

Completeness of the Application

1. The applicant must provide the information on this form. This information must be provided with the appropriate fee(s) and required plans. If the information, including the plans and fee(s) are not provided, the City of Pickering will return the application or refuse to further consider the application until the information, plans and fee(s), have been provided.
2. The application form also sets out other information (i.e., technical information or reports) that will assist the City of Pickering, the Region of Durham and other agencies in their evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted with this application. In the absence of this information, it may not be possible to undertake a complete review and, as a result, the application may be delayed.

Pre-submission Consultation

Pre-submission consultation is a vital part of the approval process. Applicants/agents should arrange a meeting, prior to submitting the application with:

- City of Pickering staff regarding submission requirements for the proposal and conformity to the City of Pickering Official Plan and Zoning By-law(s). If this application does not conform, an application to amend the Official Plan or Zoning By-law will be required, and must be submitted to the City of Pickering. This will facilitate coordinated circulation to the appropriate public bodies.
- Region of Durham Works Department (905.668.7721) staff regarding submission requirements for the proposal. The Regional Works staff will provide direction respecting water service, sanitary sewer service and traffic requirements (for Regional Roads).
- Staff at other public bodies/agencies regarding submission requirements and any additional supporting reports that are required for the type of development being proposed.

Submission of the Application

The City of Pickering requires the following to be submitted:

A current copy of the "Parcel Register" for the subject lands. This document identifies the legal description of the property, ownership and any type of encumbrance registered on the lands. This document can be obtained either at the Registry Office or through your solicitor.

The City Development Department has moved to digital review and circulation of site plan applications. The following plans/reports must be submitted separately as PDF/digital copies:

- Completed Site Plan Application form
- Site Plan
- Grading Plan
- Site Servicing Plan
- Construction Management Plan
- Landscape Plan
- Lighting Plan
- Elevation Drawings
- Floor Plan(s)
- Topographic Survey
- Proof of ownership
- Any supporting reports/plans identified in the associated pre-consultation review (i.e., Traffic, Stormwater Management, Environmental Site Assessment, and Noise, etc.)
- * the above-noted plans/reports are to be prepared and stamped by qualified professionals

All PDF documents accepted may be uploaded to the City’s website and must be in an accessible format. Documents may include studies, reports, plans, presentations, and other PDFs

In addition, the City requires the proponent to a copy of the proposed site plan, in a format that is compatible with or the same as the following:

- ArcGIS Desktop 10.7.1
- ArcGIS Pro 2.6.1
- AutoCAD Map 3D 2018

Also, the AutoCAD or GIS files submitted by the proponent at such time must be georeferenced and define a geographic coordinate system of NAD83 UTM Zone 17N.

Fees

City of Pickering

Site Plan Approval and Agreement Preparation Requirements	(Effective February 1, 2023)
• Site Plan (Residential, Non-Residential, Mixed-Use)	\$10,475.00
• Plus Fee per Residential Unit	
• First 25 units (1-25)	585.00
• Next 75 units (26-100)	470.00
• Next 100 units (101-200)	350.00
• Next 800 units (201-1,000)	90.00
• Plus Fee per 2,000 square metres of Non-Residential GFA	6,650.00
• Minor Revision of Approved Site Plan	2,415.00
• Major Revision of Approved Site Plan	9,675.00
• Compliance Inspections/Conformity/LC Release Report (includes 2 inspections)	960.00
• Additional Compliance Inspections	410.00
• Minor Revision to Approved Condo Site Plan (by unit owner, i.e. decks, sheds, fences)	115.00

All fees are to be made payable to the City of Pickering upon submission of the application.

When the site plan application is nearing completion the planner assigned to the file will initiate a request for the preparation of a site plan agreement. Legal Services will provide confirmation of the applicable fees at the time the agreement is prepared.

Region of Durham

The City, on behalf of the Region of Durham Health Department, may collect a fee to cover a review process to ensure that all changes in use on properties serviced by a private sewage system and well are reviewed. Cheques should be made payable to Region of Durham Health Department.

Please complete and submit the [Region of Durham Screening Questionnaire for Identifying Potentially Contaminated Sites](#) with your application.

Conservation Authority

The City, on behalf of Toronto and Region Conservation Authority (TRCA), shall collect an application fee, if the property subject of this application is located in an area in which the Conservation Authority will have an interest (i.e., if the property is located in proximity to a watercourse, shoreline, flood plain, stream valley, or wetland). The [TRCA Administrative Fee Schedule](#) (if applicable).

The City, on behalf of Central Lake Ontario Conservation Authority (CLOCA), may collect a screening fee, if the subject property is located in an area in which the Conservation Authority will have an interest. The [CLOCA Fee Schedule](#) (if applicable).

Cheques should be made payable to the appropriate Conservation Authority.

Building Permit Submission

- The submission of any building permit related to the site plan will not be accepted by the City Development Department until the planner assigned to your application has completed the request to prepare the associated site plan agreement.

Notes

- Submission of this application constitutes tacit consent for the authorization of City of Pickering staff, or their representatives, to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.
- Personal information on this form is collected and retained under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.
- Studies submitted with an application will be available to the public for review and may be reproduced for public use.

If you have any questions, please do not hesitate to contact the Pickering City Development Department at 905.420.4617 or 905.683.2760.

Date Received	
File Number	
Application Fee	
Date Deemed Complete	

Application for Site Plan Approval

Part A: Owner/Applicant/Agent

1. **Name of Registered Owner** _____
 Address _____ Postal Code _____
 Telephone _____ Email Address _____
 Contact Name _____
 (if different from registered owner) _____ Telephone _____

2. **Name of Applicant/Agent** _____
 Address _____ Postal Code _____
 Telephone _____ Email Address _____
 Contact Name _____
 (if different from registered owner) _____ Telephone _____
 Interest of Applicant(s) in subject land _____

3. Matters related to the application should be addressed to (check one or more)
 Owner Applicant/Agent

4. Proof of ownership accompanying application (check one)
 Copy of front page of deed Parcel Registry
 Other (please specify) _____

Part B: Details of Application

5. Location of subject property (the subject property is the area to which the application applies).
 Municipal Address _____
 Lot(s) _____ Plan/Concession _____
 Assessment Roll Number(s) _____

6. Project Description _____

7. Is the subject property subject to any easements, rights-of-way, or other rights over adjacent properties (i.e., mutual driveway)?

Yes No

If yes, please identify below and show on the site plan the nature and location of the easement, right-of-way or other rights over adjacent properties _____

8. Existing use of the property

9. Please indicate (✓) if the applicant or owner has submitted any of the following applications for all or part of the subject property and complete the following chart

Other Applications	Required		Submitted		File Number	Status of Application
	Yes	No	Yes	No		
Durham Regional Official Plan Amendment						
Pickering Official Plan Amendment						
Plan of Subdivision or Condominium						
Zoning By-law Amendment						
Consent/Severance						
Minor Variance						

10. Access to the subject property is by (check the appropriate space or spaces):

Provincial Highway A municipal road that is maintained all year or seasonally
 Right-of-way Other (specify) _____

11. Date of construction of all existing buildings and structures on the subject property _____

Services available to the subject property	Existing	Proposed
Type of water services (i.e., municipal water or private well)		
Type of sewage disposal (i.e., municipal sewage disposal or private septic system)		
Type of storm drainage (i.e., sewers, ditches, swales or other means)		

12. If the subject property is currently serviced or to be serviced by a private sewage system or well, a separate fee is required, payable to the Region of Durham Health Department.

- Not applicable Payment Enclosed

13. Is the subject property located wholly or partially within or abutting a Conservation Authority Screening Zone?

- Yes No

If yes, please complete the "Conservation Authority Fee Collection Form" which is attached and return it with the application along with the applicable preliminary analysis review fee, payable to the conservation authority.

14. Please list any technical studies or background material being submitted to support the application and/or to satisfy requirements of the City of Pickering, Provincial statues and regulations, etc.

15.

Project Detail						
	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial						
Institutional						
Residential						
Total						

16. Proposed Tenure of Development - Please indicate (✓)

- Single Ownership Rental Units
 Condominium (Indicate Type Below)
 Standard Common Element Vacant Land Phased

17. Is there 1 or more livestock barns or manure storage facilities located within 500 metres of the boundary of the subject property?

- Yes No

If yes, please complete the "Minimum Distance Separation Form" which is attached and return it with the application.

Part C: Acknowledgement

Applicant's Acknowledgement	<ol style="list-style-type: none"> 1. That applicant agrees that this application and all studies submitted in support of this application may be made available for public viewing, pursuant to the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i>. 2. All vegetation on the lands that are subject to this application must be maintained during the processing of the application. 3. No regrading is permitted on site during the processing of the application. 4. Applicants are advised that there may be additional approvals (i.e., building permit, etc.) and additional fees and charges associated with any development approved in conjunction with this application. 5. Applicants may be required to provide additional information that will assist the City of Pickering in assessing the application. 6. The applicant and owner agree to cooperate with the City of Pickering and all of its staff in allowing City staff to inspect the subject property.
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Dated at the _____ of _____ this _____ day of _____, in the year of ____ I, _____ in the _____ of _____ solemnly declare that all the statements contained in this application and all the statements contained in all the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*. I also agree to allow the City of Pickering its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys and tests that may be necessary to this application. I further agree to maintain all vegetation on the site and shall not cut or destroy any vegetation or regrade the site during the processing of this application and fully understand and agree to comply with all of the Applicant's Acknowledgements as set out above.

Name of Owner, Applicant or Authorized Agent
(please print)

Signature of Owner, Applicant or Authorized Agent

19. **Authorization**

If the applicant is not the owner of the land that is subject of this application, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

I, _____ am the owner of the land that is subject to this application for site plan approval and I authorize _____ to make this application on my behalf.

Date _____ Signature of Owner _____

Minimum Distance Data Sheet

1. Owner of Livestock Facility _____
 Telephone _____ Twp _____
 Lot _____ Concession _____
2. Closest distance from livestock facility to the property boundary
 of the new lot(s) or the change in land use _____ metres.
3. Closest distance from manure storage to the property boundary
 of the new lot(s) or the change in land use _____ metres.
4. Tillable hectares where livestock facilities located _____

Type of Livestock	Existing Housing Capacity Number	Manure System (Check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	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					
Poultry <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkeys Breeder Layers					
Horses					
Sheep <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
Goats <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
Mink – Adults					
White Veal Calves					
Other:					

The above information was supplied by:

Name _____

Signature _____

Firm (if applicable) _____