



GEORGINA

PLAN OF SUBDIVISION / CONDOMINIUM APPLICATION GUIDE

NOTE: As per Council policy, all taxes must be paid to date before the processing of a Zoning Bylaw Amendment application.

PURPOSE OF APPLICATION

This Plan of Subdivision/Condominium Application Guide sets forth the procedure for processing all subdivision/condominium applications. The information required allows the Town to properly evaluate your proposal. The information you provide will assist the Town and associated public bodies in expediting this process.

Pre-Consultation

The Development Planning department highly recommends that the owner/agent arrange in advance to meet with staff prior to making the formal submission to avoid delays relating to incomplete applications or lacking information requirements. Staff may recommend pre-consultation with applicable commenting public bodies or agencies which may have jurisdictional concerns with the proposal.

The pre-consultation process is key to ensure that all issues are identified, and potentially resolved, as early in the planning process as possible, and preferably before a formal application is submitted to the Town.

APPLICATION FEES

The applicant must submit the appropriate fee for the processing of the application, in accordance with the Town of Georgina Fee By-law No. 2018-0074 (PL-7), as amended. A copy of the fee schedule can be found on the Town of Georgina website: [2026-planning-fees.pdf](#). The basic application fee, payable to the Town of Georgina, is required to cover normal costs incurred in processing an application.

In accordance with By-law No, 98-165 (BU-I), applications requiring review by the Town of Georgina On-Site Sewage Inspector must be accompanied by a completed On-Site Sewage Inspection form. The applicable fee, payable to the Town of Georgina, and application are then forwarded to the On-Site Sewage Inspector. The Inspector must submit comments to the Committee of Adjustment regarding your application, therefore the fee is payable, to help, in part, cover the cost of preparing such a report. You can find the current fee on the Town of Georgina website: [Building Department Fee Schedule](#) on page 25.

NOTE: You are exempt from the inspection fee, if the new lot:

- i. Is serviced by municipal sanitary sewers
- ii. Comprises a public highway
- iii. Is designated for the purpose of an easement
- iv. Is Larger than 4 hectares (10 acres)
- v. Is land on which the owner lives and from which he/she derives their chief source of income by farming, where no person other than the applicant and one or more members of their immediate family* are parties to the transaction for which the application is made.

*Immediate family means child, son-in-law, daughter-in-law, parent, stepchild, grandchild, grandparent or legal guardian.

In accordance with Section 1 (m.1) of the Conservation Authorities Act, the Lake Simcoe Region Conservation Authority (LSRCA) has also established [fees](#) for the review of zoning bylaw amendment applications. These fees should be paid directly to the LSRCA.

The LSRCA will be providing plan review and technical clearance services in accordance with the Provincial Policy Statement by reviewing applications in relation to various environmental features such as wetlands, wildlife habitat, fish habitat, habitats of threatened and endangered species, areas of natural and scientific interest, woodlands, valley lands, and flood and erosion control.

In accordance with Schedule A to Bylaw No. 2020-04, The Regional Municipality of York has also established [fees](#) for review of zoning bylaw amendment applications. These fees should be paid directly to The Regional Municipality of York in one of the following ways:

(a) Cheques - Send a cheque made payable to “The Regional Municipality of York” indicating the regional file number on both cheque and envelope.

By Mail or Courier:

Attention: Development Services

York Region Administrative Centre
17250 Yonge Street
Newmarket, ON L3Y 6Z1
LOPA.25.K.0075

OR

Drop Box:

Use the Drop Box located at **17250** Yonge Street, Newmarket, ON L3Y 6Z1, near the north facing entrance doors and visitor parking lot. Please email developmentsservices@york.ca to let us know you have used the Drop Box, indicating the Regional file number for the payment.

(b) Electronic Fund Transfers (EFTs) - EFTs must be arranged with York Region Development Services before processing. Please email developmentsservices@york.ca to inquire about and/or initiate this process. Please ensure the regional file number file is identified in the email.

This fee should not be paid until you receive a fee request from The Regional of York.

USING THE APPLICATION

The application must be completed through our [online application portal](#) .

It is important to note that your signature on the application forms must be witnessed by a Commissioner. Commissioners are available at the Civic Centre.

INFORMATION REQUIRED

The information in this guide and in the application form that must be provided by the applicant. This information is prescribed in accordance with Subsection 51(17) of the Planning Act, and is identified in the Schedule to Ontario Regulation 196/96. The prescribed information must be provided along with the appropriate fee.

In accordance with Subsection 51(19) of the Planning Act, if the prescribed information and fee are not provided, the Town will return the application or refuse to further consider the application until the prescribed information and the fee are provided.

In accordance with Subsection 51(18) of the Planning Act, the application form and guide also set out additional information (i.e. technical information or reports) that will assist the Town and other public bodies in their planning evaluation of the proposed plan of subdivision/condominium. To ensure the quickest and most complete review, this information should be submitted along with the mandatory or prescribed information. In the absence of this additional information, it may not be possible to do a complete review and proper analysis within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

Supporting Technical Studies

The applicant may be required to submit supporting technical studies, which may include:

- Functional servicing reports and/or master plans
- Stormwater management reports and/or master plans
- Transportation studies and/or master plans
- Environmental and biological/ecological preservation plans
- Urban design reports/plans
- Market analysis and financial impact studies
- Tree preservation plans and landscape analysis plans, and
- Floodplain mapping and analysis

In most cases, these studies will need to look beyond the boundary of the subject site and in the case of servicing and stormwater management master plans, may need to be completed on a watershed or sub-watershed basis.

In accordance with Section 51(17) of the Planning Act, the following information is required to be shown on the draft plan:

- a) the boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- b) the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;

- c) on a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- d) the purpose for which the proposed lots are to be used;
- e) the existing uses of all adjoining lands;
- f) the approximate dimensions and layout of the proposed lots;
- g) natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- h) the availability and nature of domestic water supplies;
- i) the nature and porosity of the soil;
- j) existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- k) the municipal services available or to be available to the land proposed to be subdivided; and
- l) the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Additional requirements for plans of condominium:

- a) proposed exclusive use areas of the common element such as outdoor yards and parking;
- b) roadways and pedestrian access to proposed private units.

Rural or Estate Residential plans of subdivision or condominium will not be considered unless they are accompanied by the following information:

- a) A detailed landscape analysis of the site and adjacent property undertaken by a landscape architect holding membership in the Canadian or American Society of Landscape Architects. The analysis should include a topographic survey at minimum 1.5 metre intervals and should indicate the extent of any proposed grading, final grade levels, trees to be felled and proposed new planting including species.
- b) A detailed site plan including building locations, roads, utilities and landscape elements (existing and proposed).
- c) A detailed engineering report and servicing plan relating to proposed water supply, sewage disposal and storm drainage facilities.
- d) An assessment of the impact that such development will have on the rural community and surrounding land uses.

It is necessary to consider the health, safety, convenience, and welfare of the present and future inhabitants when considering a subdivision or condominium application in conjunction with the matters set out in Section 51(24) of the Planning Act.

The Town may enter into subdivision agreements imposed as a condition of draft plan approval.

The Town may impose such conditions to approval of the plan of subdivision as in the opinion of the Town are reasonable.

Peer Review of Technical Studies

The Town may deem it desirable to have an independent, qualified professional conduct a Peer Review of technical studies in support of development applications that have been completed by the proponents. Peer Review may be required for any identified technical studies or reports.

In accordance with the Town's policy for Peer Reviews, the peer review consultants are to review the technical studies having regard to relevant Town, Regional and Provincial policies and guidelines, and provide recommendations to the Town regarding the acceptability of the methodology or approach used in the study, the completeness, and accuracy of the conclusions and findings of the study.

The cost of the peer review will be the responsibility of the proponent for the subject development application.

Dealing with the Application

Upon receipt of the application, the submission is reviewed by Development Planning staff for completeness. If the application form is incomplete or seems inaccurate, the application will be returned for completion, correction or clarification prior to commencing the processing of same.

After accepting the completed application, the Town may confer with officials with the Region of York and other Ministries, commissions and authorities, and others who may have an interest in your proposal, to obtain information and recommendations from them.

Section 51(20) of the Planning Act and Ontario Regulation 196/96 require that the Town convene at least one public meeting regarding the proposed plan of subdivision before a decision can be made. In most cases, the Town will hold the required public meeting in conjunction with related applications also requiring public input under the Act (i.e. Zoning or Official Plan amendments). The Town will schedule and circulate notice for the Public Meeting of Council and request the proponent to prepare and erect the appropriate signage on the subject property to the Town's specifications.

At the Public Meeting, the proponent presents the proposal. The Public is provided with an opportunity to comment on the proposal.

Council asks questions and provides comments. Development Planning staff usually present a preliminary report with a recommendation that staff report back to Council at such time as all agency comments and public input are received and assessed.

The application is brought back to a Council meeting after the proponent has addressed any concerns raised at the initial meeting and Development Planning staff has received and assessed agency comments and public input. The proponent presents the proposal with any proposed modifications. The public is provided with an opportunity for input. Development Planning staff presents a recommendation report, which will include conditions of draft approval. If Council grants draft plan approval, any conditions must be fulfilled prior to the final approval of the plan. The agencies affected by the conditions must confirm in writing that the conditions have been fulfilled.

The Planning Act provides that an application for draft plan approval may be referred to the Ontario Municipal Board for decision [Sec. 51(34)]. Provision is also made for an appeal to the Municipal Board regarding the Town's decision, the lapsing provision or any of the conditions imposed by the Town [Sec. 51(39)].

DEVELOPMENT CHARGES

Pursuant to By-law No. 91-145 (TA-1), development charges will apply to and shall be calculated and collected in accordance with the provisions of the aforementioned By-law on land to be developed for residential and non-residential uses, where the development of that land will increase the need for services and the development requires the approval of a plan of subdivision.

The Town is also required to collect development charges on behalf of the Regional Municipality of York, the York Region Board of Education and the York Region Roman Catholic Separate School Board.

WATER AND SEWAGE ALLOCATION

Pursuant to Section 14.5.1 j) and Section 9.1.5 k) of the Sutton and Keswick Secondary Plans, respectively, the Town of Georgina shall only approve residential and industrial development proposals which can be allocated municipal water and sewer servicing capacity. In this regard, please contact the Development Planning Division to inquire whether there is servicing allocation available prior to applying for development approval.

OFFICIAL PLAN

If a form of development is proposed which does not comply with the respective policies of the Town of Georgina Official Plan, an amendment to the Plan will be required as a prerequisite to Council's endorsement of the subdivision or condominium application. However, the subdivision or condominium application may be filed simultaneously with an application to amend the Official Plan.

ZONING BY-LAW

If the zoning of the subject land would not permit the proposed plan of subdivision or condominium, an amendment to the Town's Zoning By-law will be required. It is recommended that a zoning amendment application be filed with the Town simultaneously with an application for plan of subdivision or condominium. Generally, an amendment to the By-law will not be passed prior to the issuance of draft plan approval.