

PART 1: APPLICANT / AGENT / PROPERTY OWNER INFORMATION	
Name of Applicant*:	Phone:
Mailing Address:	E-mail:
Name of Agent*:	Phone:
Mailing Address:	E-mail:
Name of Property Owner*:	Phone:
Mailing Address:	E-mail:
Name of Consulting Engineering Firm:	Phone:
Engineer Contact Name:	Email:
All correspondence in respect to this request will be forwarded to: (check applicable) ☐ Applicant ☐ Agent ☐ Property Owner ☐ Engineer	

*If a numbered company, also provide the name of a principal of the company.

PART 2: PROPERTY INFORMATION	
Property Address: (describe location if no civic address)	
Legal Description:	
Property Area (Ha):	Adjoining Street Name(s) and Frontage (m):
What is/are the existing use(s) of the property? (e.g. residential, industrial, commercial, institutional, agriculture, open space, other)	

PART 3: EXISTING BUILDINGS & STRUCTURES

Are there any existing buildings or structures on the property? ☐ YES ☐ NO

If YES, please complete the following:

of Existing Dwelling Units:

Existing Industrial Gross Floor Area (m²):

Existing Commercial Gross Floor Area (m²):

Existing Institutional Gross Floor Area (m²):

Other Existing Gross Floor Area (m²):

PART 4: EXISTING AND PROPOSED SERVICING

(check all that apply)	Existing Non-Municipal / Private Servicing	Existing and Proposed Municipal Servicing
Water Supply:	☐ Private Well ☐ Other Private Water Supply: _____	☐ Existing Municipal Watermain Connection ☐ Proposed New Municipal Watermain Connection
Sanitary:	☐ Private Septic ☐ Other Private Sanitary System: _____	☐ Existing Municipal Sanitary Sewer Connection ☐ Proposed New Municipal Sanitary Sewer Connection

PART 5: PROPOSED DEVELOPMENT AND SERVICING REQUEST WORKSHEET

Please complete the table on the following page. Instructions:

For each of the Development Staging Areas (or Non-Urban Area) that apply to the subject property(ies), fill in all rows that apply based on development plans and engineering report/estimates, including:

A. Number of residential units by type and requested wastewater servicing in Litres per Second (L/S)

B. Non-residential Gross Floor Area (GFA) in Square Metres (m²) by type and wastewater servicing (L/S)

C. Total requested wastewater servicing (L/S) and expected timing of the total units, non-residential GFA and wastewater servicing (L/S) in the near-term (within 3 years), medium term (3 to 5 years) and long-term (5 to 10 years) construction horizons

A. RESIDENTIAL:	OFFICIAL PLAN DEVELOPMENT STAGING AREA						NON- URBAN		TOTAL	
	STAGE 1		STAGE 2		STAGE 3					
	UNITS	L/S	UNITS	L/S	UNITS	L/S	UNITS	L/S	UNITS	L/S
Single & Semi-detached:										
Townhouse:										
Apartments (≤1 bedroom):										
Apartments (2+ bedrooms):										
Other Residential Type(s): _____										
Residential Totals:										
B. ICI / NON-RESIDENTIAL:	GFA	L/S	GFA	L/S	GFA	L/S	GFA	L/S	GFA	L/S
Industrial:										
Commercial:										
Institutional:										
Other Non-Residential Type(s): _____										
Non-Residential Totals:										
C. TOTAL SERVICING (L/S):										
NEAR TERM SERVICING REQUEST: (construction within 3 years)	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS
	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA
	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S
MED. TERM SERVICING REQUEST: (construction in 3 to 5 years)	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS
	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA
	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S
LONG-TERM SERVICING REQUEST: (construction in 5 to 10 years)	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS
	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA
	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S

PART 6: PLANNING INFORMATION		
Official Plan Development Stage Area: (See Official Plan Map Schedule 'B1', check all that apply)	Urban Area: ☐ Stage 1 ☐ Stage 2 ☐ Stage 3	Other: ☐ Non-Urban
Related Planning Applications: (check all that apply)	☐ Official Plan Amendment ☐ Zoning By-law Amendment ☐ Draft Plan of Subdivision / Condominium ☐ Part-Lot Control Exemption ☐ Consent ☐ Minor Variance ☐ Site Plan	
Status of Related Planning Applications / Approvals / Permits / Agreements: (check all steps completed and current status of applicable approvals, permits and agreements)		
INITIAL PHASE	REVIEW PHASE	APPROVALS PHASE
☐ Proposal / Concept ☐ Pre-application Record ☐ Submitted ☐ Deemed Complete	☐ Circulated ☐ Public Meeting(s) Held ☐ Comments Received ☐ Comments Addressed	☐ Draft/Conditional Approval ☐ In Appeal Period/Appealed ☐ Development Agreement ☐ Final Approval/Registered
MUNICIPAL AGREEMENTS / PERMITS		OTHER APPROVALS / PERMITS
☐ Municipal Site Alteration Permit ☐ Pre-Servicing Agreement ☐ Subdivision/Condominium Agreement ☐ Site Plan Agreement ☐ Deemed Complete		☐ NVCA Permit ☐ MTO Building / Land Use Permit ☐ County and/or MTO Entrance Permit ☐ County and/or MTO Agreement ☐ Environmental Compliance Approval (ECA) ☐ Other: _____
Planning Objectives & Evaluation Criteria: (per Official Plan, check all that apply)		
For this servicing request, does the proposed/planned development:		
☐ Contribute to meeting the intensification target within the built-up area?		
☐ Contribute to achieving the density target in the designated greenfield area?		
☐ Include mixed-use, commercial, employment or institutional development on land designated for these uses?		
☐ Contribute to meeting the affordable housing targets of the Official Plan?		

- ☐ **Include rental housing and/or housing designed to meet special needs?**
(check all that apply)
- ☐ **Rental** ☐ **Seniors** ☐ **Accessible** ☐ **On-site support services**
- ☐ **Other special needs:** _____
- ☐ **Optimize the use of existing municipal infrastructure within the urban area?**
- ☐ **Represent a logical, cost-efficient extension of existing services within the urban area?**
- ☐ **Support active transportation (walking, cycling)?**
- ☐ **Support the use of transit and/or provide facilities for future transit services?**
- ☐ **Provide indoor community facilities such as schools or recreation facilities?**
- ☐ **Maximize parks and open space provision?**
- ☐ **Contribute to enhanced urban design?**
- ☐ **Contribute to a complete community and compact urban form?**

PART 7: SUPPORTING INFORMATION

Plans, studies and supporting justification:
(check all that apply, attach any other relevant information to support the servicing request)

- ☐ **Development Concept Plan**
☐ **Draft Plan or Site Plan**
☐ **Functional Servicing Report**
☐ **Environmental Assessment(s)**
☐ **Planning Justification Report**
☐ **Environmental Impact Study**
☐ **Traffic Impact Study**
☐ **Other:** _____

What are the servicing estimates based on?
(check all that apply, list information below)

- ☐ **Detailed Engineering Plans and Design Sheets**
☐ **Functional Servicing Report**
☐ **Preliminary Engineering Estimate**
☐ **Other:** _____

Engineering Report & Drawings:	Prepared by:	Date:

PART 8: AUTHORIZATION

I (we), _____ of the _____, in the
County/Region of _____, do hereby authorize _____
to submit this allocation request on my (our) behalf.

Signature(s) of Owner(s):

Owner(s)

Date

PART 9: AFFIDAVIT

I (we), _____ of the _____, in the
County/Region of _____, do hereby:

1. Petition the Town of Shelburne to approve or renew the subject servicing allocation;
2. Certify that I (we) have full legal right to request such action;
3. Understand that this Servicing Request/Renewal Form and related material and all attachments become official records of the Town of Shelburne and will not be returned, and that the information contained in the Form may be used in reports and other documents produced by the Town of Shelburne as a matter of public record;
4. Solemnly declare that all the statements contained in this Request/Renewal Form and any documents or plans submitted herewith are true and correct to the best of my (our) knowledge and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Signature(s) of Owner(s) or Authorized Agent:

Owner(s)

Date

Authorized Agent

Date