



Township of Drummond/North Elmsley

APPLICATION FOR SITE PLAN CONTROL

310 Port Elmsley Road, R.R. #5 Perth, ON K7H 3C7
 (p) 613-267-6500 (f) 613-267-2083 www.dnetownship.ca

<p>Note: All questions on this application must be answered or the application will be deemed incomplete and returned.</p> <p>Prior to submitting this application, property owners and agents are encouraged to pre-consult with the Township Planner.</p>	OFFICE USE ONLY		
	Date Received:	Receipt No.	
	Application Complete? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date deemed complete:	File No. SP- ___ - ___
	Additional Information Required:		Fee Paid (date): Proposed Committee Meeting Date:

*(To Be Submitted to the Township Office with the Required **FEE of \$600.00**)*

The undersigned hereby applies to Township of Drummond/North Elmsley under Section 41 of the *Planning Act* for Site Plan Control Approval.

The undersigned hereby acknowledges that the filing of this application alone does not necessarily constitute fulfilling all the requirements of either the Township or the *Planning Act*.

1. **Name of Property Owner(s)** _____

Mailing Address _____

Telephone (Home) _____ (Work) _____ Email _____

2. **Name of Applicant/Agent** _____

Note: If Applicant/Agent is different than Property Owner, the Owner's Authorization is required (see page 7)

Mailing Address _____

Telephone _____ Email _____

Correspondence should be directed to:

Property Owner Applicant/Agent Both

3. Description of subject land:

Lot(s) _____ Concession(s) _____ Ward _____

Reference Plan _____ Part(s) _____

Registered Plan _____ Lot/Block(s) _____

Assessment Roll Number 0919- _____ - _____ - _____

Street Address (No. /Rd. Name) _____

Dimensions of subject land: Frontage _____ Depth _____ Area _____

Survey Attached: Yes No

4. Are there any easements, restrictive covenants or other encumbrances (e.g. mortgages) affecting the subject property? Yes No

If yes, please describe: _____

5. Current designation of subject lands under the Official Plan, including any overlay constraints: _____

6. Current zoning of subject lands under the Zoning By-law: _____

7. Purpose of the application (description of proposal): _____

8. Date of acquisition of property by current owner: _____

9. Existing use(s) of the subject land: _____

10. Length of time that the existing uses of the subject land have continued: _____

11. Existing uses of abutting properties (including properties on opposite side of road allowance): _____

12. Proposed use(s) of the subject land: _____

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

If yes, please indicate date of construction: _____

14. Identify each existing building or structure on the subject land and describe the building or structure according to the parameters below:

(please attach an additional sheet if necessary)

Type of Building or Structure	Setbacks to lot lines (m)				Height (m)	# of Storeys	Dimensions (Length & Width)	Ground Floor Area	Gross Floor Area
	Front	Rear	Left Side	Right Side					

15. Does the application require demolition of an existing building? Yes No

If so, please describe: _____

16. Specify whether storm drainage on the subject land is provided by sewers, ditches, swales, or other means: _____

17. Are there any buildings or structures proposed to be built on the subject land?

Yes No

18. Identify each **proposed** building or structure on the subject land and describe the building or structure according to the parameters below:
 (please attach an additional sheet if necessary):

Type of Building or Structure	Setbacks to lot lines (m)				Height (m)	# of Storeys	Dimensions (Length & Width)	Ground Floor Area	Gross Floor Area
	Front	Rear	Left Side	Right Side					

19. Number of parking spaces: Existing: _____ Proposed: _____
 (Please consult Township's Zoning By-law for parking requirements)

20. Type of access: (check appropriate space and name road/highway)

Provincial Highway _____ Municipal Road _____
 (maintained year round)
 County Road _____ Municipal Road _____
 (seasonally maintained)
 Private Right-of-way _____ Water only _____
 Other (describe) _____

21. If access is by water only, specify the parking and docking facilities used/to be used and the approximate distance of these facilities from the subject land and the nearest public road:

22. Type of water provided to the subject land: (check appropriate spaces)

	Existing	Proposed
Publicly owned/operated piped water system		
Privately owned/operated communal well		
Privately owned/operated individual well		
Other (please specify)		

23. Type of sewage disposal provided to the subject land: (check appropriate spaces):

	Existing	Proposed
Publicly owned/operated communal septic system		
Privately owned/operated septic system		
Privy, or other means (please specify)		

24. Would the proposed development on a privately owned and operated individual or communal septic system result in more than 4500 litres of effluent being produced per day upon completion of the development?

Yes No

If yes, please attach (a) a *servicing options report* and (b) a *hydrogeological report*.

Attached Not Attached Not Applicable

25. Is the subject land the subject of an application for approval of an Official Plan amendment, a zoning by-law amendment, a minister's zoning order amendment, a minor variance, a plan of subdivision, a consent or a site plan?

Yes No Unknown (*See Township for more information*)

If yes, please provide the following information:

File Number(s) _____ Approval Authority: _____

26. Has the subject property ever been the subject of a previous application under Section 41 of *The Planning Act*? Yes () No ()

Yes No Unknown (*See Township for more information*)

If yes, please provide the following information:

File Number(s) _____

Description of application: _____

27. **Are there any of the following uses or features on the subject lands or within 500 metres of the subject property?** (If yes, additional information may be required)

USE OR FEATURE	ON SUBJECT LAND? (check if yes)	WITHIN 500 METRES OF SUBJECT LAND? (Check if yes, give approximate distance)
An agriculturally designated area (prime agricultural land)		
A livestock facility (barn) or manure storage facility (within 1000 m)		
A landfill site (active or closed)		
A sewage treatment plant/lagoon		
An industrial land use		
A commercial land use		
A licensed pit or quarry or an area designated for aggregate extraction		
A mining hazard		
An active railway line		
A flood plain or other natural hazard		
A natural gas or oil pipeline		
A hydro easement		
A contaminated site		
A Provincially Significant Wetland		
A Locally Significant Wetland		
An Area of Natural and Scientific Interest (ANSI)		
Fish/Wildlife Habitat		
Potentially Significant Woodlands		
A designated heritage building/site		
Habitat of Threatened or Endangered Species		

28. **Building Details:** As part of this application, please provide a detailed drawing drawn to scale depicting proposed buildings or structures, including a detailed cross-section profile (viewed from the front yard, or water, if proposal fronts on a waterbody), exterior building materials, colour and indication of the gross floor area.

Attached

Not Attached

Not Applicable

29. Site Details: Please submit, with this application, a detailed drawing drawn to scale, with a maximum size of 11” by 17”, with METRIC dimensions, showing the following:

(Please note: the application may not be deemed completed if all required information is not shown.)

Required Information:

- _____ The boundaries and dimensions of the subject land
- _____ The location, dimensions and type of all existing and proposed buildings/structures on the subject land and on abutting lots, indicating the distance of the buildings/structure from the front lot line, rear lot line and site yard lot lines.
- _____ The approximate location of all natural and artificial features on the subject land and on abutting lots, including distances to these features. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, hydro or utility lines, etc.)
- _____ MDS distances should be shown on the sketch if this calculation is required.
- _____ The location of all existing and proposed wells, septic systems and tile beds on the subject property and on adjacent lands, and the distances from septic systems and tile beds to existing and proposed buildings ,water supplies, property lines, lakes, rivers, watercourses, wells, etc. Please also attach a copy of the Certificate of Approval for the septic system, if available.
- _____ The current uses on all adjacent lots.
- _____ The location, width and names of all road allowances, rights-of-way, streets or highways within or abutting the subject property, indicating whether they are public travelled roads, private roads, seasonal, opened or unopened road allowances.
- _____ The location and nature of any easements or restrictive covenants affecting the subject lands.
- _____ The location and dimensions of all parking and loading spaces on the subject property, both existing and proposed.
- _____ Details on all existing and proposed landscaping features on the site.

PLEASE NOTE:

- 1. The Township reserves the right to request, at any time, that the applicant provide a locational survey drawn by an Ontario Land Surveyor to clarify details of the application.***
- 2. The approval of a Zoning Amendment by the Township of Drummond/North Elmsley does not relieve the property owner from complying with the requirements of the Ontario Building Code.***

AFFIDAVIT/SWORN DECLARATION OF APPLICANT

(Must be Completed & Witnessed)*

I/We, _____

of the _____ of _____ in the _____

of _____ make oath, say and solemnly declare that the information contained in this application and in the accompanying documents is true, acknowledging that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

*Signature of Applicant**

*Signature of Applicant**

Sworn before me at the _____ of _____ in the
_____ of _____ this _____ day of _____ 20__.

Commissioner of Oaths

OWNER'S AUTHORIZATION FOR AGENT TO MAKE APPLICATION

(Must be completed if agent appointed)

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

*Signature of Owner(s)**

*Signature of Owner(s)**

Date

Forward COMPLETED APPLICATION with required FEE

(payable: Township of Drummond/North Elmsley) **to:**

Township of Drummond/North Elmsley, 310 Port Elmsley Road, R.R. #5, Perth, ON
K7H 3C7

Provide Township with Agency forms/fees, unless otherwise arranged with Township.

- * To be witnessed by a Commissioner for taking affidavits.
- * If joint ownership, signature of each individual is required.
- * If the applicant is a corporation, the application shall be signed by an Officer of the corporation and the corporation's seal shall be affixed to such signature.

**FREEDOM OF INFORMATION/ACCESS TO PROPERTY
CONSENT OF OWNER**

I/we, _____, are the registered owner(s) of the lands subject to this application for Minor Variance, and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we 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 Township of Drummond/North Elmsley and the persons and public bodies conferred with under Section 45 of the *Planning Act* entering upon the lands that are the 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: _____ Signature of Owner(s): _____

PLANNING APPLICATION- NO COSTS TO TOWNSHIP

File # _____

The owner(s), _____, hereby recognize(s) that the fee paid on this application will be used to process said application, and further, agree(s) to pay any additional costs as may be necessary, as set out in the current Tariff of Fees By-Law of the Township. The fee for processing planning applications will be an amount equal to the amount incurred by the Township. Costs incurred by the Township shall include but not be limited to internal administration fees, notice publication, legal and professional consultation (if applicable), and Ontario Municipal Board fees and costs for planning / legal counsel (if applicable).

All costs incurred by the Township shall be the responsibility of the property owner(s)

Date: _____ Signature of Owner(s): _____