

## **Application for Site Plan Approval**

Under Section 41 of the *Planning Act*

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This application form is to be used to request approval for a site plan. Site plan approval is required for construction in site plan control areas that involves any of the following: the placement of new buildings; alterations to existing buildings that substantially increase their size or usability; laying out and establishing a commercial parking lot; or laying out and establishing sites for the location of three or more trailers, mobile homes or land lease community homes. In this form, the term “subject land” means the land that is subject of the application for approval.

Each application must be accompanied by the application fee in the form of either cash or cheque payable to the Town of Greater Napanee and by the attachments noted in section 5.0 of this application.

If the applicant is not the owner or the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application must accompany the application (see section 7.0).

Note that additional information may be required by the Town or by local and provincial agencies in order to evaluate the proposed site plan. The required information may include studies or reports dealing with such matters as impacts on the environment, transportation network, water supply, sewage disposal, and storm water management.

Much of the information requested in this form is prescribed in 41 of the *Planning Act*. This information must be provided with the

appropriate fee and draft plan. If the mandatory information is not provided, the municipality will return the application or refuse to further consider the application.

The application form also requests other information that will assist the approval authority and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Upon receipt of an application, the required fee and other information (as required), public notice will be given in accordance with the Regulations under the Planning Act. At least 14 days after this public notice, a public meeting will be held concerning the application, as required by the Ontario Planning Act.

The applicant is encouraged to attend the public meeting to present the proposal. The applicant and other interested parties will be provided notice of the decision made by the Committee concerning the application. If no notice of appeal is received within twenty days, the decision of the Committee is final and binding.

To help you complete the application form, please consult the Development Services office at (613) 354-3351.

## Application for Site Plan Approval

For office use only

Date Received	Date Complete	File No(s)	Fee(s) Paid
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### 1.0 APPLICANT INFORMATION

1.1 Complete the information below and indicate which contact is the Prime Contact (to whom all communications will be directed).

Name	Address	Phone/Fax/Email
Registered Owner(s)*		Business
		Fax
		Home/Cell
		Email
Applicant(s)		Business
		Fax
		Home/Cell
		Email
Agent, if any (eg. Planning Consultant)		Business
		Fax
		Home/Cell
		Email
Solicitor		Business
		Fax
		Home/Cell
		Email

\* If a company, please give name and phone number(s) of principal owner (or president).

### 2.0 PROPERTY INFORMATION

Lot(s)/Block(s)	Concession	Registered Plan No.
Reference Plan No.	Part(s)	Parcel No.
Former Municipality	Municipal Address	
Assessment Roll #:		

2.1 Particulars of the Subject Land:

Frontage	Average Depth	Area
Current Official Plan Designation		Current Zoning Designation

2.2 Are there any easements or restrictive covenants affecting the subject land?  YES  NO

If YES, describe each easement or covenant and its effect.

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**3.0 EXISTING AND PREVIOUS USES OF THE SUBJECT LAND**

3.1	Existing use(s) and duration	
3.2	Previous uses (if known)	

3.3 List any existing Buildings or Structures on the Property

Building/Structure	Yard Setbacks				Number of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side			

3.4 Are any existing buildings designated as being architecturally and/or historically significant or is the subject land in an area designated as a Heritage District?  YES  NO

3.5 Is the subject land (or buildings) subject to a demolition control by-law or is it designated or identified for possible designation under the Ontario Heritage Act?  YES  NO

3.6 Identify any buildings or structures to be removed: \_\_\_\_\_  
 \_\_\_\_\_

3.7 Has there ever been an industrial or commercial use on the subject land or adjacent lands?  
 YES  NO  
 If YES, specify the use and the last year of that use: \_\_\_\_\_  
 \_\_\_\_\_

3.8 Has the grading of the subject land been changed by adding earth or other material?  
 YES  NO  DON'T KNOW

- 3.9 Has a gas station been located on the subject land or land adjacent to the subject land at any time?  
 YES  NO  DON'T KNOW
- 3.10 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?  
 YES  NO  DON'T KNOW
- 3.11 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?  YES  NO  DON'T KNOW
- 3.12 Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?  YES  NO  DON'T KNOW  
 If YES, explain: \_\_\_\_\_  
 \_\_\_\_\_
- 3.13 Have you ever been advised either formally or informally by the Ministry of Environment and Energy or another source that the property is or may be contaminated?  YES  NO

**SECTION 4: PROPOSED DEVELOPMENT**

- 4.1 Have there been any previous Site Plan or Development Agreements registered against the subject land?  
 YES  NO  
 If YES, and if known, list below or attach on a separate page:

Year	File Number	Details

- 4.2 When is construction proposed to take place? Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_
- 4.3 What is the nature of the proposed development?  
 Commercial  
 Industrial  
 Institutional, specify: \_\_\_\_\_  
 Office  
 Residential  
 Other, specify: \_\_\_\_\_
- 4.4 Is there an existing storm water management pond or system?  YES  NO  
 Are there plans to build a new storm water management pond or system or expand an existing one?  
 YES  NO  
 If YES, please elaborate:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.5 Provide the following information concerning the existing site and the proposed development:

	Existing	Proposed	Total
Ground Floor Area (m <sup>2</sup> )			
Gross Floor Area (m <sup>2</sup> )			
Number of Parking Spaces			
Number of Handicapped Parking Spaces			
Number of Loading Bays			
Parking Area Coverage, Including Lanes and Driveways (m <sup>2</sup> )			
Building Height (m)			
Number of Storeys			
Number of Residential Units			
Landscaped/Open Space Area (m <sup>2</sup> )			
Outdoor Storage Area (m <sup>2</sup> )			

4.6 Are there any proposed signs?  YES  NO

If YES, indicate sign height and sign area (show location on plans):

Height (m) \_\_\_\_\_ Area (m<sup>2</sup>) \_\_\_\_\_

4.7 Complete this section only if residential use is proposed.

a) Indicate the type(s) of residential housing proposed:

- Owner-occupied
- Rental
- Condominium
- Residential care facility or community home

b) If condominiums are proposed, have you filed an application for approval of condominium development?  YES  NO  N/A

c) How many units of each of the following types are proposed?

- \_\_\_\_\_ Bachelor
- \_\_\_\_\_ 1-bedroom
- \_\_\_\_\_ 2-bedroom
- \_\_\_\_\_ 3-bedroom
- \_\_\_\_\_ 4-bedroom
- \_\_\_\_\_ Other

**5.0 ATTACHMENTS**

Use this checklist to ensure that all of the required attachments have been included with this application.

- Plan of existing conditions
- Site plan showing the location of all proposed buildings and structures, access ramps, driveways, roads, loading and parking facilities, walkway ramps, facilities providing accessibility for persons with disabilities, lighting facilities, walls fences, storage areas and easements.
- Plan showing proposed lot grading and site services.
- Landscaping plan
- Drawings showing plan, elevation and cross-section views for all proposed buildings except residential buildings containing fewer than three dwelling units.
- Drawings showing the massing and conceptual design of the proposed buildings; the proposed buildings' relationship to adjacent buildings, streets and exterior areas to which the public has access; interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings; and the sustainable design elements on any adjoining roads.

**6.0 DECLARATION**

I, \_\_\_\_\_, of the \_\_\_\_\_ in the  
(name of applicant) (name of municipality/township)  
County of \_\_\_\_\_ solemnly declare that all the information contained in this  
application and any supporting documents is true.

Declared before me at the Town of Greater Napanee in the County of Lennox and Addington this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths Applicant

**7.0 OWNER'S AUTHORIZATION** (if the applicant is not the owner)

I, \_\_\_\_\_, of the \_\_\_\_\_ in the  
(name of owner) (name of municipality/township)  
County of \_\_\_\_\_ am the owner of the land that is the subject of this

application for approval of a site plan and I hereby authorize \_\_\_\_\_  
to act as my agent in this application.

\_\_\_\_\_  
Signature of Owner

**8.0 ACKNOWLEDGEMENT**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Greater Napanee to provide public access to all development applications and supporting documentation.

I, \_\_\_\_\_, agree and acknowledge that this application and any  
(name of applicant)

supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**SCHEDULE “B”  
TO  
PLANNING FEES BY-LAW**

**AGREEMENT TO INDEMNIFY**

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Greater Napanee (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the applicant’s application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant’s application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant