



**CORPORATION OF THE TOWN OF GRAVENHURST**  
**COMMERCIAL SITE PLAN AGREEMENT APPLICATION**

Effective: January 1, 2025

The fee for a Commercial (Non residential or residential uses greater than 2 units) 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:

**\$2,073.00 (\$661.00 for a site plan agreement amendment)**

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

The applicable application fee may be paid by cash or credit card (or by cheque/money order payable to the "Town of Gravenhurst").

***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 may be paid by cash or credit card (or by cheque/money order payable to the "Town of Gravenhurst").
2. One (1) original application form. ***All questions on the application form must be answered. 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 a common metric scale (i.e. 1:100; 1:250; 1:500) is required.** 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 Site Plan Control By-law (2013-33) and 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 By-law 2013-33, or the Development Standards By-law, please visit [www.gravenhurst.ca](http://www.gravenhurst.ca)

5. ***If a complete application (all questions answered on the application form, one (1) copy of a site plan, and the applicable application fee) is not provided, the application will be returned until it is complete.***
6. ***Please be advised that depending on the nature of the application, a performance deposit or a letter of credit will be required as a guarantee that the site will be developed in the manner specified in the site plan agreement between the applicant and the Corporation of the Town of Gravenhurst.***

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



### APPLICATION FOR COMMERCIAL SITE PLAN AGREEMENT

New Agreement

Amendment to Existing Agreement

<b>FOR OFFICE USE ONLY:</b>	
Application No.: _____	Roll No.: _____
Official Plan Designation: _____	Zoning: _____
Received by: _____	Fee: _____ Receipt No.: _____
Assigned to: _____	<b>DATE STAMP – RECEIVED:</b> _____
Date application accepted as complete: _____	

*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).*

**Registered Owner(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Fax): \_\_\_\_\_

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

**Agent: (if applicable)** \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Fax): \_\_\_\_\_

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

Address of Subject Lands: \_\_\_\_\_

Current Zoning of the Subject Lands: \_\_\_\_\_

Current Official Plan Designation of the Subject Lands: \_\_\_\_\_

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

\_\_\_\_\_

Dimensions of subject lands: (**complete in metric units**) Area: \_\_\_\_\_ Frontage: \_\_\_\_\_

Access to subject lands: \_\_\_\_\_

Type of Access:  Year Round  Municipally Maintained Road  Seasonally Maintained Road  Other

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

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

Particulars of existing building(s) on subject lands: (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 metric units**):

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

Particulars of proposed building(s) on subject lands: (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 metric units**):

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

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

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

Services:

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).

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;

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)

\_\_\_\_\_ 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

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

This information has been collected in accordance with the Planning Act, R.S.O. 1990, Chapter P.13, and 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 Planning Department 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. The proposed location of proposed additions, buildings or structure subject to this application must be clearly marked or flagged. Failure to comply may result in a deferral of the application.

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\_\_\_\_\_ Date

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

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

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**(REQUIRED to be on Letterhead)**

**LETTER OF CREDIT FORM**

NAME OF BANK: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Letter of Credit No. \_\_\_\_\_ Amount: \_\_\_\_\_

Initial Expiry Date: \_\_\_\_\_

**Issued subject to the Uniform Customs and Practices for Documentary Credits being ICC Publication UCP 500.**

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**WE HEREBY AUTHORIZE YOU TO DRAW ON THE**

---

(Name of Financial Institution)

for the account of \_\_\_\_\_  
(Name of Customer)

UP TO AN AGGREGATE AMOUNT OF \_\_\_\_\_

Dollars (\_\_\_\_\_) available on demand.

**PURSUANT TO THE REQUEST OF our Customer:** \_\_\_\_\_

\_\_\_\_\_ **we the** \_\_\_\_\_  
(Name of Financial Institution)

hereby establish and give you an Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

Continued . . . . .



**Letter of Credit Form**

**Page #2.**

**THE LETTER OF CREDIT** we understand relates to those Municipal services and financial obligations set out in an Agreement between the customer and the Municipality and referred to as:

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(Name of Project)

**THE AMOUNT** of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned by the Clerk of the Corporation of the Town of Gravenhurst.

**THIS LETTER OF CREDIT** will continue in force for a period of one year, but shall be subject to the condition hereinafter set forth:

**IT IS A CONDITION** of this letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by Registered Mail that we elect not to consider this Letter of Credit to be renewable for any additional period.

**DATED** at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**COUNTERSIGNED BY:**

\_\_\_\_\_  
(Name of Financial Institutional)

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