



INFORMATION AND PROCEDURES

The attached application is to be used by persons or public bodies as an application for Site Plan Approval. In the application, “subject land(s)” means the land(s) that is the subject of this application. This application and any attached supporting documentation contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the Municipal Act, as amended, and the Planning Act, as amended, and will be used in the processing of the application for Site Plan Approval.

This Guide has been prepared by the Township of King Planning Department to provide a general outline of the procedures involved in the processing and review of an Application for Site Plan Approval in the Township of King. The purpose of the Guide is to familiarize the Applicant of the responsibilities of both the proponent and the Municipality under the provisions of the Planning Act, as amended.

Pre-consultation

Pre-consultation prior to submission of an application is a critical component of the processing of an application. All applicants must pre-consult with Planning Department staff prior to submitting an application to discuss information requirements and clarify any issues related to the processing of the application. Please contact the Planning Department to coordinate your pre-consultation meeting (905-833-5321 or planninginfo@king.ca). The Planning Department may recommend a certain amount of pre-consultation with certain commenting public bodies or agencies which may have jurisdictional interests in the proposal.

Site Plan Approval

Site Plan Approval is required for certain types of development, as specified by the Township’s Site Plan Control By-law, as amended from time to time. Types of development requiring site plan approval include:

- Development, including Residential, within certain areas of the Oak Ridges Moraine, in accordance with By-law 2005-23
- Residential (3 or more dwelling units);
- Commercial Development;
- Industrial Development;
- Institutional Development; and
- Demolition/Replacement of Existing Residential Dwelling.



Agency Circulation and Consultation

Applications are circulated to various Township departments and external agencies that may have a jurisdictional interest in the proposed development. Once an application is submitted, Planning staff will coordinate a circulation to all applicable organizations. The following is the contact information for York Region and the Conservation Authorities.

<p>Toronto & Region Conservation Authority 5 Shoreham Drive North York, Ontario M3N 1S4 T: 416-661-6600</p>	<p>Lake Simcoe Region Conservation Authority 120 Bayview Parkway, P.O. Box 282 Newmarket, Ontario L3Y 4X1 T: 905-895-1281</p>
<p>Region of York 17250 Yonge Street, Box 147 Newmarket, Ontario L3Y 6Z1 T: 905-895-1231</p>	

Site Plan Development Agreement

Site Plan Approval is facilitated through a Site Plan Development Agreement between the owner of the subject land and the Township. Encumbrancers on title to the subject land are also involved in this Agreement. The Township solicitor will conduct a title search to determine the proper parties to the Agreement (including all encumbrancers). The Planning Department will prepare the Site Plan Development Agreement and provide the document to the owner for execution. All costs incurred by the Township’s solicitor for the purpose of the preparation and registration of the Site Plan Development Agreement on title are the responsibility of the owner/applicant. Financial securities for site works, vegetation/planting, sediment and erosion control measures, and building demolition, among other items, will be required to be posted by the owner/applicant. Such securities will be held by the Township until the development on site is completed in accordance with the provisions of the Site Plan Development Agreement.

No works shall be commenced and no permits issued until such time as the Site Plan Development Agreement is properly executed and registered on title, all required fees, levies, securities etc. have been paid or posted, and all required permits and/or additional approvals have been obtained.

Fees: All applicable fees, as detailed in this application and/or as cited in the Township’s Fees By-law, as amended from time to time, must be submitted with the completed application.



Additional Fees

The applicant should be aware that additional Municipal Fees associated with the review process may include the following:

- Township of King peer review fees including independent professional consultants which may be retained at the discretion of the Township to review submissions associated with the application and may include the Township's Engineer, Solicitor or Hydrogeologist, environmental consultants, landscape architects or others. Planning staff will usually be in a position to advise upon submission of the application whether such additional costs are to be anticipated.
- Engineering Fees for the review and approval of internal and external drawings, and inspections will be collected for any major (complex) Site Plan Applications in accordance with the Township's Fees and Charges By-law. This fee is payable prior to the execution of the Site Plan Development Agreement by the Township.
- Legal fees associated with the processing of this application and the preparation and registration of agreements when such agreements are required, including a title search to determine the appropriate parties to the required agreement.
- In the event that the proposed development is supported and approved by Township Council, the application form requires the proponent to acknowledge and agree to cover all Municipal costs associated with an Ontario Municipal Board appeal where such decision is challenged.

Conformity with Statutes, Regulations, and By-laws

The application must demonstrate conformity with all applicable statutes, regulations, by-laws, and requirements of any government authority or agency. The proposed development must conform to the Ontario Building Code, and all relevant regulations, and the Township of King accepts no responsibility for any lack of compliance therewith. Building permits will not be issued until Site Plan Development approval is granted, and the Site Plan Development Agreement, where applicable, is fully executed by all interested parties, and is registered on title.

Development Charges

Owners/applicants are advised that Development Charges payable to King Township, the Region of York, and both the Public and Separate School Boards are required upon application for a Building Permit in accordance with King Township's current Development Charges By-law, as amended from time to time. Contact the Building Department (905-833-5321) to determine the Township rate/cost prevailing at such time. For Regional and School Board rates, please contact the individual agencies.



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SUBMISSION OF APPLICATION

Submission of this application constitutes consent for the Township of King, and circulated agency representatives to inspect the subject lands or premises, and to carry out any inspections, tests, and investigations as may be required.

Completeness of this Application Form: When this application form is submitted, ALL of the following must be provided by the applicant for the application to be considered complete:

- One (1) original copy of this application form, including all the information requested herein with original signatures;
- One (1) original copy of the Pre-consultation Letter and submission of all requested items from the pre-consultation meeting, with original signatures¹;
- Five (5) copies of the original application form, including all appendices;
- Ten (10) copies of all any background reports and/or technical documentation as determined at the pre-consultation meeting and as required under approved Township and/or Region of York policy documents;
- Twenty (20) copies each of the survey, site plan, and plans/drawings of the subject lands, folded to a size suitable for mailing, illustrating all information identified in Appendix 1, attached, or as identified in the pre-consultation meeting;
- One (1) reduced copy of the survey, site plan, and all required plans/drawings;
- Three (3) copies of the Natural Heritage/Hydrological Evaluation, where applicable;
- Three (3) copies of the Cut & Fill Analysis, where applicable;
- Cost Estimates (site works, vegetation planting, sediment/erosion control, demolition), where applicable
- Four (4) Disks with digital/electronic copies of the entire submission (including plans, drawings, and copies of technical studies/reports);
- A non-refundable Planning Department Application Fee, in accordance with the current Township of King Fees & Charges By-law, as amended from time to time, payable to the Township of King;

¹ Not required for Demolition/Replacement Dwelling Applications and Oak Ridges Moraine Applications required under By-law 2005-23



- A non-refundable Application Fee, in accordance with and the current Township of King Fees & Charges By-law, as amended from time to time, where the proposal requires private servicing;
- A non-refundable Application Processing fee payable to the Region of York, where applicable; and
- A non-refundable Application Processing fee payable to the applicable Conservation Authority, where applicable.

When the above noted information has been received, this submission will be evaluated in order to determine if it is complete. If a pre-consultation meeting has not been held, or if any of the prescribed information and/or processing fee(s) is not provided, King Township Planning Department may return the application form, or refuse to consider the application, until such time as the above noted information has been provided.

APPLICANT'S ACKNOWLEDGEMENTS:

The Applicant hereby acknowledges:

- That this application and the attached supporting documentation and materials contains information collected and maintained for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- That personal information on this application form is collected under the authority of the Municipal Act, as amended, the Planning Act, as amended, and will be used for the purpose of processing this application;
- That conceptual development plans and/or drawings submitted within this application are not reviewed for compliance with the Ontario Building Code and/or related regulations;
- That all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application;
- That additional approvals from King Township and/or other agencies may be required;
- Additional fees and/or charges (e.g. building permit fees, sign permit fees, parkland dedication fees, development charges, sanitary sewer capital charges) associated with any development approved in conjunction with this application may be required;
- That the applicant may be required to pay reasonable legal fees associated with the processing of this application and the preparation and registration of agreements when



such agreements are required, including a title search to determine the appropriate parties to the required agreement;

- That additional costs associated with the processing of this application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the Township but retained where expertise is required in a certain area of study (e.g. environmental, servicing, marketing, noise); and
- That additional information, and/or materials may be required, and therefore the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted;
- That cost estimates for site works, vegetation planting requirements, and demolition (in the case of a replacement dwelling) may be required to be provided by the applicant during the processing of the application;
- In the case of a Site Plan Development Application for a demolition/replacement dwelling, security equal to 150% of the cost of removal of the existing residential building will be required. The value of the security required will be based upon a Cost Estimate provided by the applicant, and prepared by a qualified demolition company/contractor, deemed acceptable by the Township of King;
- That there are no outstanding orders, infractions or violations of any kind on the lands subject to this application; and
- That no site works shall be commenced until Site Plan Approval has been granted, and all other applicable permits and/or approvals have been obtained, and all required fees, invoices, levies, and securities have been paid or posted.



**APPLICATION FOR SITE PLAN APPROVAL
KING TOWNSHIP
PLANNING DEPARTMENT**

SHADED AREAS FOR OFFICE USE ONLY	
FILE NUMBER	SPD-
RELATED APPLICATIONS	
DATE RECEIVED	
APPLICATION FOR	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Telecommunications <input type="checkbox"/> Development w/in the Oak Ridges Moraine <input type="checkbox"/> Demolition/Replacement Dwelling <input type="checkbox"/> Revisions to Approved Site Plan <input type="checkbox"/> Other: _____

1. CONTACT INFORMATION

Name & Company	Mailing Address & Postal Code	Contact Information
Registered Owner ² :		Phone 1:
		Phone 2:
		Email:
		Fax:
Applicant ³ :		Phone 1:
		Phone 2:
		Email:
		Fax:
Agent (Consultant/Solicitor):		Phone 1:
		Phone 2:
		Email:
		Fax:
Encumbrancer (mortgages, holds, charges):		Phone 1:
		Phone 2:
		Email:
		Fax:

1.1 Please indicate to whom all correspondence relating to the application should be sent (select one only). This person will act as the Application Coordinator.

- Owner Applicant Agent

² If there is more than one Owner, please attach a separate page with the required information. If the Owner is a numbered company, provide the name and address of the principal Owner.

³ Owner's authorization if required if the Applicant is not the Owner.



2. SUBJECT LANDS INFORMATION

Municipal Address (Street # & Name)			
Registered Plan(s)	Lot(s)/Block(s)	Reference Plan(s)	Part(s)
Assessment Roll #(s)	Lot(s)	Concession(s)	
Statistics for Subject Lands:	Area (m ² or ha)	Frontage (m)	Depth (m)
Date Subject Lands Acquired:			

2.1 Are there any easements, rights-of-way, restrictive covenants, etc. affecting the subject lands?

YES No

If YES, please identify below, and indicate on a survey, site plan, and all other accompanying plans, the nature of the easement, right-of-way, restrictive covenant etc.

2.2 Is the subject land subject to a Subdivision Agreement?

YES NO

3. APPLICATIONS

3.1 Please indicate whether this land, or land within 120 metres of this land, is or has been the subject of any other applications under the Planning Act.

OTHER APPLICATIONS	SUBJECT LANDS			ADJACENT LANDS		
	YES	NO	FILE NO.	YES	NO	FILE NO.
Amendment to Local Official Plan						
Amendment to Regional Official Plan						



**APPLICATION FOR SITE PLAN APPROVAL
KING TOWNSHIP
PLANNING DEPARTMENT**

OTHER APPLICATIONS	SUBJECT LANDS			ADJACENT LANDS		
	YES	NO	FILE NO.	YES	NO	FILE NO.
Zoning By-law Amendment						
Consent						
Site Plan Approval						
Minor Variance						
Minister's Zoning Order						
Functional Servicing/Development Area Study						

3.2 If YES has been answered one or more times in Section 3.3 above, please specify the lands affected, the name of the approval authority considering the application, the purpose of the application, the status of the application, and the effect of the application on the proposed amendment on a separate page. Is the separate page attached?

YES NO Not Applicable

3.3 Has the subject land been subject to a site plan agreement previously?

YES NO Not Applicable

If YES, please provide the date of the Agreement and the associated file number:

3.4 Does the proposed use/development require approval(s) from other agencies/levels of government (e.g. Conservation Authority, Provincial Ministry, Federal Agency)?

YES NO Not Applicable

If YES, please specify: _____

4. DETAILS OF APPLICATION

4.1 What are the current uses of the subject lands?



4.2 Provide the length of time the uses on the subject lands have continued.

4.3 How are the subject lands currently designated and zoned⁴?

a) York Region Official Plan _____

b) King Township Official/Community Plan:

i. Document: _____

ii. Designation: _____

c) King Township Zoning By-law:

i. Document: _____

ii. Zone: _____

4.4 Are the subject lands located within the **Oak Ridges Moraine Conservation Plan Area**?

YES NO

If YES, please complete sections 4.4 a) through 4.4 h), below:

a) Landform Conservation Area (check all applicable)

Category One Category Two Not Applicable

b) Total area (m²) of the lot to be disturbed: _____

c) Total area (m²) of the lot containing impervious surface: _____

d) Ground Floor Footprint (m²): _____

e) Does the proposed development constitute Major Development (ground floor area of 500 m² or greater)? YES* NO

*A Stormwater Management/Grading Plan, prepared by a Professional Engineer, is required.

⁴ Include references to any site-specific amendments and/or by-laws, where applicable



- f) Does the proposed development require the importation of fill material?
 YES* NO

If YES, please complete identify the amount of fill (m³): _____
 *A Cut and Fill Analysis is required.

- g) Does the proposed development require tree removal?
 YES NO

If YES*, please identify the number of trees to be removed, or area to be cleared (m²): _____
 *A Tree Inventory may be required to be submitted based upon the nature of the proposed tree removal.

- h) Key Natural Heritage Features:

Key Natural Heritage/Hydrological Feature identified within 120 metres (400 feet)	Distance from Proposed Development (metres)
Significant Woodlands	
Significant Wetlands	
Significant Watercourse	
ANSI – Life Science	
Significant Valleyland	
Kettle Lake	
Sand barrens, savannahs, tall grass prairies	
Other _____	

Is the proposed development within 120 metres of a Key Natural Heritage/Hydrological Feature?

- YES NO

If YES, a Natural Heritage Evaluation and/or Hydrological Evaluation may be required. The required Evaluation is to be completed by a qualified ecologist/biologist, and shall demonstrate conformity with the Oak Ridges Moraine Conservation Plan. Please consult with Planning staff to discuss this requirement.

- 4.5 Are there any buildings or structures on the subject lands?

- YES NO

If YES, please complete the following table:



**APPLICATION FOR SITE PLAN APPROVAL
KING TOWNSHIP
PLANNING DEPARTMENT**

TYPE	EXISTING BUILDING OR STRUCTURE		
	Number 1	Number 2	Number 3
Setbacks – Front (m)			
Setbacks – Rear (m)			
Setbacks – Side (m)			
Setbacks – Side (m)			
Floor Area (m ²)			
Height (m)			
Date of Construction			

Attached separate sheet if additional space is required

4.6 Please provide a description of the proposed uses/development of the subject lands.

4.7 Please provide a brief description of the adjacent land uses:

- a) North: _____
- b) East: _____
- c) South: _____
- d) West: _____

4.8 Are there any buildings or structures proposed to be built on the subject land?

YES NO

If YES, please complete the following table:

TYPE	PROPOSED BUILDING OR STRUCTURE		
	Number 1	Number 2	Number 3
Setbacks – Front (m)			
Setbacks – Rear (m)			
Setbacks – Side (m)			
Setbacks – Side (m)			
Floor Area (m ²)			
Height (m)			
Number of Storeys			

Attach a separate sheet if additional space is required



4.9 Does this application propose the demolition/replacement of an existing residential dwelling?

YES NO

If YES, please complete the following table:

	Existing		Replacement	
Owner Occupied	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tenant Occupied	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Vacant	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Floor Areas (m²)				
Basement				
Main Floor				
Second Floor				
Additional				
Is the Cost Estimate for Demolition/Removal of Existing Dwelling* attached?			<input type="checkbox"/> YES	<input type="checkbox"/> NO

*The Cost Estimate shall be prepared by a qualified demolition company/contractor

4.10 Does the proposed use/development affect lands within an identified source water protection area?

YES NO

4.11 Watershed Conservation Area (check all that apply):

Lake Simcoe Region Conservation Authority		Toronto & Region Conservation Authority	
<input type="checkbox"/>	Regulated*	<input type="checkbox"/>	Regulated*
<input type="checkbox"/>	Partially Regulated*	<input type="checkbox"/>	Partially Regulated*
<input type="checkbox"/>	Not Regulated	<input type="checkbox"/>	Not Regulated

*Prior to the issuance of a building permit, you will be required to obtain a permit from the applicable Conservation Authority for works or related works which occur within a regulated area. Please contact the Conservation Authority directly for details and specific requirements.



5. SERVICING

	EXISTING	PROPOSED
Water Supply System	<input type="checkbox"/> Municipal	<input type="checkbox"/> Municipal
	<input type="checkbox"/> Individual Well	<input type="checkbox"/> Individual Well
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:
Sewage Disposal System	<input type="checkbox"/> Municipal	<input type="checkbox"/> Municipal
	<input type="checkbox"/> Individual septic system	<input type="checkbox"/> Individual septic system
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:
Stormwater	<input type="checkbox"/> Storm sewers	<input type="checkbox"/> Storm sewers
	<input type="checkbox"/> Ditches/swales	<input type="checkbox"/> Ditches/swales
	<input type="checkbox"/> Other, describe:	<input type="checkbox"/> Other, describe:

5.1 Does the application propose development on a privately owned and operated individual or communal septic system, and would more than 4500 litres of effluent be produced per day as a result of the development being completed?

- YES NO Not Applicable

If YES, a servicing options report and a hydrogeological report are required.

NOTE: Consult the appropriate approval authority (Township Planning Department or Region of York) about the type of hydrogeological assessment expected prior to undertaking the preparation of any report.

6. ACCESS

6.1 Please indicate the method of access to the subject lands:

- Township Road/Right-of-way
- Regional Road
- Provincial Road
- Private Road/Right-of-way
- Water Access
- Other, explain: _____



6.2 If access to the subject lands is proposed by water only, please indicate the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

Required information is attached.

7. MINIMUM DISTANCE SEPARATION (MDS)

7.1 Minimum Distance Separation is applied to lands being considered for non-agricultural designations. Are there one (1) or more livestock barns or manure storage facilities located within 2000 metres (6,561 feet) of the boundary of the subject land?

YES NO

If YES, please complete the Minimum Distance Separation – Data Sheet attached to this application.

8. OTHER INFORMATION

8.1 Is there any other information you think may be useful to the Township or other agencies in reviewing this application? If so, explain on a separate page and attach. Is a separate page attached?

YES NO

9. AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be complete.

9.1 Authorization of Owner for Agent to make Application

I, _____, am the Owner of the land that is the subject of this planning document and I authorize _____ to make this application on my behalf, and for the purpose of the Municipal Freedom of Information and Protection of Private Act to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner



9.2 Consent of the Owner

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, _____
am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I also agree to allow the Township, its employees and agents to enter upon the subject property for the purposes of conducting survey, inspection, and tests that may be necessary to the application.

Date

Signature of Owner

9.3 Payment of Fees

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any external consulting fees and expenses (e.g. legal, engineering, landscape architectural, planning etc.) incurred by the Township of King during the processing of this application, in addition to all applicable application fees set by the Township of King.

Date

Signature of Owner

NOTE: All invoices will be sent to the person indicated in Section 1 of this application identified as the primary contact for correspondence, unless otherwise requested.



9.4 Acknowledgement of the Owner for Ontario Municipal Board Appeals

The Owner acknowledges and agrees, in the event Council approves the application and it is appealed to the Ontario Municipal Board (OMB) by a third party, the Owner agrees to reimburse the Township for all costs incurred by the Township, including any municipal cost and disbursements for legal counsel and external consultants, for preparation and attendance at an OMB hearing, where the Township is requested to defend the decision of Council. The Owner further acknowledges and agrees to provide a cash security deposit to the Township upon notice of appeal of the application to the OMB by a third party.

Date

Signature of Owner

10. AFFIDAVIT

The following affidavit must be completed prior to submitting this application.

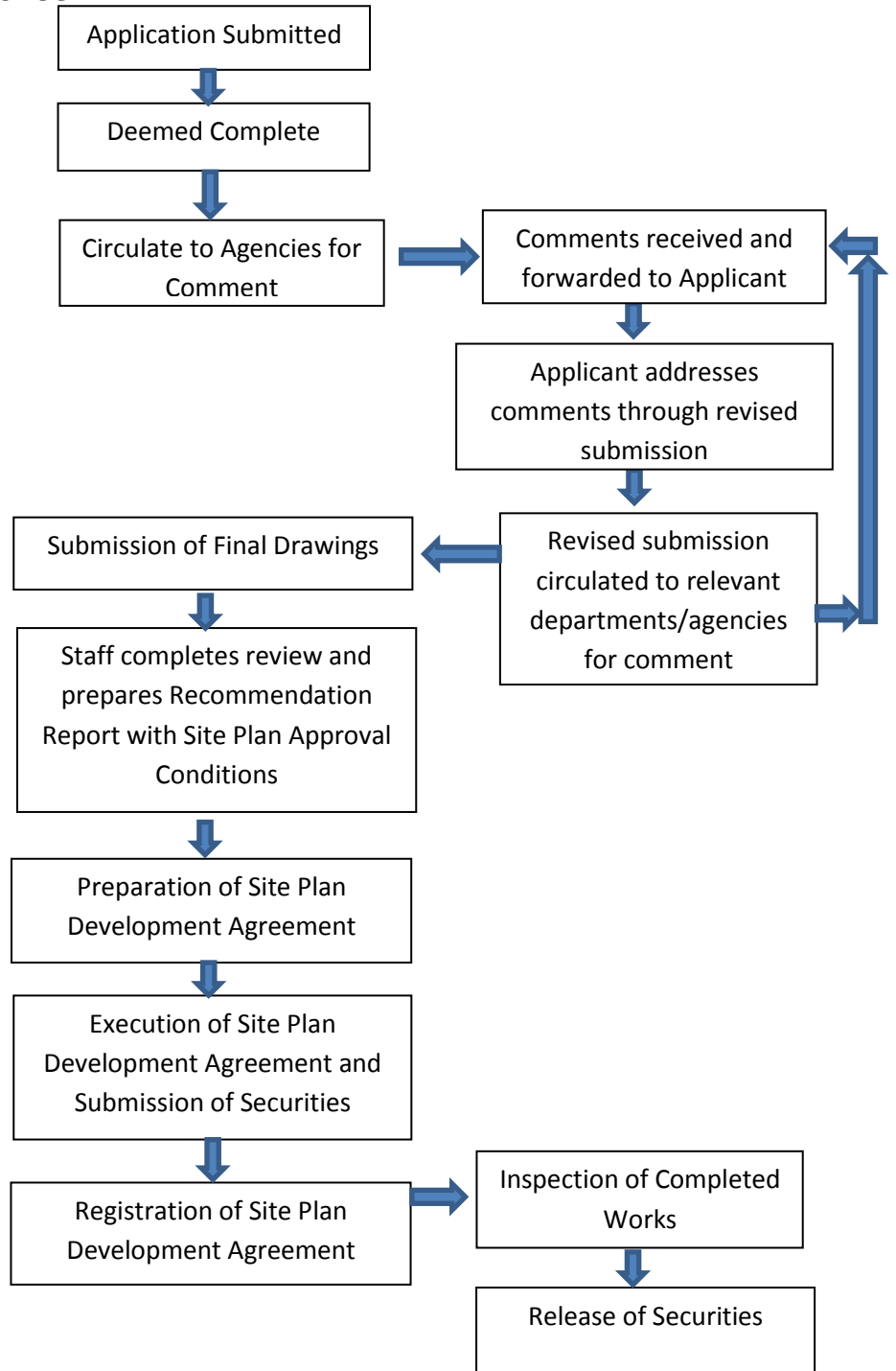
I, _____, of the _____
in the Regional Municipality of/City of _____
solemnly declare that the information contained in this application, attachments, and
accompanying reports are true, and I make this solemn declaration conscientiously believing
it to be true and knowing that it is the same force and effect as if made under oath, and by
virtue of "The Canada Evidence Act".

Declared before me at the _____ in
the Regional Municipality of/City of _____
this _____ day of _____, _____.

WITNESS

REGISTERED OWNER(S) OR AGENT

SITE PLAN APPROVAL PROCESS



NOTE: This procedure applies to most applications. The procedure may vary slightly for certain applications.

APPENDIX 1: PLANS/DRAWINGS REQUIREMENTS FOR SITE PLAN APPROVAL

Plans and drawings illustrating the location, elevations, and cross sections of all buildings and structures to be erected on the subject lands, and location of all facilities and works to be provided are required under Section 41(4) of the Planning Act. More specifically, plans and drawings shall include, but not be limited to the following:

- All Plans and Drawings shall include the following elements:**
 - Title Block including:
 - Project Title
 - Address/Name of development
 - Owner Name
 - Contact Information and qualifications of Author/Designer
 - Professional Seal
 - Key Plan – location and use of abutting properties, major roads, and buildings
 - Metric Scale, North Arrow
 - Legend
 - Property limits, bearings, and all site dimensions
 - Date of drawing issuance
 - Revision Information (date, number, nature)
 - Roads, widenings, easements, rights of way, reserves, site triangles
 - Curbs, sidewalks, walkways, ramps
 - Above ground utilities, existing and proposed
- Site Plan Drawing shall include:**
 - Proposed use(s), dimensions, locations of buildings/structures, setbacks, driveway and access entrances/exits, walkways and sidewalks, parking areas/structures (incl. dimensions of stalls, aisles), access ramps
 - Natural features, and topography
 - Servicing elements (well, septic), above ground utilities
 - Easements, public utilities, and road widenings, site triangles
 - Loading facilities, Curbing detail, traffic direction signs, fire routes and connections, surfacing details, lighting fixtures, signage details, outdoor site furniture/elements

-
- (bicycle parking, benches), garbage/waste disposal receptacles, snow storage areas, walls, fences, vegetation, groundcover
- Existing and proposed grading or alteration in elevation, proposed grade and drainage direction
 - Site Statistics Chart demonstrating compliance with zoning regulations, and including: gross area, net area, lot coverage (% of gross/net area), floor space index, landscaped open space/amenity space (%), parking spaces, number and type of units (including floor area), ownership intent (freehold, condominium, rental)
 - Location of all building entrances
 - Phasing of development is to be fully documented (i.e. use, floor area)
- Servicing and Grading Plans/Drawings** shall include:
- Existing and proposed contours and spot elevations (maximum 0.6 metre intervals, extending min. 15 metres beyond site limits), benchmarks (geodetic and site), and elevations on abutting roads (centerline grades at 15 metre intervals) and adjacent properties. Elevations shall establish grading and drainage pattern, and arrows shall indicate direction of surface drainage
 - All existing underground services on abutting roads, and easements on and adjacent to the site
 - Location of embankments, retaining walls, stairs, hard site elements (e.g. play areas, swimming pools etc.)
 - Location and details of catchbasins, manholes, watermains, hydrants, valves, water metres
 - Location and details (size, length, grade, material, bedding) of storm and sanitary main/connection infrastructure, roof water leaders, including direction of flow
 - Ditch and culvert details, including direction of flow
 - Stormwater management devices and details
 - Roads dimensions, and curb radii and details, sidewalks, walkways
 - Basement floor elevations and finished floor elevations of all proposed buildings
 - Finished floor elevations
 - Location and details of swales, ditches, channels, culverts, including direction of flow
 - Location and details of retaining Walls (including engineering details)
 - Erosion and sediment control



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- All construction notes required to describe construction details and/or requirements
 - Cross Sections illustrating proposed grading, including in relation to adjacent lands
 - Cross Sections illustrating roadways, detailing pavement and granular base design
 - Cut and Fill Analysis** shall include:
 - Approximate volume of imported fill;
 - Origin of imported fill;
 - Proposed location of imported fill on site; and
 - Ministry of Environment certification for clean fill for the proposed land use.
 - Landscape Plans/Drawings** shall include:
 - Existing and proposed elevations and contours
 - Location and dimensions of natural and man-made features including but not limited to watercourses, woodlots, berms, swales, ponds, ditches
 - Location and specifications (botanical and common name, caliper, height, condition etc.) of all existing trees, vegetation and groundcover, using a key system
 - Identification of trees and vegetation to be removed
 - Location and specifications (in table form) of all proposed vegetation, and groundcover including botanical and common name, quality, caliper, height, spread, number, special remarks etc., using a key system
 - Location and specifications of all protective fencing
 - Location and specifications of retaining walls, fencing and screening
 - Location and specifications of walkways, curbing, ramps, stairs, paved areas, parking lots, surface material, etc.
 - Location and specifications of lighting fixtures, hydrants, planters, site furniture, landscape structures, ground signage, etc.
 - Features and planting on adjacent lands owned by application and which are held or are to be developed in the future
 - Elevation Drawings** shall include:
 - Architectural elevations of each façade, labeled for geographic orientation, and identifying colours, and materials
 - Building dimensions



- Roof mechanicals and screening method
- Underground parking layout and location on site
- Signage location and specifications
- Windows, doors and loading facilities
- All elevations are to be established and referenced to a Finished First Floor or Finished Entrance Floor elevation, and a Finished Basement Floor elevation
- Signage** details and specifications shall be reviewed in the context of the development proposed by the application. Conformity with the provisions of the Township's Sign By-law, as amended from time to time, and final approval of proposed signage is to be addressed through a sign permit process.
- All Plans/Drawings** shall be prepared by qualified professionals (e.g. engineers, architects, landscape architects etc.)
- All Plans/Drawings** should be of the same scale, size and orientation, where possible, and relate/conform to all other plans/drawings.



**SITE SCREENING QUESTIONNAIRE
KING TOWNSHIP
PLANNING DEPARTMENT**

SITE SCREENING QUESTIONNAIRE

TO BE COMPLETED WITH ALL DEVELOPMENT APPLICATIONS SUBMITTED TO THE TOWNSHIP OF KING PLANNING DEPARTMENT

This form must be completed for all development applications where a Phase 1 Environmental Site Assessment in accordance with the Ministry of Environment and Energy's Guideline for Use at Contaminated Sites in Ontario **is not provided.**

SUBJECT LANDS:

Registered Owner: _____

Municipal Address: _____

Township Lot: _____ Concession: _____

Part/Lot: _____ Registered/Reference Plan: _____

Tax Roll No.: _____

SITE AND PROPERTY HISTORY:

Condition	Yes	No
Is the application on lands or adjacent to lands previously used for Industrial uses?		
Is the application on lands or adjacent to lands previously used for commercial uses where there is a potential for site contamination, e.g., a gas station or a dry-cleaning plant?		
Is the application on lands or adjacent to lands where filling has occurred?		
Is the application on lands or adjacent to lands where there may have been underground storage tanks or buried waste on the property?		
Is the application on lands or adjacent to lands that have been used as an orchard, and where cyanide products may have been used as pesticides?		
Is the application on lands or adjacent to lands previously used as a weapons firing range?		
Is the nearest boundary of the application within 500 metres (1,640 feet) of the fill area of an operating or former landfill or dump?		
If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (e.g. asbestos, PCB's etc.)?		
Is there any other reason to believe that the lands may have been contaminated based on previous land use?		



**SITE SCREENING QUESTIONNAIRE
KING TOWNSHIP
PLANNING DEPARTMENT**

If the answer to any of the above Questions was Yes, a Phase 1 and Phase 2 Environmental Site Assessment, in accordance with the Ministry of Environment and Energy’s Guideline for Use at Contaminated Sites in Ontario, is required. PLEASE SUBMIT TWO COPIES WITH YOUR APPLICATION.

Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? If Yes, please submit two copies of the Phase 1 Assessment with the application.	Yes	No
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DECLARATION:

The Township of King Planning Department strongly encourages property owners to consult with a Professional Engineer prior to the completion of the Site Screening Questionnaire. Further, the Township of King will not accept any responsibility or assume any liability for damages to the subject property or adjacent properties as a result of the provision of incorrect information.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site is contaminated.

Consulting Engineer:

Name (PleasePrint): _____

Signature: _____ Date: _____

Name of Firm: _____

Address: _____

Telephone: _____ Fax: _____

Property Owner, or Authorized Officer:

Name (Please Print): _____

Signature: _____ Date: _____

Name of Company (If Applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____ Fax: _____



**MINIMUM DISTANCE SEPARATION DATA SHEET
KING TOWNSHIP
PLANNING DEPARTMENT**

MINIMUM DISTANCE SEPARATION (MDS) I DATA SHEET

This form must be completed and submitted with a development application for a new non-farm use within 1000 metres (3,280 feet) for a Type A land use and 2000 metres (6,561 feet) for a Type B land use* of an existing livestock facility. Complete one (1) sheet for each different set of buildings used for housing livestock.

Owner of Livestock Facility: _____

Telephone: _____ Email: _____

Municipal Address (including postal code):

Lot: _____ Concession: _____

What is the closest distance from livestock facility to the boundary of the subject lands? _____ metres

What is the closest distance from manure storage to the property boundary of the subject lands? _____ metres

How many tillable hectares where a livestock facility is located? _____ ha

Type of Livestock		Manure System (check one box)				
		Existing Housing Capacity #	Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Dairy	<input type="checkbox"/> Milking Cows					
	<input type="checkbox"/> Heifers					
Beef	<input type="checkbox"/> Cows (Barn Confinement)					
	<input type="checkbox"/> Cows (Barn with Yard)					
	<input type="checkbox"/> Feeders (Barn Confinement)					
	<input type="checkbox"/> Feeders (Barn with Yard)					
Swine	<input type="checkbox"/> Sows					
	<input type="checkbox"/> Weaners					
	<input type="checkbox"/> Feeder Hogs					



**MINIMUM DISTANCE SEPARATION DATA SHEET
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Type of Livestock		Manure System (check one box)				
		Existing Housing Capacity #	Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Poultry	<input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layer Chickens <input type="checkbox"/> Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (> 10 kg) <input type="checkbox"/> Meat Turkeys (5-10 kg) <input type="checkbox"/> Meat Turkeys (<5 kg) <input type="checkbox"/> Turkey Breeder Layers					
Horses	<input type="checkbox"/> Horses					
Sheep	<input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
Mink	<input type="checkbox"/> Adults					
Veal	<input type="checkbox"/> White Veal Calves					
Goats	<input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
Other						

Applicant Name: _____

Applicant Signature: _____ Date: _____

Applicant Telephone: _____ Email: _____

*Type A land uses are typically characterized by uses that have a lower density of human occupancy, habitation or activity such as residential dwellings on lots zoned agriculture, rural residential, residential or other similar zoning. Type B land uses are typically characterized by uses that have a higher density of human occupancy, habitation or activity such as areas designated in an official plan as settlement area for residential plans of subdivision, high intensity recreation, institutional or commercial.