

Applicant Checklist

Please to ensure the following is provided:

- One (1) hard copies of completed application and
- Site Plan(s); 3 full size and 1 scaled reduced plan and a digital copy
- \$970.32 fee for new application + \$2,000 deposit; or
- \$539.01 fee for modifying developed site or change to plan requiring change to existing agreement; or
- \$269.61 fee for amended application or application for 6 dwellings or less; and
- Completed Authorization Form.



FILE: **D11 -AC -** /__

TOWN OF PERTH

SITE PLAN CONTROL APPLICATION FORM

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended

Application deemed complete on _____

1.0 OWNER/APPLICANT INFORMATION

1.1 Owner's Name(s): _____

1.2 Applicant's Name(s): _____

1.3 Applicant's Address: _____

(if not owner, please complete authorization in Section 9.0)

Send correspondence to: _____

2.0 PROPERTY DESCRIPTION

2.1 Legal Description of Property

Reference/Registered Plan Number: _____

Part/Block/Lot Number: _____

Municipality: _____

Concession Number: _____

Lot Number: _____

Municipal Address of Property

Street Name and Number: _____

3.0 PROPERTY INFORMATION

3.1 Official Plan Designation

3.2 Zoning By-law Designation

3.3 Dimensions of Property

Street Frontage:

Depth:

Area:

3.4 Use(s) of Property

Existing Uses by Business Name and Type:

Existing Uses Floor Area / Per Use:

(Include total for all uses)

Existing Number of Parking Spaces:

3.5 Proposed Uses Floor Area / Per Use:

Proposed New Parking Spaces:

3.6 Is The Property Within Flood Plain or Fill Regulated Area? Yes No

If Yes Have Any Permit Applications Been Filed with the Rideau Valley Conservation Authority? Yes No

3.7 Is the property within the Source Water Protection Zone?

No Yes, IPZ Level _____ Checklist Attached

4.0 SURROUNDING LANDUSES

4.1 Zoning of adjacent lands: _____

4.2 Existing uses on abutting properties: _____

5.0 OTHER PLANNING APPLICATIONS

5.1 Is the subject land or any land within 120 metres of the subject land, the subject of an application by the applicant for approval of an official plan amendment, a zoning by-law amendment, a ministers zoning order amendment, a minor variance, a plan of subdivision, or a consent (Please appropriate box).

Yes No

5.2 If the answer to Section 6.1 is Yes, please provide the following:

The application type and file number: _____

The status of the application: _____

The approval authority considering the application: _____

The lands affected by the application: _____

The purpose of the application: _____

The effect of the application: _____

6.0 REQUIRED SCHEDULES AND ASSOCIATED INFORMATION

6.1 The following schedules must be submitted with your complete application (please boxes to confirm these schedules are included):

- a) Site Plan;
- b) Elevation or Cross-Section Plan;
- c) Servicing and Drainage Plan; and
- d) Landscape Plan.

6.2 The following information must be provided on the above schedules (Please appropriate boxes confirming this information has been included):

- a) Boundaries, dimensions and area of the subject property;
- b) Location, dimensions and setbacks of existing and/or proposed buildings/structures;
- c) Elevation and cross section views for each building to be erected, to include:
 - Massing and conceptual design of the building(s)
 - Relationship of proposed building(s) to adjacent building(s) and streets to which members of the public have access;
- d) Existing and/or proposed zone boundary locations;
- e) Widening of highways that abut on the lands;
- f) Access to and from the lands including access ramps, curbs and traffic direction signs;
- g) Off street vehicular loading and parking facilities including access driveways, driveways for emergency vehicles and the surfacing of such areas and driveways; and
- h) Facilities for the lighting of land or of any buildings or structures thereon;
- i) Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings;
- j) Walkways and walkway ramps including surfacing of all means for pedestrian access, including fire exits;
- k) Location and elevation of vaults, collection areas and other facilities for the storage of garbage and other waste materials;
- l) Location of any existing or proposed easements;
- m) Grading, alteration or drainage plan showing:
 - Rooftop drainage handling system
 - Surface grading (existing and proposed)
 - Catch basin locations;
- n) Service hook-up locations for Telephone, Hydro, Water, and Sewer;
- o) Signage; and
- p) Location and type of air conditioner units

7.0 NOTICE TO APPLICANT

Subject to an initial application review, the Town of Perth may accept and declare this application complete on the basis that required application fee and any required deposit has been paid. However, the applicant hereby acknowledges that the application will cease to be complete in the event that the Town’s costs for processing the application exceed the initial application fee or exceed 75% of the value of any required processing deposit and in such circumstances the processing of the application will be suspended until the funds necessary to pay outstanding costs and the initial application fee or the initial deposit, as applicable have been reinstated

If a performance or cost recovery deposit has been required for this application, the applicant hereby acknowledges that the deposit may be used from time to time by The Town of Perth without prior notice to to facilitate the continued processing of the application. The Town will notify the applicant at the time use of the deposit commences and a further notice will be issued in the event the Town requires use of 75% or more of the deposit

8.0 AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Perth (the “Town”) from all costs and expenses the Town may incur in connection with the processing of the Applicant’s planning application for approval under The Planning Act.

Without limiting the foregoing, such costs and expenses shall include all administrative, legal, engineering, planning, advertising, and consulting fees and charges incurred or payable by the Town to process the application, together with all costs arising from the Town, if required or requested by the Applicant appearing at any hearing of any appeal to the Local Planning Appeal Tribunal (LPAT) from any decisions by Town Council, the Committee of Adjustment or the County’s Land Division Committee as the case may be, approving the Applicant’s application.

The Applicant agrees that if any amount owing to the Town in respect to the application is not paid within 30 days of an invoice or payment due notice being issued; the Municipality will not be required to process or to continue processing the application or appear before the OMB in support of a decision approving the application until the amount has been paid in full.

The Applicant further agrees, that any amount owing by the Applicant is a debt of the Applicant and the Town, in addition to other remedies available to it by law, is entitled to recover the amount owing with interest from the Applicant by actions in the Courts.

Signature of Applicant

Date

9.0 AFFIDAVIT/SWORN DECLARATION BY APPLICANT

9.1 An affidavit/sworn declaration by the applicant certifying that the information contained in this application form is true.

I, _____, of the _____
in the _____, do solemnly declare that:

I am the applicant named in this application;

I shall be responsible for and I agree to pay all necessary fees and expenses incurred by the Corporation of the Town of Perth resulting from this application; and

All of the information and statements made in this application are true and I 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.

Declared before me at the

_____ in the _____

this ____ day of _____, 20__.

Applicant's Signature

A Commissioner, etc.

(Above to be signed in the presence of a Commissioner)

10.0 AUTHORIZATION FROM OWNER(S)

10.1 The owner(s) formal authorization permitting the applicant to make this application on the owner(s) behalf to the Town of Perth.

I/We _____, the owners of the property subject of

this application, hereby authorize _____

to make this application on my/our behalf to the Corporation of the Town of Perth.

Witness (other than applicant)

Owner's Signature

Witness' Name and Title
(Please PRINT)

Owner's Name and Title
(Please PRINT)

11.0 FREEDOM OF INFORMATION / ACCESS TO PROPERTY CONSENT

11.1 The applicant/owner hereby acknowledges that this application is a public document and all information provided in the application and information submitted with the application will be available for public review and scrutiny save for that portion of the application identified as confidential.

Owner's Signature

Applicant's Signature

11.2 The owner hereby authorizes Planning Staff or employees of the Corporation of the Town of Perth working on behalf of the Planning Director to enter onto the lands that are subject to this application during the regular business hours of the Town of Perth for the purpose of inspecting, evaluating and recording information about the site's terrain and drainage, the exterior of any buildings and any other exterior features relevant to the application.

Owner's Signature

Applicant's Signature

Applicant's Name and Title
(Please PRINT)

Owner's Name and Title
(Please PRINT)

Confidential Information

Applicant's Information

Name: _____

Applicant's Contact Information

Home # _____ Work # _____ Cell # _____

Fax # _____ Email address _____

Owner's Information

Name: _____

Address _____ Postal Code _____

Owner's Contact Information

Home # _____ Work # _____ Cell # _____

Fax # _____ Email address _____

TOWN OF PERTH - PLANNING DEPARTMENT
SITE PLAN CONTROL APPLICATION GUIDELINES

WHAT IS SITE PLAN CONTROL AND WHEN IS AN APPLICATION REQUIRED?

Site Plan Control is a planning tool used to ensure that the development principles as set out in the Town's Official Plan and Zoning By-law are properly addressed at the site planning stage (i.e. buffering, parking, access, landscaping, lighting, etc.). Site Plan Control applies to all lands as designated within the Town's Official Plan. An application for Site Plan Control approval is required in cases where the following development is contemplated:

- > The construction, erection or placing of 1 or more buildings or structures on land, exceptions being 1 and 2 family dwellings and buildings or accessory structures in any residential zone, less than 3 temporary portable classrooms accessory to a school, and works undertaken under the requirements of the Fire Marshal's Act or pursuant to an order issued by the Fire Chief, or the Chief Building Official;
- > 1 to 2 family dwellings which are being converted or altered to dwellings containing 3 or more residential dwelling units;
- > An addition or alteration to a building or structure is being proposed that has the effect of increasing its size or use, an exception being where an addition or alteration contains less than 50 square metres of floor area; and
- > The laying out and establishment of a commercial parking lot.

OVERVIEW OF SITE PLAN CONTROL PROCESS:

1. **Pre-consultation** - prior to submitting an application, the applicant is encouraged to meet with the Director of Development and Protective Services to discuss the requirements of the site plan control process and to provide a preliminary review of a proposed site plan control application;
2. **Receive Complete Application** - The Director of Development and Protective Services will review the application upon receipt to ensure that it is fully complete. The omission of required information in the application form may delay the processing of the application;
3. **Process Application** - Once, completeness of the application has been confirmed, a file number is assigned to the application for reference purposes. The application is then circulated to various municipal departments, and in some cases outside agencies, for review and comment;
4. **Review Comments from Circulation** - Following receipt of comments from circulation, the Director of Development and Protective Services will meet with the applicant to discuss and address any issues or shortcomings relating to the application that may be identified. Amendments to the application and/or associated plans may be required before the application proceeds. The application may be subject to peer review, RVCA review and legal review.
5. **Committee Meeting** - The file is presented to the Planning Advisory and Site Plan Control

Committee once the preliminary issues are adequately addressed. The applicant will be provided prior notice of the Committee meeting. The applicant is strongly encouraged to attend and make representation. At the meeting, the Planning Staff will present a report on the application which will include comments and recommendations from the various municipal departments and outside agencies involved in the circulation of the application. The applicant and any public representatives will also be given an opportunity to provide input on the application. The Committee members will evaluate the proposal and either accept it without modifications, request modifications or deny the application. If the application is accepted without modifications, the Committee will instruct the Director of Development and Protective Services to prepare, in consultation with the applicant, a draft site plan agreement. In the case of the Committee requiring modifications or denying the application, Planning Staff will review the deficiencies with the applicant to determine whether a re-submission and re-circulation of the amended application is possible. This would require repeating steps 2, 3 and 4;

6. **Draft Site Plan Control Agreement** - Once a draft site plan control agreement has been formulated, it is circulated to municipal department and outside agencies originally involved in the review of the application for approval. This agreement is a legal document between the Developer and the Town. The draft agreement typically includes the conditions of development depicted in the attached site plan drawings as well as penalties and remedies for non-compliance. If accepted by the Planning Advisory and Site Plan Control Committee, the Public Works Dept., and the Developer, the drawings and agreement are presented to Council for approval;
7. **Council Decision** - Town Council's approval of the application is required prior to entering into a site plan control agreement between the applicant and the Town. If the agreement is approved by Council, it is signed by representatives of the Town, the Public Works Dept., and the Developer. If there are problems/issues identified by Council, the application may be referred back to the Planning Advisory and Site Plan Committee for resolution; and
8. **Registration of Agreement** - The site plan control agreement is then required to be registered on title. The Town requires five (5) signed and executed copies of the agreement, one (1) full sized copy of the approved drawings and a copy of all registered documents.

FLOWCHART:

SITE PLAN CONTROL APPLICATION PROCESS

SUBMISSION REQUIREMENTS & PROCESSING FEES:

One (1) complete copy of the application, five (5) copies of relevant plans, maps and other attachments, including an electronic copy are to be submitted to the Director of Development and Protective Services together with the application fee. The Site Plan Control Application processing deposit fee is set at \$2000 per application. Any amendments to an approved Site Plan Control Agreement are subject to a \$1000 processing deposit fee. These fees must be paid by cash, cheque or money order and are payable to the Treasurer of the Town of Perth. These deposit fees normally cover the cost of processing the application, however, where costs actually exceed the deposit fee; the balance will be billed to the applicant.

ADDITIONAL INFORMATION:

The Town Planner is responsible for dealing with Site Plan Control Applications. If you have any questions regarding the site plan control process, you are directed to contact:

Planner
80 Gore Street East
Perth Town Hall
Perth, Ontario
K7H 1H9
(613) 267-3311 ext. 2235 (Tel.) (613) 267-5635 (Fax.)