

Owner/Signing Officer

Robert Speirs

Owner/Signing Officer

Brenda Speirs, Estate

\_\_\_\_\_ 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)

\_\_\_\_\_  
(Upper Tier Municipality Name