



APPLICATION FOR SITE-SPECIFIC EXEMPTION

TO THE SITE ALTERATION BY-LAW OR TREE PRESERVATION BY-LAW

The Township's Site Alteration By-law and Tree Preservation By-law provide an enhanced layer of protection for the natural environment, above the minimum requirements for development as per the Township's Comprehensive Zoning By-law and the strategic direction for growth and development as outlined in the Township's Official Plan.

Site Alteration By-law

The Site Alteration By-law recognizes the rights of property owners to use and enjoy their property. This by-law permits **minor changes** to the grading of a property that are likely to have little environmental impact. These permitted activities are outlined in the by-law as "standard" exemptions, where an application or inquiry to the Township is **not** required before undertaking such an activity.

The Site Alteration By-law is intended to provide a clear regulatory framework for large-scale alterations to the grading or topography of a property where **significant** and **negative** impact to sensitive environmental features is likely on any property zoned for residential development, environmental sensitivity, or natural state conservation.

Tree Preservation By-law

The Tree Preservation By-law similarly recognizes property owners' rights to use and enjoy their property, including **minor** changes to native vegetation within proximity to the shoreline of an adjacent lake, river, stream, or other waterbody (i.e., within 7.5m of the highwater mark of any navigable waterbody). The Tree Preservation By-law outlines these permitted activities as "standard" exemptions in the by-law.

The Tree Preservation By-law is intended to provide a clear regulatory framework to prohibit **large-scale destruction** of native shoreline vegetation or the **clear cutting of trees** on a property zoned for residential development, environmental sensitivity, or natural state conservation.

Site-Specific Exemptions to the By-laws

Both by-laws establish an application process for property owners to seek a site-specific exemption for certain activities not otherwise included as a standard exemption to the By-laws. Approval of an application for site-specific exemption is delegated to Township staff, being the Manager of Development and Environmental Services.

Where an activity is not permitted in the by-laws as a "standard" exemption, it is **your responsibility** as a property owner to apply for and obtain a site-specific exemption from the Township prior to initiating any works.



APPLICATION FEES

An application for a site-specific exemption (i.e., where required to facilitate site alteration, clear cutting of trees, or the removal of native shoreline vegetation in accordance with the Site Alteration By-law and the Tree Preservation By-law) is subject to an application fee, as outlined below.

Type of Application	Application Fee
Site Alteration By-law – Site-Specific Exemption	\$750.00
Deposit (unused portion returned)	\$1,000.00
Tree Preservation By-law – Site-Specific Exemption	\$750.00
Deposit (unused portion returned)	\$1,000.00
Combined Site-Specific Exemptions	\$1,000.00
Deposit (unused portion returned)	\$1,000.00

The required application fee must be submitted to the Township in advance of Township staff's review or consideration of any application for a site-specific exemption.

Once an application for a site-specific exemption has been submitted to the Township for review and consideration, the application fees paid are non-refundable.

Required Deposit for Professional Services

This application fee does not cover any additional costs that may be incurred by the Township to engage a qualified professional in respect of any application for a site-specific exemption (e.g., consultant, lawyer, surveyor, or other qualified professional as prescribed by the Site Alteration By-law and the Tree Preservation By-law).

Applicants will be required to pay a deposit to cover these costs to facilitate review of the application for a site-specific exemption. Any unused portion of the deposit will be refunded to the applicant once a decision has been granted.

Should the professional fees required in respect of any application exceed the deposit, applicants will be invoiced for the full amount over and above the paid deposit as per the invoice of the professionals for the provision of their services.

In special circumstances, the Manager of Development and Environmental Services may, at their discretion, opt to deem these professional fees an expense of the Township. In these circumstances, the additional fees will not be invoiced to the applicant.



APPLICATION FOR SITE-SPECIFIC EXEMPTION

Site Alteration By-law Tree Preservation By-law

1. Applicant / Agent Information

Name of Applicant (First and Last Name): _____

Primary Address (Street Address): _____

City, Province/State _____

Postal Code: _____

Phone Number (Primary Contact): _____

Phone Number (Alternative Contact): _____

Email Address: _____

2. Owner(s) Information

Please complete if the owner is not the applicant/agent.

Name of Owner(s) (First and Last Name): _____

Primary Address (Street Address): _____

City, Province/State _____

Postal Code: _____

Phone Number (Primary Contact): _____

Phone Number (Alternative Contact): _____

Email Address: _____

Please advise to whom all communication is to be directed:

Applicant Owner Both Applicant and Owner



3. Subject Lands Information

Municipal Address: _____
Assessment Roll Number (ARN): _____
Lot and Concession: Lot _____ Concession _____
Registered Plan of Subdivision (if any): M- _____
Reference Plan (if any): 42R- _____ Part(s) _____
Lot Area (hectares): _____ ha
Lot Frontage (metres): _____ m

4. Current Land Use Information

What is the current Official Plan designation(s), if any, of the subject land?

What is the current zoning of the land? *(Please check all that apply.)*

- | | |
|--|--|
| <input type="checkbox"/> CR – Coastal/Island Residential | <input type="checkbox"/> IR – Inland Lakes Residential |
| <input type="checkbox"/> GR – General Residential | <input type="checkbox"/> NS – Natural State |
| <input type="checkbox"/> NSC – Natural State Conservation | <input type="checkbox"/> ES – Environmentally Sensitive |
| <input type="checkbox"/> ES1 – Environmentally Sensitive One | <input type="checkbox"/> ES2 – Environmentally Sensitive Two |
| <input type="checkbox"/> Other (Please specify): _____ | |

If the land is covered by a Minister's Zoning Order, include the Ontario Regulation Number:

O.REG _____



5. Nature of Request for Site-Specific Exemption

Does the Site Alteration By-law and/or Tree Preservation By-law permit the activities you are proposing?

- Yes – the activity is listed as a “standard” exemption in the by-law.
- No – the activity is **not** listed as a “standard” exemption in the by-law.

If yes, no further action is required before proceeding with your proposed activities.

If no, please provide additional information regarding the activities you are proposing.

Site Alteration

Please check all that apply:

- Dumping or placing of fill
- Placing, dumping, removal or blasting of rock
- Removal of topsoil
- Altering the existing grade of land (*Please specify*):

- Altering the natural drainage course (*Please specify*):

Tree or Native Shoreline Vegetation Removal:

Please check all that apply:

- Removing all (or substantially all) the trees on the entirety of the subject lands
- Removing native vegetation within 7.5m of the highwater mark of an adjacent waterbody

Please specify:



6. Site Plan or Diagram

Please provide a site plan or diagram to illustrate the nature and extent of the proposed activities. Refer to the enclosed *Site Diagram Checklist* when preparing your site plan or diagram. You may use the space below or attach a separate drawing with your application.

I have attached a separate site plan or diagram with this application.



7. Supporting Technical Studies

Proposed Site Alteration

The Manager of Development and Environmental Services may, at their sole discretion, require that an owner or their authorized agent submit a technical report prepared by a qualified professional which justifies the proposed site alteration activities.

Please specify whether the proposed site alteration has been justified by any of the following technical reports (if applicable):

- Archaeological Assessment
- Vegetation Analysis
- Environmental Impact Study
- Geotechnical Report

Proposed Clear Cutting of Trees

The Manager of Development and Environmental Services may, at their sole discretion, require that an owner or their authorized agent submit a report prepared by a qualified professional which provides:

- ✓ General visual assessment and categorization of existing trees on the subject land
- ✓ Outlines reasons for the proposed destruction of trees on the subject land
- ✓ Confirms that endangered, threatened, or at-risk tree species are not present
- ✓ Includes recommendations for preservation and protection of any trees to be retained

Please specify:

- Yes – a qualified professional has completed the above assessment. The report is attached with this application form.
- No – a qualified professional has **not** completed an assessment of the subject land.

Please contact the Township for further information as to whether any technical studies may be required to support your application.

Attention: Manager of Development and Environmental Services
Township of The Archipelago
9 James Street, Parry Sound, ON P2A 1T4
planning@thearchipelago.ca
705-746-4243 Ext. 304



8. Owner Authorization

I (we) confirm that the drawings and materials submitted in support of this application are complete and have been submitted in accordance with the requirements. I (we) understand that this application may not be accepted as 'complete' until such time as the Township's Development and Environmental Services Department is satisfied with the content and form of the drawings and materials submitted in support of this application.

I (we) agree and acknowledge that this application and any supporting material, including any studies and drawings, filed in support of this application, is public information, and forms part of the public record. I (we) hereby consent to the Township of The Archipelago making copies of and releasing this application and any supporting information for the Township of The Archipelago's use in the processing of this application or at the request of a third party, without further notice to or permission from the applicant.

I (we) hereby state that I (we) have the authority to bind my (our) consultants to the terms of this acknowledgement and declaration.

I (we) hereby declare that the statements made by me (us) in this application, are to the best of my (our) belief and knowledge, a true and complete representation of the purpose and intent of this application.

Dated at the _____ this _____ day of _____

I, _____ of the _____ in the

County/District/Regional Municipality of _____

Signature of Owner

Signature of Authorized Agent

OFFICE USE ONLY

Date Received: _____

Complete Application Yes No

Application No. _____

Date Accepted: _____

Applicable Fee Paid Yes No

APPLICATION FOR SITE-SPECIFIC EXEMPTION

SITE DIAGRAM CHECKLIST

- ✓ Every application shall be accompanied by a site plan, drawn to an appropriate scale, properly dimensioned and showing thereon:
- ✓ Property boundaries of the site with dimensions, including its area in hectares;
- ✓ All existing above and below grade utilities, ditches, swales, drainage courses, storm sewers, waterbodies, watercourses, natural heritage features and environmental sensitive areas on the site and on abutting properties and highways;
- ✓ Locations of all driveways on the site and of all easements and rights-of-way over, under, across or through the site;
- ✓ Location and dimensions of all existing buildings and structures on the site;
- ✓ Proposed sediment and erosion controls that will be installed prior to alteration of the site;
- ✓ Proposed grades and the drainage system to be used upon completion;
- ✓ Location of all wetlands, floodplains, shoreline, and top of bank features;
- ✓ Quantity of fill to be received on the site; and,
- ✓ Any other information as deemed necessary.

Please ensure that a site plan or diagram of the site and the proposed activity is included with this application before submitting to the Township.