

Oak Ridges Moraine Site Plan Application Form

STAFF USE ONLY:	Full	Scoped	Fast Track
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Within the Oak Ridges Moraine Conservation Plan, lands zoned Environmental Policy Area 1 – Oak Ridges Moraine (EPA1-ORM) and Environmental Policy Area 2 – Oak Ridges Moraine (EPA2-ORM) or lands within a 90 metre buffer of these zones, are subject to Site Plan Control. Site Plan Control enables the Town to ensure that all new development will be designed in accordance with the requirements of all provincial, regional and municipal authorities, along with the requirements of applicable Conservation Authorities.

It is recommended that the applicant review the [Oak Ridges Moraine Site Plan Manual](#) and consult with Planning and Development Services staff prior to submitting an application.

To submit an Oak Ridges Moraine Site Plan application, the applicant must submit this application form together with the following information to Planning and Development staff:

A Site Plan in pdf format, in accordance with the [Electronic Submission Standards](#) (see example attached to this application) of the subject property showing the following items based on property use:

- Entire property, labelling the lot area and lot frontage;
- All buildings and structures including sheds, decks, porches, gazebos, etc.;
- The distance between the closest point of each building or structure and the lot lines;
- The distance between buildings and/or structures;
- Driveways, (including driveway width at the widest point), location and setbacks to the lot lines;
- Location of any pools and cabanas;
- Septic system and well locations; and,
- All natural features on the property, including streams and wetlands, trees and other vegetated areas, along with any relevant setbacks from existing and proposed structures.

Owner Authorization permitting the applicant to act on the Owner's behalf to submit the application;

(Optional) A Cover Letter describing the reason for the application and any proposed development or use of the property;

(Optional) A Grading Plan showing all grading proposed on the property, including areas of proposed fill;

(Optional) A Property Survey

Application fee payment in accordance with the applicable Town of Caledon Fee By-law; and,

Any other information that may be pertinent.

List the Supporting Material:

Please note that the above-noted documents are to be submitted electronically (preferably in pdf format) and they must be readable/scalable when printed on maximum 11 x 17 format.



Oak Ridges Moraine Site Plan Application Form

APPLICANT CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Oak Ridges Moraine Site Plan Application Form

OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

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PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
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Unit Type	Unit Number
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Roll Number

Legal Description

Site Area (hectare or square metres)	Frontage (metres)	Depth (metres)
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Existing Water Services on the Subject Property are: *(check those that apply)*

Municipal Water (Piped)

Individual Private Well

Communal Well

A Lake or Other Water Body

Other: _____

Existing Sewage Disposal Services on the Subject Property are: *(check those that apply)*

Municipal Sanitary Sewers

Private Individual Septic System

Private Communal Septic System

A Privy

Other: _____



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Please Identify All Existing Uses and Buildings/Structures on the Property. *(Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)*

Existing Use (i.e. Residential – House)	Year Established (i.e. 2008)	Was the Use Established Without Permissions (Yes, No, Unknown)

Is the Property Vacant? Yes No

Building/Structure Type	Date Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Ground Floor Area - Footprint (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)



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Building/Structure Type	Date Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Ground Floor Area - Footprint (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)

Please Explain the General Description of the Proposal.



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Please Identify All Proposed Uses on the Property. (Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)

Proposed Use (i.e. Residential – House)

Proposed Water Services on the Subject Property are: (check those that apply)

Unchanged From Existing

Municipal Water (Piped)

Individual Private Well

Communal Well

A Lake or Other Water Body

Other: _____

Proposed Sewage Disposal Services on the Subject Property are: (check those that apply)

Unchanged from Existing

Municipal Sanitary Sewers

Private Individual Septic System

Private Communal Septic System

A Privy

Other: _____

Is a Building/Structure Proposed to be Constructed on the Property as Part of This Application?

Yes

No



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<hr/> Building/Structure Type	<hr/> Height (metric units)
<hr/> Front Lot Line Setback (metric units)	<hr/> Dimensions (metric units)
<hr/> Rear Lot Line Setback (metric units)	<hr/> Total Floor Area (metric units)
<hr/> Side Lot Line Setback (metric units)	
<hr/> Side Lot Line Setback (metric units)	

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<hr/> Front Lot Line Setback (metric units)	<hr/> Dimensions (metric units)
<hr/> Rear Lot Line Setback (metric units)	<hr/> Total Floor Area (metric units)
<hr/> Side Lot Line Setback (metric units)	
<hr/> Side Lot Line Setback (metric units)	



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Please List All Other Site Works Proposed, Including but not Limited to:

- Alterations to or a new septic system;
- Swimming pool;
- Landscaping;
- Alterations to or a new driveway, entrance or parking area;
- Tennis courts;
- Retaining walls;
- Grading/filling works; and/or
- Vegetation removal.

PROPERTY OWNER PERMISSON TO ENTER PROPERTY

The Town will complete a site visit of the property to understand and review the proposed development and associated impacts (if any). Where the property is regulated by a Conservation Authority, Town staff will coordinate the site visit with Conservation Authority staff.

I understand and hereby authorize and consent to Town of Caledon staff and the appropriate Conservation Authority staff to enter upon the above-noted property at any reasonable time for the purpose of evaluating the merits of the application.

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.

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 an Oak Ridges Moraine Site Plan application. 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



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SUBMISSION OF THE APPLICATION FORM

Please use the Town's online application form, or print, scan and submit the completed Oak Ridges Moraine Site Plan Application Form and required information in person or by e-mail to:

Planning and Development Services
Community Services Department
Town of Caledon
T.: 905-584-2272 x. 7338
Email: planning@caledon.ca

OAK RIDGES MORaine SITE PLAN APPLICATION PROCESS OVERVIEW

Once the applicant has submitted the application form, site plan and required fee, a Lead Planner will be assigned to the application. The application will be circulated for a typical period of 2 weeks. Once all comments are received, the Lead Planner will contact you with a further update.

