Planning Department – Planning Application Portal – "How To":

Step 1: Apply for a Planning Application

Planning Department

Apply for a Planning Application
Estimate Fees

Select "Apply for a Planning Application"

Step 2: Web Portal Sign In

You will need to sign in to your web portal account (if applicable), or click the "Register" icon below to create your account.

The Corporation of The Town of Wasaga Beach Web Portal

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Sign In / Register   Portal Home   Search for a Property   Portal Help

Welcome to the The Corporation of The Town of Wasaga Beach Web Portal

With an account you will be able to do more with the The Corporation of The Town of Wasaga Beach Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

Sign In ☺

Email Address:*

planning@wasagabeach.com

Password:*

•••••••••••

Forgot your password?

Login

Register a New Account ☺

If you do not have an account, please click on Register to create one.

Step 3: Planning Application – Project Description
Input all information pertaining to the application required (project type, address and description).

Step 4: Planning Types
Click the appropriate box which indicates that application type you are applying for.

Step 5: Planning Details

List the details pertaining to the application on the form.

Step 6: Location of Project

Input the location of the proposed project.

Step 7: Contacts

The contacts linked to the property will auto generate in this field.

Step 8: Submittals

Upload all relevant documents, materials related to this application (Application form, sworn declaration, survey, site plan (if applicable). Please ensure all submitted documentation is in accordance with the guidance/direction provided by the Planning Department. If you need to confirm matters, please contact the Planning department prior to submission.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Step 9: Review & Submit

Once you have uploaded all the required documents, you can review the current information provided, along with an overview of the application. The fees associated with the application will also be displayed. Once it has been reviewed, you would hit "Submit Application".

** Please note, the application will not be processed until all required fees and documents are received.

Step 10: Confirmation of Submittal

Once the application has been submitted, any outstanding fees will appear, along with an overview of the application. You have the option to print the confirmation page for your records.

The Planning department will then review the submission materials and will contact the applicant if there is any further information required.

For questions regarding the planning application submission you may contact the Planning Department at planning@wasagabeach.com or 705-429-3844 ext. 2281.