



INFORMATION AND PROCEDURES

The attached form is to be used for submissions regarding Oak Ridges Moraine Conservation Plan conformity review. In the form, “subject land(s)” means the land(s) that is the subject of this submission. The form and any attached supporting documentation contain 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 will be used in the processing of this submission.

This Guide has been prepared by the Township of King Planning Division to provide a general outline of the procedures involved in the processing and review of a submission for review for Oak Ridges Moraine Conservation Plan conformity for residential.

Oak Ridges Moraine Conservation Plan (ORMCP) Conformity Review

ORMCP Conformity Review is required for residential and accessory uses, buildings and structures under the Township’s Zoning By-laws.

Circulation and Consultation

Submissions may be circulated to various Township departments and external agencies that may have a jurisdictional interest (eg. Conservation Authority) in the proposed development. Once submitted, Planning staff will coordinate a circulation to all applicable organizations.

Fees

All applicable fees, as detailed in this form and/or as cited in the Township’s Fees By-law, as amended from time to time, must be submitted together with this form and other supporting plans and documents.

Additional Fees

Please 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 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 whether such additional costs are to be anticipated.



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- Legal fees associated with the processing of this submission 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.

Conformity with Statutes, Regulations, and By-laws

The submission 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 the ORMCP conformity review is completed in accordance with the Township's Zoning By-law.

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.

SUBMISSION

This submission 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.

When this form is submitted, ALL of the following must be provided for the submission to be considered complete (Note: no hard copies of any materials are required to be submitted and will not be accepted):

- PDF electronic copy of this form, including all the information requested herein with original signatures;
- PDF electronic copy of any background reports and/or technical documentation as determined as part of any pre-submission consultation with the Township of King;
- PDF electronic copy each of the survey, site plan, and plans/drawings of the subject lands, illustrating all information identified in Appendix 1, attached.



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- PDF electronic copy of the Natural Heritage/Hydrological Evaluation, where applicable;
- A non-refundable Planning Division 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;

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 Division may return the submission, or refuse to consider it, until such time as the above noted information has been provided.

APPLICANT’S ACKNOWLEDGEMENTS:

The Applicant hereby acknowledges:

- That this form 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 form is collected under the authority of the Municipal Act, as amended, and will be used for the purpose of processing this submission;
- 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 submission;
- That additional approvals from King Township and/or other agencies may be required;
- Additional fees and/or charges (e.g. building permit fees, development charges, etc.) associated with any development approved in conjunction with this submission may be required;
- That the owner may be required to pay reasonable legal fees associated with the processing of this submission 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 submission 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, engineering, etc.); and



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- That additional information, and/or materials may be required, and therefore the submission may not be deemed complete, nor processed unless the additional information and/or materials are submitted;
- That there are no outstanding orders, infractions or violations of any kind on the subject lands; and
- That no site works shall be commenced until the ORMCP conformity review has been completed, and all other applicable permits and/or approvals have been obtained, and all required fees, invoices, levies, and securities have been paid or posted.



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1. CONTACT INFORMATION

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

1.1 Please indicate to whom all correspondence/contact relating to the application should be sent (select one only).

- Owner
 Agent

2. SUBJECT LANDS INFORMATION

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

¹ 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.



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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.

3. DETAILS OF PROPOSAL

3.1 Submission for:

- Residential Dwelling within the Oak Ridges Moraine
- Residential Accessory Structure/Use (eg. detached garage, cabana, etc) within Oak Ridges Moraine
- Other: _____

3.2 What are the current uses and structures on the subject lands?

3.3 Please provide a description of the proposed uses/development which are the subject of this submission:

3.4 Are there any buildings or structures proposed to be built on the subject land as part of this submission?

- YES NO



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If YES, please complete the following table:

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

Attach a separate sheet if additional space is required

4. 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. ACCESS

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

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

6. OTHER INFORMATION



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

YES NO

7. AUTHORIZATIONS

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

7.1 Authorization of Owner for Agent to make Application

I, _____, am the Owner of the land that is the subject of this document and I authorize _____ to make this submission 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 submission or collected during its processing.

Date

Signature of Owner

7.2 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 submission 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 for the purposes of processing this submission. 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 for the processing of this submission.

Date

Signature of Owner



7.3 Payment of Fees

As of the date of this submission, 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 submission, in addition to all applicable 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 document identified as the primary contact for correspondence, unless otherwise requested.

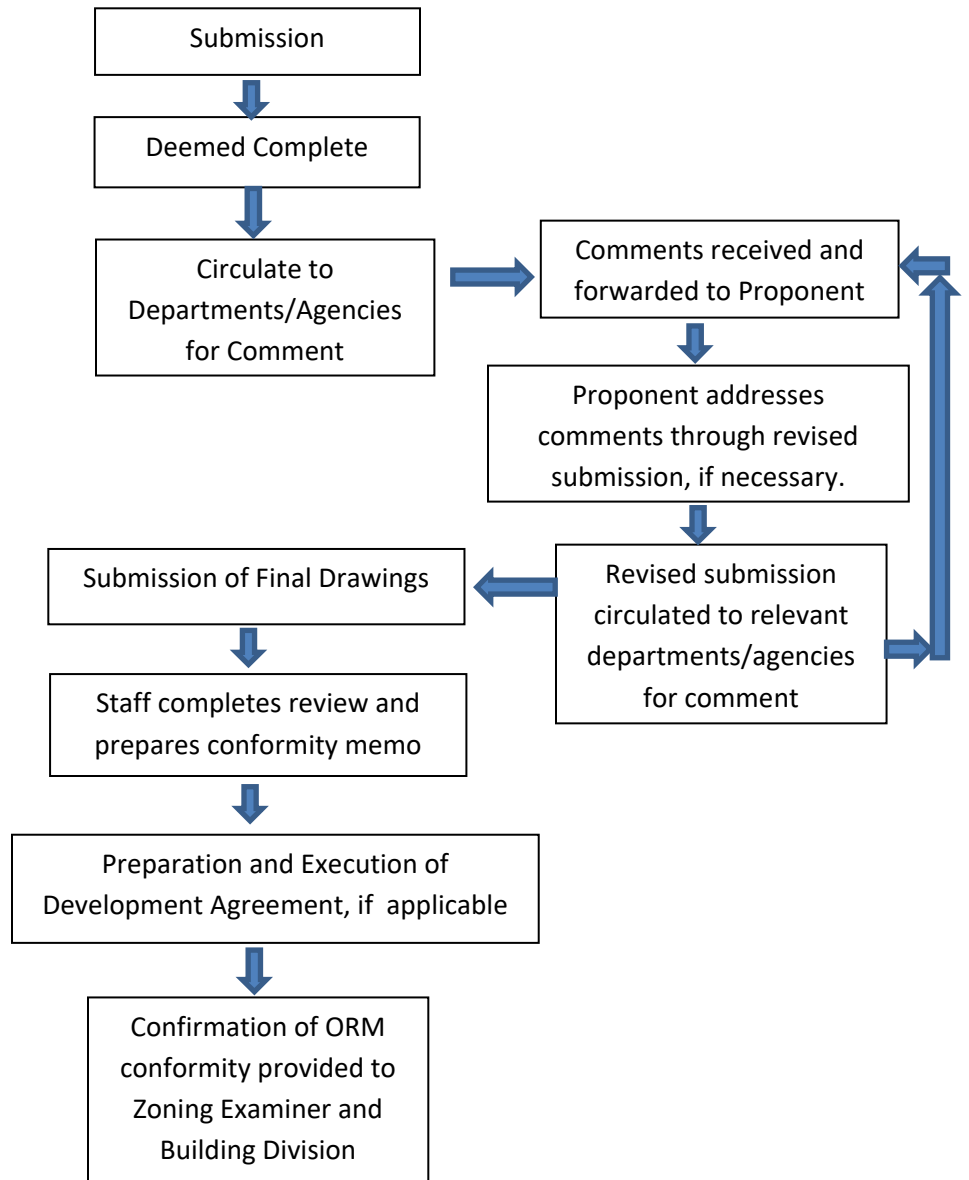
8. DECLARATION

The following 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 submission, document, 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”.

REGISTERED OWNER(S) OR AGENT

ORMCP CONFORMITY REVIEW PROCESS



NOTE: The procedure may vary for certain applications.

APPENDIX 1: PLANS/DRAWINGS REQUIREMENTS

Plans and drawings illustrating the location, size and elevations of all buildings and structures to be erected on the subject lands, and location of all facilities and works to be provided are required. 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 (if required/applicable)** 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

- 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 (if required/applicable)** 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 (if required/applicable)** 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 (if required/applicable)** shall include:
 - Architectural elevations of each façade, labeled for geographic orientation, and identifying colours, and materials
 - Building dimensions
 - Roof mechanicals and screening method



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- 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
- All Plans/Drawings** shall be prepared by qualified professionals (e.g. engineers, architects, landscape architects etc.)