



## Site Plan Control Application Form and Procedure Guide

### For Office Use Only

Application Received:

File Number:

Fee Received:

### Notice of Public Record

All information and material submitted in support of your application shall be made available to the public, as indicated in Section 1.0.1 of *The Planning Act*.

### Background Information

#### Site Address or Location:

Former Municipality:

Street Address:

Lot(s):

Concession:

Reference Plan:

Registered Plan:

PIN Number:

Roll Number:

#### Applicant/Agent Information:

Name:

Mailing Address:

Telephone:

Email:

Registered Property Owner Information:  Same as above

Name:

Mailing Address:

Telephone:

Email:



## Site Plan Control Application Form and Procedure Guide

### Site Details

Lot Frontage:

m

Lot Depth:

m

Lot Area:

m<sup>2</sup>

Are there any easements or restrictive covenants affecting the site?    Yes     No

If yes, describe the easement or covenant:

Are there any easements or restrictive covenants affecting the site?    Yes     No

What is the site currently used for and how long?

Details of existing development on the site: (gross floor area, height, setbacks, parking, etc.)

Servicing to the site:

Municipal water	<input type="checkbox"/>	Communal water	<input type="checkbox"/>	Private water	<input type="checkbox"/>
Municipal sewer	<input type="checkbox"/>	Communal sewer	<input type="checkbox"/>	Private septic	<input type="checkbox"/>
Other	<input type="checkbox"/>				

Existing storm drainage for the site:

Sewer	<input type="checkbox"/>	Ditches	<input type="checkbox"/>
Swales	<input type="checkbox"/>	Other	<input type="checkbox"/>

Existing used of abutting properties (including properties on the opposite side of road allowance):



## Site Plan Control Application Form and Procedure Guide

Type of access to the site and name of road:

- |                           |                          |   |
|---------------------------|--------------------------|---|
| Provincial highway        | <input type="checkbox"/> | Name: _____                                   |
| County road               | <input type="checkbox"/> | Name: _____                                   |
| Year-round municipal road | <input type="checkbox"/> | Name: _____                                   |
| Seasonal municipal road   | <input type="checkbox"/> | Name: _____                                   |
| Unopened road allowance   | <input type="checkbox"/> | Private right-of-way <input type="checkbox"/> |
| Water                     | <input type="checkbox"/> | Other <input type="checkbox"/>                |

If proposed access is by water, what boat docking and parking facilities are available on the mainland and specify the distances of these facilities from the site and the nearest public road:

Are any of the following uses or features on the site or within 500 metres of the site?

Use or Feature	On site?	Within 500 m of the site?
Agriculturally designated area	<input type="checkbox"/>	<input type="checkbox"/>
Livestock facility (i.e. barn) or manure storage facility	<input type="checkbox"/>	<input type="checkbox"/>
Landfill site (active or closed)	<input type="checkbox"/>	<input type="checkbox"/>
Sewage treatment plant/lagoon	<input type="checkbox"/>	<input type="checkbox"/>
Industrial use	<input type="checkbox"/>	<input type="checkbox"/>
Licensed pit or quarry or an area designated for aggregate extraction	<input type="checkbox"/>	<input type="checkbox"/>
Mining hazard	<input type="checkbox"/>	<input type="checkbox"/>
Active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Flood plain or other natural hazard	<input type="checkbox"/>	<input type="checkbox"/>
Natural gas or oil pipeline	<input type="checkbox"/>	<input type="checkbox"/>
Hydro easement	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated site	<input type="checkbox"/>	<input type="checkbox"/>
Well head protection zone	<input type="checkbox"/>	<input type="checkbox"/>
Provincially significant wetland	<input type="checkbox"/>	<input type="checkbox"/>
Area of natural and scientific interest (ANSI)	<input type="checkbox"/>	<input type="checkbox"/>
Fish/wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>
Designated heritage building/site	<input type="checkbox"/>	<input type="checkbox"/>



## Site Plan Control Application Form and Procedure Guide

### Planning and Development Details

Current Official Plan designation of the site:

Current Zoning of the site:

Proposed development: (use, footprint, gross floor area, height, storeys, setbacks, parking, etc.)

Has the site ever been the subject of an application under the *Planning Act* for:

- |                         |                          |                         |                          |
|-------------------------|--------------------------|-------------------------|--------------------------|
| Official Plan Amendment | <input type="checkbox"/> | Zoning By-law Amendment | <input type="checkbox"/> |
| Plan of Subdivision     | <input type="checkbox"/> | Plan of Condominium     | <input type="checkbox"/> |
| Minor Variance          | <input type="checkbox"/> | Consent                 | <input type="checkbox"/> |
| Lifting of Holding      | <input type="checkbox"/> | Lifting of 30cm reserve | <input type="checkbox"/> |
| Other                   | <input type="checkbox"/> |                         |                          |

If yes, provide details:

Other applications submitted with this application:

- |                         |                          |                         |                          |
|-------------------------|--------------------------|-------------------------|--------------------------|
| Official Plan Amendment | <input type="checkbox"/> | Zoning By-law Amendment | <input type="checkbox"/> |
| Plan of Subdivision     | <input type="checkbox"/> | Plan of Condominium     | <input type="checkbox"/> |
| Minor Variance          | <input type="checkbox"/> | Consent                 | <input type="checkbox"/> |
| Lifting of Holding      | <input type="checkbox"/> | Lifting of 30cm reserve | <input type="checkbox"/> |
| Other                   | <input type="checkbox"/> |                         |                          |



## Site Plan Control Application Form and Procedure Guide

### Declarations

**\*\*All Signatures in This Application Must Be Hand-Written\*\***

#### Applicant/Agent Authorization Form

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

I, \_\_\_\_\_, being the Registered Property Owner 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 minor variance on the lands herein described.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

#### Affidavit or Sworn Declaration that the Information is Accurate

The following must be completed in the presence of a "Commissioner". The Clerk of the Municipality is an authorized Commissioner.

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, in the \_\_\_\_\_ of \_\_\_\_\_, hereby solemnly declare that the information contained in this application, 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.

#### Declared Before Me

At \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant or Owner



## Site Plan Control Application Form and Procedure Guide

### Declarations Continued

#### Freedom of Information/Access to Property Consent of Owner

I, \_\_\_\_\_, being the Registered Property Owner of the lands subject of this application for minor variance, and for the purposes of the **Freedom of Information and Protection of Privacy Act**, 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 45(5) 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



## Site Plan Control Application Form and Procedure Guide

### Applicable Fees

All fees are to be submitted with the application

**Municipality of North Grenville:** (required for all applications)

Non-refundable cheque made payable to the 'Municipality of North Grenville'

- Major \$2000
- Minor \$900
- Schedule Amendment \$100

**Rideau Valley Conservation Authority:** (required if within Rideau Valley watershed)

Non-refundable cheque made payable to the 'Rideau Valley Conservation Authority'

- Major (multiple residential, commercial, industrial, institutional) \$2655
- Standard (multiple residential, commercial, industrial, institutional) \$1065
- Minor (multiple residential, commercial, industrial, institutional) \$665
- Single residence \$400

**South Nation Conservation Authority:** (required if within South Nation watershed)

Non-refundable cheque made payable to the 'South Nation Conservation Authority'

- Full or private services and >5 ha in site area \$2655
- Municipal services and >2 ha to ≤5 ha OR private services and ≤5 ha \$1065
- Municipal services and 0.5 ha to ≤2 ha \$665
- Municipal services and ≤0.5 ha \$400

**Leeds, Grenville and Lanark District Health Unit:** (required if on private sewage system)

Non-refundable cheque made payable to the 'Leeds, Grenville and Lanark District Health Unit'

- Only if applicable \$206

Additional fees may be required throughout the review process, including, but not limited to, parkland dedication, peer review of technical reports, agreements and associated legal fees, and applicable securities.

### Submission Requirements and Procedures

The completed application form, applicable fees, and supporting documentation must be returned to the Municipal Office at:

Municipality of North Grenville  
Planning & Development Department,  
285 County Road 44, P.O. Box 130  
Kemptonville, Ontario, K0G 1J0  
Phone: (613) 258-9569  
Fax: (613) 258-1441

The Site Plan Control application review will be initiated only once the completed application form and all necessary supporting material are received by the Planner. Failure to provide the required information on this application may result in your application not being accepted. For some applications,

## Site Plan Control Application Form and Procedure Guide

additional information from a qualified professional, such as an engineer or landscape architect, may be required. The applicant will pay all costs involved with providing this information.

### Mandatory Submission Requirements:

➤ **Site Plan** showing:

- A map plan indicating the location of the subject property in relation to adjacent properties, streets, railway rights-of-way, easements etc.
- A legend explaining all design features and a breakdown of all uses in square metres.
- Dimensions and area of subject property and any proposed division of the property.
- Abutting lands in same ownership.
- 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.
- Perpendicular distance from lot lines to the nearest walls of existing and proposed buildings, and building spacing, where applicable.
- Location and width of existing and proposed access to public streets.
- 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.
- Distance from front lot line to centreline of public streets.
- Location and details of underground and above ground utilities extended to the subject property, including hydro, water, sewer, gas, cable and telephone lines.
- Location and details of existing and proposed signs.
- Location and types of fences and lighting.
- Location and details of existing and proposed garbage storage.
- Location of fire hydrants, light standards, hydro poles, or other installations.
- Location of designed fire routes(s), easements, and rights-of-way.

➤ **Landscape Plan** showing:

- Existing landscaped features to be retained, areas to be grassed, areas to be used for the storage of snow.
- Location, type and height of any fencing and retaining walls, materials used for constructing sidewalks.
- 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.



## Site Plan Control Application Form and Procedure Guide

- Any other detail pertaining to the aesthetic development of the site such as berms, planters, and street furniture (benches, bike racks, garbage receptacles, etc.).
- Where required, an open space/park plan will be prepared to the satisfaction of the municipality.
- **Grading and Drainage Plan** showing:
  - Existing elevations on subject and adjacent lands and along centreline or adjacent public streets and railway rights-of-way. All elevations are to be geodetic.
  - 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.
  - Finished elevations at the building lines and at all critical points such as catch basins and adjacent lands.
  - Location and details of swales, all surface water outlets, catch basins, rip-raps, rock and retaining walls, size and gauge of metal culverts.
  - Dimensions of box culverts, depth and quality of asphalt, curbing, servicing and connections.
- **Survey plan** prepared by an Ontario Land Surveyor stating the legal description and showing the property boundary, existing buildings and structures, existing trees, floodplain limit, and appropriate dimensions.

### Potential Plans and Studies/Reports to be Submitted:

Plan and study/report requirements are outlined for the applicant during the pre-application consultation process or in correspondence with a planner. If you fail to consult with staff, the Municipality of North Grenville cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays.

- Planning rationale
- Building elevations
- Sun shadow study
- Minimum distance separation (MDS)
- Archaeological assessment
- Hydrogeological report
- Geotechnical report
- Servicing plan
- Servicing brief/report
- Stormwater management brief/report
- Traffic impact assessment
- Noise study
- Environmental Impact Statement (EIS)
- Phase I/II Environmental Site Assessment (ESA)

### Submission Format Requirements:

- Two (2) copies of all plans and drawings on A1-sized paper and folded to 8.5" x 11" (NOT rolled).
- One (1) reduced copy of each plan and drawing on 8.5" x 14" or 11" x 17" paper.

## Site Plan Control Application Form and Procedure Guide

- All plans and reports prepared by an engineer must be signed and sealed by a professional engineer licensed in the Province of Ontario.
- Three (3) copies of all studies and reports.
- Electronic copies of all required plans, studies and reports must be provided in on a CD, DVD, or flash drive in .PDF format.

### Procedures:

- 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.
- 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 proceed to the building permit stage of the approval process.
- 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).
- 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 the 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 Local Planning Appeal Tribunal (LPAT) by written notice to the secretary of the LPAT and to the Clerk of the Municipality.
- 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.

**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.**