

# FIELDGATE DEVELOPMENTS

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Tel.: (416) 227-9005  
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April 20, 2021

via E-mail

Town of Shelburne

Dear Ms. Morrissey:

**Reference: Special Meeting of Town council to Consider Servicing Allocation and Renewal Requests to be held April 28, 2021 at 5:00pm**

Regarding your letter of April 7, 2021 requesting a status update be provided to Council on our intent to utilize the 257 units of servicing allocation provided to our project as part of its approval on November 11, 2019 (with subsequent redline approval on September 21, 2020)

We kindly confirm that Shelburne 89 Developments Limited continues to pursue an aggressive construction program warranting full allocation to the with building construction beginning in July 2021 and carrying through on both a priority commercial and residential building program into 2022. It is worth noting we are currently in queue for a preliminary consultation on the existing Medium Density block along County Road 124, adding approximately 71 Townhouse units to this allocation requirement, to round out our complete community.

Given the imminency of final approval and limitations of this exercise to articulate this project's maturity and the volume of technical information submitted to-date, we trust this is sufficient to bring Council up to date on our timing and allocation provisions to complete this community in the near term, as a priority.

We offer the opportunity to share this information with staff and Council at the upcoming Special Meeting on April 28, 2021 should you desire to have us present this information or any other project specific information and kindly request the time be reserved for us to do so, if needed.

Yours very truly,

**FIELDGATE DEVELOPMENTS**

On Behalf of Shelburne 89 Developments Limited

*Mara Samardzic*

Mara Samardzic, RPP, MCIP  
Project Manager

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Encls.

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:
<b>All correspondence in respect to this request will be forwarded to:</b> (check applicable) <input type="checkbox"/> Applicant <input type="checkbox"/> Agent <input type="checkbox"/> Property Owner <input type="checkbox"/> Engineer	

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

PART 2: PROPERTY INFORMATION	
<b>Property Address:</b> (describe location if no civic address)	
<b>Legal Description:</b>	
<b>Property Area (Ha):</b>	<b>Adjoining Street Name(s) and Frontage (m):</b>
<b>What is/are the existing use(s) of the property?</b> (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 (m<sup>2</sup>):

Existing Commercial Gross Floor Area (m<sup>2</sup>):

Existing Institutional Gross Floor Area (m<sup>2</sup>):

Other Existing Gross Floor Area (m<sup>2</sup>):

**PART 4: EXISTING AND PROPOSED SERVICING**

(check all that apply)	Existing Non-Municipal / Private Servicing	Existing and Proposed Municipal Servicing
<b>Water Supply:</b>	<input type="checkbox"/> Private Well <input type="checkbox"/> Other Private Water Supply: _____	<input type="checkbox"/> Existing Municipal Watermain Connection <span style="color: red;">Construction nearing completion - 50%</span> <input type="checkbox"/> Proposed New Municipal Watermain Connection
<b>Sanitary:</b>	<input type="checkbox"/> Private Septic <input type="checkbox"/> Other Private Sanitary System: _____	<input type="checkbox"/> Existing Municipal Sanitary Sewer Connection <span style="color: red;">Construction nearing completion - 80%</span> <input type="checkbox"/> 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 (m<sup>2</sup>) 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): _____										
<b>Residential Totals:</b>									~328	
<b>B. ICI / NON-RESIDENTIAL:</b>	<b>GFA</b>	<b>L/S</b>	<b>GFA</b>	<b>L/S</b>	<b>GFA</b>	<b>L/S</b>	<b>GFA</b>	<b>L/S</b>	<b>GFA</b>	<b>L/S</b>
Industrial:										
Commercial:										
Institutional:										
Other Non-Residential Type(s): _____										
<b>Non-Residential Totals:</b>										
<b>C. TOTAL SERVICING (L/S):</b>										
<b>NEAR TERM SERVICING REQUEST:</b> (construction within 3 years)	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>
	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>
	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>
<b>MED. TERM SERVICING REQUEST:</b> (construction in 3 to 5 years)	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>
	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>
	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>
<b>LONG-TERM SERVICING REQUEST:</b> (construction in 5 to 10 years)	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>	<b>UNITS</b>
	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>	<b>GFA</b>
	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>	<b>L/S</b>

PART 6: PLANNING INFORMATION		
<b>Official Plan Development Stage Area:</b> (See Official Plan Map Schedule 'B1', check all that apply)	<b>Urban Area:</b> <input type="checkbox"/> Stage 1 <input checked="" type="checkbox"/> Stage 2 <input checked="" type="checkbox"/> Stage 3	<b>Other:</b> <input type="checkbox"/> Non-Urban
<b>Related Planning Applications:</b> (check all that apply)	<input type="checkbox"/> Official Plan Amendment <input checked="" type="checkbox"/> Zoning By-law Amendment December 2, 2019 <input checked="" type="checkbox"/> Draft Plan of Subdivision / Condominium <input type="checkbox"/> Part-Lot Control Exemption DPS 18/01 <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Minor Variance Pending Municipal Review <input checked="" type="checkbox"/> Site Plan SPA 20/01	
<b>Status of Related Planning Applications / Approvals / Permits / Agreements:</b> (check all steps completed and current status of applicable approvals, permits and agreements)		
<b>INITIAL PHASE</b> <input type="checkbox"/> Proposal / Concept <input type="checkbox"/> Pre-application Record <input type="checkbox"/> Submitted <input checked="" type="checkbox"/> Deemed Complete	<b>REVIEW PHASE</b> <input type="checkbox"/> Circulated <input type="checkbox"/> Public Meeting(s) Held <input type="checkbox"/> Comments Received <input checked="" type="checkbox"/> Comments Addressed	<b>APPROVALS PHASE</b> <input type="checkbox"/> Draft/Conditional Approval <input type="checkbox"/> In Appeal Period/Appealed <input checked="" type="checkbox"/> Development Agreement <input checked="" type="checkbox"/> Final Approval/Registered
<b>MUNICIPAL AGREEMENTS / PERMITS</b> <input checked="" type="checkbox"/> Municipal Site Alteration Permit 2018 <input checked="" type="checkbox"/> Pre-Servicing Agreement 20.12.2020 <input checked="" type="checkbox"/> Subdivision/Condominium Agreement <input type="checkbox"/> Site Plan Agreement SPA20/01 <input checked="" type="checkbox"/> Deemed Complete Pending Municipal Legal Review	<b>OTHER APPROVALS / PERMITS</b> <input checked="" type="checkbox"/> NVCA Permit 2020-16824 <input checked="" type="checkbox"/> MTO Building / Land Use Permit BL-2017-31L-00 001592 V2 <input checked="" type="checkbox"/> County and/or MTO Entrance Permit <input checked="" type="checkbox"/> County and/or MTO Agreement <input checked="" type="checkbox"/> Environmental Compliance Approval (ECA) <input type="checkbox"/> Other: _____	
<b>Planning Objectives &amp; Evaluation Criteria:</b> (per Official Plan, check all that apply)		
<b>For this servicing request, does the proposed/planned development:</b> <input type="checkbox"/> Contribute to meeting the intensification target within the built-up area? <input checked="" type="checkbox"/> Contribute to achieving the density target in the designated greenfield area? <input checked="" type="checkbox"/> Include mixed-use, commercial, employment or institutional development on land designated for these uses? <input checked="" type="checkbox"/> Contribute to meeting the affordable housing targets of the Official Plan?		

6 of 10 Agency Clearances In Hand

5203-BZDTLG

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

PART 7: SUPPORTING INFORMATION		
<b>Plans, studies and supporting justification:</b> (check all that apply, attach any other relevant information to support the servicing request)	<input checked="" type="checkbox"/> <b>Development Concept Plan</b> <input checked="" type="checkbox"/> <b>Draft Plan or Site Plan</b> <input checked="" type="checkbox"/> <b>Functional Servicing Report</b> <input checked="" type="checkbox"/> <b>Environmental Assessment(s)</b> <input checked="" type="checkbox"/> <b>Planning Justification Report</b> <input checked="" type="checkbox"/> <b>Environmental Impact Study</b> <input checked="" type="checkbox"/> <b>Traffic Impact Study</b> <input type="checkbox"/> <b>Other:</b> _____	
<b>What are the servicing estimates based on?</b> (check all that apply, list information below)	<input checked="" type="checkbox"/> <b>Detailed Engineering Plans and Design Sheets</b> <input checked="" type="checkbox"/> <b>Functional Servicing Report</b> <input checked="" type="checkbox"/> <b>Preliminary Engineering Estimate</b> <input type="checkbox"/> <b>Other:</b> _____	
<b>Engineering Report &amp; Drawings:</b>	<b>Prepared by:</b>	<b>Date:</b>

**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