PLANNING, DEVELOPMENT AND
RECREATION DEPARTMENT
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Site Plan Control Application

1. Applicant Information			
a) Property Owner Name			
b) Address			
c) Email			
d) Phone Number		**e) Fax Number**	
Note: If the applicant is not the owner of the land, complete Section 4.			

2. Description of Subject Lands			
a) Legal Description			
b) Municipal Address			
c) Lot Area			
d) Frontage		**e) Depth**	
f) Zoning Designation			
g) Existing Land Use			
h) Existing buildings on site			

3. Project Description

a) Application Type

- ☐ New application
- ☐ Amending Application

b) What date was the original agreement signed? (Amending applications only)

c) Provide a description of the proposed development (height and size of proposed buildings, uses)

d) Anticipated Construction Start Date

e) Documents/Plans Provided (list all)

f) Are there any relevant planning decisions for this project? (Minor variances or rezonings)

4. Agent Authorization and Information

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed. A signed letter from the owner granting authorization to an agent is also acceptable.

a) Agent Name			
b) Address			
c) Email			
d) Phone Number		**e) Fax Number**	

I/We (print name) am (are) the owner(s) of the land that is subject of this application and I/We authorize (print name) to make this application on my (our) behalf.

_____

Signature

Date:

5. Fees

The fee for a Site Plan Application is $2,010 plus $400 per hectare.

The fee for a Site Plan Amendment Application is $1,680 plus $340 per hectare.

a) Amount Paid	
b) Date Paid	
c) Received by	

Note: an additional fee may be required if the application must be circulated to the Raisin Region Conservation Authority or other outside agency.

6. Information

This is to certify that this application for Site Plan Approval provides all of the information necessary to allow the City of Cornwall to give consideration to this application under Section 41 of the Planning Act 1990 as implemented by Bylaw 139-81 as Amended. Should further information be required by the City to aid analysis of this application, the approval process will be suspended until such information is provided by the Owner or the Authorized Agent.

It is further understood that, when Site Plan Approval provisions are mutually agreed upon with respect to the above application, a Site Plan Control Agreement will be required. I/we hereby agree that it is the intention of the Owner to sign a Site Plan Agreement that will be binding upon the Owner.

Note: If application is signed by an agent, authorization in writing from the registered Owner is required. Where Owner is a corporation, the signature of authorization should be by an officer of the corporation over the corporate seal.

This application must be accompanied by plans as set out in the City of Cornwall Site Plan Approval Applications Procedures Manual.

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Signature of Owner or Authorized Agent

Date: