APPLICATION FOR SITE PLAN CONTROL

INFORMATION SHEET

1. Completion of Application

The attached application form is to be completed and submitted to the Dysart Planning and Land Information Department. In all cases, please ensure that you keep a copy for your records.

The application cannot be processed if insufficient or inaccurate information is provided. Complete the application and provide as much information as possible.

2. Authorization of Agent

The application is to be completed by the property owner or his authorized agent. Where the application is being submitted by an agent, the written authorization of the owner is required. Section "D" of the application form is provided for this purpose.

3. Application Fee and Planning Services Acknowledgment

Each application shall be accompanied by the application fee (cash, debit, online payment or cheque – made payable to the Municipality of Dysart et al), and shall be accompanied by one signed, witnessed and dated copy of the attached "Planning Services Acknowledgment".

The applicable application fee will be based on the Municipality's Fees and Charges By-law, as amended. Below is a summary of the Site Plan Control application fee schedule. Each application must include the legal fees deposit of $750.00

Major Commercial (over 600 sq. m.):	$2000.00 plus $1.50 per sq. m.
Minor Commercial (under 600 sq. m.):	$1500.00 plus $1.50 per sq. m.
Industrial/Institutional:	$2000.00 plus $1.50 per sq. m.
Major Multi-Residential (6 or more units)	$2000 plus $50 per unit
Minor Multi-Residential (5 or fewer units)	$1500 plus $50 per unit
Standard Residential (1-2 units)	$1200.00
Major Amendment:	50% of current application fee
Minor Amendment:	$500.00
Minor Amendment to Site Plan (no amendment to agreement):	$500.00
Request to Waive Site Plan Control:	$300.00
Staff Review and Comments for Revised Plans (after first set of revisions):	$500.00
Recirculation of Revised Plans to External Agencies for Comment:	$300.00
Legal Fees Deposit	$750.00

4. Pre-consultation:

Applicants for site plan control are encouraged to submit a request for pre-consultation review to the Municipality in advance of application submission.

5. Plans Required

Each application shall be accompanied by two (2) paper copies of a plan and a digital copy showing:

(a) The boundaries and dimensions of the property.
(b) The accurate location, size and type of all proposed and existing buildings and structures on the property.
(c) The distance from side, rear and front lot lines of all existing or proposed buildings.
(d) The location, width and names of all roads within or abutting the property, indicating whether they are public travelled roads, private roads or rights of way or unopened road allowances. The location and number of parking and loading spaces, ingress, egress and direction of traffic.
(e) The location of all natural and artificial features on the property (*i.e. railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded areas*), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, planting or channelization.
(f) The use of adjoining lands (*i.e. residential, agricultural, commercial, etc*.).
(g) The location and nature of any restrictive covenant or easement affecting the property.

6. Parcel Register

A copy of the parcel register for the property.
https://help.onland.ca/en/property-search/

7. Additional Information

Additional information, such as a survey plan may be required to properly process the application and will be requested if necessary.

8. Declaration Required

The contents of this application and any maps/appendices shall be validated by the applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

9. Responsibility of Applicant

The filing of this application is considered as an undertaking by the applicant to accept all the conditions herein set forth.

10. Effective Date

The effective date of this application shall be deemed to be that on which it is received with sufficient information.

11. Submission

Mail the application or in-person to:

OR

Municipality of Dysart et al
Planning and Land Information Department
135 Maple Ave, P.O. Box 389,
Haliburton, ON, K0M 1S0

E-mail the application to: planning@dysartetal.ca

The Municipality of Dysart et al offers a variety of ways to make payment for planning applications.

- Mail a cheque with the application.
- In-person with cash, cheque or debit card at the Municipal Office (Monday to Friday 8:30am to 4:30pm)
- Online payment with credit card or debit card using Paymentus https://ipn.paymentus.com/rotp/DYEA

APPLICATION FOR PREPARATION OF AN

APPLICATION FOR SITE PLAN CONTROL
Under Section 41 of the Planning Act, R.S.O., c.P.13, for approval as described in this application.

OFFICE USE ONLY					
Pre-Consultation File No.:					
Date Application Received:		File Number:			
Date Application -Complete:		Application Fee:	$	Receipt:	

The undersigned hereby applies to the Municipality of Dysart et al for an application for site plan control with respect to the lands described herein.

SECTION "A" - OWNER AND OWNERSHIP INFORMATION

1. Name of Owner(s): _____

   Telephone No.: Residence: _____ Cell: _____ Office: _____

   Address: _____

   _____ Postal Code: _____

   E-mail address: _____

2. Name of Authorized Agent (*if any*): _____

   Telephone No.: Residence: _____ Cell: _____ Office: _____

   Address: _____

   _____ Postal Code: _____

   E-mail address: _____

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

3. (a) Encumbrances (*mortgages*): Yes __ No ___

   (b) If yes: Name: _____

   Address: _____

   (c) Letter of Consent of Mortgagee (*required before the application will be processed*).

4. Please attach a copy of deed: _____

SECTION "B" - DESCRIPTION OF SUBJECT LAND

5. Legal Description of subject land:

   Lot: _____ Concession: _____

   Lot/Part: _____ Plan: _____

   Geographic Township of: _____

   Civic Address: _____

SECTION "C" - PLANNING INFORMATION

6. Official Plan Designation: _____

7. Zoning By-law Designation: _____

8. Is the property presently the subject of any other applications under the Planning Act?

(a) Application for official plan amendment Yes ___ No ___ File No._____

(b) Application for zoning by-law approval Yes ___ No ___ File No._____

(c) Application for minor variance Yes ___ No ___ File No._____

(d) Application for subdivision/condominium Yes ___ No ___ File No._____

(e) Application for consent (*severance*) Yes ___ No ___ File No._____

SECTION "D" - AUTHORIZED AGENT

If the applicant is not the owner of the land that is subject to this application, the owner must complete the following or a similar authorization:

I/We, _____, am/are the registered owner(s) of the lands subject of this application and I/we hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

_____ _____

(*Date*) *Signature of Owner*(s)

_____ _____

(*Date*) *Signature of Owner*(s)

SECTION "E" CONSENT OF THE OWNER

The owner must also complete the following or a similar authorization:

I/We, _____am/are the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/We also authorize and consent to representatives of Council, committee members, municipal staff and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

_____ _____

(*Date*) *Signature of Owner*(s)

_____ _____

(*Date*) *Signature of Owner*(s)

SECTION "F" - AFFIDAVIT

I, WE _____ of the Township/Town/City of _____ in the County/District/Region of _____ solemnly declare that all of the above statements contained in this application are true and I, we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the “Canada Evidence Act”.

DECLARED before me at the _____)
)
of _____ in the _____)
)
of _____ this ___) _____
) *Signature of Owner(s) - or Authorized Agent*
day of _____, 20 _____)

_____
Signature of Commissioner, etc.

The following acknowledgement must be signed by the registered owner(s), witnessed and dated:

SECTION "G" – PLANNING SERVICES ACKNOWLEDGEMENT

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein. Where the applicant is not the registered owner(s), the owner will be responsible for any and all outstanding costs related to the processing of this application.

APPLICANT'S RESPONSIBILITY:

1. The Applicant agrees to provide the Municipality with the following:
   (a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
   (b) All surveys, drawings, sketches or plans as required to process this application.
   (c) The required application fee and deposit as determined by the Municipality of Dysart et al Fees and Charges By-law, as amended.
2. The Applicant understands and agrees that where the services of the Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
3. The applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrolosit, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.

4. If Council supports an application and its decision on the application is appealed to the Ontario Land Tribunal (OLT) by someone other than the applicant, the applicant will be responsible for all Municipal costs to defend the decision. These costs may include all planning fees, legal fees, engineering fees, fees of other professionals, disbursements, reproduction costs, telephone charges, facsimile charges, peer review fees and any other reasonable costs which may be incurred by the Municipality.

   The applicant will submit a Five Thousand Dollars (*$5,000.00*) deposit to the Municipality, upon submission of the file to the Ontario Land Tribunal (OLT).

   Additional funds may be requested to fully cover the Municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

   The applicant will be responsible for the full cost of the Municipality's expenses at the hearing.

   Any person has the right to appeal Council's decision to the Ontario Land Tribunal. The appeal period extends for 20 days following the mailing of the *Notice of Passing*. An appeal is initiated by filing a *Notice of Appeal*, accompanied by the required fee, with the Municipal Clerk or the Ontario Land Tribunal e-file service. If submitted to the Municipal Clerk, the Municipality will forward the file to the Ontario Land Tribunal.

   To appeal to the **Ontario Land Tribunal,** a copy of an appeal form can be located at https://olt.gov.on.ca/appeals-process/forms/. An appeal may be filed using the OLT e-file

service E-File Portal | Ontario Land Tribunal (gov.on.ca) (first-time users will need to register for a My Ontario Account) by selecting *Dysart et al (Municipality) : Clerk and Secretary Treasurer* as the Approval Authority. Alternatively, you may submit an appeal in person or by registered mail/courier addressed to the Municipality of Dysart et al, P.O. Box 389, Haliburton ON, K0M 1SO, no later than 4:30 pm on the final date for appeal noted on the notice of decision. The filing of an appeal after 4:30 pm will be deemed to have been received the next business day. If the e-file service is down, you can submit your appeal to jiles@dysartetal.ca . An appeal will only be processed once all fees are received.

MUNICIPALITY'S RESPONSIBILITY:

5. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990,c..p.13, as amended.

SITE VISITS:

6. The Owner(s) acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Owner(s) consents to such site visits as may be required.

7. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Owner(s) consents to such pictures as may be required.

DEPOSITS / INVOICES:

8. The Municipality may require the payment of deposits upon submission of any application. Deposits may be applied to cover peer review fees, professional fees should the Municipality require the expertise or advice of a third party consultant, as well as any legal costs incurred. Where the Municipality finds it necessary to make use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of the application will not continue until the deposit is received by the Municipality. The deposit will be requested upon submission of the application.

   Should fees exceed the initial deposit received, the Municipality shall request further deposits or payments of invoices. Additional funds may be requested from time to time, to fully cover the municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

   The Municipality will keep an accurate record of all costs incurred with respect to planning applications. Upon completion of the processing of an application, the Municipality will reconcile the account for the applications where a deposit has been paid. A refund of the deposit will be made with the exception of those costs incurred by the Municipality.

   The applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which has been made by the Municipality or invoices for which have been received by the Municipality.

Below is a summary of the deposits as per the Municipality of Dysart et al Fees and Charges By-law, as amended.

Peer Review Deposit:	$5000.00
Professional Services Deposit:	$2500.00
Legal Fees Deposit:	$750.00
Ontario Land Tribunal Deposit:	$5000.00

WITNESSED BY:

_____ Per:_____
Signature of Owner(s)

_____ Per:_____
Signature of Owner(s)

DATE:_____ 20___