



## DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

# APPLICATION FOR SHORELINE DEVELOPMENT AGREEMENT

*This application form sets out the information that must be provided by the applicant. It also sets out other information that will assist the City in its planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

**Note: The "Shoreline Buffer Zone" as referenced in this Application is defined as a natural area, adjacent to a Shoreline, maintained or re-established in its natural pre-Development 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. For the purposes of this Application the Shoreline Buffer Zone shall be a strip of land 30 m in perpendicular width adjacent to the Shoreline of Lake Simcoe and 15 m in perpendicular width adjacent to Lake Couchiching. The Shoreline Buffer Zone shall be referred to as "SBZ" throughout this document.**

## APPLICANT'S CHECKLIST

- |   |                              |
|---|------------------------------|
| Completed application form  | Yes <input type="checkbox"/> |
| Shoreline Development Site Plan (to scale)  | Yes <input type="checkbox"/> |
| Payment of the <b>applicable FEE \$ 635.00</b> in accordance with Instructions for <b>Digital Submission</b> (as indicated by the City's Tariffs & Fees By-law) | Yes <input type="checkbox"/> |

Please forward application to:

[Planning@orillia.ca](mailto:Planning@orillia.ca)

**File Numbers will be issued for all applications and should be used in all communications with the City.**



**DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT**

**FOR OFFICE USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ **ROLL NUMBER:** \_\_\_\_\_

**DATE APPLICATION DEEMED COMPLETE:** \_\_\_\_\_ **INITIAL:** \_\_\_\_\_

**APPLICATION FILE NUMBER(S):** \_\_\_\_\_

**1. APPLICANT / AGENT INFORMATION**

**Place check beside person to whom all correspondence is to be sent.**

*(An owner's authorization is required in Section 11 if the applicant is not the owner.)*

**1.1** Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

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

**1.2** Name of Owner(s) : \_\_\_\_\_

*(if different from the applicant)*

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

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

**2. LOCATION OF THE SUBJECT LAND**

**2.1** Municipal Street Address: \_\_\_\_\_

Concession Number(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

**2.2** Are there any easements or restrictive covenants affecting the Subject Land?

please circle: YES NO UNKNOWN

**If YES**, describe the easement or covenant and its effect (provide copy if available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. PROPERTY FRONTS ON:**

- Lake Couchiching
- Lake Simcoe

**4. APPROXIMATE FRONTAGE ON WATER:**

\_\_\_\_\_ Metres OR \_\_\_\_\_ Feet

**5. a) HAVE PREVIOUS SHORELINE STABILIZATION WORKS BEEN COMPLETED?**

- Yes
- No
- Unknown

**b) IF YES TO a) WAS MINISTRY OF NATURAL RESOURCES PERMIT REQUIRED/OBTAINED?**

- Yes
- No
- Unknown

**c) DESCRIBE NATURE OF PREVIOUS SHORELINE STABILIZATION WORKS, IF ANY.**

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**6. HOW WOULD YOU DESCRIBE THE CURRENT STATE OF THE SBZ?  
("SBZ" – refer to definition on covering page)**

- Completely Natural
- Some Natural or Naturalized Areas
- Completely Sod/Grass
- Other (describe)

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**7. IS ANY PORTION OF A SEPTIC SYSTEM LOCATED IN THE SBZ?**

- Yes
- No

## 8. SITE PLAN REQUIREMENTS FOR SHORELINE DEVELOPMENT AGREEMENT

(for complete application)

The Shoreline Development Site Plan must clearly show the following:

- Location, size, species and condition of existing trees and shrubs, and whether they are to be preserved or removed
- Location, size and species of proposed trees, shrubs and groundcovers to be included in the SBZ
- Proposed landscaped areas and general treatment of those areas, including walkways, open grassed areas, etc.
- Plant list stating common name, height, caliper and quantity of proposed planting
- Specification of all proposed retaining walls
- Detail of any proposed tree protection measures
- The minimum plant sizes (at installation) – Deciduous Trees 60mm (2") Caliper DBH; coniferous trees 1.8m (6') in height.
- Previous shoreline stabilization measures and location of all shoreline structures (boathouse, docks, etc)

***(NOTE: The naturalized/replanting area as shown on the Site Plan for a Shoreline Development Agreement must cover a minimum of 10% of the area of the SBZ.)***

## 9. SUBMISSION REQUIREMENTS

In order to process this Application for Shoreline Development Agreement, the applicant must submit a complete application containing the following items;

1. The completed application form.  
A non-refundable application fee as set out in the Fees By-Law, payable to the City of Orillia.
2. A Legal Deposit \$600.00 (for registration of Agreement on title to the subject property - Any unused portion of the Legal Deposit is refundable).
3. A Refundable Security Deposit as advised by Planning Division Staff.
4. A Shoreline Development Site Plan in accordance with Paragraph 8 of this Application.

**10. APPLICANT'S CONSENT AND AUTHORIZATIONS:**

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the *Planning Act*, it is the policy of the Development Services and Engineering Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I \_\_\_\_\_, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

**AUTHORIZATION FOR SITE INSPECTION BY CITY COUNCIL, COMMITTEE OF ADJUSTMENT, AND/OR CITY STAFF**

I acknowledge that Council Members, Committee of Adjustment members, and/or City staff may conduct site inspections of my lands. By submitting this application I am hereby authorizing the members of City Council, Committee of Adjustment, and/or City staff to access my lands for the purposes of conducting the required site inspections for the limited purpose of evaluating the merits of this application. I understand that, if access to the property is by water, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

**AUTHORIZATIONS**

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

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf and 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 Owner

**11. AFFIDAVIT OR SWORN DECLARATION**

IN THE MATTER OF \_\_\_\_\_ in the City of Orillia, in the County of Simcoe.

I, \_\_\_\_\_, of \_\_\_\_\_,

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

AND that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

DECLARED before me at the City of Orillia,  
in the County of Simcoe,  
in the Province of Ontario  
this \_\_\_\_ day of \_\_\_\_\_,  
A.D. 20\_\_\_\_.

\_\_\_\_\_  
Signature (To be witnessed by Commissioner, etc.)

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

*NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA states under Section 131, 132 or by summary conviction Section 134 that: any person providing a false statement under oath or solemn affirmation by affidavit is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years.*