



# Application for Site Plan Approval and Site Plan Agreement or Amendment to Site Plan Agreement Information and Instructions

## Detach and retain Information and Instructions for future reference.

### Pre-Consultation

Prior to the submission of this application, it is recommended that you complete a pre-consultation for the proposal. City Staff will determine the plans, reports and documents required to be submitted with this application for it to be considered a complete application. The request for a pre-consultation shall be made through the [Oshawa Application Portal](#).

For information regarding Site Plan Control please see the City of Oshawa website at <https://www.oshawa.ca/business-development/planning-and-development/development-applications>.

If you have questions about the application or process, or want to speak with staff before applying, you can contact Planning Services by email at [planning@oshawa.ca](mailto:planning@oshawa.ca), by phone at 905-436-3853, or visit in person at City Hall, 50 Centre Street South, Oshawa.

### Submission Requirements

- One (1) original of a fully completed application form is submitted to:  
Director, Planning Services  
Economic and Development Services Department  
Corporation of the City of Oshawa  
50 Centre Street South (8th Floor)  
Oshawa, Ontario L1H 3Z7
- The applicable processing fee is required to be paid as follows (please contact Planning Services to confirm fees before submitting application):
  - **Non-residential development:**
    - **\$6,011** processing fee plus **\$0.47/sq. m.** of site area for non-residential
    - **\$4,284** processing fee for Engineering drawings plus **\$0.32/sq. m.** of land area
  - **Telecommunications Towers:**
    - **\$7,134** process fee **plus the above-noted site plan fees**
  - **Residential development containing more than 10 units:**
    - **\$6,011** processing fee plus **\$393** per unit for residential (Note: **\$79,568** maximum per unit fee)
    - **\$4,284** processing fee for Engineering drawings plus **\$0.32/sq. m.** of land area
  - **Residential development containing 10 units or less:**
    - **\$6,011** processing fee for a solely residential development containing 10 units or less in a prescribed area (not applicable in the Oak Ridges Moraine)
  - **Residential development in the Oak Ridges Moraine:**
    - **\$420** for less than three dwelling units including any accessory buildings and structures located within the Oak Ridges Moraine and for farm buildings or structures located with the Oak Ridges Moraine.

- Other fees that may be required during the processing of an application:**
  - \$4,372** processing fee for an Agreement or an Amending Agreement
  - \$1,545** processing fee for minor changes only
  - A Site Inspection Fee of **\$337** (plus HST) for Site Plan Applications (3rd inspection or more).

**Methods of payments are: Cash, Cheque (payable to City of Oshawa), credit card and Interac Debit. Please make arrangements in advance with Planning Services staff if you will be paying in person by cash, credit card or debit. Applications can be paid by credit card in person or through the Oshawa Application Portal under the amount of \$10,000.**

- The City collects a **\$2,250** Preliminary Analysis Fee or a **\$16,030** (for a site plan comparable to a plan of subdivision) Preliminary Analysis Fee on behalf of the Central Lake Ontario Conservation Authority (CLOCA). The determination for which fee is applicable is made by CLOCA. A cheque payable to CLOCA for this amount is to be attached to the application. An additional fee may be applicable for the review of technical reports (\$3,640/technical report).

**Note:**

1. The City of Oshawa’s Planning Services processing fees for applications increase annually by 3%, each January 1<sup>st</sup> in accordance with the Fees and Charges By-law.
2. Additional copies of plans, maps or other material may be required at a later date in response to site specific conditions and circumstances.

**Plans and Supplementary Information:**

- Digital copies of **all** plans and documents that are required. All drawings, studies and reports shall be in PDF format. Upload through the **Oshawa Application Portal**.
- Two (2) copies of a site plan which shows the General Information and Site Data listed below.
- Two (2) copies of an elevation drawing showing the massing and conceptual design of the proposed building(s) (e.g. townhouses, apartments) and commercial, office and industrial buildings.
- Two (2) copies of floor plan drawings must show the layout and dimensions of proposed buildings and parts thereof.

**The following must be included with your application, as applicable (consult with Planning Services staff):**

- A Cover letter
- A Response Letter to all previous comments from all agencies (also required if pre-consultation comments were provide on preliminary plans)
- Separate Letter of Authorization, if the applicant is not the owner (see Section 1, 12 and 13).
- Two (2) copies of Landscape Plan and Details and/or Tree Preservation Plan must be in accordance with the City’s “Landscaping Design Policies”.
- Two (2) copies of a Sediment and Erosion Control Plan

- Two (2) copies of a Photometrics Plan
- Two (2) paper copies of a Traffic Study.
- Two (2) copies of an Engineering Reports/Studies
- Two (2) copies of a Noise Study/Report
- Two (2) copies of Site Servicing and Grading Plans are to be prepared being aware of the following: City of Oshawa Engineering Design Criteria Manual, applicable requirements and guidelines of the Ministry of the Environment, Conservation and Parks, the Ministry of Natural Resources and Forestry, and the Central Lake Ontario Conservation Authority; Oshawa's Interim Stormwater Management Policy; Oshawa's Storm Sewer Connection By-law requirements; further, all plans are to be compatible with the Ontario Building Code plumbing requirements.
- Two (2) paper copies of the Site Screening Questionnaire or two (2) paper copies and a digital copy in PDF format of a Phase 1 or Phase 2 Environmental Site Assessment, Remedial Work Plan or Record of Site Condition (see Section 8).
- Minimum Distance Separation 1 – Data Sheet (see Section 10).
- Two (2) copies of the Ontario Building Code Information Sheet (one for each building) which is attached to this application must be completed, if applicable.
- Two (2) copies and a digital copy of any document, plan or study not specifically mentioned above.

### **General Requirements for All Plans**

#### **Note: All dimensions are to be in metric.**

- Plans are required to be drawn in one of the following metric scales - 1:100, 1:200, 1:300, 1:400 or 1:500.
- The standard drawing sheet sizes to be used for plans 11" x 17" or 24" x 36" or 36" x 48".
- **All plans are required to be folded (not rolled) to legal size (8½" x 14")** with the title block visible in the lower right hand corner of the drawing sheet.
- If all of the required information can be shown clearly and legibly on a single sheet, this is acceptable. If not, it is required that more than one sheet be prepared to show the required information (i.e. a site plan, a grading plan, a servicing plan).
- Elevations indicating lot grading shall be to the nearest centimetre. All other elevations shall be to the nearest millimetre. All elevations shall be based on the Oshawa Geodetic Bench Mark System and the number of the bench mark shall be indicated.
- All abbreviations and symbols shall be in accordance with City of Oshawa standards, which can be obtained from Engineering Services in the Development Services Department.

#### **General Information Required on Plan:**

- Title block including project title or proposed use of building, project address or location, owner's/developer's name and address, agent's name and address, north arrow, scale, date of issue of drawing, title project (job) number, drawing number and revisions suffix and designer's name, address, telephone number and professional seal.

- Key plan to identify the site in relation to the street plan in the surrounding area.
- Reference to an up-to-date plan of survey.
- Legal description of subject property (lot number and registered plan number).
- The location, width and name of any roads within or abutting the Subject Lands, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
- Reference to the nearest intersecting street(s).
- Location and dimensions of existing natural and manmade features on the property and on the adjacent properties and road allowance within a minimum of 15 metres of the subject property such as buildings, easements, underground services, overhead services, water courses, trees, driveways, driveway openings, catchbasins and manholes, fences, fire hydrants, street furniture, barriers, free-standing signs, and electrical transformers.
- Building entrances and exit doors.
- Future street widening.
- The identification, location, size, height, floor area and type of all existing and proposed buildings and structures on the Subject Lands, indicating their distance from all lot lines.
- Location and dimensions of all parking spaces (including accessible parking spaces), loading spaces, aisles and driveways.
- Location and details of existing and proposed refuse collection facilities.
- Extent and details of paved areas.
- Extent and details of sodded and landscaped areas in accordance with the City's "Landscaping Design Policies".
- Location and details of all existing vegetation to be removed or to be retained.
- Location and type of lighting and proposed electrical transformers.
- Location of road intersections and driveways across the street and adjacent to the subject property.
- Location of proposed firewalls (if any).
- Location of Fire Department connection(s), if any, and the nearest fire hydrants.
- Centreline turning radius and width of Fire Department access routes.
- Location, length and exposed height of retaining walls including height and type of guards at top (retaining walls higher than 1.0 metres will require a P.Eng. stamp during the Building Permit application process).
- Location, width and gradient of barrier-free access to the entrance story.
- The location and extent of easements, rights-of-way, restrictive covenants, etc., on the subject property; a note on the plan must explain the nature of the encumbrance.
- The location and extent of any easements, rights-of-way or other rights over adjacent properties (i.e. mutual drives); a note on the plan must explain the nature of the encumbrance.
- Location of any and all internal sidewalks and pedestrian facilities, including connections to public sidewalks.

**Data Required on Site Plans:**

- Lot area (gross and net).
- Paved area and any gravelled area (m<sup>2</sup> and %).
- Landscaped area (m<sup>2</sup> and %).
- Building area coverage (m<sup>2</sup> and %).
- Gross floor area and gross leasable area by type of use calculated in accordance with the definitions in Zoning By-law 60-94.
- Number of stories above and below grade. Identify stories below grade as basement or cellar as defined in Zoning By-law 60-94.
- Required and proposed building setbacks
- Number of dwelling units and total unit count by bedroom type.
- Number of parking and loading spaces required and proposed.
- Number and width of barrier-free parking spaces (By-law 79-99).
- Area of road widening, if required.
- Usable floor area of dwelling units by unit type (each one bedroom model, each two bedroom model, etc.).
- Building height above grade per height definition in Zoning By-law 60-94.
- Building height above sea level.
- Location of any openings in walls located less than 1.2 metres from interior property lines.
- Any other zoning regulation applicable to the subject development

**Data Required on Site Servicing and Grading Plans:**

- Engineers stamp required on all civil drawing(s).
- Existing and proposed lot grading (including parking lots, driveways, grassed areas, walkways, etc.) indicating direction of surface flow.
- Location of roof-water leader outfalls.
- Rim and invert elevations of proposed manholes and catchbasins.
- Size, length, location, grade, material and bedding of all proposed storm sewers and catchbasin connections.
- Invert of proposed storm sewer connection at the property line.
- Invert of proposed storm sewer connection and main at the point of connection to the main.
- Location, size, length and grade of any existing storm sewer connections if they are still to be utilized.
- Storm sewer design calculations for all proposals of 0.4 hectares or greater.
- Location and details of any erosion control works required.

- The following note is to be included on any grading plan where a site is required to have erosion control measures in the City's opinion: "All erosion control works must be implemented prior to any work being undertaken on the site".
- The following note is to be included on all servicing and grading plans: This approval is subject to the following conditions:
  - The owner shall be responsible for the cost of relocating, restoring and repairing any utilities and other underground services, resulting from installation of any proposed storm sewer connection.
  - Any deviation from the approved plan with respect to grading or storm drainage system shall nullify this approval and require submission of revised plan for approval.
  - The owner must obtain City of Oshawa approval for the location of any proposed utilities or services within any City road allowance.
  - The owner must obtain the approval of the utility authority for any proposed utility extension or service connection.
- Basement (or lowest) floor elevations.
- Invert of proposed connection at the face of the building and at the property line.
- Invert of proposed connection and main at the point of connection to the main.
- Location, size, length, grade, material and bedding of all sanitary sewers and connections.
- Rim and invert elevations of proposed manholes.
- Sanitary sewer design calculations.

**Additional Information Required Related to Road Allowances Adjacent to Site:**

- Location, length, size and grade of existing and/or proposed sewer and water mains, including invert and rim elevations of manholes.
- Final crown line grade and elevation of road (may be existing or proposed).
- Elevations at the back edge of existing sidewalks or, if there is no existing sidewalk, the elevations of existing ground at the back edge of future sidewalk and the elevations of the future sidewalk.
- Location and elevations of existing or future curb and gutters. If curb and gutters are not existing, the elevations at the edge of the existing traveled road.
- Location of all existing above and below ground utility installations, including the size of pipes or conduits.
- Location and size of existing and/or proposed driveway openings.
- Location, size and species of existing street trees.

**Do not submit these Information and Instructions pages with your application, retain for future reference.**



# Application for Site Plan Approval and Site Plan Agreement or Amendment to Site Plan Agreement

Office Use
Date Received:
File Number:
Checked by:
Ward:

## 1. Registered Owner/Applicant/Agent

Name	Mailing Address	Contact Information
Registered Owner*		Telephone
		Email
Applicant (if different than above)		Telephone
		Email
Agent (if different than above)		Telephone
		Email

\* If more than one Registered Owner, attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.

Matters relating to this application should be sent to (**select one only**):

Registered Owner     
  Applicant     
  Agent

The applicant is:

Registered Owner     
  Lessee of land/ tenant     
  Prospective Owner     
  Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the proposed Site Plan Approval and Site Plan Agreement or Amendment by signing Sections 12 and 13 of the application or a letter of authorization. Is a separate Letter of Authorization attached?  Yes  No

Holders of mortgages, charges or other encumbrances in respect to the subject land:	<input type="checkbox"/> Yes	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Name:	Address(es):		

## 2. Details of Subject Lands

Location and Description		
Municipal Address(es) (Street Number and Name of Street)		
Lot(s)	Concession(s)	Former Township

Registered Plan Number (e.g. 40M)	Lot(s)/Block(s)	Reference Plan Number (e.g. 40R)	Part Number(s)
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<b>Site Characteristics</b>			
Frontage (metres)	Average Depth (metres)	Average Width (metres)	Area (sq. m./ha)

**Other Details**

Identify the address of any abutting lands the Registered Owner of the subject property owns

**3. Interest and Encumbrances**

Are there any existing easements, rights-of-way, restrictive covenants affecting the subject land? **If Yes**, describe:  Yes  No

Are there any existing easements, rights-of-way or other rights over adjacent properties affecting the subject land (i.e. mutual driveways)? **If Yes**, describe and show on the plan the nature and location of the easement, rights-of-way or other rights over adjacent properties:  Yes  No

**4. Existing and Proposed Use of the Subject Land**

Existing use:	
Proposed use:	

Is the proposed development intended to be registered as a condominium?  Yes  No

**5. Current Planning Status**

Current Durham Regional Official Plan (Envision Durham) designation:	
Current Oshawa Official Plan designation:	
Current Part II Plan/Secondary Plan designation (where applicable):	
Current Zoning:	

Is this application for an amendment to an existing site plan agreement? **If Yes**, list the changes being proposed to the existing agreement:  Yes  No

**6. Lands Subject to Other Applications**

Indicate (X) if any of the following applications are also required to permit the proposed development on the subject property and complete the chart as applicable:

Type of Application	Submitted		File Number	Land Affected	Purpose and Effect of Application	Status of Application
	Yes	No				
Durham Regional Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>				
Plan of Subdivision/ Condominium	<input type="checkbox"/>	<input type="checkbox"/>				
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>				
Oshawa Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Consent/Removal of Part Lot Control	<input type="checkbox"/>	<input type="checkbox"/>				

**7. Purpose of Application**

	Yes	No	Gross Floor Area
Is an addition being made to an existing building or structure? <b>If Yes</b> , what is the gross floor area (based on the definition in Zoning By-law 60-94) of the existing building or structure?	<input type="checkbox"/>	<input type="checkbox"/>	square metres
What is the gross floor area (based on the definition in Zoning By-law 60-94) of the proposed addition?			square metres
Are alterations being made to the interior of an existing building or structure? <b>If Yes</b> , what is the gross floor area (based on the definition in Zoning By-law 60-94) of the existing building or structure?	<input type="checkbox"/>	<input type="checkbox"/>	square metres
What will be the gross floor area (based on the definition in Zoning By-law 60-94) of the building or structure after the proposed alterations are complete?			square metres

**8. Site Contamination**

	Yes	No
Has a site screening questionnaire, which is attached to this application, been completed for this site and submitted with your application?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the Ministry of Environment's Guideline been completed and provided for this site?	<input type="checkbox"/>	<input type="checkbox"/>
Has it been submitted to the City of Oshawa? <b>If No</b> , submit two (2) paper copies and a digital copy in PDF format with your application.	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the title, date and author of the report in the space provided.

Title	Author	Date	Attached?	To be Submitted

**9. Current Heritage Status Designation**

Is this property listed on the Heritage Oshawa Inventory of Heritage Properties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If Yes</b> , is the property:	<input type="checkbox"/> Designated	<input type="checkbox"/> Non-Designated
	<input type="checkbox"/> Class "A"	<input type="checkbox"/> Class "B"

The applicant, by submitting this application agrees not to demolish, alter, or apply for a demolition permit during the processing of this application.

**10. Archaeological Potential**

	Yes	No
Does the subject land contain any areas of archaeological potential?	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan propose to permit development on land that contains known archaeological resources or areas of archaeological potential?	<input type="checkbox"/>	<input type="checkbox"/>

**If Yes**, include the following with your application:

- Two (2) paper copies and one (1) digital copy in PDF format of an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act; and
- Two (2) paper copies and one (1) digital copy in PDF format of a conservation plan for any archaeological resources identified in the assessment.

**11. Other Information**

**(a) Approvals from Other Agencies/Levels of Government**

Does the proposed use(s) require any approvals from other agencies/levels of government? Specify:  Yes  No

**(b) Additional Technical Studies or Background Material**

The application may be deemed not to be complete without the submission of the required reports identified in this application. In addition, although not required, the submission of additional technical and information reports may be necessary in order to appraise the proposal and were identified at the pre-application consultation stage or through further processing of the application. Submit two (2) paper copies and one (1) digital copy in PDF format of each report/study with the application (or other number of copies as determined by Economic and Development Services Department).

List any additional technical studies or background material being submitted to support the application and/or to satisfy requirements of the Oshawa Official Plan, Council policy, Provincial statutes and regulations, etc.:		
Name of Report	Prepared by	Date

**(c) Digital Mapping Information**

Digital copies containing the plotting of the proposed draft plan must be submitted with the application. The digital file must be in PDF format and include a textual description of the file format, map standards used, scale, contact person and general location information, such as lot, concession and area municipality.

Is digital mapping attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**(d) Minimum Distance Separation**

Are there one or more livestock barns or manure storage facilities located within 500 metres (1,640 ft.) of the boundary of the subject property? <b>If Yes</b> , complete the "Minimum Distance Separation 1 – Data Sheet".	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**(e) Woodlots**

Does the subject property contain one or more woodlots as defined below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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For the purposes of defining a woodlot, the diameter of a tree is measured at a point which is 1.37 metres (4.5 ft.) above the highest point of the undisturbed ground at the base of the tree. With that in mind, a "woodlot" is defined as any area which has a minimum of:

- (a) 1,000 trees per hectare (400 trees/ac.) of any size;
- (b) 750 trees per hectare (300 trees/ac.) which measure more than 5 centimetres (2 in.) in diameter;

- (c) 500 trees per hectare (200 trees/ac.) which measure more than 12 centimetres (4.7 in.) in diameter; or
- (d) 250 trees per hectare (100 trees/ac.) which measure more than 20 centimetres (8 in.) in diameter.

For further information on “woodlots”, refer to the Regional Municipality of Durham’s Tree Conservation By-law 30-2020 and any amendments thereto.

**12. Acknowledgements and Affidavit or Sworn Declaration**

**Applicant’s Acknowledgements**

1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the City of Oshawa at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant’s failure to identify any third party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.
2. Personal information on this form is collected under the authority of the *Planning Act* and will be used to determine compliance with City of Oshawa by-laws.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the *Ontario Building Code* (OBC) and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the OBC. If you need assistance in determining whether your plans comply with the OBC, contact Building Services, City Hall, 50 Centre Street South, 1st Floor, by telephone at (905) 436-5658 or by email at [buildings@oshawa.ca](mailto:buildings@oshawa.ca).
4. A detailed review of the O.B.C. does not apply to the architectural floor plans provided with this application. Further O.B.C. comments concerning the architectural floor plans should be expected during the future review of building permit plans. The O.B.C. review of this application is limited to building siting, architectural elevations, plumbing relating to site servicing and interior building aspects that have the ability to change site design (i.e. building exiting, internal refuse rooms, barrier-free entrance).
5. The applicant acknowledges that the [City's File Closure Policy](#) dated March 1, 2013, is in effect and shall apply to this application. This policy is located on the City’s website for information.
6. The applicant acknowledges that the [City's Policy for the Collection of Outstanding City Taxes](#) dated April 29, 2013, is in effect and shall apply to this application. This policy is located on the City’s website for information.
7. All vegetation, including that not within a defined woodlot, must be maintained during the processing of the application.
8. No regrading is permitted on site during the processing of the application.
9. Applicants and agents are advised that there may be additional approvals (i.e. building permit, etc.) and additional fees and charges (i.e. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application.

**Applicant's Acknowledgements**

- 10. Applicants and agents may be required to provide additional information that will assist the City in assessing the application. Applicants and agents acknowledge that the City may not be able to process the application unless the additional information is submitted.
- 11. The undersigned confirms that the Applicant/Registered Owner/Agent all acknowledge that projects requiring site plan approval cannot obtain any building permit until clearance from the Site Plan Approval Review Committee is provided.
- 12. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07 (A.O.D.A.)*.
- 13. Plans submitted in conjunction with this application are not reviewed for compliance with the A.O.D.A. and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the A.O.D.A.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Print Name) (e.g., City of Oshawa, Town of Whitby, etc.)

in the \_\_\_\_\_ solemnly declare that all the statements  
(e.g. Region of Durham, County, etc.)

contained in this application and all of 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 Oshawa, its employees and agents to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary to this application. I further agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application. I fully understand and agree to comply with all of the Applicant's Acknowledgements as set out above.

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_  
(e.g. City of Oshawa, Town of Whitby) (e.g. Region of Durham, County, etc.)

this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Signature of Registered Owner, Applicant or Authorized Agent

**13. Authorizations**

If the applicant is not the Registered Owner of the land that is the subject of this application, the written authorization of the Registered Owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the Registered Owner.

I, \_\_\_\_\_ (please print) am the Registered Owner of the land that is the subject of this application for site plan approval and site plan agreement or an amendment to site

plan agreement and I authorize \_\_\_\_\_ (please print) to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy 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 Registered Owner

**14. Consent of Registered 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, \_\_\_\_\_ (please print) am the Registered Owner of the land that is the subject of this application for site plan approval and site plan agreement or an amendment to site plan agreement 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 of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner



# Screening Questionnaire for Identifying Potentially Contaminated Sites

This questionnaire has been developed to assist the City of Oshawa in identifying development applications on sites that may be contaminated as a result of a previous use or activity. The Ministry of the Environment, Conservation and Parks (MECP) has developed a [“Guideline for Use at Contaminated Sites in Ontario \(February 1997\)”](#) that outlines the process recommended for the restoration and clean-up of contaminated sites. Applicants on sites that may be contaminated will be required to demonstrate to the satisfaction of the City that they have addressed this Guideline.

This questionnaire is not required to be completed if a Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the MECP’s Guideline has been provided to the City of Oshawa.

## 1. Details of Subject Lands

Location and Description		
Landowner Name		
Mailing Address (Street Number and Street Name)		
Location of Subject Lands (Street Number and Name of Street)		
Lot(s)	Concession(s)	Former Twp.
Registered 40M Plan Number	Lot(s)/Block(s)	Registered 40R Plan Number

## 2. Current Use of the Property

What is the current use of the property? (Check the appropriate uses(s):

Category 1:     Industrial     Commercial     Community

Category 2:     Residential     Institutional     Parkland

Category 3:     Agricultural     Other

**Note:** daycare facilities and a property that contains a religious building(s) are considered institutional uses. See [Ontario Regulation 153/04](#), as amended, for definitions.

**3. Previous Use of Subject Site**

Questions	Yes	No
Does this development proposal require a change in property use that is prescribed under the <a href="#">Environmental Protection Act</a> and <a href="#">O.Reg. 153/04</a> (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified above)?  If yes, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.	<input type="checkbox"/>	<input type="checkbox"/>
Has the property or any adjacent lands ever been used as an Enhanced Investigation Property (e.g. industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)?	<input type="checkbox"/>	<input type="checkbox"/>
Has fill (earth materials used to fill in holes) ever been placed on the property?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property or any adjacent lands identified as a wellhead protection zone?  (Please review the <a href="#">Ministry of the Environment, Conservation and Parks Source Protection Information Atlas</a> to confirm).	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 250 metres from an active or decommissioned landfill/dump, waste transfer station or Polychlorinated Biphenyl (PCB) storage site?	<input type="checkbox"/>	<input type="checkbox"/>
Has the property ever stored/generated/accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits?	<input type="checkbox"/>	<input type="checkbox"/>
Does the subject lands or lands abutting it previously or currently support one or more of the Potentially Contaminating Activities identified in <a href="#">Table 2 of Schedule D of O.Reg 153/04</a> , as amended?	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** If the answer is “Yes” to any question above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

The City must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. City third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

**Note:** The City may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

**4. Declarations**

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the Planning Act and reviewed by the City of Oshawa Planning Department.

A Qualified Person sign-off may be waived by the City for minor variances; and/or applications where site contamination was recently addressed by a related planning application.

For a full list of Qualified Person exemptions, please see [Appendix B of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#). Where a Qualified Person sign-off is required on this form, the completion of a Regional Reliance Letter and Certificate of Insurance may be waived.

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 property contains contaminants at a level that would interfere with the proposed property use.

I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with [Appendix F of the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol](#).

**Qualified Person**

\_\_\_\_\_  
Name of Qualified Person (please print)

\_\_\_\_\_  
Signature of Qualified Person

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

**Professional Seal:**

**Property Owner, or Authorized Agent:**

\_\_\_\_\_  
Name of Registered Owner or  
Authorized Agent (please print)

\_\_\_\_\_  
Signature of Registered Owner or Authorized Agent

\_\_\_\_\_  
Name of Company (if applicable)

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City of Oshawa File Number

\_\_\_\_\_  
Regional File Number

\_\_\_\_\_  
Date



## Minimum Distance Separation 1 – Data Sheet

This form is to be completed and attached to a development application when applying for a new non-farm use within 750 metres of a proposed Type A<sup>1</sup> land use or 1,500 metres of a proposed Type B<sup>2</sup> land use. Complete one sheet for each set of farm buildings.

This form does not need to be completed if the Minimum Distance Separation (MDS) Data Sheet is completed in relation to a subdivision/condominium application.

Closest distance from the livestock facility to the nearest boundary of the subject site:	metres
Closest distance from the manure storage to the nearest boundary of the subject site:	metres
Tillable hectares where livestock facility located:	hectares

Location of Livestock Facility			
Registered Owner of Livestock Facility		Telephone of Registered Owner of Livestock Facility	
Municipal Address(es) (Street Number and Name of Street)			
Lot(s)	Concession(s)	Former Twp.	
Registered Plan Number	Lot(s)/Block(s)	Reference Plan Number	Part Number(s)

Type of Livestock	Existing Housing Capacity #	Manure System (Check one box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Dairy <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers <input type="checkbox"/> Calves		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beef <input type="checkbox"/> Cows <input type="checkbox"/> Backgrounders <input type="checkbox"/> Feeders <input type="checkbox"/> Shortkeepers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### <sup>1</sup> Type A Land Uses:

Industrial  
 Agricultural Related  
 Recreational-Low Intensity  
 Residential Dwelling on an existing lot  
 Creation of up to 3 lots

### <sup>2</sup> Type B Land Uses:

Residential Subdivisions  
 Multiple Residential  
 Rural Residential Cluster  
 Institutional  
 Recreational-High Intensity  
 Commercial  
 Expansion of a settlement area

Type of Livestock	Existing Housing Capacity #	Manure System (Check one box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Swine <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Breeder gilts <input type="checkbox"/> Feeder Hogs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 (6-10kg) <input type="checkbox"/> Meat Turkeys (<6kg) <input type="checkbox"/> Turkeys Breeder Layers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horses		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheep <input type="checkbox"/> Adult Sheep – for dairy <input type="checkbox"/> Adult Sheep – for meat <input type="checkbox"/> Feeder Lambs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mink – Adults		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> White Veal Calves – milk fed <input type="checkbox"/> Veal – grain fed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goats <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Declaration by Registered Owner or Authorized Agent**

To the best of my knowledge, the information provided in this questionnaire is true. I agree for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, 1989, to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of Registered Owner or Authorized Agent

\_\_\_\_\_  
Date