



SITE PLAN CONTROL APPLICATION The Corporation of the City of Kenora

Site Plan Control Fees

Minor and under 7 residential units	\$750
Major industrial/commercial/institutional and 7+ residential units	\$1,750
Legal Fee Deposit (for Major applications only)	\$1,100

Beware of Fraudulent Payment Requests

The City of Kenora will not request payment by wire transfer, gift card, cryptocurrency, or changes to banking information via email. Official payments are only made through approved City Channels

The City of Kenora's Official Plan and Zoning By-law identify lands which are subject to Site Plan Control, pursuant to Section 41 of the Planning Act, RSO 1990, as amended, whenever development or re-development is to occur.

The City utilizes Site Plan Control to ensure that development in the City is attractive and compatible with adjacent uses.

Site Plan Control is applicable to all commercial, industrial, institutional and multi-residential development and to the design of facilities to have regard for accessibility in the City. The entire City is designated as a Site Plan Control Area except for lands zoned R1, R2 and for day care uses on land zoned RU or where there are three (3) or more units. The City may also require Site Plan Control in order to protect natural features, and environmental elements as designated in this Official Plan as a Special Policy Overlay.

Site Plan Control may be used for any development on Black Sturgeon Lake, or any navigable waterway in the City, in order to protect natural resource values.

City Council has delegated Planning and Building staff to administer the site plan control by-law in order to ensure that the process does not create undue delay or additional costs in the development process. In all cases, Site Plan Control Agreements shall be executed by the City of Kenora before development can occur.

General Overview and Guidelines

Pre-Consultation

It is recommended that applicant(s) attend a pre-consultation meeting with the Planning Department prior to formally submitting this application. Please ensure that you call ahead to arrange an appointment with Planning Staff at least one week prior to your preferred meeting date.

It is mandatory that a detailed Site Plan Control be prepared by the Applicant, for review by City Staff.

For further information, or to make an appointment, please contact:

City of Kenora Planning Department: planning@kenora.ca

Fee:	The transaction fee for a site plan control application is stipulated in the tariff of fees by-law. The application fee varies depending on proposal type. Please make cheques payable to the Corporation of the City of Kenora. Payments may be made by cash or cheque only. Cheques may be submitted with the application to the Operations Building. Please contact the Planning Department for instructions if you would prefer to make a cash payment, which must be submitted at City Hall.
Application:	The City of Kenora requires (1) original copy of the application in paper or electronically in PDF format, plus any required supporting documents/reports, together with the application fee or receipt of payment in order for the application to be deemed complete and be processed. All required information must also be submitted electronically. Applications can be picked up from the Planning Department located at the Operations Centre or downloaded at www.kenora.ca The Planning Act requires that the Applicant shall provide all prescribed information contained within the application. Failure to provide this mandatory information shall render the application incomplete and unable to be processed. Please answer all questions in full detail. Applications must be filled out in blue or black ink only. Applications completed in pencil or other colours of ink will not be accepted. If submitting photocopies of your application, the original must also be filed. If the application is being submitted concurrently with another application (i.e. rezoning, Official Plan Amendment, Minor Variance, or Consent, etc.) the Site Plan Control Agreement (SPCA) must be entered into prior to final approval of all other applications. The SPCA must be entered into prior to a building permit being issued. Applications shall be signed by the owner(s) or agent in the presence of a Commissioner of Oaths. The City Clerk is a Commissioner. Where an agent or solicitor is authorized to make the application on behalf of the owner(s), their signature shall be witnessed. All applications will be circulated for review and comments to a number of City Departments (such as Planning, Engineering, Building, Parks, Roads, Fire and Emergency Services, and legislated external agencies). The time taken for processing and approval of a Site Plan Control Application is typically 30 days; however, length of time can vary.

Authorization	Should an agent or solicitor represent the applicant(s), written authorization from the applicant(s) must accompany the application.
Special Studies	Applicants are advised that additional studies may be required as part of the application depending on the nature of the proposal. Such studies may include Environmental Impact Statement (EIS), Heritage Impact Assessment, Lake Capacity Study, Fishery Assessment, Transportation/Traffic Impact Study, Stormwater Management Study and Discussion of Species at Risk etc. A full list of potentially required studies can be found in Section 8.10 of the Official Plan.
Steps in the Process	
Step 1: It is recommended that the applicant(s) pre-consult with Planning Staff. Step 2: Applicant submits application after consulting with Planning Staff and other relevant departments or agencies Step 3: Application is deemed complete by Planning Staff and a draft Agreement and associated Site Plan Control are circulated to various City Departments, the Municipal Solicitor and external agencies for their review and comment. The Applicant, or Agent, may be contacted by staff members, should clarification be required. The application may be deferred should revisions, or a re-design, be necessary. Step 4: The Agreement is sent to the Applicant once it has been reviewed, comments received, and the necessary revisions have been made. The Agreement must be signed and returned with the applicable security (if any) to the Municipal Solicitor so that it can be registered on title. Registration of the Site Plan Control Agreement on title, with associated conditions is required before final approval of an associated Planning Act application, prior to the issuance of a building permit. All costs associated with the Site Plan Control Agreement process will be borne by the Applicant. Step 5: If the Applicant disagrees with any of the conditions set out in the Site Plan Control Agreement or has concerns, there is the opportunity to discuss this with the Planning Department to resolve the issue. If a resolution is not reached or the application is refused, the Applicant has the opportunity to appeal the decision to the Ontario Land Tribunal (OLT). If an Ontario Land Tribunal (OLT) hearing is required, the Applicant may be responsible for cost recovery in accordance with City of Kenora policy. Step 6: If no appeals to the OLT are received then the Agreement is final and binding. Step 7: If a decision is appealed the file will be sent to the OLT, who will render a final decision.	

This Application must be Submitted to:
Planning Department Email: planning@kenora.ca 60 Fourteenth Street North, 2nd Floor Operations Centre - Kenora, ON P9N 4M9
Requirements for Submitted Site Plan Control Application (i.e. site plans, drawings, site servicing study, landscape plan, grading and drainage plan, etc.)
Plans must show: • Boundaries, dimensions and area of subject property, • Location, dimensions and setbacks of existing and/or proposed structures, • Elevation and cross-section views for each building to be erected, including conceptual design of the building(s), • Highway widening, • Access ramps, curbing, and traffic direction signs, • Loading and parking facilities, access driveway, surfacing of such areas, • Walkway and walkway ramps, including surfacing, • Lighting (on building(s) and stand-alone), • Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings, • Garbage and waste disposal, • Easement and public utilities, • Grading, alteration or drainage plan showing rooftop drainage handling system, surface grading (existing and proposed), catch basin locations. • Signage, • Service hook-up locations for telephone, hydro, water, sewer, • Exterior building materials, and/or • Location and type of air conditioner units.
Requirements for Drawings
• Drawing name, • Date of production, • Schedule of revisions, • Author (contact person), • Key plan (to indicate location of subject lands), • A north arrow, • Location / address of property, • Project name, • Owner's name and address, • Consultant(s) firm name and address, along with signed stamp or seal as deemed appropriate, and • All measurements in metric units only.

Requirements for Landscaping Plans

- A key plan indicating the exact location of the site with a north arrow,
- Grading information:
 - Existing natural features and those to be preserved,
 - Existing and proposed contours, Regulatory flood, top of bank contours and bottom of bank contours of all water courses within the property,
 - Adjacent roads and properties surrounding the subject lands shall be adequately marked with spot elevations to show the slope of the land,
 - Elevations of proposed walls within the project boundaries , marked with “top of wall” and “bottom of wall”,
 - Steps shown indicating their number and size. Spot elevations shown at top and bottom of the steps,
 - Drainage flow arrows to indicate direction of drainage,
 - Catch basins and sub-drains clearly marked with proposed spot elevations,
 - Building entrances and spot elevations indicated at each entrance (door and garages) and show the finished ground floor elevations of all buildings, and
 - Location and elevations of underground structures.
- Location of existing and proposed features including walkways, parking lots, screens, protective fencing, exterior lighting, street furniture, hydrants, curbs and existing and proposed ground signs,
- Plant material clearly labeled with key system,
- Plant list accompanies each landscape plan, including: botanical name, common name, caliper, height, spread, root, remarks, and quantity,
- Further landscaping details including: Planting details included (staking, guying, installation, pruning, etc.), soil types and additives (fertilizers, peat moss, mulch, etc.), landscape structures (benches, play structures, fences, walkways, retaining walls, planters, edgers, stairs, ramps, etc.), surface materials (paving, sodding, etc.), other features,
- Existing trees to be preserved or removed accurately located and clearly specified as to the type, diameter, and condition,
- Type of materials,
- Type and location of all easements, sight triangles and road widening, and
- All existing and proposed street trees adjacent to the site.

Requirements for Grading and Drainage Plans

- Existing and proposed elevations along property lines at reasonable intervals,
- Spot elevations (minimum) and contours (where possible), at 0.5 metre intervals,
- Existing and proposed grades throughout property,
- Existing site features, such as tops / bottoms of slopes, drainage courses, existing trees, buildings (all corners and reasonable intervals between, finished floor, all access / egress points), steps, ramps, walls, parking lots, curbs, roadways, pedestrian walkways, etc.,
- Existing and proposed drainage such as direction of flow, percent slope, overland swales or detention area design, pipes and culverts, berms, etc., and
- Delineation of curbs, gutters and drainage structures.

Requirements for Site Servicing Study

Water Servicing

- Identify existing water infrastructure
- Calculate average daily, peak hourly, and fire flows
- Confirm fire flow requirement (OBC, MECP, FUS)
- Hydrant flow testing and mitigation if required

Sanitary Servicing

- Describe existing sanitary infrastructure
- Calculate sewage flows (OBC & MECP guidelines)
- Assess lift station capacity (if applicable)
- Account for future development phases

Stormwater Management

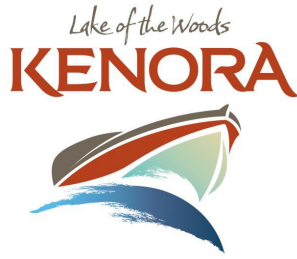
- Define drainage areas and outlets
- Confirm post-development flows is less than or equal to pre-development conditions
- Include quantity and quality controls
- Provide full SWM Plan if required

Conclusions and Recommendations

- Confirm infrastructure adequacy
- Identify required off-site or on-site upgrades
- Confirm fire flow is satisfied or propose mitigation

Submission Requirements

- PDF format with version and date
- Signed and stamped by a licensed P.Eng.



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Office Use Only

Date Stamp: Date Received

File Number:

Roll Number:

Date Received:

Application Fee Paid:

Application Deemed Complete (date):

1.0 - Requirements/Checklist for a Complete Application

- ☐ Pre-consultation meeting is recommended
- ☐ 1 copy of the completed application form, signed and required fee made payable to the "Corporation of the City of Kenora"
- ☐ 1 PDF copy of a site plan if submitted electronically or 2 copies sized 24" x 36" and 11" x 17" if submitted in paper; **must be to scale and in metric units**, showing the proposed development, folded to legal size or smaller
- ☐ Elevation or cross-section plan*
- ☐ Drainage plan*
- ☐ Landscape plan*
- ☐ Site Servicing Study*
- ☐ Traffic Impact Study*
- ☐ Crime Prevention Through Environmental Design (CPTED) Report*
- ☐ Property survey, which must be prepared by an Ontario Land Surveyor (OLS). Plans must be clear, drawn to scale, and shall contain the information as described*
- ☐ Required studies identified at pre-consultation or any other time *
- ☐ Authorization
- ☐ Electronic version of all required information (i.e. reports/studies etc.)
- ☐ Proof of Ownership

* Requirement of submission to be determined during pre-consultation

Please check if you have filed any concurrent applications:	
☐ Official Plan Amendment	☐ Plan of Subdivision or Condominium Description
☐ Zoning By-law Amendment	☐ Consent
☐ Minor Variance	☐ Other (please specify): _____

This application is based upon the following representation of fact which the Applicant/Agent certifies to be true. Please complete this application and the last page attached. Please PRINT clearly.

2.0 – General Description of Proposal				
3.0 – Applicant Information				
Subject Property Information				
Municipal Address	St. No.:	Street Name:	Postal Code:	Unit No.
Municipal Roll Number	6016-			
Concession Number(s)				
Lot Number(s)				
Registered Plan No.				
Lot(s) and/or Block(s)				
Reference Plan No.	23R-			
Part Number(s)				
Parcel and PIN No.				

Owner/Applicant Information				
Registered Land Owner	Surname:		First name:	
Principal of Company (if Owner is a Company)				
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit No.
	City:		Province:	
Contact Information	Phone:	Fax:	Email:	
Website				
Agent/Solicitor Information				
If other than the registered Owner, written authorization from registered Owner must accompany this application. See Section 9 – Authorizations in this form.				
Company or Firm Name				
Name	Surname:		First name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit No.
	City:		Province:	
Contact Information	Phone:	Fax:	Email:	
Website				
Communications to be the City of Kenora and: <i>*Note: Unless otherwise requested, all correspondence will be sent to the Applicant</i>	☐ Owner ☐ Applicant/Agent ☐ All			
4.0 - Easements				
Are there any easements or restrictive covenants affecting the subject land? ☐ No ☐ Yes If yes, please provide a copy of the easement or covenant and describe the same below:				

5.0 – Description Of The Subject Land(S) And Servicing Information			
5.1 Description	Frontage (m):	Depth (m):	Area (ha):
5.2 Use of Property	Existing Use(s): Proposed Use(s): 		
5.3 Access (check appropriate space) Please note: new entrance onto Municipal right-of-way shall require an approved entrance permit through the Operations Department.	☐ Provincial Highway ☐ Municipal Road, maintained all year ☐ Municipal Road, maintained seasonally ☐ Other public road ☐ Right of way *please provide copy of legal documents ☐ Water access *please describe 		
If access to subject land is by private road, or if “other public road” or “right of way” was indicated in Section 4.3, indicate ownership of the land or road, responsibility for its maintenance and whether or not maintained seasonally or all year: 			
If access to the subject land is by water, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. 			
<i>*If access to the subject land is from a provincial highway, please contact the Ministry of Transportation of Ontario to determine the status of an entrance permit. Please provide a copy of the documentation permitting the entrance</i>			

5.4 Potable Water Supply	☐ Municipal owned and operated piped water system ☐ Privately owned and operated individual well ☐ Privately owned and operated communal well ☐ Lake or other water body ☐ Other means (please explain):
5.5 Sewage Disposal	☐ Municipal owned and operated sanitary sewage system ☐ Privately owned and operated individual septic system ☐ Privately owned and operated communal septic system ☐ Other means (please explain)
5.6 Other Services	☐ Electricity ☐ School busing ☐ Garbage collection
5.7 – List the new service connections which are expected to be required for the proposed development and sizes:	
5.8 – Electricity:	The Applicant will be required to contact Synergy North or Hydro One with expected service requirements.

**Applicants may be required to obtain additional permits, or approvals from Ministry of Environment Conservation and Parks (MECP) or the Northwestern Health Unit.*

6.0 – Land Use (Refer To Current City Of Kenora Official Plan And Zoning By-Law)*
6.1 Indicate the Official Plan Designation(s) of the subject lands:
6.2 Indicate the relevant zone(s) of the Zoning By-law of the subject lands:

7.0 Additional Information for Commercial & Industrial Development			
	Existing	Proposed	Total
Gross/Total Building Floor Area			M²
Building Height			M
Gross Leasable Commercial Space for Convenience Retail			
Gross Floor Area for Office Use			M²
Gross Floor Area for General Retail			
Gross Floor Area for Restaurant Use			M²
Gross Floor Area for Warehouse/Wholesale Space			M²
No. of On-Site Parking Stalls			
No. of Boat Slips			
No. of On-Site Loading Spaces			
Gross Area of Seasonal Outdoor Space			M²
No. of Service Bays for Vehicle/Equipment/Marine Servicing			
8.0 Additional Information for Residential Development			
	Existing	Proposed	Total
No. of dwelling units			
Gross/total floor area			M²
No. of on-site parking stalls			
No. of storeys			
Building height			M
Other:			
9.0 Additional Information for Institutional Development			
	Existing	Proposed	Total
Total floor area			M²
Building height			M
Height of tower/spire/steeple			M
No. of on-site parking stalls			
No. of on-site loading spaces			
Seating capacity –church			
No. of classrooms (education/church use)			

**9.0 Additional Information for Non-Structural Development
(Parking lots, recreational fields, parks, etc.)**

	Existing	Proposed	Total
Dimensions & Area			
Cover material (asphalt/gravel/turf)			
Location and type of lighting			
Type of plumbing (irrigation, drinking foundations, etc.)			

**If there is insufficient space in the fields above to accurately describe the proposed development, please attach a separate document containing the additional information.*

10.0 Authorizations

10.1 If the Applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the Applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner(s)

10.2 If the Applicant is not the owner of the land that is subject of this application, complete the authorization of the owner concerning personal information set out below

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner(s)

11.0 Consent of the Owner

Complete the consent of the owner concerning personal information set out below

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this consent application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I 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.

Date

Signature of Owner(s)

Personal information contained on this form is collected pursuant to the Municipal Act, and will be used for the purpose of processing and approval of this application and associated applications. Questions about this collection should be directed to: Freedom of Information and Privacy Coordinator, City of Kenora, One Main Street South, Kenora, ON P9N 3X7 (807) 467-2000.

12.0 Affidavit or Sworn Declaration (To be Completed in Front of “Commissioner of Oaths” only)

Affidavit or Sworn Declaration for the Prescribed and Requested Information

I, _____ of the _____
in _____ the make oath and say (or solemnly declare) that
the information contained in this

application is true and that the information contained in the documents that accompany this
application in respect of the above sections is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____ 20__

Commissioner of Oaths

Applicant(s)