



## CORPORATION OF THE TOWNSHIP OF NORTH STORMONT APPLICATION FOR SITE PLAN APPROVAL

THE UNDERSIGNED HEREBY APPLIES TO THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT FOR SITE PLAN APPROVAL UNDER SECTION 41 OF THE *PLANNING ACT, R.S.O. 1990* AND BY-LAW 2001-0066 (FORMER TOWNSHIP OF FINCH) AND BY-LAW 2001-0067 (FORMER TOWNSHIP OF ROXBOROUGH).

Date of Application: \_\_\_\_\_ File No.: \_\_\_\_\_

### A. APPLICANT INFORMATION

1.1 Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Telephone (Work): \_\_\_\_\_

1.2 Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Telephone (Work): \_\_\_\_\_

### B. PROPERTY INFORMATION

2. Municipal Address: \_\_\_\_\_

Legal Description:

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Part: \_\_\_\_\_ Plan No.: \_\_\_\_\_

Lot Size:

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Lot Area: \_\_\_\_\_

### C. PLANNING INFORMATION

3. Current Official Plan Designation: \_\_\_\_\_

4. Current Zoning Designation: \_\_\_\_\_

5. Is the access to the subject land by a Provincial Highway, by a Municipal Road that is maintained all year or seasonally, by another public road, by a right-of-way or by water?

\_\_\_\_\_  
\_\_\_\_\_

6. What is the existing use(s) of the subject property and buildings?

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7. What is the proposed use of the subject property and building?

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8. What are the existing uses of the abutting properties?

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

9. Is storm drainage provided by sewers, ditches, swales or other means?

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**D) PARKING SPACE CALCULATION**

	Existing Buildings	Proposed Buildings	Total
Gross Floor area	m <sup>2</sup> ft <sup>2</sup>	m <sup>2</sup> ft <sup>2</sup>	m <sup>2</sup> ft <sup>2</sup>
No. of spaces required by Zoning By-law			
No. of handicapped spaces included in above totals			

**E) COST ESTIMATES FOR SITE IMPROVEMENTS**

**TO BE PREPARED BY A QUALIFIED PROFESSIONAL ENGINEER OR SIMILAR INDIVIDUAL BASED ON  
THE PROPOSED SITE PLAN**

10. Please state estimated cost of all required on-site improvements (excluding building and land costs).

A letter of credit for 50% of these costs is required prior to the signing of the Site Plan Agreement.

- |   |          |
|---|----------|
| 1. Sodding                                    | \$ _____ |
| 2. Planting (tress & shrubs)                  | \$ _____ |
| 3. Fencing and retaining walls                | \$ _____ |
| 4. Asphalt and pavement markings              | \$ _____ |
| 5. Driveway access, parking and loading areas | \$ _____ |
| 6. Curbs                                      | \$ _____ |
| 7. Sidewalks, walkways, and ramps             | \$ _____ |
| 8. Site lighting                              | \$ _____ |
| 9. Garbage vault or collection area enclosure | \$ _____ |
| 10. Private well                              | \$ _____ |
| 11. Septic system                             | \$ _____ |
| 12. Storm drainage facilities                 | \$ _____ |
| 13. Road widening and road cuts               | \$ _____ |
| 14. Signs                                     | \$ _____ |
| 15. Engineering costs                         | \$ _____ |
| Total: \$ _____                               |          |

**F) DECLARATION**

11. The following declaration must be completed:

I/We \_\_\_\_\_ of the \_\_\_\_\_  
(City, Town, Township etc.)  
Of \_\_\_\_\_ in the District of/ Municipality of/ County of \_\_\_\_\_  
\_\_\_\_\_ solemnly declare that all the statements contained in this application and all the supporting documents are true and I make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, by virtue of the "Canada Evidence Act".  
Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**PLEASE TAKE NOTE THAT:**

- Unless otherwise requested, all information will be sent to the agent, if any.
- If jointly owned, both owners must apply and sign.
- The fees are payable in cash or by cheque, payable to the TOWNSHIP OF NORTH STORMONT and must be presented with this application.
- If you have any questions, you can call the Planning Department at 613-984-2821.

**TOWNSHIP OF NORTH STORMONT  
SITE PLAN APPROVAL**

**TO THE APPLICANT:**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purposes of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and privacy Coordinator for the Township of North Stormont.

The authority for site plan approval is set out in Section 41 of the Planning Act. Site Plan approval is required for all commercial, industrial, institutional and larger scale residential development.

To help process your application, please fill in the aforementioned application form and submit the appropriate site plans. A check list is included below which you may use to ensure that you have included all the required information. Please remember that a complete application will help us to process your request faster.

The time required to approve your application depends on the complexity of the plans.

If you have any questions, please do not hesitate to contact the Community Planner at (613) 984-2821 or by fax (613) 984-2908.

**SITE PLAN CHECKLIST**

Please use this check list to verify that you have included all the required information where applicable.

**General:**

1.	<input type="checkbox"/>	Completed Application Form
2.	<input type="checkbox"/>	Two (2) copies of up-to-date-survey plan or reference plan
3.	<input type="checkbox"/>	One (1) copy of registered deed
4.	<input type="checkbox"/>	Two (2) paper copies of the draft site plan showing grading, drainage and servicing
5.	<input type="checkbox"/>	Two (2) paper copies of the draft landscape plan
6.	<input type="checkbox"/>	Two (2) 8 ½ x 11 or 8 ½ by 14 paper copies of each final site plan and landscape plan. These should not be prepared until the municipality has reviewed the draft plans.
7.	<input type="checkbox"/>	A letter of credit or cash is required before signing agreement for 50% of the costs.
8.	<input type="checkbox"/>	One (1) copy of registered mortgage (if applicable)

## Site Plan Details

(Note: Engineering details must be stamped by an Ontario Professional Engineer, unless otherwise approved by the Township Official.)

1.	<input type="checkbox"/>	Lot Dimension
2.	<input type="checkbox"/>	Lot area
3.	<input type="checkbox"/>	Building dimensions
4.	<input type="checkbox"/>	Building setbacks (Front, Rear, Side)
5.	<input type="checkbox"/>	Number of storeys
6.	<input type="checkbox"/>	Gross floor area for each different use or occupancy
7.	<input type="checkbox"/>	Number of residential units (i.e. two (2), 2 bedroom units)
8.	<input type="checkbox"/>	Location of building entrances
9.	<input type="checkbox"/>	Driveway accesses and width
10.	<input type="checkbox"/>	Number of parking spaces including the number of handicapped spaces
11.	<input type="checkbox"/>	Width of parking aisles and location of fire routes
12.	<input type="checkbox"/>	Dimensions of typical parking space and handicapped space
13.	<input type="checkbox"/>	Loading spaces and dimensions
14.	<input type="checkbox"/>	Garbage vault or enclosure
15.	<input type="checkbox"/>	Location and dimensions of sidewalks, walkways, and ramps
16.	<input type="checkbox"/>	Curbs, including cross section detail
17.	<input type="checkbox"/>	Fencing and Retaining Walls
18.	<input type="checkbox"/>	Location of signs (ground)
19.	<input type="checkbox"/>	Exterior site and emergency lighting
20.	<input type="checkbox"/>	Sight Triangles for corner lots
21.	<input type="checkbox"/>	Privacy yard and dimensions for residential areas
22.	<input type="checkbox"/>	Proof of available parking on lot within 150 metres (where applicable)
23.	<input type="checkbox"/>	Existing and proposed elevations of all critical points i.e. lot corners, grade points, catch basins, building lines, etc.
24.	<input type="checkbox"/>	Arrows indicating direction of flow of all surface water
25.	<input type="checkbox"/>	Location of service or utility easements
26.	<input type="checkbox"/>	Location and details of swales, water courses and surface water outlets

27.	<input type="checkbox"/>	Location of nearest hydrant(s), where applicable
28.	<input type="checkbox"/>	Existing road centreline
29.	<input type="checkbox"/>	Proposed phasing of construction, where applicable
30.	<input type="checkbox"/>	Key Plan of site location
31.	<input type="checkbox"/>	North arrow, scales, civic address
32.	<input type="checkbox"/>	Stamp and signature of professional engineer, where applicable
33.	<input type="checkbox"/>	Appended detailed design calculations, where applicable

**Landscaping Plan**

1.	<input type="checkbox"/>	All seeded areas
2.	<input type="checkbox"/>	All sodded areas
3.	<input type="checkbox"/>	Proposed trees, shrubs, hedges, and species/size of each
4.	<input type="checkbox"/>	Percentage of lot area constituted by landscaping
5.	<input type="checkbox"/>	Planting strips, where applicable
6.	<input type="checkbox"/>	Location of buildings, etc.

NOTE: Landscaping plan **does not** require stamp of Ontario Association of Landscape Architects.