



Effective: November 21, 2011

**CORPORATION OF THE TOWN OF GRAVENHURST**

**SITE PLAN AGREEMENT APPLICATION**

The fee for a site plan agreement application to the Corporation of the Town of Gravenhurst  
for the zone classifications of By-law 10-04, as amended,  
shall be determined as follows:

**\$608.90 (\$424.20 for a site plan agreement amendment)**

R-1, R-2, RC-4, RR-5, RW-6, RW-6A, RW-6B, RW-6C, RW-6D, RW-6E, RW-6E1, RW-6F,  
RW-6F1, RB-7, RI-8, RI-8A, RI-8B, RI-8C, RI-8D, EP, OS, RU

payable at the time a **complete application** is submitted.

If the application fee is being paid by cheque or money order,  
such cheque or money order shall be made payable to:

**"Town of Gravenhurst"**

In the event that any refunds are necessary (as a result of file closure or application withdrawal), the monies will be refunded to the registered owner. The refund amount shall be determined in accordance with the Town's Tariff of Fees By-law.

**Note:** A development charge may be payable prior to the issuance of a building permit.

**APPLICATION FOR A SITE PLAN AGREEMENT TO THE CORPORATION OF THE TOWN OF GRAVENHURST**

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee in cash or cheque/money order payable to the "Town of Gravenhurst".
2. One (1) original application form. ***All questions on the application form must be answered and the Planning Services Agreement must be signed. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of a site plan (8-1/2" x 11") to scale is required (not on graph paper). Please note that some applications may require larger full-size drawings detailing architectural plans and elevations, landscaping plans, drainage and servicing plans, etc. The submission of the larger full-size drawings will be determined by the staff of the Corporation of the Town of Gravenhurst. Surveys or reference plans may be used as the basis for the site plan. Site plans should not refer to a building permit.

***Site plans must be prepared in accordance with the Town of Gravenhurst Development Standards (By-law 2006-17).*** For convenience, please refer to Section 10 of the Development Standards if you are preparing a residential site plan, or to Section II of the Development Standards if you are preparing a Commercial, Industrial or Institutional site plan. For a full copy of the Development Standards, please visit [www.gravenhurst.ca](http://www.gravenhurst.ca)

5. ***If a complete application (all questions answered on the application form, signatures on the planning services agreement, signatures on three signing pages, one (1) copy of a site plan, one (1) copy of the Deed, and the applicable application fee) is not provided, the application will be returned until it is complete.***

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE CORPORATION OF THE TOWN OF GRAVENHURST PLANNING DEPARTMENT**



**APPLICATION FOR:**

**MINOR VARIANCE** \_\_\_\_\_  
**SITE PLAN AGREEMENT** \_\_\_\_\_

**ZONING AMENDMENT** \_\_\_\_\_  
**DEEMING BY-LAW** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**DATE STAMP - RECEIVED**

Application No. \_\_\_\_\_  
 Roll No. \_\_\_\_\_  
 Official Plan Designation: \_\_\_\_\_  
 Zoning: \_\_\_\_\_  
 Application Fee: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Assigned to: \_\_\_\_\_

*All application questions must be answered and the planning services agreement must be signed by all registered owners. Incomplete applications shall be returned to the applicant (please type or print in ink).*

1. Registered Owner(s): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_ (fax) \_\_\_\_\_ (email) \_\_\_\_\_
4. Agent: (if applicable) \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Phone: (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_ (fax) \_\_\_\_\_ (email) \_\_\_\_\_
7. Name of any mortgages, charges, or other encumbrances in respect of the subject lands: *(applicable for zoning amendment and deeming by-law applications only)*  
 \_\_\_\_\_
- 7(a). Address: \_\_\_\_\_
8. Nature and extent of i) relief from zoning by-law or ii) rezoning being requested: *(applicable for minor variance and zoning amendment applications only)*  
 \_\_\_\_\_
9. Reason why relief from zoning by-law or rezoning is being requested: *(applicable for minor variance and zoning amendment applications only)*  
 \_\_\_\_\_

10. Legal description of subject lands: (lot, concession, township, registered or reference plan, municipal address)

\_\_\_\_\_

11. Dimensions of subject lands: *(complete with either imperial or metric units)*

Area \_\_\_\_\_ Frontage \_\_\_\_\_ Depth \_\_\_\_\_

12. Access to subject lands: \_\_\_\_\_

13. If access is by water: (parking and docking facilities used or to be used *and* distance of such facilities from subject lands)

\_\_\_\_\_

14. Existing use(s) of subject lands: \_\_\_\_\_

15. Particulars of existing building(s) on subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and height) *(this information may be indicated on a site plan - please use imperial or metric units)*

\_\_\_\_\_

\_\_\_\_\_

16. Proposed use(s) of subject lands: \_\_\_\_\_

17. Particulars of proposed building(s) on subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and height) *(this information may be indicated on a site plan - please use imperial or metric units)*

\_\_\_\_\_

\_\_\_\_\_

18. Date the subject lands were acquired by the current owner: \_\_\_\_\_

19. Date the existing building(s) was constructed on the subject lands: \_\_\_\_\_

20. Length of time the existing use(s) on the subject lands have continued: \_\_\_\_\_

21. a) Municipal services provided: (please state water source, sewage disposal system, and storm drainage system)

\_\_\_\_\_

b) Please provide the following information if on existing or proposed private sewage disposal system:

- 1. Existing or proposed building floor area: \_\_\_\_\_
- 2. Total number of bedrooms: \_\_\_\_\_
- 3. Total number of plumbing fixtures: \_\_\_\_\_

**NOTE:** (1) The provision of this information does not ensure the issuance of a septic approval permit.  
 (2) If the above information is not completed, the site assessment will be based on a proposed building consisting of: 4 Bedrooms, 20 Fixture Units (Maximum), & 200 Square Metres Finished Floor Area (Maximum).

22. If known, have these lands been subject to any of the following development applications:

Minor Variance; Zoning Amendment; Deeming By-law; Site Plan Agreement; Shore Road/Road Closing; Plan of Subdivision / Condominium; Severance/Consent; Building Permit.

If so, please specify type of application and File No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### AUTHORIZED AGENT

I/We \_\_\_\_\_ am/are the owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

### DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We \_\_\_\_\_ of the Town / City of \_\_\_\_\_ in the District / County of \_\_\_\_\_

solemnly declare that all of the above statements and the statements contained in all of the exhibits submitted herewith as part of this application are true, and I/we 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.

Declared before me at the Town / City of \_\_\_\_\_ in the District / County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths, etc.

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

This information has been collected in accordance with Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13, and Sections 74(1) and 75(4) of the Municipal Act, R.S.O. 1990, Chapter M.45. This information is to be used solely for the purpose of administering this application. For further information, please contact the "Head" of the Institution at 3-5 Pineridge Gate, Gravenhurst, Ontario, P1P 1Z3 (Office: Tel. (705) 687-3412 & Fax (705) 687-7016).

### PERMISSION TO ENTER

I hereby authorize the members of the Town of Gravenhurst Council, and members of the staff of the Town of Gravenhurst to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

**The planning services agreement must be signed by the owner(s) of the subject lands.**

**PLANNING SERVICES AGREEMENT**

Between

**The Corporation of the Town of Gravenhurst** (hereinafter called the Town)

-and-

Owner(s) (hereinafter called the Applicant)

**WHEREAS THIS AGREEMENT** is entered into pursuant to the provisions of By-law 97-32 of the Corporation of the Town of Gravenhurst:

**1. THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:**

The Applicant agrees to provide the Town with the following:

- (a) any information in the Applicant's possession concerning the planning aspects of the application;
- (b) all surveys, drawings, sketches, or plans, as required for the processing of the application; and
- (c) the applicable application fee(s) as prescribed by By-law 97-32.

**2. WHEREAS AN APPEAL HAS BEEN RECEIVED FROM AN APPELLANT OTHER THAN THE APPLICANT TO ANY OF THE FOLLOWING:**

an application for a minor variance, a zoning by-law amendment, an official plan amendment, a consent application, a site plan agreement, or a deeming by-law; **AND** if an Ontario Municipal Board Hearing is required, **THEN** a deposit of \$1,000.00 shall be submitted to the Town by the Applicant prior to the submission of the request for approval to the Ontario Municipal Board (this amount shall be for all fees and disbursements paid to the Town's solicitor and expert witnesses called to testify by the Town and for all disbursements incurred by the Town in connection with the application). Any surplus funds shall be refunded to the Applicant following final approval of the application. Should the costs referred to above exceed \$1,000.00, the Applicant shall reimburse the Town for all such costs.

**3. The Town agrees to process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.**

**4. Where the Town finds it necessary to make extensive use of professional assistance in preparation for an Ontario Municipal Board Hearing, or where the Hearing is of more than two (2) days in duration, the Town may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Town, payment for which have been made by the Town or invoices for which have been received by the Town.**

**IN WITNESS WHEREOF** the Applicant and the Town has caused its corporate seal to be affixed over the signature of its respective signing officers.

**SIGNED, SEALED, AND DELIVERED** in the presence of:

\_\_\_\_\_) )  
 Witness ) )  
 \_\_\_\_\_) )  
 Witness ) )  
 \_\_\_\_\_) )  
 Date ) )  
 \_\_\_\_\_) )  
 Date ) )

Per: \_\_\_\_\_

Per: \_\_\_\_\_  
Signature of Owner(s)

The Corporation of the Town of Gravenhurst

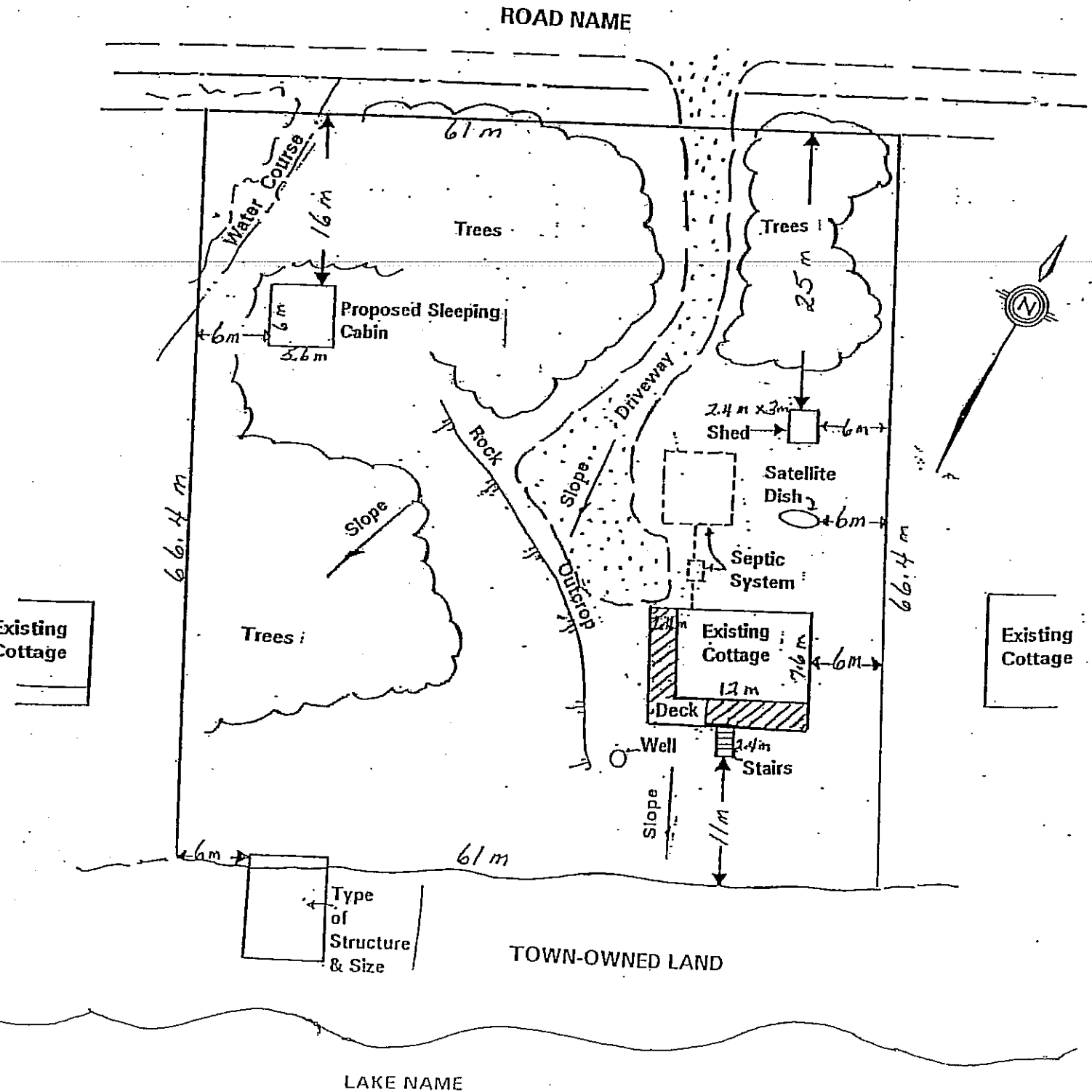
Per: \_\_\_\_\_  
Manager of Development Services

LOCATION PLAN OF:

Part of Lot \*\*, Concession II  
former Township of \*\*  
Town of Gravenhurst  
District of Muskoka  
being Lot \*\*, Plan \*\*

SAMPLE BUILDING LOCATION PLAN

Scale: |



**THIS PAGE IS PROVIDED FOR INFORMATION PURPOSES ONLY, HOWEVER, THE FOLLOWING 2 PAGES (1 LONG and 1 SHORT) MUST BE SIGNED BY ALL REGISTERED OWNERS, WITNESSED AND RETURNED WITH THE COMPLETED APPLICATION FORM.**

**THE CORPORATION OF THE TOWN OF GRAVENHURST**

**THIS AGREEMENT** made this     day of                     , 201\*, between (SURNAME, Name) (the "**Owner**") and the Corporation of the Town of Gravenhurst (the "**Town**");

**WHEREAS:**

- (a) The **OWNER** is the registered owner of the lands described in Schedule "A", (the "Lands") and known as (Name);
- (b) By an application dated, \*\*\*\*\*, the **OWNER** applied to the Town under Section 41 of the Planning Act, R.S.O. 1990, c.P.13, for site plan approval in respect of its development of the lands known as **legal description as shown on deed** (the "Building");
- (c) The Town has approved the plans and drawings submitted with the **OWNER'S** application (File No.\*\*\*\*) subject to certain conditions and subject to the entering into of this agreement;
- (d) Section 41(10) of the Planning Act permits the registration of this agreement against the Lands of which it applies;

**IN CONSIDERATION** of the premises and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

- (1) For the purpose of this agreement, "Schedule" shall mean:
  - Schedule "A" location map or O.L.S. description;
  - Schedule "B" site plan available for viewing at the municipal office;
  - Schedule "C" special conditions annexed to this agreement.
- (2) The **OWNER** agrees to construct and maintain the Building in substantial conformity with the plans and drawings described in Schedule "B" to this agreement;
- (3) The **OWNER** agrees to satisfy each of the conditions set forth in Schedule "C" to this agreement;
- (4) This Agreement shall enure to the benefit of the Town and shall be binding upon the **OWNER**, its successors or assigns, provided that if the **OWNER** hereto is an individual, the Agreement shall enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns of the said **OWNER**.

Continued . . . .





SCHEDULE "C"

**CONDITIONS TO SITE PLAN AGREEMENT**

**(OWNER, SURNAME, Name)**

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1. The Owner agrees that no other buildings or accessory buildings shall be constructed without prior approval of the Town of Gravenhurst. Further development of the property described in Schedule "A" to this Agreement may require an amendment to this Agreement and the Town reserves the right to determine such requirement.
  
2. The Owner agrees to preserve the following:
  - the natural topography;
  - elevations;
  - any natural water courses located on the property;
  - all the existing stands of trees.

This provision does not apply to the removal of trees for construction on the approved building location.
  
3. A minimum 75.0% of the area of land 20.0 metres wide abutting and running parallel to the Optimal Summer Water Level shall contain a Shoreline Buffer. A Shoreline Buffer shall mean a natural area, adjacent to a shoreline, maintained or re-established in its natural predevelopment state, with the exception of minimal pruning of vegetation and the removal of trees for safety reasons, for the purpose of protecting natural habitat and water quality and minimizing the visual impact of buildings or structures on a lot. Where the natural shoreline of a property is a natural beach or is a rock outcropping with little or no soil, such shall be deemed to comply.
  
4. The Owner agrees that no waterfront development or alteration is to take place without prior approval from the Department of Fisheries and Oceans as may be required, and the Town of Gravenhurst.
  
5. The Owner agrees not to undertake any alterations to on-site grades that may have any injurious effects or create a nuisance on adjacent lands or waterbodies.
  
6. The Owner agrees to prevent any sediment run off during construction and to provide retention basins if required.
  
7. The Owner agrees that the proposed method of domestic sewage disposal be undertaken in accordance with the approvals of the Town of Gravenhurst.
  
8. The Owner agrees to satisfy the requirements of the Gravenhurst Fire Department Safety Regulations.

Continued . .

9. The Owner agrees to not call into question directly or indirectly in any proceeding whatsoever, in law or in equity, or before any administrative tribunal, the right of the Municipality to enter into this Agreement and to enforce each and every term, covenant and condition herein contained and this Agreement may be pleaded as an estoppel against the Owner in any such proceedings.
10. The Owner acknowledges that development charges, where applicable, shall be paid to the Town, in accordance with the provisions of the applicable By-law(s), prior to the issuance of a building permit.
11. The Owner will and herein does indemnify, save, defend and keep harmless from time to time and at all times, the Town, of, from and against all action, causes of action, interest, claims, demands, costs, charges, damages, expenses and loss which the Town may at any time bear, incur, be liable for, sustain or be put unto for any reason or on account of or by reason of or consequence of the Town entering into this Agreement.
12. The Owner agrees that all conditions be completed within one (1) year of commencing construction.
13. Upon completion of these conditions, the Owner further agrees to contact the Development Services – Planning Department for the Town of Gravenhurst in order to arrange for a site inspection.
14. If a site inspection is not requested by the Owner within the time frame stated above, the Town's Tariff of Fees By-law will be implemented and the appropriate fee will be charged for the site inspection.
15. The Owner is aware that if no site inspection is requested within the time frame stated above, this file will be closed and our records will indicate no confirmation that the conditions of the Site Plan Agreement have been met.