



OFFICE USE ONLY

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 Date Deemed Complete: _____

**SITE PLAN CONTROL
 DEVELOPMENT APPLICATION FORM
 THE CORPORATION OF THE TOWN OF INNISFIL
 UPDATED: January 2025**

The undersigned hereby applies to the Town of Innisfil to consider this Site Plan Control Application pursuant to Section 41 of the Planning Act, R.S.O. 1990 on the lands described herein.

This application may be subject to public notification by the Town of Innisfil.

1. PROPERTY DESCRIPTION		
Municipal Address:		
Town Lot and Concession Number:		
Registered Plan and Lot/Block Number:		
Reference Plan and Part Numbers:		
2. APPLICANT/ AGENT INFORMATION		
Company Name:		
Name of Applicant/Agent:		
Address:		
City/Town:	Postal Code:	
Telephone: () Ext.	Email:	
3. REGISTERED OWNER INFORMATION		
Name of Owner:		
Address:		
City/Town:	Postal Code:	
Telephone: () Ext.	Email:	
4. PROPERTY DIMENSIONS (IN METRIC)		
Frontage:	Depth:	Area:
5. ZONING INFORMATION		
Existing Zoning:		
Proposed Zoning:		
Existing Land Use:		
Proposed Land Use:		
Existing Official Plan Designation		
Proposed Official Plan Designation		

5.1 ARE THERE ANY ADDITIONAL PLANNING/DEVELOPMENT APPLICATIONS SUBMITTED TO THE TOWN? (list date, application number and details)

Yes No If Yes, explain

6. EXISTING BUILDING INFORMATION

Building #	# of Story's	Height (m)	Ground Floor Area (m ²)	Gross Floor Area (m ²)

7. PROPOSED BUILDING INFORMATION

Do not include original building size (if this is an addition)

Building #	# of Story's	Height (m)	Ground Floor Area (m ²)	Gross Floor Area (m ²)

7.1 ADDITIONAL BUILDING INFORMATION

Is this an addition to an existing structure? Yes No

Expected annual employment numbers:

8. USAGE BREAKDOWN

Provide breakdown of the usage by floor area (e.g. Office/Warehouse/Residential).

Proposed Use	Floor Area (m ²)

9. DETAILED DESCRIPTION OF USE

Provide a detailed description of the proposed use.

10. SERVICING (check applicable)

<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Storm Sewer
<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Private Well	<input type="checkbox"/> Communal Septic
<input type="checkbox"/> Other(Specify)		

11. EASEMENTS OR RESTRICTIVE COVENANTS		
Description and Effect	Type	Instrument Number
12. FEATURES OF PROPERTY AND SURROUNDING AREA		
The following features are matters of provincial interest and/or relate to the Provincial Policy Statement. Please indicate if they are on the property or within 500m by a check mark.		
Use or Feature	On Subject Land	Within 500m
An agricultural operation, including livestock facility of stockyard		
A landfill or waste disposal dump		
A sewage treatment plant or waste stabilization plant/pond.		
A floodplain A provincially significant wetland (class 1, 2, or 3 wetland on or within 120m.		
A rehabilitated mine/pit site.		
An active mine site/pit		
An industrial or commercial use and specify the use.		
An active railway line		
Gasoline storage		
Hydro Transmission Line		
Significant plant and wildlife habitat		
Unstable lands		
Water bodies (lake, creek, pond, river etc.)		
Significant Woodlands		
Cultural Heritage Resources (i.e. archaeological sites, or heritage buildings.		
Crown Lands		
Aggregates, Quarries (open or closed) and deposits.		

14. HAVE YOU HAD ANY CONSULTATIONS WITH ANY DEPARTMENTS OR EXTERNAL AGENCIES?

(i.e. County of Simcoe, MTO, LSRCA, NVCA, etc.)

15. OTHER INFORMATION:

Please list any other information that the Town needs to be aware of:

16. CONSTRUCTION ACTIVITIES

Please check one of the following:

<input type="checkbox"/> There will be no blasting, shoring, underpinning, raising or demolition of any building or structure, collapse of any structure or subsidence of any structure or land from any cause.
<input type="checkbox"/> There will be blasting, shoring, underpinning, raising or demolition of any building or structure, collapse of any structure or subsidence of any structure or land from any cause and the owner agrees to obtain the required insurance.

17. INSURANCE

The owner shall obtain commercial general liability insurance and environmental liability insurance in amounts and with insurance carriers satisfactory to the Town. Owner shall ensure that all such policies remain in full force and effect for the duration Site Plan Control is in place and shall provide to the Town a Certificate of Insurance naming the Town an additional insured.

18. AUTHORIZATION OF USING AN AGENT BY OWNER:

If the Agent is not the owner of the land that is subject to this application, the written authorization of the owner that the Agent is authorized to make the application must be included with this form or the authorization set out below must be completed

I/We, _____ am/are the registered owner(s) of the land that is the subject of this application for Site Plan Control I authorize _____ to make this application on my behalf. Furthermore, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I authorize and consent to the use by disclosure to any person or public body of any information collected under the Planning Act for the purpose of processing this application.

Print Name

Signature (Owner)

Date

19. AFFIDAVIT OR SWORN DECLARATION

This page must be completed by the Applicant under Commissioner of Oath's at the municipal office or by the applicant's solicitor.

I, _____ of _____ in the _____ make oath and say (or solemnly declare) that all statements contained in this application are true and conscientiously believing to be true the information contained in the documents that accompany this application. Furthermore, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I authorize and consent to the use by or the disclosure to any person or public body of any information collected under the Planning Act for the purposes of processing this application.

Sworn or declared before me at the _____ in the _____ this _____ day of _____, 20____.

Commissioner of Oaths

Applicant



Notes

- 1. Please submit the completed application form, to the Planning Department, together with the required fee. Cheques are to be made payable to Town of Innisfil.**

FEES (2025 Schedule)

Site Plan Control

- a) Base fee, includes three submissions \$ 24,699.40**
Plus additional unit charge for residential
Plus per sq m of GFA for non-residential (See Fees Bylaw Schedule 1 for details)
 - b) Amendments to Executed Agreement \$5,551.70**
 - c) Revision fee for fourth submission and each subsequent submission 2,472.20**
- 2. If an application for Pre-Consultation was previously submitted, please ensure that all items required on the Pre-Consultation Review are submitted for a COMPLETE application.**

LETTER OF UNDERSTANDING

Please be advised that the Town of Innisfil staff will accept site plan applications to proceed concurrently with an Official Plan Amendment (OPA) and/or Zoning By-law Amendment (ZBA) provided that this Letter of Understanding is signed by the Applicant.

1. It is understood that the acceptance of a Site Plan Application by staff in no way implies any opinion or approval regarding OPA or ZBA.
2. The Site Plan Application fees are to be paid by the Applicant in full at its own risk and will not be returned if the OPA or ZBA is denied.
3. The circulation to external agencies, if required, is the Applicant's responsibility, however this should **not** be done until full OPA or ZBA is approved by staff and Town Council.
4. Site Plan Control approval will not be given until the Zoning and OP designation has been approved and in place.

I/We, the undersigned have been advised of the site plan process and understand and agree to the risks involved with the advancement of this process (i.e. no refund of application fee) prior to receiving an OPA or ZBA approval by the Town of Innisfil Council.

Name (please print)

Date

Name (please print)



Submitting Digital Files How-to-Guide

Submitting digital files is made easy by uploading all required documents using the Town's One Drive. As an important part of the Town's application process, your files need to be easily accessible to our Planners, Development Coordinators and External Agencies for review. Failure to upload your files using the naming convention as specified below, may delay your application process. Please review the instructions below before uploading any files or documents to the One Drive.

Submitting Digital Files in 4 easy steps

Naming your uploads using the following naming convention:

[Date] [Site Plan Number] [Address] [Description of Document]

Definitions:

Date

- The date of the drawing/report/Survey etc. in Year/Month/Day Format
 - Example: 2020.03.24

Site Plan Number

- If not known, the Site Plan number will appear in the link sent by the Development Coordinator.
 - Ex. SP-2020-123

Address

- The Address of the property for the application
 - Ex. 2101 Innisfil Beach Road

Description

- The description should identify which type of Document you are uploading
 - Ex. Insurance Documents or Topographical Plan

Examples:

2020.01.01 SP-2020-XXX 2101 Innisfil Beach Road Survey
2020.02.23 SP-2020-XXX 2101 Innisfil Beach Road Landscaping Plan
2020.03.13 SP-2020-XXX 2101 Innisfil Beach Road Hydrogeological Study
2020.02.02 SP-2020-XXX 2101 Innisfil Beach Road Architectural Drawings
2020.05.17 SP-2020-XXX 2101 Innisfil Beach Road Legal Correspondence
2020.05.31 SP-2020-XXX 2101 Innisfil Beach Road Grading Plan & Sedimentation Plan
2020.01.11 SP-2020-XXX 2101 Innisfil Beach Road Elevation Drawings