



## Application for Site Plan Control CHECKLIST FOR SUBMITTING APPLICATIONS

***It is recommended that you consult with the Township Planner prior to submitting a planning application.***

**Before applying, please ensure that you have the following information:**

- Original copy of the application form with all questions completed (if the answer is 'none', or '0', or 'n/a', please indicate that answer to show that the question has been considered).
- Sketch or site plan in accordance with the requirements of the application form and drawn to scale.
- Building floor plans, elevations and profiles.
- Property deed or legal description to assist in the registration of the site plan agreement on the title of the property.
- The Declaration of Applicant on Page 8 of the application form must have a Commissioner's stamp and signature.
- Application fees attached, with cheques made payable to the Township of Drummond/North Elmsley.
  - Depending on the location and nature of the application, fees and/or applications may also be required for the local conservation authority and/or the Health Unit.
- Copy of all studies and reports required to be submitted with your application. These may include:
  - Environmental Impact Study;
  - Grading and drainage plan;
  - Heritage Impact Assessment
  - Any others as may be provided for in the Official Plan.
- Copies of any other correspondence, approvals or permits from other outside agencies.
- Pre-consultation with the applicable conservation authority is *strongly encouraged* for waterfront applications.

**Applications received without the required information will be deemed incomplete and will not be processed until the required information is received. The Township Planner is available to work with the applicants to assist in the preparation of applications.**