



Application to Amend the City of Oshawa Official Plan Instructions and Information

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](#).

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, by phone at 905-436-3853, or visit in person at City Hall, 50 Centre Street South, Oshawa.

For a copy of the Oshawa Official Plan please see the City of Oshawa website at <https://www.oshawa.ca/business-development/planning-and-development/development-applications>.

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

- A processing fee of **\$27,319** is required to be submitted with any application for an Official Plan amendment

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** fee or a **\$16,030** (for a complex OPA) fee on behalf of the Central Lake Ontario Conservation Authority (CLOCA). A cheque payable to the 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).
- The City collects a **\$4,500** review fee on behalf of the Region of Durham Community Growth and Economic Development Department. A certified cheque or money order payable to the Regional Municipality of Durham in this amount is to be attached to the application.

Note:

1. The City of Oshawa's Planning Services processing fees for applications increase annually by 3%, each January 1st 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:

If this application is submitted in conjunction with an Application to Amend the Zoning By-law, the plans required to be submitted with the Application to Amend the Zoning By-law will suffice.

If this application is not being submitted in conjunction with an Application to Amend the Zoning By-law, the following are required:

- Two (2) copies of a development plan (i.e. site plan, survey plan).
- Digital copies of **all** plans and documents are required. The drawings shall be in both AutoCad format and PDF format. All studies and reports shall be in PDF format. Upload through the [**Oshawa Application Portal**](#).

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

- Separate Letter of Authorization, if the applicant is not the owner (see Section 1, 14 and 15).
- Two (2) paper copies and a digital copy of a proposed draft Official Plan Amendment and schedule(s) (see Section 7).
- Two (2) paper copies and a digital copy of a Planning Justification Report.
- Two (2) paper copies and a copy in PDF format of a Hydrogeological report and two (2) paper copies and one (1) digital copy in PDF format of a Servicing Options Report (see Section 10).
- Two (2) paper copies and a copy in PDF format of a Traffic Study.
- Two (2) paper copies of the Site Screening Questionnaire (which is attached to this application) or two (2) paper copies and a digital copy in PDF format of the Phase I Environmental Site Assessment (see Section 11).
- Minimum Distance Separation 1 – Data Sheet (see Section 12).
- Two (2) copies of the Ontario Building Code Information Sheet (one for each building) which is attached to this application must be completed and submitted with the application, if applicable.
- A proposed strategy for consulting with the public with respect to the application (see Section 12).
- 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 are 8½" x 14", 11" x 17" or 24" x 36".

- **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.**
- 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:

- The plan shall indicate topographical contours and other natural or artificial features such as buildings, railways, pipelines, watercourses, drainage ditches, swamp and wooded areas within or adjacent to the subject property, as well as the owner's total land holdings in the immediate area.
- 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.
- The current uses of land that are adjacent to the Subject Lands.
- 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.
- The location and extent of easements, rights-of-way, restrictive covenants, etc. on the subject property and adjacent properties and a note on the plan must explain the nature of the encumbrance.

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



Application to Amend the City of Oshawa Official Plan or Envision Durham (Regional Official Plan)

Indicate (X) whether this application is for a:

- Oshawa Official Plan
- Part II Plan
- Samac Secondary Plan
- Envision Durham (Durham Regional Official Plan)

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 Official Plan Amendment by signing Sections 14 and 15 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	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
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 Twp.

Registered Plan Number (e.g. 40M)	Lot(s)/Block(s)	Reference Plan Number (e.g. 40R)	Part Number(s)
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Site Characteristics			
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. Interests and Encumbrances

Are there any existing easements, rights-of-way, restrictive covenants affecting the subject land? If Yes, describe and its effect:

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:			

	Yes	No	Explanation
Is the proposed use intended to replace the existing permitted uses?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the proposed use intended to be permitted in addition to the existing permitted uses?	<input type="checkbox"/>	<input type="checkbox"/>	
Separate explanatory text attached?	<input type="checkbox"/>	<input type="checkbox"/>	

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:	

6. Current Heritage Status Designation

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

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

7. Details of Proposed Amendment

Proposed Oshawa Official Plan designation (if applicable):	
Proposed Part II Plan/Secondary Plan designation (if applicable):	
Proposed Envision Durham designation (if applicable):	
Separate explanatory text attached?	<input type="checkbox"/> Yes

What is the purpose of the requested Official Plan amendment?

In as detailed a manner as possible, describe the requested amendment:

Are you changing or replacing a designation of the subject land? Yes No

Describe the change or replacement and identify the designation being requested:

Are you seeking all of the uses in the requested designation? Yes No
 Are you seeking only selected uses? Describe any selected uses:

Attach two (2) copies of any schedules to the Official Plan that are proposed to be changed showing (in red-line) the intended changes? Attached? Yes No

Are you adding a policy to the Official Plan? Yes No

Identify the text of the proposed policy and the purpose of the proposed policy:

Are you changing, replacing or deleting a policy in the Official Plan? Yes No

Identify the policy proposed to be changed, replaced or deleted, any proposed new text and the purpose of the proposed new text. Attach separate explanatory text regarding the above, if necessary.

A draft Official Plan Amendment with draft text and schedules(s) is required to be submitted with any amendment to the Official Plan.

Are two (2) copies and one digital copy of a draft Official Plan amendment providing the above information attached? Yes No

Will the requested amendment alter all or any part of the boundary of an area of settlement in the municipality (i.e. expand the Major Urban Area) or establish a new area of settlement in the municipality? If Yes, provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement?

Does the requested amendment remove the subject land from any area of employment? If Yes, identify the current Official Plan policies, if any, dealing with the removal of land from an area of employment? Yes No

8. Lands Subject To Other Applications

Indicate if the applicant or Registered Owner has submitted any of the following applications **for all or part of 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				
Plan of Subdivision/ Condominium	<input type="checkbox"/>	<input type="checkbox"/>				
Zoning By-law 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"/>				
Application for Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>				

Has the subject property ever been the subject of a previous application to amend the applicable Official Plan? If Yes, provide the specifics (i.e. applicant, purpose, year, etc.) and indicate whether the application was approved by Council.

Indicate if the applicant or Registered Owner has submitted any of the following applications **for lands within 120 metres of 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"/>				

Type of Application	Submitted Yes	Submitted No	File Number	Land Affected	Purpose and Effect of Application	Status of Application
Application for Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Consent/Removal of Part Lot Control	<input type="checkbox"/>	<input type="checkbox"/>				
Application for Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>				

9. Consistency with Provincial Policies and Plans

	Yes	No	N/A	Explanation
Is the application consistent with the Provincial Planning Statement?	<input type="checkbox"/>	<input type="checkbox"/>		
If applicable, is the application consistent with the Greenbelt Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, is the application consistent with the Oak Ridges Moraine Conservation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is a separate document providing the above information attached? Yes No

10. Servicing and Infrastructure

(a) Water Service

Existing type of water service:

a municipal piped water system a privately owned and operated individual or communal well

Proposed type of water service:

a municipal piped water system a lake or other water body
 a privately owned and operated individual or communal well other means (specify) _____

(b) Sewage Disposal

Existing type of sewage disposal:

a municipal sanitary sewage system a privately owned and operated individual or communal septic system

Proposed type of sewage disposal:

a municipal sanitary sewage system other means (specify)
 a privately owned and operated individual or communal septic system _____

(c) Storm Drainage

Existing method of storm drainage:

<input type="checkbox"/> storm sewers	<input type="checkbox"/> drainage swales
<input type="checkbox"/> ditches	<input type="checkbox"/> other means (specify) _____

Proposed method of storm drainage:

<input type="checkbox"/> storm sewers	<input type="checkbox"/> drainage swales
<input type="checkbox"/> ditches	<input type="checkbox"/> other means (specify) _____

If the requested amendment would permit the development on a privately owned and operated individual or communal septic systems, would more than 4500 litres of effluent be produced per day as a result of the development being completed? If Yes , submit two (2) paper copies of a servicing options report and two (2) paper copies of a hydrogeological report and one (1) digital copy of each in PDF format.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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List the reports below and attach the reports to your application.

Title	Author	Date	Attached?	To be Submitted

11. 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? If No , submit two (2) paper copies and one (1) 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

12. 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 the 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

(d) Public Consultation Strategy

A proposed strategy for consulting with the public with respect to the request is required to accompany all applications.

Proposed strategy for consulting with the public included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(e) Sign(s) Information

A sign will be required to be posted on the subject land to inform the public of the proposed application(s). The Economic and Development Services Department will supply the applicant with the required wording, location and specifications of the sign.

(f) 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.

(g) 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? If Yes, complete the “Minimum Distance Separation 1 – Data Sheet.”	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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13. 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 and policies.
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.
4. 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.
5. 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.
6. All vegetation, including that not within a defined woodlot, must be maintained during the processing of the application.
7. No regrading is permitted on site during the processing of the application.
8. Applicants and agents are advised that there may be additional approvals (i.e. site plan approval, 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.
9. 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.
10. 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.)*.

Applicant's Acknowledgements

11. 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

14. 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 an Official Plan amendment 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

15. 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 an Official Plan amendment 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 Environmental Protection Act and O.Reg. 153/04 (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified above)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.		
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 Ministry of the Environment, Conservation and Parks Source Protection Information Atlas 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 Table 2 of Schedule D of O.Reg 153/04 , 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 A¹ land use or 1,500 metres of a proposed Type B² 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"/>

¹ Type A Land Uses:

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

² 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"/> 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

Proposed:
Location:
Building Permit Application No.:
Site Plan Application No.:
Oshawa Snow Load Map Received: Yes No

Major Occupancy:
 A-_____ B-_____ C-_____ D-_____ E-_____ F-_____

 F-3 Combustible content of _____ kg/sq. m (lb/sq. ft.) _____ MJ/sq. m (BTU/sq. ft.)

Building Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m

Gross Area: Existing _____ sq. m Proposed _____ sq. m Total _____ sq. m

Building Height: Storeys _____ Height _____ m Level(s) of basement _____

Building Divided by Firewalls: Yes No

Building A _____ sq. m

Building B _____ sq. m

Building C _____ sq. m

Firewall Construction: Concrete Masonry _____ Hours FRR, extended _____ mm above roof

Proposed Mezzanines: Yes No

Open mezzanine: _____ sq. m located in _____

Enclosed mezzanine: _____ sq. m located in _____

Building is required to face: _____ OBC defined public street(s)

 _____ access route(s) for Fire Department vehicles

Fire Hydrant located within: _____ m from building entrance
 from Fire Department connection

Governing OBC Article:
 3.2.2. _____ Table 9.10.8.1.

 3.2.2. _____ High Building 3.2.6.

Permitted Construction: Combustible Noncombustible Both

Actual Construction: Combustible Noncombustible Both

Energy Efficient Design Standard: To Be Determined at Building Permit Application

 Exceed 13% of SB10 Div.2 or 4

 ASHRAE 189.1-2014

 ASHRAE 90.1-2013+SB10

 NECB-2015+SB10

 SB10 Div. 5 (Part 9 Non-Residential)

 SB12 Chapter 1 and 3 (Part 9 Residential)

 Exceed 15% of SB12 Chapter 2

 Exempt from Energy Efficiency – Explanation: _____

Proposed:
Total Occupant Load: _____ persons based on:

 _____ sq. m /person not found in OBC T.3.1.17.1.

Fire Alarm System: Yes No

If No, Explain: _____

Standpipe and Hose System: Yes No

If No, Explain: _____

Fire Sprinkler System Proposed:
 Entire Building Addition Only.

 Basement Only In Lieu of Roof Railing.

Are fire protection and life safety systems, and systems with fire protection and life safety functions integrated with each other?
 Yes No

Barrier-Free Design: Yes No

If No, Explain: _____

Required Fire Resistance Rating (FRR) (Note: Optional for Site Plan Application, Mandatory for Building Permit Application)

Horizontal Assemblies FRR Hours:			FRR of Supporting Members		
Floors	_____	hours	Floors	_____	hours
Roof	_____	hours	Roof	_____	hours
Mezzanine	_____	hours	Mezzanine	_____	hours
Listed Design No. or Description			ULC Design No. or Description		
Floors	_____	hours	Floors	_____	hours
Roof	_____	hours	Roof	_____	hours
Mezzanine	_____	hours	Mezzanine	_____	hours

Spatial Separation - Construction of Exterior Walls (submit calculations if required)

Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR (Hours)	Listed Design or Description	Comb. Const.	Comb. Constr. Noncomb. Cladding	Noncomb. Constr.
North										
South										
East										
West										

Design & Review By: OAA P. Eng. CET MAATO BCIN

Name:	BCIN #
Firm:	BCIN #
Phone:	Email:
Date:	Signature:

Note: Every building or part thereof described in OBC Division C, Table 1.2.2.1. shall be designed and reviewed by an architect, professional engineer or both.

Reference: Ontario Building Code, as amended.