



**GREENBELT CONFORMITY REVIEW
APPROVAL & CLEARANCE CONFIRMATION**

The attached form is to be used for submissions regarding Greenbelt Conformity Review Approval and Clearance Confirmation. The form and any supporting documentation attached contain information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the Municipal Act, as amended, and will be used in the processing of this submission.

IMPORTANT NOTE: *Prior to the submission of this application you must confirm with a Township Planner that this review is required. All fields below are mandatory.*

Planner Name:	
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Greenbelt Conformity Clearance Confirmation	
Greenbelt Conformity Review Approval – Simple	
Greenbelt Conformity Review Approval – Complex	

1. CONTACT INFORMATION

Name &/or Company	Mailing Address & Postal Code	Contact Information
Registered Owner(s):		Phone 1:
		Phone 2:
		Email:
Agent:		Phone 1:
		Phone 2:
		Email:



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1.1 Please indicate to whom all correspondence/contact relating to the application should be sent (select one only).

Owner(s) Agent(s)

2. SUBJECT LANDS INFORMATION

Municipal Address (Street # and Street Name)			
Registered Plan(s)	Lot(s)/Block(s)	Reference Plan(s)	Part(s)
Lot(s)		Concession(s)	
Statistics for Subject Lands:	Area (m ² or ha)	Frontage (m)	Depth (m)

2.1 Are there any easements, right-of-way, restrictive covenants, etc. affecting the subject lands?

YES No

If YES, please identify below, and indicate on a survey, site plan, and all other accompanying plans, the nature of the easement, right-of-way, restrictive covenant etc.

3. DETAILS OF PROPOSAL



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3.1 Submission for:

<p>Residential Dwelling within the Greenbelt</p> <p>Residential Accessory Structure/Use (example: detached garage, cabana, etc) within the Greenbelt</p> <p>Other:</p>
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3.2 What are the current uses and structures on the subject lands?

3.3 Please provide a description of the proposed uses/development which are the subject of this submission:

3.4 Are there any buildings or structures proposed to be built on the subject land as part of this submission?

YES NO

If YES, please complete the following Table:

TYPE	PROPOSED BUILDING OR STRUCTURE		
	Number 1	Number 2	Number 3
Setback – to Front Lot Line (m)			
Setback – to Rear Lot Line (m)			
Setback – to Side Lot Line (m)			
Setback – to Side Lot Line (m)			
Floor Area (m ²)			
Height (m)			
Number of Storeys			



4. SERVICING

	EXISTING	PROPOSED
Water Supply System	Municipal	Municipal
	Individual Well	Individual Well
	Other, describe:	Other, describe:
Sewage Disposal System	Municipal	Municipal
	Individual septic system	Individual septic system
	Other, describe:	Other, describe:
Stormwater	Storm sewers	Storm sewers
	Ditches/swales	Ditches/swales
	Other, describe:	Other, describe:

5. ACCESS

5.1 Please indicate the method of access to the subject lands:

Township Road/Right-of-Way

Regional Road

Provincial Road

Private Road/Right-of-Way

Other, explain: _____

6. OTHER INFORMATION

6.1 Is there any other information you think may be useful to the Township or other agencies in reviewing this submission? If so, explain on a separate page and attach. Is a separate page attached?

YES

NO



7. AUTHORIZATIONS

If the applicant is not the owner of the subject property, written authorization from the owner authorizing an agent on their behalf must be included as part of the submission **OR** the authorizations set out below must be complete. If required an "Owner/Agent Authorization Form" is available for download on our Online submissions portal (King.ca/CityView) by clicking the question mark icon, adjacent to the "Application Forms" section.

7.1 Authorization of Owner for Agent to make Application

I, _____, am the Owner of the land that is the subject of this document, and I authorize _____ to make this submission on my behalf, and for the purpose of the Municipal Freedom of Information and Protection of Private Act to provide any of my personal information that will be included in this submission or collected during its processing.

Date

Signature of Owner

7.2 Consent of the 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, _____
am the registered owner of the land that is the subject of this submission, 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 for the purposes of processing this submission. I also agree to allow the Township, its employees and agents to enter upon the subject property for the purposes of conducting surveys, inspections, and tests that may be necessary for the processing of this submission.

Date

Signature of Owner



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SUBMITTAL REQUIREMENTS

PLANS/DRAWINGS

Plans and drawings illustrating the location, size and elevations of all buildings and structures to be erected on the subject lands, and location of all facilities and works to be provided are required. More specifically, plans and drawings shall include, but not be limited to the following:

**ALL PLANS/DRAWINGS SHALL BE PREPARED BY QUALIFIED PROFESSIONALS
(e.g. engineers, architects, landscape architects, ecological consultants etc.)**

All Plans and Drawings shall include:

	Project Title
	Address/Name of development
	Owner Name
	Contact Information and qualification of Author/Designer
	Professional Seal
	Key Plan: Location and use of abutting properties, major roads, and buildings
	Metric scale and North arrow
	Legend
	Property Limits, bearings, and all site dimensions
	Date of drawing issuance
	Revision information (date, number, nature)
	Roads, widenings, easements, rights of way, reserves, site triangles
	Curbs, sidewalks, walkways, ramps
	Above ground utilities, existing and proposed

Site Plan Drawing shall include:

	Proposed use(s), dimensions, locations of buildings/structures, setbacks, driveway and access entrances/exits, walkways and sidewalks, parking areas/structures (incl. dimensions of stalls, aisles), access ramps
	Natural features, and topography
	Servicing elements (well, septic), above ground utilities
	Easements, public utilities, road widenings, site triangles
	Loading facilities, Curbing details, traffic direction signs, fire routes and



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	connections, surfacing details, lighting fixtures, signage details, outdoor site furniture/elements (bicycle, parking, benches), garbage/waste disposal receptacles, snow storage areas, walls, fences, vegetation, groundcover
	Existing and proposed grading or alteration in elevation, proposed grade and drainage direction
	Site Statistics Chart demonstrating compliance with zoning regulations, and includes: gross area, net area, lot coverage (% of gross/net area), floor space index, landscaped open space/amenity space (%), parking spaces, number and type of units (including floor area), ownership intent (freehold, condominium, rental)
	Location of all building entrances
	Phasing of development is to be fully documented (i.e. use, floor area)

Grading Plans/Drawings (if required/applicable) shall include:

	Existing and proposed contours and spot elevations (maximum 0.6 metre intervals, extending min. 15 metres beyond site limits), benchmarks (geodetic and site), and elevations on abutting roads (centerline grades at 15 metre intervals) and adjacent properties. Elevations shall establish grading and drainage patterns, and arrows shall indicate direction of surface drainage
	Location of embankments, retaining walls, stairs, hard site elements (e.g. play areas, swimming pools etc.)
	Ditch and culvert details, including direction of flow
	Roads dimensions, and curb radius and details, sidewalks, walkways
	Basement floor elevations and finished floor elevations of all proposed buildings
	Finished floor elevations
	Location and details of swales, ditches, channels, culverts, including direction of flow
	Location and details of retaining Walls (including engineering details)
	Erosion and sediment control
	All construction notes required to describe construction details and/or requirements
	Cross Sections illustrating proposed grading, including in relation to adjacent lands
	Cross Sections illustrating roadways, detailing pavement and granular base design



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Servicing Plans/Drawings (if required/applicable) shall include:

	All existing underground services on abutting roads, and easements on and adjacent to the site
	Location and details of catch basins, manholes, watermains, hydrants, valves, water metres
	Location and details (size, length, grade, material, bedding) of storm and sanitary main/connection infrastructure, roof water leaders, including direction of flow
	Ditch and culvert details, including direction of flow
	Existing and proposed servicing information. Inverts at the property line should be provided. Existing services to be re-used where possible. Any existing services to be abandoned should be shown and labelled. Any restoration on road and boulevard due to new services should be identified
	Water service size required based on fixture counts should be confirmed.
	Location of septic and well system should be shown on the plan

Stormwater Management Report (if required/applicable) shall include:

	An assessment of proposed versus existing stormwater related conditions
	An assessment of changes in peak flows
	Water quality control
	Stream erosion control
	Stormwater volume control
	Water balance study

*Applicant to refer to Section M of the Township of King’s Municipal Design Criteria and Standard Drawing Details for more detailed information on what is required for the proposal.

Landscape Plans/Drawings (if required/applicable) shall include:

	Existing and proposed elevations and contours
	Location and dimensions of natural and man-made features including but not limited to watercourses, woodlots, berms, swales, ponds, ditches
	Location and specifications (botanical and common name, caliper, height, condition etc.) of all existing trees, vegetation and groundcover, using a key system
	Identification of trees and vegetation to be removed
	Location and specifications (in table form) of all proposed vegetation, and groundcover including botanical and common name, quality, caliper, height, spread, number, special remarks etc., using a key system



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	Location and specifications of all protective fencing
	Location and specifications of retaining walls, fencing and screening
	Location and specifications of walkways, curbing, ramps, stairs, paved areas, parking lots, surface material, etc.
	Location and specifications of lighting fixtures, hydrants, planters, site furniture, landscape structures, ground signage, etc.
	Features and planting on adjacent lands owned by application and which are held or are to be developed in the future

Elevation Drawings/Plans (if required/applicable) shall include:

	Architectural elevations of each façade, labeled for geographic orientation, and identifying colours, and materials
	Building dimensions
	Roof mechanicals and screening method
	Underground parking layout and location on site
	Signage location and specifications
	Windows, doors and loading facilities
	All elevations are to be established and referenced to a Finished First Floor or Finished Entrance Floor elevation, and a Finished Basement Floor elevation

Natural Heritage Evaluation (NHE)

May be required where proposed development is to be located within 120 metres of a Key Natural Heritage Feature(s) and/or Hydrological Feature(s). The extent of the evaluation will be determined by Planning Division staff at the time of pre-consultation.

Terms of Reference are available upon request and where needed to scope the limits and extent of the Natural Heritage Evaluation. For more complex applications, these studies may be subject to further review by the Township's engineering and/or ecological peer review consultant and additional review fees may apply.