



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

1 BAILEY STREET, P.O. BOX 129, PORT CARLING, ON P0B 1J0

APPLICATION FOR AMENDING SITE PLAN AGREEMENT CHECKLIST

Please ensure you have completed this checklist and submit it with your application:

- ☐ Fully complete all sections of the Application Form
- ☐ Original signatures by Owner(s)/Agent on Page 2
- ☐ Authorization for an Application by a Person Other Than the Legal Owner(s) found on Page 3, if applicable
- ☐ Application fee attached made payable to the Township of Muskoka Lakes
 - Site Plan Agreement Residential (Dwelling) Fee: \$1200
 - Site Plan Agreement Residential (Accessory) Fee: \$800
 - Site Plan Agreement Residential Minor Amendment Fee: \$800
 - Site Plan Commercial (less than 7,500 sq. ft) Fee: \$1,900
 - Site Plan Commercial (over 7,500 sq. ft.) Fee: \$3,000
 - Site Plan Commercial Amendment (Minor) Fee: \$1,000
 - Site Plan Agreement Condition of Minor Variance Fee: 50% of fee
- ☐ Copy of Site Plan, and any other applicable Drawings, studies/reports. etc.
 - * Note any drawings exceeding 11" x 17" or Studies / Reports are required to be submitted in digital format in addition to hard copy. Digital copies can be submitted to planning@muskokalakes.ca
 - * See minimum Site Plan requirements in [Site Plan Guide](#) found on page 14
- ☐ A recent dated photo of the property from the water (if applicable/available)

*Generally Site Plan Approval can take between 2 to 4 months. A major site plan can take up to 6 months.

* A sample Site Plan Agreement is enclosed starting on page 4. Planning Staff will request signing pages when a finalized Agreement is available for review by the owner(s).

*Securities are to be returned to the individual or entity who paid them, unless authorized otherwise.



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

1 BAILEY STREET, P.O. BOX 129, PORT CARLING, ON P0B 1J0

Application for Amending a Site Plan

Roll #: 4453- _____ Zoning of Subject Property: _____
Civic (911) Address (if applicable): _____
Agreement to be Amended Instrument Number: _____
Property Subject to Site Plan Control: Yes or No Development Subject to Site Plan Control: Yes or No

1. REGISTERED OWNER(S)

Name _____

Address _____

Telephone _____ Email _____

2. AGENT (if applicable)

Name _____

Address _____

Telephone _____ Email _____

Please specify to whom all correspondence should be sent : ☐ Owner ☐ Agent

3. LEGAL DESCRIPTION OF PROPERTY

Geographic or Former Township _____

Lot Number _____ Concession _____ Registered Plan Number (if any) _____

_____ Lot Number _____ Reference Plan Number (if any) _____

_____ Part Number _____

Civic / 911 Address _____

Property Roll #: 4453 _____

4. LAND USE

Existing _____

Proposed _____

5. PROPERTY CHARACTERISTICS

Water Frontage _____ Road Frontage _____

Lot Area _____ Lot Area within 200 ft of HWM _____
(if applicable)

6. DESCRIPTION OF PROPOSAL (Attach site plan and drawings: Review site plan guide and requirements)

7. DIMENSIONS OF PROPOSED STRUCTURE (including height) (Attach site plan and drawings: Review site plan guide and requirements)

8. I hereby apply for Site Plan Approval and declare that the statements made in the application and the information contained in the accompanying plans are true. I hereby permit Township staff to inspect the property to verify the application and draft any required reports.

THAT THERE MAY BE ADDITIONAL APPROVALS SUCH AS BUT NOT LIMITED TO: BUILDING PERMIT, ENTRANCE PERMIT, ETC AND ADDITIONAL FEES AND CHARGES SUCH AS BUT NOT LIMITED TO: BUILDING PERMIT FEES, DEVELOPMENT CHARGES, ETC. ASSOCIATED WITH ANY DEVELOPMENT APPROVED IN CONJUNCTION WITH THIS APPLICATION.

	Date	Owner's/Agent's Signature
FEE:	Residential (Dwelling) \$1200.00	Commercial (less than 7,500 sq. ft.) \$1,900.00
	Residential (Accessory) \$800.00	Commercial (over 7,500 sq. ft.) \$3,000.00
	Residential Amendment (Minor) \$800.00	
	Commercial Amendment (Minor) \$1000.00	
	Condition of Minor Variance 50% of fee	

Personal information contained in this form is collected under the authority of the *Planning Act*, Section 40, and will be used to determine the eligibility of the proposed site plan. Questions about this collection should be directed to: Manager of Planning, Township of Muskoka Lakes, 1 Bailey Street, P.O. Box 129, Port Carling, Ontario P0B 1J0 Tel: (705) 765-3156 Fax: (705) 765-6755



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

AUTHORIZATION FOR AN APPLICATION

BY A PERSON OTHER THAN THE LEGAL OWNER(S)

I / We, _____, being
the legal owner(s) of the property described as Lot(s) _____,
Concession(s) _____, Part(s) _____, on Plan(s) _____,
located at Civic Address _____,
in the former Township of _____, now in the Township of
Muskoka Lakes, and having Tax Assessment Roll # _____,
hereby authorize _____ to make
an application for

- ☐ Minor Variance ☐ Severance ☐ Concurrent Severance / Zoning By-law
☐ Zoning By-law ☐ Deeming By-law ☐ Site Plan

for the property noted above.

Date

Signature of Legal Owner(s)

THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES
AMENDING SITE PLAN AGREEMENT

THIS AGREEMENT made in triplicate this ____ day of _____ 20__.

BETWEEN _____
hereinafter called the “OWNER” of the first part,

- AND -

THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES,
hereinafter called the “TOWNSHIP” of the second part.

WHEREAS

- a) A Site Plan Agreement affecting the property described in Schedule A to this Amending Agreement was executed by _____, the former owner of the property, and the Township; and that Agreement was registered on _____ as _____ (LAND TITLES);
- b) The Owner, being the present owner of the property, has requested an amendment to the Agreement, and the Township has concurred;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties agree as follows:

- 1. The OWNER shall _____ the property described in Schedule A to this Amending Agreement, in accordance with the Site Plan attached as Schedule(s) _____ (that is available for viewing at the Township of Muskoka Lakes) to this Amending Agreement.
- 2. The Agreement registered as _____ (LAND TITLES) affecting the property described in Schedule A is amended accordingly.
- 4. The OWNER is bound by the said Agreement registered as _____ (LAND TITLES) as amended.
- 5. Any notice required to be given pursuant to the terms of the said Agreement as amended shall be in writing and mailed or delivered to the other at the following addresses:

OWNER’S NAME AND ADDRESS:

AREA MUNICIPALITY: Clerk,
Township of Muskoka Lakes,
P.O. Box 129,
Port Carling, Ontario,
P0B 1J0.

IN WITNESS WHEREOF the OWNER and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED
in the presence of:

Signature of Witness

Print name of Witness

Signature of Witness

Print name of Witness

Signature of Owner

Print name of Owner

Signature of Owner

Print name of Owner

THE CORPORATION OF THE
TOWNSHIP OF MUSKOKA LAKES

Mayor
Peter Kelley

Clerk
Lauren Tarasuk

TOWNSHIP OF MUSKOKA LAKES

SITE PLAN GUIDE

What is Site Plan Control?

[Site Plan Control](#) is a method by which a municipality ensures that development of a particular site is carried out in an orderly fashion and is compatible with the surrounding development and landscape. It, however, cannot be used to control density, but can be used to preserve tree cover.

Upon application for a Building Permit, landowners are required to submit a detailed site plan and drawings of the building's exterior. A survey may be required. The landowner is required to enter into an Agreement with the Township ensuring the provision of and maintenance of certain works. Planning Department staff will aim to have this agreement registered on title within 30 days of approval.

What Authority does the Municipality have to exercise Site Plan Control?

Section 41 of the Planning Act, R.S.O. 1990, empowers municipalities to use Site Plan Control for certain uses within a municipality.

What Areas are subject to Site Plan Control?

Under the Township's Site Plan Control By-law the entire Township is subject to Site Plan Control. Certain zones are generally excluded, however, site plan control may be imposed.

Land Uses that can generally only be developed by Site Plan Control:

- | | |
|------------------|--|
| a) Commercial | d) Residential where development constraints exist |
| b) Industrial | (ie. steep slopes, special lakes, deer wintering) |
| c) Institutional | e) Multi Residential |

Is There a Public Meeting?

Under the Planning Act, a Public Meeting is not required. The Township, however, can require a [Public Information Meeting](#) to provide opportunity for public input and review by the Township's Planning Committee and Council. Neighbours cannot appeal any decision and cannot be parties in any Site Plan Agreement.

Items Considered when Reviewing a Site Plan

To ensure appropriate development by way of Site Plan Control, numerous items are considered in their view of the plans:

- | | |
|--|--|
| a) Location of proposed buildings in relation to other buildings on the property and buildings on adjacent properties, | f) Lighting, including Dark Sky Compliant lighting |
| b) The possible aesthetic impact of the proposal (particularly on the waterfront), | g) Landscaping and buffering, including the enhancement of the property, |
| c) The nature of the parking facilities and the adequacy thereof, | h) Garbage storage areas, |
| d) Entranceways, | i) Site drainage (including stormwater management), |
| e) Pedestrian access, | j) Fire, |
| | k) Securities for matters of a public interest. (eg. stormwater management, plantings, etc.) |

The Site Plan Agreement

A Site Plan Agreement is entered into between the owner and the Township wherein the owner agrees to complete the works shown on the site plan. The works may have to be completed within a certain time period.

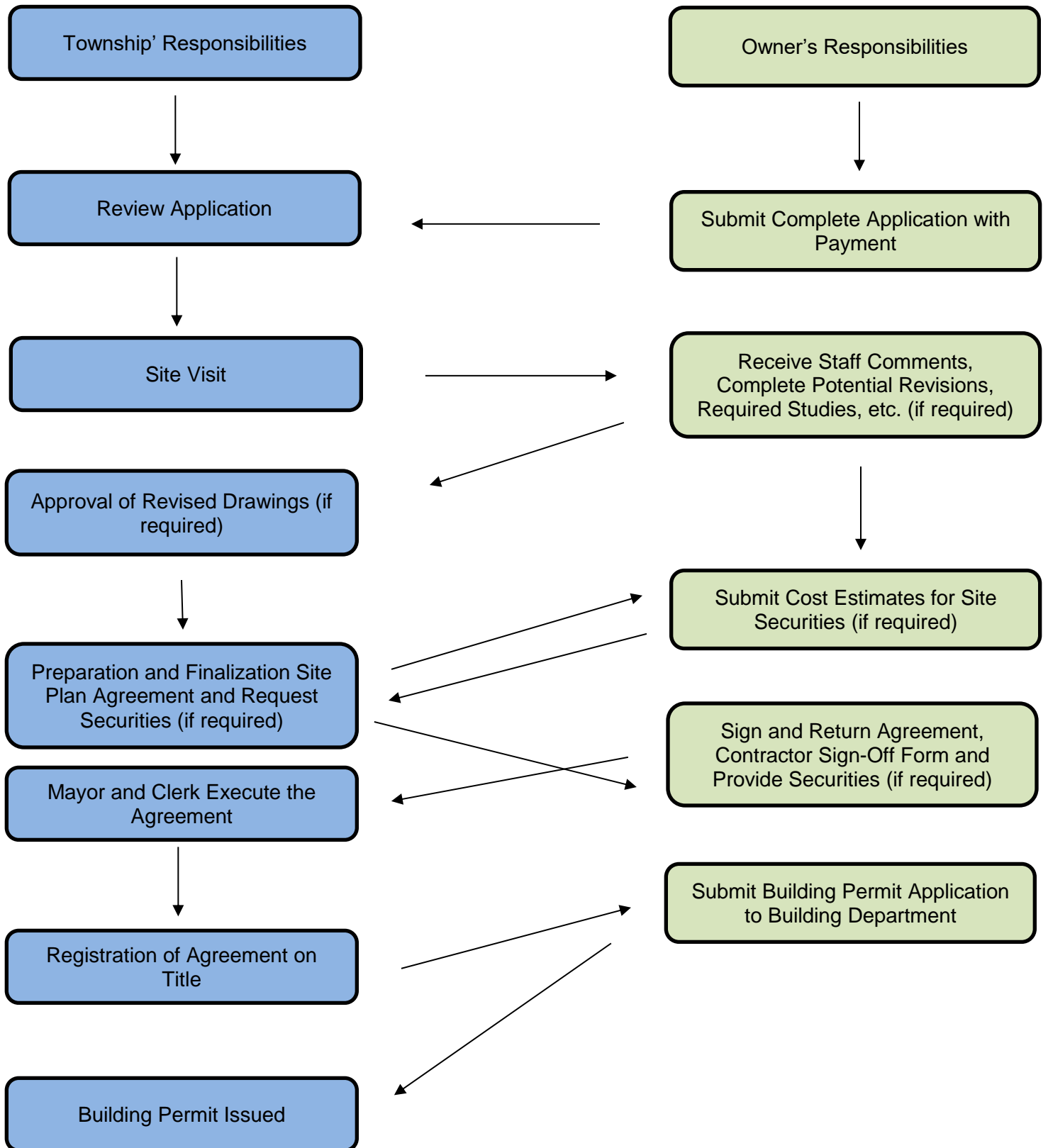
What are the Penalties for Violation the Agreement?

Any works not completed as detailed on the Site Plan may be completed by the Township at the owner's expense. The cost of completion of the works will then be recovered through taxes. Alternatively, the Township may require a Letter of Credit equal to the value of the works to be done to guarantee that all work is completed.

Can a Site Plan be Amended?

A Site Plan can be amended with an Amended Site Plan registered on title. This may require the releasing of the original Agreement. Significant amendments may be reviewed by the Township's Planning Committee and Council. An amendment fee is also required.

FLOW CHART FOR STAFF DELEGATED SITE PLAN APPROVAL





THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES
1 BAILEY STREET, P.O. BOX 129, PORT CARLING, ONTARIO P0B 1J0

TOWNSHIP OF MUSKOKA LAKES
SITE PLAN REQUIREMENTS

The following is a checklist of items to be included on the site plan required to be submitted with a site plan application. Further details may be requested based on the specifics of the development proposal.

General Plan Information

- | | |
|--|---|
| <input type="checkbox"/> Title, location and name of owner | <input type="checkbox"/> Lot area |
| <input type="checkbox"/> North arrow and scale (preferably at a scale of 1"=50' ft. or larger) | <input type="checkbox"/> Lot area within 200 ft. of High Water Mark (if applicable) |
| <input type="checkbox"/> Lot coverage | <input type="checkbox"/> Frontage/Straight line frontage |
| <input type="checkbox"/> Setbacks | <input type="checkbox"/> Property boundaries |
| <input type="checkbox"/> All buildings and structures (existing and proposed labelled) | |

Built Features

All buildings and structures, whether existing or proposed need to be identified on the site plan including:

- ☐ Main dwelling
- ☐ All decks, porches, stairs, ramps, and landings
- ☐ Accessory buildings and structures including:
 - ☐ Garages
 - ☐ Sheds
 - ☐ Storage Buildings
 - ☐ Gazebos
 - ☐ Pumphouses
 - ☐ Any other building or structure, even if a building permit is not required
 - ☐ Privy
 - ☐ Carport
 - ☐ Sleeping Cabins
 - ☐ Saunas
- ☐ Shoreline Structures
 - ☐ Docks
 - ☐ Boatports
 - ☐ Boathouses
- ☐ Patios, pathways, driveways, parking areas, etc. (label widths and material: eg. 6ft dry laid flagstone)
- ☐ Municipal water and sewer services, if applicable
- ☐ Construction access points and staging areas (island properties)

Buildings and Structures Information

- ☐ Dimensions, heights in feet, plus number of storeys
- ☐ Ground floor area
- ☐ Setbacks for all buildings and structures from the following: all property boundaries, the centerline of all roads, hydro lines, any natural features such as waterbodies, watercourses, and, wetlands or steep slopes
- ☐ Front yard setback offsets (50ft, 66ft, and 200 ft.) for waterfront lots only.

The following items are required where applicable:

- ☐ Locations of existing rights-of-way or easements
- ☐ Widths of traffic flow areas
- ☐ Location of watercourses and extent of floodplain
- ☐ Proposed drainage patterns
- ☐ Location of existing trees and forested areas including shrubs or groupings thereof
- ☐ Location and extent of Shoreline Vegetative Buffer
- ☐ Location and height of exterior lighting including orientation. All lighting must be Dark Sky Compliant

(Drawing Revised September 17, 2003)
(Drawing Revised October 23, 2003)

LOT 2

FUTURE 44'x35' BOATHOUSE AND DOCK
EXISTING PROPERTY LINE

1399.93' ±
473.08'

NEW 33' x 12' SEPTIC BED LOCATION
NEW DRIVEWAY LOCATION

NEW DRIVEWAY

NEW COTTAGE LOCATION

NEW SINGLE STOREY TWO CAR GARAGE

EXISTING VEGETATION TO REMAIN
(other than minor clearing and limbing for viewing and pathways)

NEW 35' x 14' DOCK
EXISTING PROPERTY LINE

LOT 3

Proposed Site Plan

PART OF LOT 16, CONCESSION 11
TOWNSHIP OF MEDORA
now in the
TOWNSHIP OF MUSKOKA LAKES
DISTRICT MUNICIPALITY OF MUSKOKA
SCALE 1" = 200'-0" 10'



Project:

Proposed
Site Plan
for

Joe River,
Muskoka

- Standard Notes:**
1. All dimensions are in feet and inches.
 2. All areas are in square feet.
 3. All areas are to be cleared and grubbed.
 4. All areas are to be graded and compacted.
 5. All areas are to be seeded and fertilized.
 6. All areas are to be mulched and maintained.
 7. All areas are to be landscaped and finished.
 8. All areas are to be installed and connected.
 9. All areas are to be tested and approved.
 10. All areas are to be signed and marked.

DraftTech Design Inc.
1000 Highway 104
Unit 10
Markham, Ontario L3R 9V7
Tel: (905) 477-8888
Fax: (905) 477-8889
Email: info@drafttech.com

Date: September 2003
Drawn by: Mark Jovan
Scale: 1" = 200'-0"

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