

DIGITAL SUBMISSIONS TO THE TOWN

1. Applicant to send an email to planningapps@oakville.ca, requesting permission to submit a new development/site plan application digitally or for a resubmission to an existing application.
2. Please include the following within your request for a new submission:
 - a. Applicant's name
 - b. Address of site
 - c. Type of application to be submitted (i.e Site Plan)
 - d. Draft plan subdivision/Draft Plan of Condominium/ concept plan/site plan
 - e. Date of Pre-consultation Meeting
 - f. Signed Pre-consultation Form
 - g. Signed Application Form
 - h. Fee Calculation (Town will confirm the fee amount)
 - i. Date of Developer Public Information Meeting (for Development Applications) or indicate intent to hold a Developer Public Information Meeting at the appropriate time.
3. Once the applicant's request is received, the applicant will be provided with a reference # to be included on your Electronic Fund Transfer (EFT) or E-Mail Transfer. The Planning file #, will be assigned once the fee is received. For a resubmission of an existing application where a fee is required use the planning file # already assigned.

Electronic Fund Transfers (EFTs)

The Town will accept Electronic Fund Transfers (EFTs) for all application fees regardless of \$ amount.

4. Planning staff will provide the applicant with a **void cheque**. The void cheque will facilitate the applicant to make a direct payment into the Town's bank account.
5. The applicant must send an EFT notification to accountsreceivable@oakville.ca , please quote the reference # given in step #2. Following payment please send an email to planningapps@oakville.ca advising that a payment was made, this will ensure that the Planning Department is to expect a confirmation of payment.
6. Once confirmation is received from the Town's finance department, Conservation Halton (if required) and Halton Region the application will be deemed complete and circulated.

E-Mail Transfer

The Town will accept E-Mail Transfer via email (using interact) for application fees up to a maximum of \$10,000.

7. E-Mail Transfer payments can **ONLY** be made through planningapps@oakville.ca
8. Submit the E-Mail Transfer payment quoting the reference # given in step #2.

9. Following payment, the town will receive confirmation of the funds received directly in the planningapps@oakville.ca inbox.
10. Once confirmation is received from the Town's finance department, Conservation Halton (if required) and Halton Region the application will be deemed complete and circulated.

Site Plan Securities

11. The Town will accept Letter of Credit, Certified Cheques and Bank Drafts for Site Plan Securities.
12. Planning staff will confirm the security amount.
13. Please forward a draft of the Letter of Credit to the assigned planner on the file.
14. The Planner will review the draft Letter of Credit with the finance department and advise the applicant if the Letter of Credit is acceptable for submission.
15. Once the Letter of Credit is deemed to be acceptable the original Letter of Credit with a copy of Schedule C from the Site Plan Agreement can be dropped off into the Town's mail box or sent by Courier. Ensure the envelope is labelled to the attention Rene Zariczniak in Finance Department.
16. If the security is being paid by certified cheque/bank draft, prior to submission to Rene Zariczniak in Finance Department, please provide the assigned planner a photograph or scan of the cheque. Include Schedule C from the Site Plan Agreement with the certified cheque/bank draft.

ELECTRONIC PAYMENTS (CONSERVATION HALTON)

Credit card or Electronic Fund Transfers (EFTs) are the preferred method of payment for planning submissions. Conservation Halton (CH) Planning & Regulations staff (Laura Schreiner at lschreiner@hrca.on.ca (for subdivisions, OPA, ZBA) or Matthew Lauzon at mlauzon@hrca.on.ca (for site plans and Committee of Adjustment applications)) can provide direction on how to make payment. Contacting CH staff prior to submitting applications to the Town is recommended; however, fees should not be submitted electronically until *after* CH staff receives the formal circulation from the town, at which point staff will contact applicants to request fee submission.

PAYMENTS (REGION OF HALTON)

Halton Region allows for three methods of payments for development applications; with the preferred payment being through Interac e-Transfer (for payments up to \$10,000) or Wire Transfer (for payments over \$10,000). Cheques must be payable to Halton Region. Please provide proof of payment (i.e: copy of the EMT, Wire or Cheque) as part of your digital submission to the Town of Oakville. Cheques must be mailed to the attention of Catalina Burby, at Halton Region, Legislative and Planning Services 1151 Bronte Rd, Oakville, ON L6M 3L1. Upon receipt Halton Region Planning staff will advise Oakville Planning staff that the fee was received. Halton Region are unable to process

any application without the applicable review fee. All materials other than the Halton Region fee should be submitted to the Town.

DOCUMENT SUBMISSION

1. All new applications and resubmissions must be submitted to the Town and the Town will circulate to the appropriate internal departments and external agencies.
2. Ensure to use the updated application forms on:
<https://www.oakville.ca/business/application-forms-guidelines.html>
3. Prior to submitting any materials to the Planning Department please submit an email to planningapps@oakville.ca, requesting permission to submit a new development/site plan application digitally or for a resubmission to an existing application.
4. The Planning Department will create a BOX link for your use to deposit your application materials – See end of document for “**END USER INSTRUCTIONS FOR UPLOADING A FILE IN BOX**”
5. Ensure that digital submissions are to be provided in a single zip file via email or download.
6. **Digital copies must be named in an organized and descriptive manner according to the below format: File Number _ Condensed Name _ Version Number _ Date (with no spaces)**

YOUR DIGITAL SUBMISSION MAY BE REJECTED IF THIS NAMING CONVENTION IS NOT FOLLOWED.

For Example, your set of files should look like the following list:

- 00_CoverLetter_v1_2020-02-28
- 01_Aerial_v1_2020-02-14
- 02_Survey_v1_2020-02-23
- 03_SitePlan_v1_2020-02-23
- 04_SitePlanDetails_v1_2020-02-23
- 05_FloorPlan_v1_2020-02-23
- 06_Elevations-v1-2020-02-21
- 07_Landscape_v1_2020-02-18
- 08_LandscapeDetails_v1_2020-02-18
- 09_CanopyCoverage_v1_2020-02-18
- 10_PedestrianCircPlan_v1_2020-02-23
- 11_Servicing_v1_2020-02-15
- 12_Grading_v1_2020-02-15
- 13_SWM_v1_2020-01-30
- 14_TIS_TruckTurning_v1_2020-02-20
- 15_NoiseVibration_v1_2020-02-2012

- 16_ESSQ_v1_2020-02-28
- 17_ESS1_v1_2020-02-28
- 18_3D model_v1_2020-02-28

File Naming Conventions:

- NO spaces in the file name.
- NO special characters within the file name (i.e. @ # \$ % & * / \).
- ONLY Letters, Numbers, Dashes, Underscores and Periods are permitted in the file name.

Final Note:

- All submission of plans and/or studies must be clearly labelled and in a larger font size in the title block as the next submission by number, corresponding to the version number and date in the file name.

(NOTE: See the updated preconsultation Request Form #2 for additional details regarding naming conventions)

7. Planning staff will review the materials and advise the applicant is the application is complete.

END USER INSTRUCTIONS FOR UPLOADING A FILE IN BOX

1. Permit applicant receives an invitation via email to upload the file

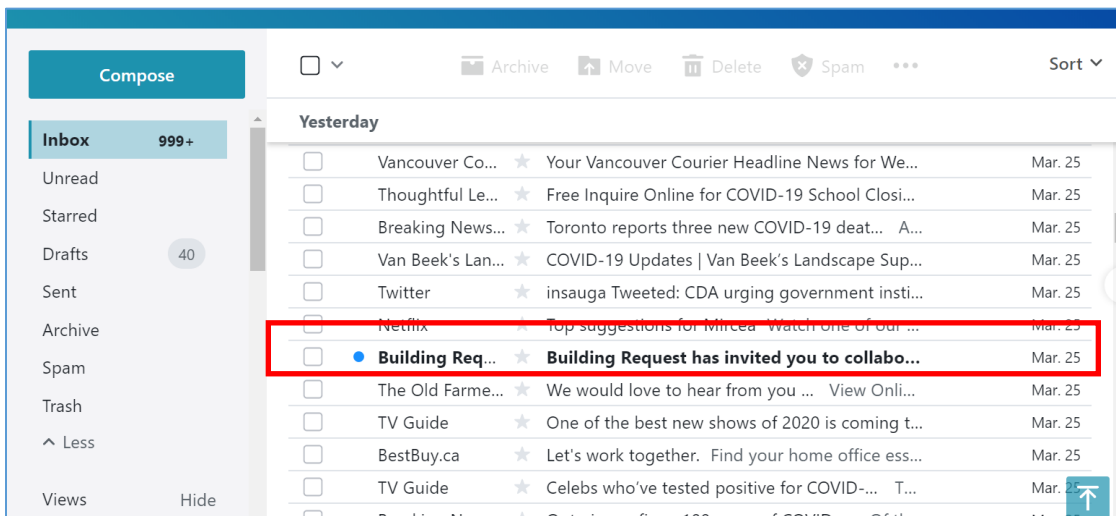


Figure 1 - Applicant receives invite via email

2. Permit applicant clicks the Accept Invite Button

If already registered with the Building Request BOX account, the user will see “**Go To Folder**” instead of “Accept Invite” (see Figure 2). In this case, the user logs in with the email and the password previously created.

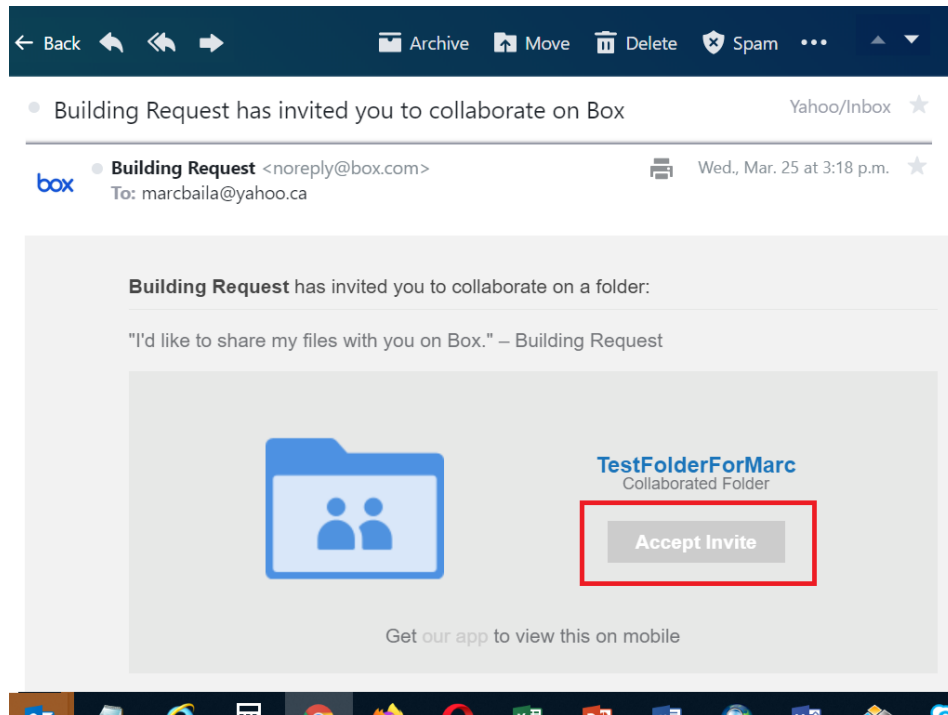


Figure 2 - Content of the email invitation

3. If not already registered, permit applicant must create an account using their email

English (US) +1 650 329 1210 Sign In

Create Your Account

Building Request has invited you to collaborate on "TestFolderForMarc"

Signup for a Box account to accept invite

Full Name
Full Name

Email Address
marcbaila@yahoo.ca

Password
Password

Confirm Password
Confirm Password

Phone Number (optional)

Submit

You're invited to collaborate on:

TestFolderForMarc
Shared by Building Request

Town of Oakville

By submitting this form, you confirm that you agree to our [Terms of Service](#) and consent to the storing and processing of your personal data as described in our [Privacy Policy](#).

Figure 3 - First time users must register with the respective BOX account

- Upon registration and login, the user gains access to the dedicated folder "TestFolderForMarc" where the file must be uploaded

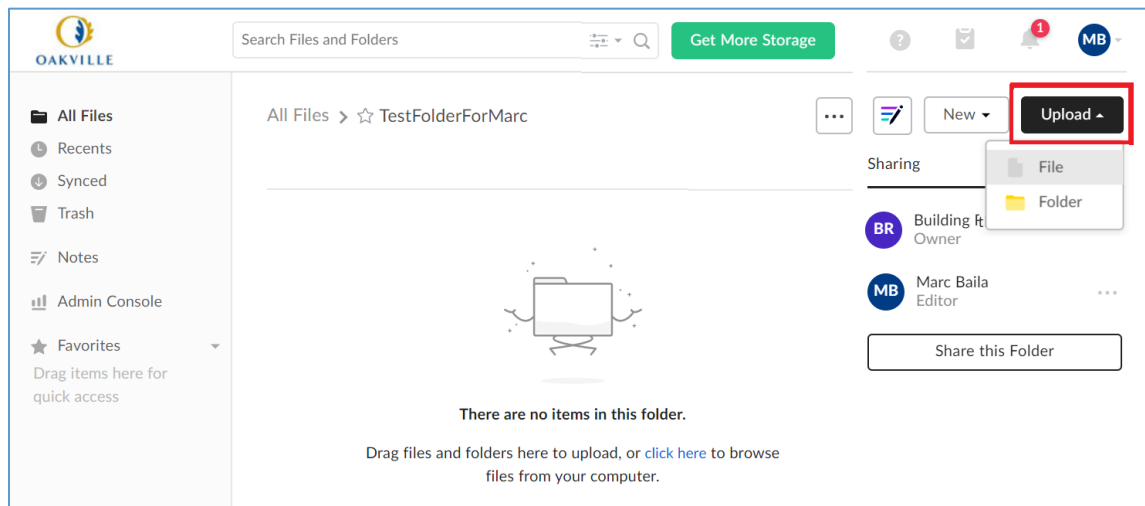


Figure 4 - Upload file in BOX

4. Upload the file

- Click the "Upload" button and select "File" (see Figure 4 above).
- Select the file from disk, and click "Open".

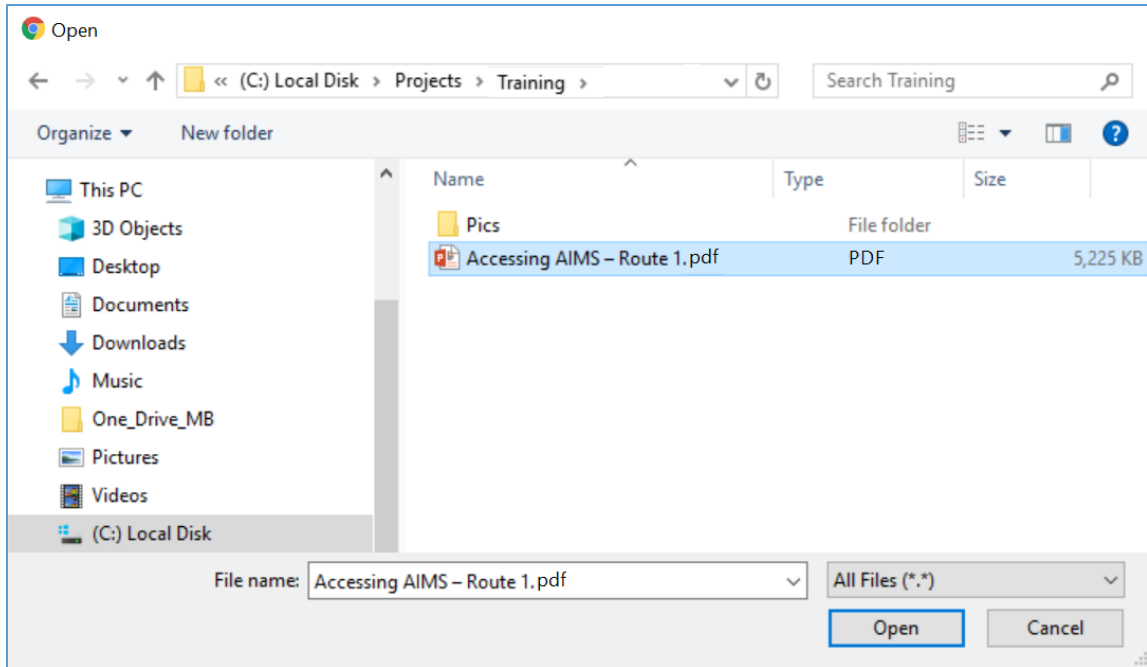


Figure 5 - Select file to upload from disk

➤ After upload completes successfully the BOX folder looks like below:

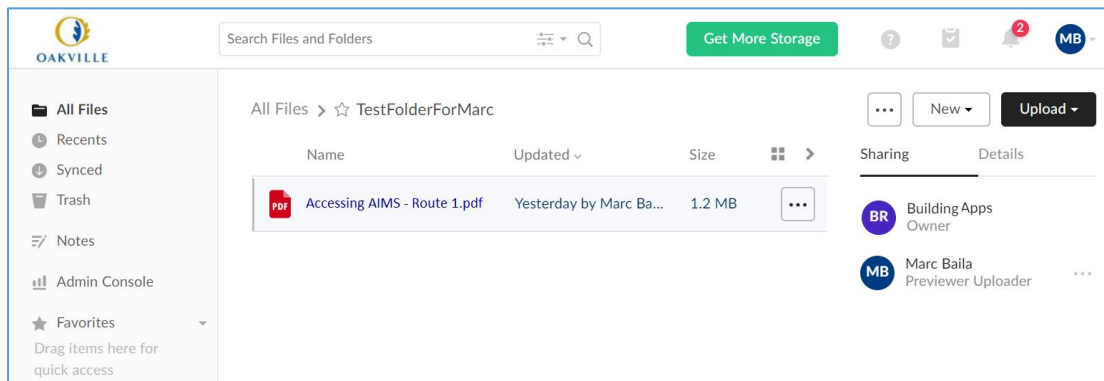


Figure 6 - BOX folder viewv after uploading the file

5. When finished with BOX log out

- Select username from the upper right hand corner
- Select "Log Out"

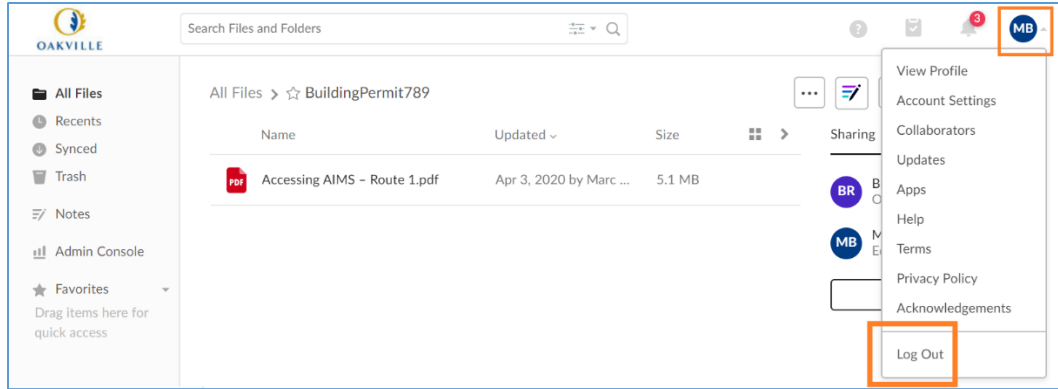


Figure 7 - Log Out