

Oak Ridges Moraine Site Plan Manual: Information Package



May 2020



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca
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The Oak Ridges Moraine Conservation Plan (ORMCP) has been established by the Ontario government to provide land use and resource management direction for land and water within the Moraine. Municipalities are required to take Provincial Policy into consideration when making decisions on development applications and in their Official Plan policies. The purpose of this application is to mitigate any potential negative effects on features located within the Moraine.

Site Plan Control By-law (2013-0086)

This By-law requires that within the ORMCP, development on lands zoned Environmental Policy Area 1 – Oak Ridges Moraine (EPA1-ORM) and Environmental Policy Area 2 – Oak Ridges Moraine (EPA2-ORM) or those that are located within the associated 90 metre buffer, is required to obtain ORM Site Plan Approval.

Fees

ORM Site Plan Applications are subject to fees required to be paid at the time of application. Please refer to the Fees By-law.

Please note that if a review of the application is required by the Conservation Authority, further fees may be required to be paid.

In addition, should the application warrant the creation of a Building Envelope or an Agreement, further legal fees may be required to be paid.



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Exemptions

Development Based

These exemptions are applicable providing there is no requirement for site alterations (i.e. grading, parking, substantial removal of vegetation).

At this time, the following items are exempt from obtaining ORM Site Plan Approval:

- Sheds which are exempt under the Ontario Building Code;
- Roof-mounted solar panels;
- Servicing connections;
- The demolition and/or re-construction of a building, shed or deck within an existing footprint;
- Construction of additional floors above the ground floor;
- Enclosing of an existing deck or porch;
- Replacement of a septic system so long as it is located within the same footprint (or smaller) and there is not an enlargement from the existing system;
- Any development within an approved ORM Envelope.

Location Based

Oak Ridges Moraine Site Plan Approval is not required within the following plans of subdivision, unless it is otherwise required in the Zoning By-law or a related Minor Variance application:

- 43M-1481 – Old Paisley Estates
- 43M-1576 – Pine Glen Farms Ltd.
- 43M-1589 – Blackhorse Village Estates (Phase 2)
- 43M-1723 – Oxford Homes
- 43M-1787 – Diamonwood Properties Ltd.
- 43M-1827 – Sunshine Estates
- 43M-1828 – Alliance Palgrave Inc. (Phase 1)
- 43M-1837 – Cancian Construction Limited
- 43M-1840 – Chateaux of Caledon Corp.
- 43M-1895 – Glorco Holdings Inc.



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The Town has created streams of Oak Ridges Moraine Site Plan approval. While there are similarities in all processes, the streams, timelines and requirements for each are slightly different.

Full Stream

This stream is used when the proposed development:

- Will occur within an area regulated by a Conservation Authority; and/or,
- Will occur within an area with a natural feature (Key Natural Heritage Feature or Key Hydrologic Feature) where circulation is required to a Conservation Authority for review as the technical advisor; and/or,
- Will require a building envelope. A building envelope is required where an applicant is proposing new development within lands zoned EPA 1-ORM or EPA 2-ORM, or in the case where it is determined through consultation with the appropriate conservation authority that a building envelope is required. Applications requiring a building envelope require the execution of a Letter of Undertaking or Site Plan Agreement, registration of a Reference Plan on title and the posting of securities.

Scoped Stream

This stream affects all applications that do not fall under one of the other streams noted.

Fast-Track Stream

This stream is utilized when the proposed development qualifies for the Fast-Track Building Permit Service and approval is not required from any external agencies. The following items may be considered for the Fast-Track Stream at the discretion of Town staff:

- Enlargement to/Replacement of a Septic System
- Swimming Pool (Inground/Above Ground) and Related Enclosure
- Fences
- Driveway Expansions/Extensions (provided no new access is proposed)
- Small detached garages, carports and sheds
- Basic Decks
- Demolition of existing buildings and structures

Through the review of the Site Plan, Planning staff will work with appropriate agencies and departments to create an ORM Envelope (where possible). Please note that this may not be appropriate or possible in all circumstances due to the proposed development and features on or adjacent to the property.



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Step 1:
What approvals are required?

In order to determine what approvals are required for your proposed project, begin by contacting the following departments and agencies for additional information:

Step 2:
Preliminary Meeting
(Optional)

Step 3:
Submission of Application
Package

Step 4:
Circulation and Site Visit

Step 5:
Application Review

Step 6:
Final Approval

Step 7:
Building Permit Issuance

1. Contact Planning and Development staff at 905.584.2272 x. 7338 regarding:
 - Zoning of the property;
 - Determining if the property and proposal lie within a regulated area of the applicable Conservation Authority;
 - Determining if your proposal is subject to ORM Site Plan Approval; and,
 - Obtaining clarification and further information regarding additional submission requirements.
2. Contact the Building Section at 905.584.2272 x. 2233 regarding Building Permit applications, requirements and timelines.
3. If required, contact the appropriate Conservation Authority regarding permit requirements:
 - Toronto and Region Conservation Authority (TRCA) at 416.661.6600
 - Credit Valley Conservation (CVC) at 905.670.1615
 - Lake Simcoe Region Conservation Authority (LSRCA) at 905.895.1281
 - Nottawasaga Valley Conservation Authority (NVCA) at 705.424.1479



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Town of Caledon Planning and Development staff provide the opportunity for applicants to meet with Planning staff to discuss their proposal prior to submitting an ORM Site Plan Application.

To request a meeting:

1. Complete the [Preliminary Meeting Request Form](#) available online;
2. Attach a concept plan illustrating the proposal;
3. Submit the form and the plan to the Planning and Development.

When the applicant has submitted the form and supporting material, the meeting will be arranged within 5 business days.

At the meeting, Planning staff will provide the applicant feedback regarding the proposal. Please note that all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting. Through a review of the application, additional information may be identified or discussed.



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Required permits can be applied for at the same time and may be reviewed concurrently. However, ORM Site Plan Approval will not be granted until Conservation Authority Approval is received (if applicable) and a Building Permit will not be issued without both ORM Site Plan Approval and a Permit from the Conservation Authority (if applicable).

*Note: If you are applying for a FastTrack Building Permit, ORM Site Plan Approval and Conservation Authority permits are required prior to submission of the application.

Preparing and Submitting an ORM Site Plan Application Package

1. Complete the ORM Site Plan Application form online in full, ensuring that:
 - A full address has been provided (including city/town and postal code) under 'Section 1: Applicant Information';
 - ALL existing and proposed development are listed and information provided on the application form;
 - The owner has provided authorization for the agent (if applicable); and,
 - The checklist is completed in full.
2. Prepare and complete the site plan drawing in association with the checklist and application form and using the 'Example Site Plan' as guidance. It is preferred that any drawings/plans submitted meet the [Electronic Submission Requirements](#).
3. Payment of the application fee.
4. Submit the completed package to Planning and Development staff through the online form available on the Town's [website](#).



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When the application has been received, a Lead Planner will be assigned to the file and the application will be circulated for review. The application may be circulated to the following internal departments and external agencies:

- Town of Caledon
 - Zoning (all applications)
 - Development Engineering (all applications)
 - Legal (all applications)
 - Heritage (if property/structure is designated)
 - Urban Design (if the property is a corner lot)
 - Building (if building permit may be required)
 - Regulatory Services (if fill is proposed)
 - Engineering Services (if a new access is proposed)
- Applicable Conservation Authority (if regulated)
 - TRCA
 - CVC
 - LSRCA
 - NVCA
- Ministry of Natural Resources (if requested by the Conservation Authority)
- Ministry of Transportation (if adjacent to a Highway)
- Region of Peel (if adjacent to Regional Road or for site servicing)

Full Streams

Where an application is circulated within the Town of Caledon (internally) only, the processing will take a minimum of 2 weeks to complete. If the application requires circulation of an external agency, the processing will take a minimum of 1 month to complete.

Please note that staff strongly recommend that the applicant contact external agencies to assist in the timely submission of comments. Where an application requires technical review by external agencies, the submission of comments may take longer than requested by staff.

Scoped Streams

Where an application is circulated within the Town of Caledon only, the processing will take a minimum of 2 weeks to complete.

Fast-Track Streams

Where an application is circulated within the Town of Caledon only, the processing will take a minimum of 5 days to complete.



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Site Visit

During the circulation period, the Lead Planner will complete a review of the site which may include a site visit to the property.

A site visit will be used to determine the scope and impact of the proposed development on the surrounding natural features.

If the property is regulated by a Conservation Authority the site visit may be completed in coordination with staff from the Authority.

Depending on the nature of the site, a feature staking exercise may be completed on site with Conservation Authority, Ministry of Natural Resources (if requested by the Conservation Authority) and Town staff.



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When the circulation period is complete, typically, one of the following may occur:

No Comments/Concerns

If all comments have been received and it is identified that there are no comments or concerns with the application, the Lead Planner will recommend approval of the application to the Manager.

Additional Information Required

Through the review of the site plan, commenting agencies and departments may require additional information to be provided by the applicant. This information may include, but is not limited to:

- Proof of Consent (i.e. proof that the lot was created by a severance);
- Minimum Distance Separation (MDS) Calculations;
- Engineering drawings stamped by a Qualified Professional;
- Supporting studies and documentation (i.e. Natural Heritage Evaluation, Environmental Impact Study and Management Plan).

The applicant is responsible for providing the required additional information to the Lead Planner through the online form, for recirculation and comments.

Establishment of a Building Envelope

Through the review of the site plan, it may be determined that a Building Envelope must be established on the property. This typically occurs where a new dwelling is being constructed on a vacant lot. Should this be required, staff will issue a Conditional Approval subject to the applicant working with the Legal Services to register a reference plan and agreement on title to establish the envelope.

The applicant/owner are responsible to hire a surveyor to prepare a reference plan, as well as make the required payments to the Legal Services to assist in the registration of the reference plan and agreement related to the envelope.



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When staff is of the opinion that the proposal is satisfactory and all comments and concerns have been addressed, the Lead Planner will recommend approval of the application to the Manager.

A copy of the approval package (letter and drawings) will be sent to the applicant/owner. A copy of the approval package will also be forwarded directly to the appropriate department to issue the permit.



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Step 7:
Building Permit Issuance

The Building Permit can be issued when:

- Final Approval of the Site Plan Application has been granted; and,
- The Building Permit review process has been satisfactorily completed.

For more information regarding the Building Permit process, please contact the Building Section at 905.584.2272 x. 2233.

Please note that payment of additional fees may be required at the time of issuance of the building permit.

For more information on Development Charges or Securities, please contact 905.584.2272 x. 7338.



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Town of Caledon 905.584.2272

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General Planning Inquiries x. 7338

General Building Inquiries x. 2233

Region of Peel 905.791.7800

10 Peel Centre Drive, Brampton, ON, L6T 4B9

Ministry of Natural Resources 905.713.7400

Aurora Office – 50 Bloomington Road, Aurora, ON, L4G 0L8

Ministry of Transportation 416.235.4592

1201 Wilson Avenue, 7th Floor, Building 'D', Downsview, ON, M3M 1J8

Toronto Region Conservation Authority 416.661.6600

5 Shoreham Drive, Downsview, ON, M3N 1S4

Credit Valley Conservation 905.670.1615

1255 Old Derry Road, Mississauga, ON, L5N 6R4

Lake Simcoe Region Conservation Authority 905.895.1281

120 Bayview Parkway, Box 282, Newmarket, ON, L3Y 4X1

Nottawasaga Valley Conservation Authority 705.424.1479

John Hix Conservation Administration Centre, 8195 8th Line, Utopia, ON, L0M 1T0



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