



Township of Smith-Ennismore-Lakefield
 Building & Planning Department
 1310 Centre Line, P.O. Box 270, Bridgenorth, ON K0L 1H0
 Phone: 705-292-9507 Fax: 705-292-6491

Application for Site Plan Agreement

The undersigned hereby applies to the Council of the Township of Smith-Ennismore-Lakefield under Section 41 of the Planning Act, R.S.O. 1990, c.P. 13, for approval as described in this application.

<i>For Office Use Only</i>			
Major	\$1,500 ___pd	Deposit \$3,500___pd	Application No. _____
Minor	\$500 ___pd		Date Received _____
ORCA	\$400/\$250		Date Accepted _____
			Checked By _____

1. Owner Information

Name of Registered Owner(s): _____
 Address: _____
 Telephone (home): _____ (work): _____ (cell): _____
 Fax: _____ (e-mail): _____

2. Encumbrances

Name of Mortgage Holder (Mortgagee) or other parties holding interest in the land:

 Address: _____
 Telephone: _____ Fax: _____

3. Authorized Agent

Name(s): _____
 Address: _____
 Telephone (home): _____ (work): _____ (cell): _____
 Fax: _____ (e-mail): _____

4. Property Information – Attach copy of deed

Geographic or Former Township _____
 Lot No.: _____ Concession: _____ Plan: _____
 Part No.: _____ R-Plan: _____
 Assessment Roll No.: 15-16- _____ - _____ - 0000
 Municipal Address: _____

5. Dimensions of Property

Road Frontage: _____ Water Frontage: _____
 Depth: _____ Width: _____
 Area: _____

6. **Zoning**

Current Zoning: _____

Present Use of subject lands (be specific i.e. vacant, dwelling, retail, service) _____

7. **Building & Structure Details**

a) Dimensions of all buildings and structures **existing** on the subject lands
(Attach a separate page if necessary, basement not to be included).

Description	Ground Floor Area	Total Floor Area	Number Of Storeys	Width	Length	Height

b) Describe **present** use of **existing** buildings

Use	Date Commenced
i) _____	_____
ii) _____	_____
iii) _____	_____

8. **Surrounding Land Use**

a) Describe **existing** land uses of surrounding lands

North _____

South _____

East _____

West _____

9. **Date of construction of all building and structures on the subject lands**

10. **Type of Water Supply**

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Municipally owned and operated piped water
<input type="checkbox"/>	<input type="checkbox"/>	Lake/River
<input type="checkbox"/>	<input type="checkbox"/>	Well
<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____

11. **Type of Sewage Disposal**

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Municipally owned and operated sanitary sewers
<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank and Tile Field
<input type="checkbox"/>	<input type="checkbox"/>	Pit Privy
<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____

12. Type of Road Access

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Road
<input type="checkbox"/>	<input type="checkbox"/>	County Road
<input type="checkbox"/>	<input type="checkbox"/>	Provincial Highway
<input type="checkbox"/>	<input type="checkbox"/>	Private Road or Water Access

13. Proposed building and structure details

a) Provide an explanation of the application, proposal and basis for requesting Amendments/Approval (attach separate page if necessary)

b) Dimensions of all buildings and structures proposed to be erected/retained on the subject lands (attach a separate page if necessary, basement not to be included)

Description	Ground Floor Area	Total Floor Area	Number Of Storeys	Width	Length	Height

c) Proposed parking/loading spaces

Number of parking spaces _____ Number of Loading spaces _____
 Surface of parking area (Gravel/asphalt/other dust less surface) _____

14. Any additional Information

15. Drawing Details

A professional architect or engineer shall prepare all site plan drawings for major site plan applications, as defined by the Township of Smith-Ennismore-Lakefield by By-Law 2010-035 as follows:

A major site plan application involves the proposed development of any new building other than an accessory or temporary building, including building additions which:

- i) for non-residential buildings have:
 - A gross floor area greater than that of the existing building to which it is being added; or
 - A gross floor area greater than 500 square metres.
- or-
- ii) comprise residential buildings with more than five (5) dwelling units.

A major site plan application also includes any works associated with the above noted buildings or building additions.

Notes:

- i) The owner/agent is required to submit **eight (8)** sets of all plans (maximum size of 28 cm x 43 cm (11” x 17”), and **one (1)** large scale set of all plans, unless otherwise indicated by planning staff.
- ii) The plans shall show a north arrow, a scale and be in a clear, reproducible form.
- iii) **The plans shall have regard for preventing and removing barriers to persons with disabilities.** This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.

A survey or scale drawing in metric should be submitted with the application as follows:

a) Site Plan

The following information must be shown on site plans for review by the Township:

1. Proposed location, height, dimensions and uses of all buildings and structures including massing, conceptual design and general type of building materials and the use of all remaining lands on the site;
2. Facilities to provide access to and from the land such as ramps, curbs and traffic direction signs;
3. Off-street vehicular loading and parking facilities (including barrier free parking), either covered or uncovered, access driveways, (including driveways for emergency vehicles) and the surfacing of such areas and driveways;
4. Walkways, including the surfacing thereof, and all other means of pedestrian access;
5. Facilities for the lighting, (including flood lighting), of the land, or of any buildings or structures thereon;
6. Exterior fascia, pylon and other signage;
7. All exterior industrial, commercial and institutional building, site and sign illumination shall be “dark sky friendly” and certified as shown by a qualified illumination professional;
8. Retaining walls, fences, hedges, trees, shrubs, or other groundcover or facilities for the landscaping of the land or the protection of the adjoining lands (e.g., planting and landscape strips, etc.);
9. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage, waste and snow as applicable;
10. Grading or alteration in elevation or contour of the land and provisions for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
11. Road widening and/or easements required by the municipality;
12. A zoning information chart providing information as to how applicable requirements of the zoning by-law are to be satisfied (e.g. parking, building floor area, parking area, landscaped area, yard requirements, lot coverage, number of units, etc.)

b) Landscape Plan

As part of the site plan, or separately, landscape plan details are also required. Location, types and sizes of all plants should be indicated, and areas to be sodded, seeded, retained in a natural state, etc. should be clearly delineated. Any fencing and/or retaining walls shall also be shown. A landscape architect is required to prepare this plan for major site plan applications.

c) Elevation Plans

Dimension drawings illustrating the design of all sides of the development.

d) Site Servicing, Grading and Drainage Plans

As part of the Site Plan review, site servicing, grading and drainage plans may be required.

Requirements for this approval may include provision of a stormwater management report and/or appropriate stormwater attenuation measures. A qualified Professional Engineer is required to prepare this report.

Approval of these plans will occur concurrently with the site plan. The following information must be submitted to the Township for the review and approval and may be included on the Site Plan or on a separate plan:

1. Storm water Management facilities, such as catch basins, storm sewer, rooftop detention and parking lot detention. On some sites, detailed Storm water Management Report (minimum of **four (4)** copies) must also be submitted;
2. Private well (if applicable);
3. Sanitary sewers and service connection, including existing services or abutting street (if applicable);
4. Private sewage disposal system (if applicable);
5. Watermains, service connections and hydrants, including existing services or abutting streets (if applicable);
6. If the project abuts a Provincial Highway, the applicant shall contact the Ministry of the Transportation to determine whether any additional setbacks, road widening, or permits, etc. will be necessary, and the Township shall be informed that any such requirements have been satisfied; and
7. If the project abuts a County Road, the applicant shall contact the County of Peterborough to determine whether any additional setbacks, road widening or permits, etc. will be necessary and the Township shall be informed that any such requirements have been satisfied.

16. Pre-consultation

Applicants are advised to request a pre-consultation with staff of the Planning Department, prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Failure to undertake pre-consultation may result in delays in processing the application as planning staff may be unable to determine the completeness and accuracy of the application. To ensure a timely and complete review, **all** required information should be submitted at the time of application.

17. Security

As a condition of site plan approval, the Owner must develop the land in accordance with the approved plan(s), and provide required facilities such as landscaping, at their expense. To guarantee the installation and maintenance of required facilities a suitable bond or letter of credit from the Owner may be required.

18. The applicant hereby acknowledges and agrees

- a) to reimburse the Municipality for any costs incurred in processing the application which are above and beyond the amount of the application fee;
- b) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of this application to cover anticipated professional and other processing costs beyond normal application requirements;
- c) to pay all costs legal and otherwise, that maybe be incurred by the municipality with respect to an Ontario Municipal Board Hearing, that may be help as a result of this application for severance;
- d) that this application and all studies submitted in support of this application bay be made available for public review, pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- e) that plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Department, as 705-292-9507 ext. 214;
- f) that there may be additional approvals (i.e. minor variance application, building permit, etc.) and additional fees and charges (i.e. building permit fees, development charges) associated with any development approved in conjunction with this application; and
- g) they may be required to provide additional information that will assist the Township in assessing this application. Applicants and agents acknowledge that the Township may not be able to process the application unless the additional information is submitted.

I hereby submit this application for site plan approval in respect of the lands hereinbefore described.

Affidavit or Sworn Declaration for the Prescribed Information

I/We _____ solemnly declare that all the statements contained in this application and in all statements contained in all exhibits transmitted herewith are true and I/we 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. I further agree for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, to authorize and consent to the use of the disclosed to any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

DECLARED before me at the Corporation)
of the Township of Smith-Ennismore-Lakefield,)
in the County of Peterborough,)
this _____ day of _____)
20 .)

Signature of Applicant
Solicitor, or Authorized Agent

A Commissioner, etc.

