

FOR OFFICE USE ONLY		TWPEC File:	
Date Application Received:		Fee Received:	
Application Deemed Complete:		Account:	



**Application for Site Plan Control
Amendment to an Approved Site Plan**

BEFORE COMPLETING THIS APPLICATION

Applicants are encouraged to consult with the Township prior to completing this application. Preconsultations can be arranged through the Community Development Coordinator at 613-658-3055 x101.

This application must be completed in full and accompanied by any supporting material required by Section 41 of *The Planning Act* and the required application fee, as per the Township’s Planning Fees Bylaw 2022-40.

All information and material submitted in support of your application shall be made available to the public, as indicated in Section 1.0.1 of *The Planning Act*.

1. SITE LOCATION

Municipality:

Street Address:

Lot(s):

Concession:

Registered Plan:

Roll Number:

PIN:

Has the site ever been the subject of an application under the Planning Act?

Yes No

If yes, please describe:

2. AGENT/APPLICANT

If the applicant is not the owner, authorization is required under section 11.

Name:

Mailing Address:

Telephone:

Email:

3. REGISTERED PROPERTY OWNER

Same as above

Owner 1

Name:

Mailing Address:

Telephone:

Email:

Owner 2 (if applicable)

Name:

Mailing Address:

Telephone:

Email:

When was the site acquired by the current owner?

Correspondence should be sent to:

Agent

Owner

Both

4. CURRENT SITE DESCRIPTION

Lot Frontage (m):

 m

Lot Depth (m):

 m

Lot Area (m²/ac/ha):

Official Plan (Land Use) Designation:

Zoning Designation:

Existing Use(s) of Property:

How long has this use been in place?

Are there any easements or restrictive covenants on the land?

Yes No

If yes, please describe:

Details for Existing Buildings on the Site:

	Building or Structure #1	Building or Structure #2	Building or Structure #3	Building or Structure #4
Existing type or use				
Height (m)				
Setback from front lot line (m)				
Setback from rear lot line (m)				
Setback from side lot line (m)				
Setback from side lot line (m)				
Setback from shoreline (m)				
Floor area (m ²)				
Year constructed				

Existing Uses of Adjacent Properties:

5. SITE PROPOSAL

Nature of Proposal or Proposed Use(s) of Property and any Buildings.
Please describe how the land and structures will be used, including any new construction, additions, alterations or demolitions.

Details for Proposed Buildings on the Site:

	Building or Structure #1	Building or Structure #2	Building or Structure #3	Building or Structure #4
Proposed type or use				
Height (m)				
Setback from front lot line (m)				
Setback from rear lot line (m)				
Setback from side lot line (m)				
Setback from side lot line (m)				
Setback from shoreline (m)				
Floor area (m ²)				
Planned Start of Construction				

Total Lot Coverage of all Buildings

%

If signage is proposed, please describe the type of sign, size, location etc.

How will waste be disposed from the site?

6. SITE ACCESS

Site Access (Check appropriate road and provide the name):

Provincial Highway	
Township Road____	
County Road_____	
Private Road_____	
Other_____	

Has an Entranceway Permit been obtained by the Road Authority?

Yes No

No. of Parking Spaces:

No. of Barrier Free Spaces:

No. of Loading Spaces:

7. SERVICING & STORM DRAINAGE

Indicate the proposed servicing for the site:

Water:

Municipal Water

Privately Owned Individual Well

Privately Owned Communal Well

Other

Sewer:

Municipal Sewer

Privately Owned Individual Septic

Privately Owned Communal Septic

Other

Indicate the storm drainage for the site:

Sewer

Swales

Ditches

Other

8. DEVELOPMENT CONSTRAINTS

Indicate whether the following use or feature is on or near the site:

	On the Site	Within 750m
An Agricultural Livestock Facility		
	On the Site	Within 500m
A Landfill Site (Active or Closed)		
A Sewage Treatment Plant or Lagoon		
A Licensed Pit, Quarry or Aggregate Reserves		
	On the Site	Within 400m
A Road Crossing Over a 400 Series Highway		
	On the Site	Within 300m
An Active Railway Line		
An Industrial Use		
	On the Site	Within 200m
A 400 Series Highway		
	On the Site	Within 120m
Provincially Significant Wetlands		
Significant Woodlands		
Fish or Wildlife Habitat		
	On the Site	Within 30m
Flood Plain or Watercourse		
Natural Gas or Oil Pipeline		
Contaminated Site		

9. CHECKLIST

Check to make sure your application includes all of the required information. Notice regarding a complete application will be provided within 30 days of the Township's receipt of payment, in accordance with Section 41(3.6) of *The Planning Act*.

Have you preconsulted with the Township?

While not required, this step is strongly encouraged and can help avoid delays in processing your application caused by missing information.

Does your application include a prepared site plan in accordance with Appendix A and B?

Have you included all additional plans, studies and information as discussed in the preconsultation?

Application Fees to the Township in accordance with the Planning Fees Bylaw 2022-40 are due at the time this application is submitted.

A copy of the deed or a signed statement of ownership of the subject lands.

10. AUTHORIZATION (WHERE OWNER IS MAKING THE APPLICATION)

If the applicant is the owner of the land that is the subject of this application, complete the consent clause concerning personal information below.

Consent of the Owner to the Use and Disclosure of Personal Information:

I, _____, am the owner(s) of the land that is the subject of the application and for the purposes of the Freedom of Information and Protection of Privacy Act, I 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.

(Date)

(Signature of Owner)

(Date)

(Signature of Owner)

11. AUTHORIZATION (WHERE AGENT IS MAKING AN APPLICATION) If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner must be included with this form, or the two authorizations in this section must be completed.

Authorization for Agent to Make the Application:

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

(Date)

(Signature of Owner)

(Date)

(Signature of Owner)

Authorization of Owner for Agent to Provide Personal Information for the Purpose of this Application:

I, _____, am the owner(s) of the land that is the subject of the application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize _____ as my agent for this application, to provide any of my personal information that will be used in this application or collected during the processing of this application.

(Date)

(Signature of Owner)

(Date)

(Signature of Owner)

12. DECLARATION

The following declaration must be completed in the presence of a Commissioner. The Clerk of the Municipality is an authorized Commissioner and available by appointment.

Declaration of Applicant:

I hereby declare that the information contained in this application, on the site plan provided, and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

Sworn (or declared) before me

At the _____

In the _____

This _____ day of _____, 202__

(Commissioner of Oaths)

(Signature of Applicant)

13. A NOTE TO APPLICANTS

Notice of Complete Application

As required by section 41(3.6) of the *Planning Act*, you will be notified within 30 days of submitting this application and the required fee that the plans and drawings and the information and material required have been provided, or that they have not been provided, as the case may be.

Condition of Approval

The Township of Edwardsburgh Cardinal and the United Counties of Leeds and Grenville may require certain conditions of site plan approval, as per section 41(7) and (8) of the *Planning Act*. For most site plan control applications, the Township will require the owner to enter into a site plan control agreement, which requires the development to proceed in accordance with the approved plans, and relates to the general maintenance thereof.

APPENDIX A

Requirements for all Drawings/Plans

Person or firm responsible for preparation of the drawing and date. Where a plan is required to be prepared by an engineer, it must be signed and sealed by a professional engineer licensed in the Province of Ontario.

Legend, Date, North Arrow, Scale.

Municipal address, roll or property identification number; and concession and lot number.

All measurements shown in metric units.

Property lines, including dimensions.

Easements or right-of-ways on or adjacent to the site.

Name of abutting streets and the use of adjacent properties.

Existing watercourses, swale, culvert, retaining wall, embankment, catchbasin, or other man made or natural features on or adjacent to the site.

The boundary of any development constraints on or adjacent to the site, as shown on Schedule B of the Township's Official Plan or as indicated in an accompanied plan or study.

Municipal and Utility installations on or adjacent to the property, including, but not limited to, utility poles, fire hydrants, catch basins, manholes, sidewalks, transformers, etc.

Existing and proposed trees and vegetation.

Existing and proposed buildings, entranceways, driveways and parking areas.

APPENDIX B

Site Plan

Buildings and Structures

Dimension, height and proposed use of all new and existing buildings.

Location of building main and secondary entrances, and emergency exits for each building.

Distance (setback) from buildings to property lines and to other buildings on the site.

Proposed staging/phasing of the development.

Development data legend showing required and actual setbacks, lot coverage building height and parking calculations, including barrier free parking.

Access and Parking

A map indicating the location of the subject property in relation to adjacent properties, streets, railways, easements, watercourses, natural features, etc.. Identify any abutting lands with the same ownership.

Location and width of existing and proposed access to public streets, including materials.

The location of entranceways on the opposite side of the road.

Distance from front and exterior side yard lot line to the centre line of the public street and any proposed road widening.

Internal road pattern including aisles, ramps, fire routes, loading bays, and parking spaces with dimensions.

Servicing

Location and details of underground and above ground utilities extended to the subject property, including hydro, water (or private well), sewer (or private septic), gas, cable, telephone, etc.

Location and details of proposed garbage storage.

Proposed snow storage areas.

Appearance

Location, height and detail of proposed free-standing signs.

Location, height and direction of exterior lighting. Lighting must be directed away from neighbouring properties and road allowances.

Location, type and height of proposed fences, walls or screening.

Label general areas to be landscaped, such as berms, planting, walkways.

Location of any proposed outdoor storage areas.

APPENDIX C

Grading and Drainage Plan

All elevations are to be geodetic.

Existing and proposed contours or spot elevations throughout the site, along the property line, watercourses, adjacent lands within 5m and adjacent public streets.

Finished elevations at the building lines and all critical points such as catch basins and storm sewers.

Arrows showing the direction of surface water flow and percent of slope.

Location and details of swales, surface water outlets, catch basins, rock and retaining walls, size and gauge of metal culverts.

Riparian zones that are to be preserved and that are proposed.

Cross-section details of curbs and pavement including asphalt, granular, base and sub-grade.

Proposed material, elevations, and grading of driveways, ramps, walkways and curbs.

Where surface water is proposed to be discharged on to the road infrastructure, the plan must show the pre and post development quantity of water (during normal flows) and provide that road infrastructure will not be negatively impacted based on accepted design standards.

APPENDIX D

Landscape Plan

Where an applicant is required to locate plantings in a landscaped area, consideration shall be given to the plantings' suitability to withstand site-specific characteristics or constraints such as street salt, pollutants, root compaction, disease and pests, and maintenance needs.

Where shrubs are required for screening buffering, they must be coniferous (evergreen) and have a minimum height of 1.2 metres at the time of planting.

Evergreen trees are not permitted in sight triangles.

Existing trees, accurately located in plan and clearly specified as to its type, caliper, and condition. Existing trees to be removed must be indicated with a broken line.

Proposed planting plan, using a legend/key to indicate the full botanical name, common name quantity, caliper, height, spread, condition.

Edges of mass planting beds.

Location, dimension, and proposed surface materials for walkways, courts, entrances, walls, and fences.

Location of exterior site lighting.

Proposed snow storage and garbage storage areas.

Installation details for proposed tree planting, shrub planting, shrub spacing, groundcover, fence, wall and screen details, walkways, ramps, pre-cast paving stone installation, and specialty patterns or treatments.

APPENDIX E

Elevations

Include four main exterior elevations of the building(s) indicating the following:

Design concept of the proposed building(s);

Details of public areas and special features;

Entrances, doors, windows;

Recesses, projections and special features;

Finished grade, floor and roof elevations;

Proposed signs, lights, equipment and equipment housing; and

Outline elevations of adjacent buildings drawn in correct relationship to the proposal.

APPENDIX F

Floor Plan(s)

Show general layout and dimensions of interior space.

Indicate the proposed uses of each space

APPENDIX G

Site Servicing Plan

Location, size, length, material, proposed grade, class of pipe, and invert elevations at all connections of all storm and sanitary sewer pipes.

Location, size, and grade of private sanitary and storm drain connections.

Manholes, catch basin manholes and catch basins, including invert, finish grade elevation, and numbers for all manholes.

Where utilities cross, show the obvert of the lower pipe and the invert of the upper pipe.

Adequate easements must be given for protection.

Ditches and swales must show slope of ditch and side slopes.

Location, size and material of water mains, and firefighting siamese connections.

Hydro transformer vaults and access routes or pads.

Location, size and elevation of all existing underground utility lines on or adjacent to the site.

Existing centre line of road and boulevard grades.

Frost protection on all sewers with less than 1.5 metres of cover.

South Nation Conservation issues permits and services related to severances, land development, new construction, and inspections of private sewage systems. Where private sanitary sewer is proposed, consultation with the Conservation Authority should take place prior to preparing a site servicing plan.

APPENDIX H

Composite Utility Plan (Residential Development)

Correct lotting as shown on the registered plan or property survey

Location of sanitary sewers, storm sewers and watermains.

Show driveways that require clearances from transformers and fire hydrants.

Utility service drop locations.

Sewer lateral service locations.

Streets, dimensioned for both roadway and utilities.

Typical utility road cross-section

Streetlighting system (if applicable)

Street furniture (i.e. pedestals)

Canada Post mail boxes

Closest location in which hard and soft landscaping may be placed in relation to street furniture.

Utilities sharing the same trench are to be indicated on the drawing as a single line with the appropriate initial to detail which utilities reside in the trench (i.e. H = Hydro).

APPENDIX I

Site Lighting Plan (Commercial and Industrial Development)

Location, height, and direction of exterior lighting.

Wiring layout from hydro service to all fixtures.

Fixture details (i.e. sectional view specifying manufacturer, materials, etc.)

Illumination pattern and footprint for proposed fixture layout.