



2026

Corporation of the Town of Perth

For Office Use Only

Pre-consultation date: _____

Date Application Received: _____ **File Number:** _____

Fee Received: _____ **Date Application Deemed Complete:** _____

Legal Deposit: No Yes:(\$)

Site Plan Control Application

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

Applicant Checklist

Please check to ensure the following is provided:

Two (2) copies of completed application

Plan(s):

Five (5) full size

One (1) scaled reduced plan

One (1) Digital copy

One (1) DWG File (AutoCAD)

Completed Authorization Form

Deed/transfer

Survey (most up to date)

Legal Deposit

Pre-Consultation Form

Required Studies (if applicable)

Application Fee (see below for fee amount)

Type of Application Being Requested and Required Fee

Please indicate which type of application you are applying for:

New Site Plan Application (\$2545.00 plus legal fees)

Secondary Site Plan Application (\$1527.00 plus legal fees)

Amendment Application or Application for 6 Dwellings or Less (\$1018.00 plus legal fees)

Owner/Applicant Information

Name of Property Owner(s): _____

Telephone: (Home) _____ Cell: _____ Work: _____

Mailing Address: _____

Email Address: _____

Name of Applicant/Agent: _____

(If Applicant/Agent is different than Property Owner, the Owner's Authorization is required (see p.10).

The Applicant/Agent will receive all communications relating to this application.)

Telephone: (Home) _____ Cell: _____ Work: _____

Mailing Address: _____

Email Address: _____

Municipal Freedom of Information and Protection of Privacy Act

Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.

Property Description/Location and Information

1. Legal Description of Property

Civic Address: _____

Reference/Registered Plan Number: _____

Part/Lot/Block Number: _____

Concession Number: _____ Lot Number: _____

Assessment Roll Number: _____

2. Dimensions of Property: (metric)

Frontage: _____ Depth: _____ Area: _____

3. Easement or Restrictive Covenants: Yes No

(If yes, describe): _____

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

(Please check all following uses and features that apply and indicate whether they apply to the subject property or to a property within 500 meters. If within 500 meters of subject land, please give approximate distance.)

Bulk Fuel Storage Facility: _____

Landfill Site (Active or Closed): _____

Sewage Treatment Plant/Lagoon: _____

Industrial Use Designated for Aggregate Extraction: _____

Active Railway Line: _____

Flood Plain or Other Natural Hazard: _____

Natural Gas or Oil Pipeline: _____

Contaminated Site: _____

Provincially Significant Wetland: _____

Area of Natural and Scientific Interest (ANSI): _____

Fish/Wildlife Habitat: _____

Designated Heritage Building/Site: _____

5. Is the property within Source Water Protection Zone?

No Yes: IPZ Level _____

Official Plan and Zoning Information

1. What is the current Official Plan designation of property? _____

2. What is the current Zoning of the property? _____

3. What are the existing uses of the subject land and how long have they continued?

(Please describe existing uses by Business Name and Type)

(Please describe existing floor area / per use and include total for all users)

4. Number of existing parking spaces: _____

5. What is the proposed uses floor area / per use?

6. Number of proposed new parking spaces: _____

7. Is the property located within a flood plain or fill regulated area? Yes No

(If yes, have any permit applications been filed with the Rideau Valley Conservation Authority)

8. What are the adjacent lands zoned?

9. What are the existing uses on the abutting properties?

Notable Site Use Changes

1. Will the proposed use extend beyond the boundary area of settlement area? Yes No

(If yes, please attach a description and drawing of the use intended beyond the settlement area)

2. Does the proposal remove land from an area of employment? Yes No

(If yes, please indicate below)

Converts all or part of a commercial, industrial or institutional building to residential use

Converts a brownfield site to a residential use (note that application will require a Record of Site Condition)

Building/Structure and Servicing Information

1. Are there any existing buildings or structures on the subject land? Yes No

If yes, please provide the following information for each building or structure (use metric measurements)

Type: _____

Front Lot Line Setbacks: _____ Rear Lot Line Setbacks: _____

Side Lot Line Setbacks (both sides): _____

Height: _____ Dimensions/Floor Area: _____

Date the existing buildings or structure were constructed on the subject land:

2. Are there any proposed buildings or structures to be erected on the subject land?

Yes No

If yes, please provide the following information for each building or structure (use metric measurements)

Type: _____

Front Lot Line Setbacks: _____ Rear Lot Line Setbacks: _____

Side Lot Line Setbacks (both sides): _____

Height: _____ Dimensions/Floor Area: _____

Proposed date of construction: _____ Additional Parking spaces: _____

3. Is access to the subject land to be/or is currently provided by:

- Municipal Road (please circle if it is maintained either seasonally or year round)
- Private Road/Lane
- County Road
- Other (describe): _____

4. Type of Water Supply to Subject Lands:

- Publicly owned and operated piped water system
- Privately owned and operated piped water system
- Privately owned and operated individual well
- Communal well
- Lake or other water body: _____
- Other Source: _____

5. Type of sewage Disposal System Servicing Subject Lands:

- Publicly owned and operated sewage disposal system
- Privately owned and operated septic system
- Communal septic system
- Other means: _____

6. Provision of Storm Drainage:

- Piped Municipal Storm Sewers
- Ditches
- Swales
- Other means: _____

7. Other Services and Utilities Available:

- Electricity
- Natural Gas
- School Bussing
- Garbage Collection
- Other: _____

Other Planning Applications

1. Has the site ever been subject /or currently is the subject of an application under the *Planning Act* for:

Official Plan Amendment

Zoning By-law Amendment

Plan of Subdivision

Consent

Minor Variance

Other: _____

If yes to any of the above, please fill out the information below (if more than one, please attach a separate sheet with below application information)

File Number: _____

Name of Approval Authority Considering Application: _____

Land Affected by Application: _____

Purpose: _____

Status: _____

Effect on requested amendment: _____

2. Has any property within 120 meters of the subject land been subject to any application under the *Planning Act* for:

Official Plan Amendment

Zoning By-law Amendment

Plan of Subdivision

Consent

Minor Variance

Other: _____

If yes to any of the above, please fill out the information below (if more than one, please attach a separate sheet with below application information)

File Number: _____

Name of Approval Authority Considering Application: _____

Land Affected by Application: _____

Purpose: _____

Status: _____

Effect on requested amendment: _____

3. Is this application a re-submission Yes No

(If yes, describe how the application has been changed from the original)

4. Identify if the land has ever been subject of a Minister's Zoning Order, if known, give the Ontario Regulation Number of that order: _____

Required Schedules and Associate Information

1. The following schedules must be submitted with your complete application

(Please check to confirm the following has been included)

Site Plan

Elevation Plan (North, South, East West) or Cross Drainage Plan

Servicing and Drainage Plan

Landscape Plan

Any Required Studies Requested at Time of Pre-Consultation

2. The following information must be provided on the above schedules

(Please check to confirm the following has been included)

Boundaries, dimensions and area of the subject property

Location, dimensions and setbacks of existing and / or proposed buildings / structures

Elevation and cross section views for each building to be erected, to include:

- Massing and conceptual design of building(s)
- Relationship of proposed building(s) to adjacent building(s) and streets to which members of the public have access

Existing and / or proposed zone boundary locations

Widening of highways that abut on lands

Access to and from the lands including access ramps, curbs and traffic direction signs

Off street vehicular loading and parking facilities including access driveways, driveways for emergency vehicles and the surfacing of such areas and driveways

Facilities for the lighting of land or of any buildings or structures thereon

Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings

Walkways and walkway ramps including surfacing of all means for pedestrian access, including fire exits

Location and elevation of vaults, collection areas and other facilities for the storage of garbage and other waste materials

Location of any existing or proposed easements

Grading, alteration or drainage planning showing:

- Rooftop drainage handling system
- Surface grading (existing and proposed)
- Catch basin locations

Service hook-up locations for Telephone, Hydro, Water and Sewer

Signage

Location and type of air conditioner units

Required Studies

This application form must be accompanied by all the submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided. A pre-consultation meeting with Planning and Development staff is required PRIOR to submission of this application.

Notice to Applicant

Subject to an initial application review, the Town of Perth may accept and declare this application complete on the basis that the 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.

Declarations

Authorization of Owner for Agent to Make the Application:

If the application is to be signed by an applicant/agent/solicitor on behalf of the owner, the following authorization must be completed or the owner must submit a letter of authorization.

I/We, _____, am/are the owner(s) of the land that is subject of this application and I/we authorize, _____, to make this application on my/our behalf.

Signature: _____
(Registered Owner)

Date: _____

Signature: _____
(Registered Owner)

Date: _____

Consent of Owner:

I/We, _____, am/are the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or 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.

Signature: _____
(Registered Owner)

Date: _____

Freedom of Information / Access to Property Consent:

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

(Personal contact information including mailing address, email address and phone numbers will remain confidential).

Owner's Signature

Applicants Signature

The owner hereby authorizes Planning Staff or employees of the Corporation of the Town of Perth working on behalf of the Director of Development Services to enter into 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 exteriors features relevant to the application.

Owner's Signature

Owner's Name and Title *(Please Print)*

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 that Town may incur in the connection with the processing of the Applicant's planning application for the 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 appeal to the Ontario Land Tribunal ("OLT") 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 being issued; the Municipality will not be required to process or to continue processing the application or appear before the OLT 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: _____

Date: _____

(Registered Owner)

Affidavit or Sworn Declaration that the Information is Accurate:

(To be signed in the presence of a Commissioner)

I _____, of the _____ of _____, solemnly declare that all of the above statements contained 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 and by virtue of *The Canada Evidence Act*.

Declared before me at the

_____ in the _____
this _____ day of _____, 20 _____.

Signature of Applicant or Owner

Commissioner of Oaths