

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE
SITE PLAN CONTROL APPLICATION FORM
Procedure Guide

September 2008

1. Application forms are available from the Municipal Office. The Site Plan Control approval process will be initiated once the completed application form and necessary supporting material outlined in Items 2 to 5 below are received by the Planner.

SHOULD YOU HAVE ANY DIFFICULTY FILLING OUT PORTIONS OF THIS APPLICATION, PLEASE CONTACT THE PLANNING & DEVELOPMENT DEPARTMENT FOR ASSISTANCE. ERRORS IN FILLING OUT THIS APPLICATION MAY RESULT IN DELAYS IN THE PROCESSING OF THE PROPOSAL. YOU ARE ADVISED TO REVIEW THE DEVELOPMENT PROPOSAL AND COMPLETED APPLICATION WITH THE MUNICIPAL PLANNER PRIOR TO SUBMITTING THE APPLICATION.

2. Failure to provide the required information on this application may result in your application not being accepted. For some applications, additional information may be required from a qualified professional such as engineers or landscape architects. The applicant will pay the costs involved with providing this information.

3. **Required Information:**

- a) The site plan control applicant must be accompanied by a **site plan** drawn to metric scale to a maximum plan size of 24 inches by 36 inches. There must be eight (8) paper prints of the full size site plan, plus 1 scaled reduction to 8 ½” by 14”. The site plan **shall** accurately display the following information:
 - (i) A map plan indicating the location of the subject property in relation to adjacent properties, streets, railway right-of-ways, easements etc.
 - (ii) A legend explaining all design features and a breakdown of all uses in square metres.
 - (iii) Dimensions and area of subject property and any proposed division of the property.
 - (iv) Abutting lands in same ownership.
 - (v) Location, size, elevation and type of existing buildings and structures including floor area, number of storeys, width, length, height, number of dwelling units, exterior building finish (detailing construction materials) for each face of the building etc.
 - (vi) Location, size, elevation and type of proposed buildings and structures including details in (v) above.
 - (vii) Perpendicular distance from lot lines to the nearest walls of existing and proposed buildings and building spacing where applicable.
 - (viii) Location and width of existing and proposed access to public streets.
 - (ix) Internal road pattern including aisles, ramps, loading bays, and parking spaces with dimensions. A table of parking calculations and parking for handicapped persons must be shown on the plan.
 - (x) Distance from front lot line to centreline of public streets.
 - (xi) Location and details of underground and above ground utilities extended to the subject property, including hydro, water, sewer, gas, cable and telephone lines.
 - (xii) Location and details of existing and proposed signs.

- (xiii) Location and types of fences and lighting.
- (xiv) Location and details of existing and proposed garbage storage.
- (xv) Location of fire hydrants, light standards, hydro poles or other installations.
- (xvi) Location of designed fire routes(s), easements, and right-of-ways.

b) The site plan control application must be accompanied by two (2) copies of **a grading and drainage plan** to the same scale as the site plan. One 8 ½” by 14” scaled reduction of the grading and drainage plan shall also be required. The grading and drainage plan shall accurately display the following information:

- (i) Existing elevations on subject and adjacent lands and along centreline or adjacent public streets and railway right-of-ways. All elevations are to be geodetic.
- (ii) Location, elevations and contours of any creeks, ravines or watercourses on the subject and adjacent lands. Arrows indicating the proposed direction of flow of all surface water.
- (iii) Finished elevations at the building lines and at all critical points such as catch basins and adjacent lands.
- (iv) Location and details of swales, all surface water outlets, catch basins, rip-raps, rock and retaining walls, size and gauge of metal culverts.
- (v) Dimensions of box culverts, depth and quality of asphalt, curbing, servicing and connections.

c) The site plan control application must be accompanied by two (2) copies of a **landscape plan** drawn to the same scale as the site plan. One 8 ½” by 14” scaled reduction of the landscape plan shall also be required. The grading and drainage plan shall accurately display the following information:

- (i) Existing landscaped features to be retained, areas to be grassed, areas to be used for the storage of snow.
- (ii) Location, type and height of any fencing and retaining walls, materials used for constructing sidewalks.
- (iii) Location, quantity, species, calliper or height of all existing and proposed trees, plants and shrubs. A table of such landscaping materials, cross sections, and planting schedules must be shown on the Plan.
- (iv) Any other detail pertaining to the aesthetic development of the site such as berms, planters, street furniture (benches, bike racks, garbage receptacles, etc...).
- (v) Where required, an open space/park plan will be prepared to the satisfaction of the municipality.

d) Based on the location and type of development being proposed, a survey plan signed by an Ontario Land Surveyor may be required by the Municipality as part of the site plan control application.

e) The Municipality retains the right to accept applications meeting a reduced standard of detail or requirements when it is demonstrated such reduced standard is appropriate because of the specific nature of the proposed development. In the Rural Areas, the required grading and drainage plan and the landscape plan may be included on the site plan if space permits.

4. A non-refundable cheque, made payable to the ‘**Municipality of North Grenville**’ must be submitted to cover the application fee of **\$1,350.00 for major site plan control agreements** and **\$800.00 for minor**

site plan control agreements. These fees include \$350 necessary to cover the legal costs to have the site plan agreement registered on the title of the property.

5. Along with the Municipality's application fee, some applications will be subject to additional user fees from the **Rideau Valley Conservation Authority** (\$250), **South Nations Conservation Authority** (\$250) and/or the Leeds, Grenville and Lanark District Health Unit (LGLDHU) (\$371). Upon submitting a site plan application a determination will be made as to the need to contact the Conservation Authority or the Leeds, Grenville and Lanark District Health Unit.
6. Once the Municipal Planner has received the application, it shall be circulated to all commenting staff and agencies. Based on the results of the circulation, the Planner will suggest modifications to the site plan. Once the site plan has been agreed to by the Municipal Planner and the applicant, the Municipal Planner shall prepare a site plan agreement. Once the applicant signs the site plan agreement and provides the Municipality with the necessary securities and insurance certificate the development may be proceed to the building permit stage of the approval process. The Director of Planning and Development shall provide staff, agencies and Council with a one week notification of pending approval for the site plan.
7. For most Site Plan Control Applications, the Municipality will require the owner to enter into a **Site Plan Control Agreement**. The agreement shall require that the proposed development be in accordance with the approved plans and shall be subject to conditions as set out by the Municipality. The Municipality's standard site plan control agreement includes requirements to provide a performance and/or maintenance **security** for any works required pursuant to the agreement or site plan. The security may be provided in the form of a certified cheque or letter of credit. All site plan agreements shall be registered on title of the subject property and the expense incurred for such action shall be the responsibility of the applicant (included in application fee).
8. If the owner of the subject property is not satisfied with any of the requirements made by the Municipality, or the terms of the agreement, or if the Municipality fails to make a decision on application within 30 days after the application is deemed complete, the owner of the land may require the plans or drawings or the unsatisfactory requirements, or parts thereof or the agreement, as the case may be, to be referred to the Ontario Municipal Board by written notice to the secretary of the Board and to the Clerk of the Municipality.
9. A **building permit** will not be issued until the site plan has been approved and the agreement and required securities have been submitted and/or any special conditions completed.
10. The completed application form and supporting documentation should be returned to the Municipal Office.

MUNICIPALITY OF NORTH GRENVILLE
PLANNING & DEVELOPMENT DEPARTMENT,
285 County Road #44, P.O. Box 130,
Kemptville, Ontario, K0G 1J0
Phone: (613) 258-9569
Fax: (613) 258-1441

11. If this application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization for this action must accompany this application. If the applicant is a Corporation acting

without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed. A sample format for authorization is attached to the rear of this form.

PLEASE NOTE THAT THE ABOVE INFORMATION IS ESSENTIAL INFORMATION FOR SITE PLAN CONTROL APPLICATIONS. FAILURE TO PROVIDE THIS INFORMATION INHIBITS A COMPLETE EVALUATION OF THE PROPOSAL AND MAY RESULT IN A DELAY.

**MUNICIPALITY OF NORTH GRENVILLE SITE PLAN CONTROL
APPLICATION FORM**

September 2008

FOR OFFICE USE ONLY

Date the Application is Received by Municipality:

Date the Application is Deemed to be Complete by Municipality:

IF YOU ARE UNABLE TO ANSWER ANY OF THESE QUESTIONS, PLEASE CONTACT THE MUNICIPAL PLANNER FOR ASSISTANCE.

1. Registered Owner's Name: _____
Address: _____
Postal Code: _____
E-mail: _____
Telephone: Home (____) _____ Work (____) _____
Cell (____) _____ Fax (____) _____

2. Applicant/Agent Name: _____
(If different than Owner)
Address: _____
Postal Code: _____
E-mail: _____
Telephone: Home (____) _____ Work (____) _____
Cell (____) _____ Fax (____) _____

3. Send Correspondence To? Owner [] Applicant/Agent []

4. Name and address of any mortgages, holders of charges or other encumbrances of the subject lands:

5. Legal Description of Property:

Former Municipality _____
Lot(s) _____ Concession _____
Lot(s) _____ Registered Plan _____
Part(s) _____ Reference Plan _____
Street Address _____ Roll # _____
PIN Address _____ Survey Attached Yes () No ()

6. Are there any easements or restrictive covenants affecting the subject property? Yes () No ()

7. If yes, please describe the easement or covenant: _____

8. Does the Site Plan Affect: Entire Property [] Portion of Property []

9. Dimensions of lands affected:

Frontage: _____
Depth: _____
Area: _____
Width of Street: _____

10. Official Plan designation of the subject property: _____

11. Zoning By-Law designation of the subject property: _____

12. Other applications submitted with this application:

Official Plan Amendment []
Consent []

Zoning By-law Amendment []
Plan of Subdivision []

Minor Variance []

13. Explanation of proposed development: _____

14. Has the subject lands ever been the subject of an application for an official plan amendment, zoning amendment, minor variance or site plan control? Yes [] (please provide details below) No []

15. Existing use of subject property and length of time this use has continued on the subject property (please provide length of time that the existing use has continued): _____

16. Proposed uses of subject property: _____

17. Existing use and Zoning of the abutting properties (including properties on opposite side of road allowance): _____

18. Site Plan Details:

	<u>Existing</u>	<u>Proposed</u>
a) Number of Dwelling Units	_____	_____
b) Number of Commercial or Industrial Units	_____	_____
c) Number of Accessory Buildings	_____	_____
d) Gross Floor Area devoted to		
- commercial	_____	_____
- industrial	_____	_____
- residential	_____	_____
- other _____	_____	_____
e) Per Cent Lot Coverage		
- main building	_____	_____
- accessory building(s)	_____	_____
f) Per Cent Landscaped Area	_____	_____
g) Building Height		
- main building	_____	_____
- accessory building(s)	_____	_____
h) Number of Parking Spaces	_____	_____
i) Number of Loading Spaces	_____	_____

19. Type of access to the lands and name of road:

Provincial Highway	_____	County Road	_____
Year Round Municipal Road	_____	Seasonal Municipal Road	_____
Unopened Road Allowance	_____	Private Right-of-Way	_____
Other, please specify	_____		

20. If proposed access is by water, what boat docking and parking facilities are available on the mainland? Services Currently Available, or to be Available:

	<u>Municipal</u>	<u>Communal</u>	<u>Private</u>	<u>Municipal</u>	<u>Communal</u>	<u>Private</u>
	<u>Water</u>	<u>Water</u>	<u>Water</u>	<u>Sewers</u>	<u>Sewers</u>	<u>Septic</u>
Existing	[]	[]	[]	[]	[]	[]
Proposed	[]	[]	[]	[]	[]	[]

21. Are Stormwater Sewers Present? Yes [] No [] Proposed []

22. Are there any of the following uses or features on the subject lands or within 500 metres of the subject property?

Use or Feature	On Subject Land?	Within 500 m of Subject Land? (Give Approximate Distance)
An agriculturally designed area		
A livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant/lagoon		
An industrial use		
A licensed pit or quarry or an area designated for aggregate extraction		
A mining hazard		
An active railway line		
A flood plain or other natural hazard		
A natural gas or oil pipeline		
A hydro easement		
A contaminated site		
A well head protection zone		
A provincially significant wetland		
An area of natural and scientific interest (ANSI)		
Fish/Wildlife Habitat		
A designated heritage building/site		

**QUESTION #23 MUST BE COMPLETED IN THE PRESENCE OF THE "COMMISSIONER".
THE CLERK OF THE MUNICIPALITY IS AN AUTHORIZED COMMISSIONER.**

23. I, _____ of the _____ of _____, in the _____ of _____, hereby solemnly declare that the information contained in this application are on the attached plan and any associated information submitted with this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: _____
Signature of Owner: _____
Signature of Agent or Applicant: _____

DECLARED BEFORE ME AT THE _____ OF _____
IN THE _____ OF _____, THIS _____ DAY OF _____, 20____.

A COMMISSIONER, ETC.

**FREEDOM OF INFORMATION/ACCESS TO PROPERTY
CONSENT OF OWNER**

I, _____, being the registered owner of the lands subject of this application for site plan and, for the purposes of the Freedom of Information and Protection of Privacy Act, I 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 also authorize and consent to representatives of the Municipality of North Grenville and the persons and public bodies conferred with under Section 41 (8) of the Planning Act 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

Owner's Signature

APPLICANT/AGENT AUTHORIZATION FORM

The Corporation of the Municipality of North Grenville
In the Matter of Application for Site Plan
Authorization under Ontario Regulation 406/83
{Subsection 2(3)}

I, _____ being the () registered owner(s), () executor/executrix, () signing corporate officer(s) of the lands for which this application is to be made, hereby authorize and direct _____ to act as my agent and on my behalf to apply to the Corporation of the Municipality of North Grenville for a site plan on the lands herein described.

Former Municipality _____	_____
Lot(s) _____	Concession _____
Lot(s) _____	Registered Plan _____
Part(s) _____	Reference Plan _____
Street Address _____	Roll # _____
PIN Address _____	_____

SIGNED, SEALED AND DELIVERED
in the presence of

Date

Signature

Date

Signature

SEAL