Application for Site Plan Control

Section 41 of the *Planning Act*, R.S.O. 1990, as amended

The submission of an application to the municipality for site plan control is provided for in the Ontario Planning Act. This form must be submitted and accompanied with the required fee, site plan drawing(s), and supporting documents, prior to consideration by Council.

It is the responsibility of the applicant or agent to make sure the application is complete, accurate and clearly identifies the required elements. Staff are not permitted to complete the form. Failure to provide all of the required information may result in processing delays of the application.

This information sheet is to assist persons in completing the application. Please contact the Community Services Branch should you require clarification on the application. For a complete reference to the planning process, please consult the Planning Act.

A pre-consultation meeting is required with staff prior to the submission of the application.

Application Fee

Application for Site Plan Control	$2000.00
Request to Amend Registered Site Plan Agreement	$550.00
Request for Release of Registered Site Plan Agreement	$300.00

Fees are paid at the time of application, by cheque payable to "Town of Arnprior".

All engineering peer review fees are payable by the applicant. An engineering peer review fee deposit of **$10,000.00** must be submitted at the time of application, by cheque payable to “Town of Arnprior”. Subsequent deposits will be required based on estimated review costs. No review will occur without deposits in place. Surplus fees will be returned to the applicant upon completion of the project.

Note: The fees prescribed herein do not include extra meetings, the processing of objections or any functions relating to an Ontario Land Tribunal hearing. Prior to undertaking any of these matters, the applicant shall enter into an agreement with the Municipality wherein the applicant agrees to reimburse the municipality in accordance with the fees established at that time. The municipality will only require an agreement for costs relating to an Ontario Land Tribunal hearing when the municipality is a proponent of the application.

Plan(s) Required

Every application must be accompanied by an accurate drawing(s) including all the information requested in Schedule A - Drawing Requirements for Site Plan Control.

Application Submission

The submission of this application must be accompanied with the technical drawing(s), supporting information, and required fee. The owner of the land, or the applicant, shall complete the following application form and the owner’s authorization/declaration and submit along with the necessary documents to: Community Services Branch, Town of Arnprior, 105 Elgin Street West, Arnprior, ON K7S 0A8 Phone: (613) 623-4231 ext. 1816 or Email: planning@arnprior.ca

Collection of Information

Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to the Clerk's Department.

Procedures for Processing an Application

Pre-Application:	The applicant pre-consults with the Town Planner to determine application requirements and related issues and concerns. This pre-consultation may require involvement of other municipal departments and local agencies.
Application Submission:	The Town receives the complete application, technical drawing(s), supporting information, and required fee. The Town Planner will determine if the application is deemed complete.
Application Circulation:	The application is circulated to other municipal departments, local agencies, and external peer reviewer for comments. If changes are required, the applicant is notified. A red-lined copy and comments are provided to the applicant. Dependent on the extent of comments provided, circulation of the amended application may be required.
Draft Agreement and Report to Council:	Staff prepare a draft site plan agreement incorporating all comments received and amended site technical drawings, if applicable. The Town Planner prepares a planning report to be presented to Council at its next regular meeting. The municipality under the Planning Act (Section 41(7)) may impose conditions on a development before approval is given. Council reviews the application and report. If the application is acceptable, Council will adopt a by-law authorizing the Mayor and Clerk to enter into a site plan agreement with the property owner.
Site Plan Execution:	Staff make any necessary amendments to the agreement in consultation with the CAO and Town solicitor. The value of securities are provided by the applicant for inclusion in the site plan agreement. The agreement is executed by both parties and forwarded to the Land Registry Office for registration on title. The cost of registration is the responsibility of the applicant. A building permit can be issued once proof of registration of the agreement is provided to the Town.
Appeal Period:	Upon completion of site works, staff will confirm compliance with the approved site plan and make recommendations for return of securities. Where certain site conditions have been designed by an engineer, that professional will be required to verify in writing the compliance of those conditions with the approved plan.

Appeal: An appeal to the Ontario Land Tribunal may be made if the municipality fails to approve the plans within thirty (30) days of submission of the complete application or if the applicant/owner is dissatisfied with the conditions imposed by the municipality.

I have read and understand the application process and understand my role within it.

Signature Date

Application for Site Plan Control

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Part 1 – Contact Information

1. Applicant/Property Owner Information

   Name: _____

   Mailing Address: _____

   Phone Number: _____ Email Address: _____

2. Agent Information

   Name: _____

   Mailing Address: _____

   Phone Number: _____ Email Address: _____

3. Solicitor Information

   Name: _____

   Mailing Address: _____

   Phone Number: _____ Email Address: _____

Correspondence should be sent to:

☐ Property Owner ☐ Agent ☐ Solicitor

Part 2 – Property Information

1. Address and Legal Description

   Civic Address: _____

   Roll Number: _____

   Geographic Twp: _____ Concession/Lot: _____

   Registered Plan: _____ Block/Lot No.: _____

2. Property Description Subject to Site Plan Agreement

   Frontage Road (m): _____ Frontage Water (m): _____

   Area (ha): _____ Depth (m): _____

3. Easements or Restrictive Covenants

4. Date the subject lands were acquired by owner:

_____

5. Type of Development (check applicable):

☐ Residential ☐ Commercial ☐ Institutional

☐ Industrial ☐ Mixed Use: _____

If residential, is use to be a condominium (check applicable):

☐ Yes ☐ No

6. Indicate how water is supplied to the subject lands (check applicable):

☐ Publicly owned and operated piped water system ☐ Privately owned and operated communal well ☐ Privately owned and operated individual well

☐ Lake or waterbody ☐ Other means: _____

7. Indicate how sewage disposal is provided to the subject lands (check applicable):

☐ Publicly owned and operated piped sanitary system ☐ Privately owned and operated communal septic ☐ Privately owned and operated individual septic

☐ Privy/Outhouse ☐ Other means: _____

8. Storm drainage is provided by (check applicable):

☐ Sewers ☐ Swales ☐ Not Applicable

☐ Ditches ☐ Other means: _____

9. Official Plan Designation and Zoning:

Zoning: _____ Official Plan: _____

10. Building Information:

Total Area of Site: _____ Total Area of Building(s): _____

Total Gr. Floor Area of Building(s): _____ % of Site Covered by Building(s): _____

Number of Storeys: _____ Height: _____

Number of Residential Units: _____ Density (Number of units per Ha): _____

11. Number of Dwelling Units by Type (if applicable):

Bachelor: _____ 1 Bedroom: _____ 2 Bedroom: _____

3 Bedroom: _____ 4 Bedroom: _____

12. Type of use by Storey:

    1- _____ 2- _____ 3- _____

    4- _____ 5- _____

13. Parking, Loading and Landscaped Areas:

    Number of Parking Spaces: _____ Number of Loading Spaces: _____

    Landscape Area (%): _____ Paved Area (%): _____

14. Snow and Garbage Removal:

    Method of Snow Removal: _____

    Method of Garbage Removal: _____

    Method of Garbage Storage: _____

    Other Special Facilities Provided: _____

15. Description of Project/Additional Information:

Part 3 – Authorization, Permission and Declaration

1. **Authorization for Agent** (if applicable)

   I/We, the undersigned, being the registered property owners of the subject land, authorize an agent for the purpose of submitting an application and acting on my/our behalf in relation to said application.

   Name of authorized agent: _____

   _____

   Signature of Property Owner(s) Date

2. **Permission to Enter Subject Land**

   For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Council and relevant staff to enter upon the said property for inspection purposes, during normal and reasonable working hours. The Owner will not be held responsible or liable if any accident or injury occurs.

   _____

   Signature of Property Owner/Agent Date

3. **Acknowledgement of Additional Requirements**

   I/We, the undersigned, ac acknowledge the potential need for additional studies and/or legal review may be required by the municipality as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete and review to proceed. If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.

   _____

   Signature of Property Owner/Agent Date

4. **Declaration of Prescribed Information** (must be signed in the presence of a Commissioner)

I/We, _____, of the _____ do solemnly declare that all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if make under Oath and by virtue of the *Canada Evidence Act*.

Sworn (or declared) before me at the _____ this _____ day of _____ _____.

_____

Signature of Property Owner/Agent Signature of Commissioner of Oaths

5. **Agreement to Indemnify** (must be signed in the presence of a Commissioner)

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Arnprior ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the 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 Land Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant's Application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month on accounts overdue more than 30 days.

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 Land Tribunal 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.

Sworn (or declared) before me at the _____ this _____ day of _____ _____.

_____

Signature of Property Owner/Agent Signature of Commissioner of Oaths

Schedule A – Drawing Requirements for Site Plan Control

- The applicant must provide three (3) copies of the site plan drawings, should hard copies be requested.
- If the plans are large, one (1) reduced copy (11” x 17”) must also be provided.
- Site plan drawings must be legible and may be combined in one plan or submitted as separate site plans (i.e. site plan, site grading & site servicing plan, landscape plan).

To be included on all drawings:

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line, and the side yard lot lines;
- The approximate location of all natural and artificial features on the subject land and on the land adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded area, wells, and septic tanks;
- The current uses on the land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land, and whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
- If access to the subject land is provided by water only, the location of the parking and docking facilities to be used;
- Date and author of preparation of the technical drawing; and
- North arrow and scale to which the sketch is drafted (e.g. 1 cm = 50 m).

Existing Conditions:

- Dimensions of property
- Location of all existing structures – distance from all lot lines
- Dimensions and ground floor area of all existing structures
- Existing use of all structures
- Layout and dimensions of existing parking
- Layout and dimensions of existing loading areas
- Significant natural features (streams, shoreline)
- Existing landscaped areas (grass, fencing)
- Location and dimensions of easements
- Roads abutting subject property

Proposed Conditions:

- Location of all proposed structures – distances from all lot lines
- Dimensions and ground floor area of all proposed structures and future expansions
- Proposed use of all structures and future expansions
- Proposed garbage and storage areas
- Layout and dimension of proposed parking
- Layout and dimension of proposed loadings areas
- Proposed landscaped areas (grass, fencing)

Abutting Properties (if applicable):

- Location of structures from lot lines on abutting properties
- Natural and landscaped features on abutting properties
- Parking facilities on abutting properties

Grading and Drainage Conditions

- Existing and finished spot elevation at:
    - Ground floor level of building
    - Building corners
    - Lot corners
    - One(1) meter beyond lot corners on abutting properties
    - Spot elevations throughout parking areas
- Arrows indicating general direction of surface water drainage
- Indication of roof water management
- Drainage water outlet detail
- Curb location and type

Landscaping:

- Existing vegetation to be retained and type of vegetation
- Proposed landscaping – plant type, size
- Sodding, seeding, etc.
- Location, type, size and height of signage

Site Services Information:

- Location and size of existing services (water, sewer, storm sewer, gas, hydro)
- Proposed services, connections, and standards being constructed
- Location type and intensity specifications of exterior lighting

Architectural Elevations:

- Front, rear and both side elevations
- Indication of façade materials, proposed colour and roof material

Additional Requirements

- Additional requirements may be identified at the pre-application meeting.