



SECOND DWELLING GUIDE & APPLICATION



SECOND DWELLING APPLICATION

Second Dwelling approval is required when the owner of a property wishes to continue occupying the existing dwelling on the subject property while a new dwelling on the same property is being constructed. Following the completion of the new dwelling, the pre-existing dwelling, must be demolished or removed from the site within a specified period of time after occupancy is granted for the new dwelling.

SUBMISSION REQUIREMENTS

A professional, full-size Site Plan or Plan of Survey, (and one reduced 11" X 17" site plan) is required to accompany the Second Dwelling Application upon submission, and should include the following criteria; (Please note that all drawings should be presented in **metric** units).

- Parcel of land subject to the application including any easements
- Dimensions, size, and building setbacks of all existing and proposed buildings/structures
- Site statistics including percentage of building coverage, percentage of landscaped open space, height of buildings and gross floor area of buildings
- Ingress and egress
- Roads, driveways, utilities, watercourses, trees/vegetation and other natural or man made features
- Location of well and septic reserve area and setbacks

OTHER AGENCIES HAVING JURISDICTION

The following agencies have jurisdiction over certain planning matters and may require additional information which could result in additional fees should a detailed review become necessary.

Region of Durham

- Municipal water and sewer services
- Entrance permits, road widenings and easements as they relate to Regional Roads

Ministry of Transportation

- Entrance permits, road widenings and easements as they relate to the corridor control areas for Provincial Highways

Governing Conservation Authorities having Jurisdiction within the Township:

- Central Lake Ontario Conservation Authority (CLOCA)
- Kawartha Region Conservation Authority (KRCA)
- Lake Simcoe Region Conservation Authority (LSRCA)

RECYCLING OF MATERIALS

The Township requires to the greatest extent possible, the salvage of any re-usable or recyclable building materials generated from the demolition of the pre-existing dwelling, for use in construction of the new dwelling. Such materials include; wood, drywall, brick, metals, insulation, electrical and plumbing materials, siding, roofing, etc. It is strongly encouraged that any recyclable materials which cannot be used in the new dwelling are donated to a charitable organization such as Habitat for Humanity.

PROCESS

The following outlines the steps in the Second Dwelling Application process concerning the agreement between the Township and the Applicant:

- Agreement is prepared by the Township after application has been circulated and reviewed by Township Staff and external agencies
- Approval of agreement by Committee and Council
- Formal execution of agreement by all parties and collection of financial securities
- Agreement registered on title
- Financial requirements at building permit stage (determined by scope of project)
 - Collection of development charges
 - Collection of cash-in-lieu of parkland

RELEASE OF FINANCIAL SECURITY

Securities shall be partially reduced or fully released only upon the submission of a written request from the applicant. The request must directly address the completion of all conditions contained within the Second Dwelling Agreement, and as-built drawings for the new dwelling must be included with the submission. Staff must then perform a site visit, to determine that the pre-existing dwelling has been completely removed from the site.



APPLICATION FOR SECOND DWELLING APPROVAL

OFFICE USE ONLY			
DATE RECEIVED	_____		
DATE DEEMED COMPLETE	_____		
FILE NO.	_____		
ROLL NO.	_____		
RECEIPT NO.	_____		
OTHER SUBMISSIONS			
REGIONAL OFFICIAL PLAN	YES <input type="checkbox"/>	NO <input type="checkbox"/>	FILE NO. _____
TOWNSHIP OFFICIAL PLAN	YES <input type="checkbox"/>	NO <input type="checkbox"/>	FILE NO. _____
ZBL AMENDMENT	YES <input type="checkbox"/>	NO <input type="checkbox"/>	FILE NO. _____
MINOR VARIANCE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	FILE NO. _____
LAND DIVISION	YES <input type="checkbox"/>	NO <input type="checkbox"/>	FILE NO. _____

I/We hereby submit an application for Second Dwelling Approval to the Corporation of the Township of Scugog, in respect of the lands hereinafter described.

1. FEE SCHEDULE

The following application fee must be submitted with the application:

\$1,650.00 payable to the Township of Scugog

In addition to the fee mentioned above the following fees are also required:

\$275.00 payable to the Region of Durham Health Department

2. SUMMARY OF PROPOSAL: _____

3. CONTACT INFORMATION

APPLICANT (PRIMARY CORRESPONDANT): _____

 ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

AUTHORIZED AGENT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

REGISTERED OWNER(S): _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

ALL COMMUNICATIONS TO BE FORWARDED TO: (Check one only)

APPLICANT

AGENT

OWNER

4. DETAILS OF SUBJECT PROPERTY

LOCATION/DESCRIPTION OF SUBJECT PROPERTY:

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

ASSESSMENT ROLL #: _____

DIMENSIONS OF ENTIRE PROPERTY

LOT AREA: _____ AVERAGE FRONTAGE: _____

AVERAGE DEPTH: _____

SERVICES (Check one in each category)

Water Supply: Municipal Existing Proposed

 Private Well Existing Proposed

Sewage Disposal: Municipal Existing Proposed

 Private Existing Proposed

Storm Drainage: Open Ditch Existing Proposed

 Curb/Gutter Existing Proposed

 Other (specify) _____

Road Access: Municipal Street Name: _____
 Regional Street Name: _____
 Provincial Street Name: _____
 Private Street Name: _____

5. EXISTING AND PROPOSED USE OF SUBJECT LANDS

EXISTING LAND USE DESIGNATION

SCUGOG OFFICIAL PLAN: _____

REGIONAL OFFICIAL PLAN: _____

PROPOSED LAND USE (if applicable)

SCUGOG OFFICIAL PLAN: _____

REGIONAL OFFICIAL PLAN: _____

ZONING BY-LAW 14-14 CATEGORY

CURRENT: _____

PROPOSED (If applicable): _____

EXISTING DWELLING

NUMBER: _____ YEAR BUILT: _____

TYPE OF CONSTRUCTION: _____

HEIGHT: _____ m

LOT COVERAGE OF EXISTING BUILDINGS/STRUCTURES: _____ %

LOT COVERAGE OF ALL BUILDINGS/STRUCTURES: _____ %

GROUND FLOOR: _____ m² SECOND FLOOR: _____ m²

THIRD FLOOR: _____ m² BASEMENT/CELLAR: _____ m²

PROPOSED DWELLING

NUMBER: _____

TYPE OF CONSTRUCTION: _____

HEIGHT: _____ m

LOT COVERAGE OF PROPOSED BUILDINGS/STRUCTURES: _____ %

LOT COVERAGE OF ALL BUILDINGS/STRUCTURES: _____ %

GROUND FLOOR: _____ m² SECOND FLOOR: _____ m²

THIRD FLOOR: _____ m² BASEMENT/CELLAR: _____ m²

6. **ANTICIPATED PERIOD OF TIME REQUIRED FOR COMPLETION OF NEW DWELLING AND DEMOLITION OF EXISTING DWELLING:** _____

7. **IN AN EFFORT TO DIVERT WASTE FROM REGIONAL LANDFILL SITES, WHAT BUILDING MATERIALS ARE BEING PROPOSED FOR RE-USE OR RECYCLING:**

8. **AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION:**
If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this Second Dwelling Application and I/we authorize _____

_____ to make this application on my/our behalf.

Signature

Date

Signature

Date

9. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION

I/We _____ am/are the Owner(s) of the property that is the subject of this Second Dwelling Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

10. AFFIDAVIT TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER

I/We _____ of the _____ of _____ in the _____ of _____, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (i.e. legal, planning engineering, etc.). In addition, depending on the nature of the application, a Financial Agreement with the municipality may be required to cover the cost of consulting services rendered to the Township in conjunction with the processing of this application. I/We also agree to reimburse the Township of Scugog for any costs which may be incurred before the Ontario Municipal Board and awarded by that Board arising as a result of this application; and

All above statements contained within and any information submitted with 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

_____ of _____

in the _____ of _____

this _____ day of _____, 20__.

Signature of Applicant or Agent

A Commissioner, etc.

Signature of Applicant or Agent



Planning and Economic Development Department

Attachment 1 - Site Screening Questionnaire for Identifying Potentially Contaminated Development Sites in Durham Region

Regional Municipality of Durham Planning and Economic Development Department 605 Rossland Road East, 4th Floor P.O. Box 623, Whitby, Ontario L1N 6A3 Telephone (905) 668-7711 Facsimile (905) 666-6208

This form must be completed for all development applications and/or non-potable groundwater standard requests where a Phase One Environmental Site Assessment prepared in accordance with Ontario Regulation 153/04, as amended, is not being submitted to the approval authority. If you have any questions about the completion of this questionnaire, please contact the Region's Planning and Economic Development Department at 905-668-7711 or Toll Free 1-800-372-1102.

Landowner Name: _____

Municipal Address (Street Number and Name): _____

Location of Subject Lands: _____

Lot(s): _____

Concession: _____

Registered Plan Number: _____

Former Township: Municipality: _____

Related Planning Application(s) and File Number(s): _____

- a) What is the current use of the property? Circle appropriate use(s): industrial, commercial, community use, residential, institutional, parkland or agricultural. Note: Daycare uses are defined as institutional. See Ontario Regulation 153/04, as amended, for definitions.

Does the application involve a change to a more sensitive land use, i.e. change from industrial, commercial or community use to residential, institutional, parkland or agricultural use? Refer to Sections 11, 12, 13, 14 and 15 of O. Reg. 153/04 as amended.

[] Yes [] No [] Uncertain

- b) Is the application on lands or adjacent to lands that are currently or were previously used for the following:

i. Industrial uses?

[] Yes [] No [] Uncertain

If yes, please describe approximate dates and types of industry.

ii. Commercial uses where there is a potential for site contamination, i.e. an automotive repair garage, a bulk liquid dispensing facility including a gasoline outlet, chemical warehousing or for the operation of dry cleaning equipment, etc.?

[] Yes [] No [] Uncertain

If yes, please describe approximate dates and types of commercial activities.

- c) Has the grading of the subject land been changed by adding earth or materials and/or has filling occurred on the subject lands?

[] Yes [] No [] Uncertain

- d) Have the subject lands ever been subjected to chemical spills or hazardous chemical uses i.e. an orchard, where cyanide products may have been used as pesticides?

[] Yes [] No [] Uncertain



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- e) Have the subject lands or adjacent lands ever been used as an agricultural operation where herbicides or sewage sludge have been applied to the property?
 Yes No Uncertain
 - f) Have the subject lands or adjacent lands ever been used as a weapons firing range?
 Yes No Uncertain
 - g) Are the subject lands on or adjacent to lands identified as a wellhead protection zone or an area of natural significance?
 Yes No Uncertain
- If yes, please provide details.

- h) Is the nearest boundary of the application within 250 metres of the fill area of an operating or former landfill or dump, or a waste transfer station or PCB storage site?
 Yes No Uncertain
 - i) If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to human health (i.e. asbestos, PCBs, etc.)?
 Yes No Uncertain
 - j) Have any of the buildings on the property been heated by fuel oil?
 Yes No Uncertain
 - k) Are there or have there ever been above ground or underground storage tanks on the property?
 Yes No Uncertain
 - l) Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?
 Yes No Uncertain
- If yes, when? Please provide a description of waste materials:

- m) Have hazardous materials ever been stored or generated on the property (e.g. Has **Hazardous Waste Information Network (HWIN)** registration or other permits been required?)
 Yes No Uncertain
- If yes, please summarize details:



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n) Does the subject property support or has it ever supported one or more of the potentially contaminating activities set out in Table 2 of Schedule D of Ontario Regulation 153/04, as amended (see attachment)?

- Yes No Uncertain

If yes, please provide details:

o) Is there any other reason to believe that the subject property may be potentially contaminated based on historical use of this or an abutting property?

- Yes No Uncertain

If yes, please provide details:

If the answer to any of Questions a) through o) was Yes, a Phase One and/or a Phase Two Environmental Site Assessment (ESA) which satisfies the requirements of Ontario Regulation 153/04, as amended, is required. Please submit two hard copies and a digital copy of the ESA documents/reports together with a letter granting the Region third party reliance on these documents and a completed Regional "proof of insurance" form.

p) Has a Record of Site Condition (RSC) or a Risk Assessment (RA) been accepted by the Ministry of the Environment (MOE) or a Certificate of Property Use been issued by MOE for this site?

- Yes No

If yes, please submit two hard copies and a digital copy of the risk assessment, any related certificates of property use and the MOE RSC acknowledgement letter with the application.

q) Is it the owner/applicant's intention to submit a Record of Site Condition (RSC) or Risk Assessment (RA) to MOE for approval?

- Yes No Uncertain

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Declarations:

If the answer to any of Questions a) through Question q) was Yes, this SSQ form must be completed and signed by both a Qualified Person and by the property Owner(s)/applicant(s). The QP sign-off is not required for: land division applications for lease, mortgage, title correction, re-establishment of lot lines (where title inadvertently merged) or a minor lot line adjustment, or for a minor variance, a minor rezoning (e.g. to add a new non-sensitive land use), and/or a part lot control application where site contamination was recently addressed by a related planning application.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site contains contaminants at a level that would interfere with the proposed property use. I am a qualified person with the required liability insurance in accordance with section 3.1.6 of the Region of Durham Site Contamination Protocol.

Qualified Person:

Name (Please Print): _____

Signature: _____

Name of Firm: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

Date: _____

Property Owner, or Authorized Officer:

Name (Please Print): _____

Signature: _____

Name of Company (if applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

Date: _____