

Municipal Water Supply & Sewage Allocation Process - External Guide for Applicants

Purpose:

This Municipal Servicing Allocation Process Guide is a Council endorsed Process and serves as a reference document for Applicants with active development applications in the Community of Stouffville, who require or were already provided confirmation of Allocation for their respective proposal. This guide will provide an overview of steps for the Applicant in working with Staff, to eventually obtain Allocation and commit to submitting a Building Permit application.

Below is a list of relevant documents related to the Allocation of Water Supply and Sewage Capacity. These documents provide additional information on the authority for the process as well as offer guidance for members of the Public on the process.

Documents/ Links

1. Staff Report [DS-024-26](#) – Municipal Water Supply and Sewage Allocation By-law
2. By-law [2026-051-RE](#) – The Town's Municipal Water Supply and Sewage Allocation By-law
3. By-law [2025-079-FI](#) – Town's Fees & Charges By-law, Schedule F
4. Municipal Water Supply and Sewage Allocation Process – External Guide for Applicants
5. CARR (Capacity Availability Review Request) Application Form

Relevant Types of Development

By-law 2026-051-RE and this Guide for Applicants are applicable to the following types of development only:

1. Draft Plans of Subdivision or Condominium
2. Consent applications
3. Site Plan Control applications
4. Developments with 4 to 10 Residential units

Development Stream Options

Table 1

Type of Development	Allocation Tracking Only	CARR Required	Application Fee Required	Modelling & Deposit Required	Assignment Memo Required
Residential Development (Planning Act Application > 10 units)		x	x⁽²⁾	x	x
Non-Residential Development (Planning Act Application)		x	x⁽²⁾	x	
Consent Application (Planning Act Application)		x			x
10 Residential Units or Less (no Planning Act application) (4-10 new units)		x	x	x	x
New Residential Units and ARU's not otherwise mentioned above not requiring a <i>Planning Act</i> application)	x⁽¹⁾				

(1) All new residential units that have not previously been assigned water supply or sewage allocation will be tracked via CityView reports on a quarterly basis for the purpose of reporting to the Region of York and updating the Town's Modeling as required.

(2) Fee is required only if CARR is submitted in advance of a Planning Application for the purpose of confirming allocation PRIOR to a formal application being made.

All types of development listed in **Table 1** above are required to submit the **CARR (Capacity Availability Review Request) Application** unless otherwise noted in the table, with their respective Planning/Building Application.

Step 1 – Submission of CARR & Early Notification

Submission of CARR Application, with Planning Act or non-Planning Act Application.
Associated fees may be applicable.

Staff intakes CARR Application and inputs information into Internal Tracking Spreadsheet.

Staff reviews the scope and status of the proposed development application and identify whether the development is subject to the Allocation Process of By-law 2026-051-RE.

Step 1A – Receipt of Notification/Response Memo

Staff will prepare a CARR Memo, responding to the CARR Application. The Memo will advise the Applicant whether they are subject to the Allocation Process of By-law 2026-051-RE or not.

If the Applicant is **not** subject to the Allocation Process, the Memo would advise them to proceed with the regular Planning Application process and/or Building Permit application.

If the Applicant **is** subject to the Allocation Process, they may proceed with the regular Planning Application process, to demonstrate their proposal can meet the Town's requirements for servicing and the required timelines of By-law 2026-051-RE to obtain Reserved Allocation for their proposed development.

Step 1B – Capacity Confirmation

Following the issuance of the CARR Memo, for those Applicants with proposals subject to the Allocation Process, the Applicant will be informed by the Planner on file of what is required as the project progresses (e.g. 1st Submission, 2nd Submission, outstanding items, etc.). Through the 1st Submission comments from Engineering, the Applicant will be advised of any requirements for modelling and analysis to confirm servicing capacity in Town:

1. Engineering comments – including the modelling analysis report.
2. Engineering associated fees (~\$8,000).

If Engineering deems the application to be **unsatisfactory** in meeting the Town's servicing capacity needs during the review of the 1st Submission, revisions are required from the Applicant through formal subsequent submissions until the proposal is satisfactory. Additional fees may apply.

When Engineering confirms the developments proposed servicing to be **satisfactory**, Staff will advise the applicant that there is adequate capacity for the proposed development at the time the evaluation was prepared.

Following the formal Capacity Availability Review, the Applicant can expect to proceed with the regular Development Application process, leading to Conditional Planning Approval where their development would receive Reservation of Allocation.

Step 2 – Planning Approved, Allocation Reserved

Once the Planning Application has been approved by the respective authority, the development proposal is considered to have temporarily secured their portion of the Town's servicing allocation provided by the Region. Approval of the application = *Reserved Allocation*. Per By-law 2026-051-RE, *Reservation* means:

Reservation: means the development is temporarily assigned a portion of the Town's municipal water supply and sewage capacity and is subject to one or more conditions or requirements being met, made or granted on certain terms.

When an application has Reserved Allocation, Staff will prepare the Allocation Memo. The Allocation Memo will outline:

- The Planning Approval date ("Allocation Reserved")
- The relevant Approval Authority
- The population (number of persons) allocated from the Town's existing capacity assignment from the Region; which shall be reserved until the Application has fulfilled the relevant Conditions of Approval
- The Reservation expiry date
 - The "Expiration" is the date the Reservation is to expire, following the set period for the type of application, as described in By-law 2026-051-RE, from the date the Allocation was Reserved.
 - Extensions may be granted, in accordance with By-law 2026-051-RE. Extensions shall be recorded by Staff, and the Allocation Memo shall be updated and provided to the Applicant when an extension is granted.
 - The expiry of Reservation of municipal water supply and sewage capacity will occur without any notification from the Town. It is the sole responsibility of the Proponent to request an extension of the Reservation of municipal water supply and sewage capacity.

During the Reservation period, the Applicant is responsible for fulfilling any Conditions of Approval. The goal is to ensure the Applicant fulfills all relevant conditions that are satisfactory to Staff, within the respective timeframes outlined in the By-law, so the development reaches a stage ready to submit for Building Permit.

A signature from the Commissioner of Development Services is required to confirm Reservation. Staff will coordinate this.

Step 3 – Allocation Confirmed (relevant Conditions of Approval fulfilled)

When the Applicant has fulfilled the relevant conditions of approval to the satisfaction of Staff, the Commissioner of Development Services shall be notified by the Manager of Development Engineering and Planner on file. The Planner shall update the Allocation Memo by adding the following:

- Number of units
- Population (number of persons)
- Date the Allocation is Confirmed (Reserved to Confirmed Assignment)
- Expiration date (12 months from the date Allocation is Confirmed) which is the last day to receive a Building Permit to guarantee their Allocation.

A signature from the Commissioner of Development Services is required to confirm the ***transfer of Reservation to Confirmed Assignment of Allocation***.

Extensions are permitted at this stage; however, no more than two (2) extensions will be permitted for a development. Extensions shall be recorded by Staff, and the Allocation Memo shall be updated and provided to the Applicant when an extension is granted.

The expiry of Allocation of municipal water supply and sewage capacity will occur without any notification from the Town. It is the sole responsibility of the Proponent to request an extension of final Allocation of municipal water supply and sewage capacity.

If an Applicant fails to obtain a Building Permit prior to the expiry date, and has exhausted the two permitted extensions, the Allocation will be revoked (see more in Step 4).

Additionally, the transfer of allocation is not permitted. The Applicant will be required to re-submit a CARR along with any applicable fees.

Transition:

For all Approved or Draft Approved Developments, that have previously received Allocation of Municipal Water Supply and Sewage Capacity, but have not obtained a Building Permit from the Town, as of the date of the enactment of the Municipal Water Supply and Sewage Allocation By-law, allocation of municipal water supply and sewage capacity shall continue to be available for the following periods for respective *Planning Act* Application approvals and other approvals:

- Draft Plan Approval of Subdivision or Condominium – until the lapsing/expiry date of the date of the decision of Draft Plan Approval
- Site Plan Agreement – Two (2) years from the date of the execution of the Site Plan Agreement.
- Consent Applications – until the lapsing/expiry date from the date of the decision of Provisional Consent.
- Servicing Allocation formally granted by Council prior to November 1, 2023, or by Allocation Memo signed by the Commissioner or Director of Development Services for which there is no *Planning Act* expiry applicable, the Allocation of municipal water supply and sewage capacity shall be revoked 12 months from the date of the enactment of By-law 2026-051-RE and Section 7.2 of the By-law shall apply.

Step 4 – Finalized Allocation (Building Permit Issuance)

The Applicant is required to obtain a Building Permit within a 12-month period from the date Allocation is **confirmed**. Within By-law 2026-051-RE, Building Permit is defined as:

Building Permit: means a permit issued pursuant to Section 8 of the *Building Code Act*, which permits the construction of a building or structure or, which permits the construction of the foundation of a building or structure.

Towards the 12-month expiry date, the Planner would consult internally with Building Staff on the status of:

- Permit application submission; and/or
- Permit issuance; and/or
- Timing of construction (if reasonable).

It is understood the Applicant is working towards a Building Permit submission and obtaining a Permit issued. Extensions are permitted at this stage; however, no more than two (2) extensions will be permitted for a development. Extensions are to be recorded on the Memo.

The date of Permit Issuance shall be the date that the Allocation granted to the development is **complete and final**. Staff will update the Memo and obtain confirmation amongst internal Departments to confirm **complete assignment of Allocation**.

Revocation:

If an Applicant fails to obtain a Building Permit prior to the expiry date, the Allocation will be revoked. The automatic revocation of the Allocation shall take effect immediately. Written notice will not be provided to the Proponent by the Town or the Commissioner if Allocation is revoked.

The transfer of allocation is not permitted. The Applicant will be required to re-submit a CARR along with any applicable fees.

Authority:

Subject to By-law 2026-051-RE, the Town's "Municipal Water Supply and Sewage Allocation By-law" for the Community of Stouffville, this guide will help Applicants ensure their development project receives and secures available Municipal Water Supply and Sewage Capacity in Town.

Where there is a conflict between the Protocol and By-law, as amended, the provisions of the By-law shall apply.

The following minor amendments to the Town's Municipal Servicing Allocation Protocol may be made by Staff without requiring Council Approval:

- Revisions that will bring the Protocol into conformity with the Municipal Water Supply and Sewage Allocation By-law, as amended;
- Changes to the numbering, order and organization of sections;
- Formatting;
- Correcting grammatical or typographical errors;
- Errors or omissions;
- Additional language, graphics, etc. to provide additional clarity to Staff, members of the public, developers, etc.; and
- Changing references to legislation where the legislation has changed.

Appendix 1

Definitions (as defined in By-law 2026-051-RE)

Additional Residential Unit(s) (ARU): means Additional Residential Unit as defined in the Town's Comprehensive Zoning By-law 2010-001-ZO, as amended.

Allocation: means municipal water supply and sewage capacity that has been assigned to a lot of record for an Approved Development.

Allocation Memo: means the document issued to the applicant of the subject development following conditional planning approval. It serves as the official record of the allocation decision and specifies the timeframe(s) within which the applicant must satisfy all associated obligations before the allocation expires.

Approved Development: means a Development which has been granted final approval under the *Planning Act*.

Building Permit: means a permit issued pursuant to Section 8 of the *Building Code Act*, which permits the construction of a building or structure or, which permits the construction of the foundation of a building or structure.

Capacity Availability Review Request (CARR): means the initial application submitted to the Town by the Proponent to request confirmation of available municipal water supply and sewage capacity for a Development.

Commissioner: means the Commissioner of Development Services or his/her delegate.

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the *Planning Act* or granting of a Building Permit under the *Building Code Act*.

Dwelling Unit: means a Dwelling Unit as defined in the Town's Comprehensive Zoning By-law 2010-001-ZO as amended.

Municipal Act: means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or replaced from time to time.

Non-Residential: means any Development which is categorized as Institutional, Commercial and Industrial (ICI) and does not contain Dwelling Unit(s) and/or Additional Residential Unit(s) as defined by this By-law.

Ontario Building Act: means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended or replaced from time to time.



Planning Act: means the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced from time to time.

Property Owner: means the registered owner on title of the land or a mortgage in possession, upon which the Development is located, or will be located, and is deemed responsible for all development activities occurring upon the property.

Proponent: means a Property Owner or authorized agent or applicant acting on behalf of a Property Owner.

Region: means the Regional Municipality of York. Regional shall have a corresponding meaning.

Reservation: means the Development is temporarily assigned a portion of the Town's municipal water supply and sewage capacity and is subject to one or more conditions or requirements being met, made or granted on certain terms.

Residential: means any Development consisting of one or more Dwelling Unit(s) or Additional Residential Unit, as defined by this By-law.

Service Area: means lands located within the Community of Stouffville that are serviced by Municipal Water Services and Municipal Sewage Services, as defined by the Town's Official Plan.

Servicing Capacity Assignment: means, municipal water supply and sewage capacity, assigned by the Region to local municipalities from time to time, to support continued Development in local municipalities serviced by the York Durham Sewage System (YDSS) and to effectively manage shared water and wastewater systems with a goal of sustaining system capacity for continued growth.

Town: means The Corporation of the Town of Whitchurch-Stouffville, or the geographic area thereof, as the context may require.