



**File No.: D11/ \_\_\_\_\_**

**Site Plan Control Application**

(Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended)

**A Natural Attraction** For Office Use Only:

Date Received:	Date Complete:	File #'s:	Fee Paid - \$ Chq #: Receipt #:	Fee Paid - \$ Chq #: Receipt #:
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\*\*This application for approval must be **fully completed** to the satisfaction of the City of Quinte West, before the formal processing of the application will begin. The personal information on this form is collected under the Planning Act, R.S.O. 1990, as amended. The information is used for the purpose of processing the application. If you have any questions about the collection of personal information, please contact the City Clerk, City of Quinte West, at 613-392-2841. \*Identifies required information in accordance with the Planning Act, R.S.O., 1990, as amended.

To assist applicants in applying for Site Plan Control approval, a Checklist is provided attached as Schedule 1. For additional information on Site Plan Control within the City of Quinte West, please consult with Planning Staff at the Municipal Offices for the City of Quinte West located at 7 Creswell Drive.

**1. \*Applicant Information:**

1.1 Name of Owner(s): \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell or Fax: \_\_\_\_\_

Mailing Address (including Group Box, Postal Code): \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

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

Name of Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell or Fax: \_\_\_\_\_

Mailing Address (including Group Box, Postal Code): \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

1.3 Holder(s) of any Mortgages, Charges or Encumbrances:

Name of Financer: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell or Fax: \_\_\_\_\_

Mailing Address (including Group Box, Postal Code): \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

**Note:** All correspondence, notices, etc. initiated by the City in respect of this Application will, unless otherwise required by law, be directed to the Applicant's Agent where noted above except where no agent is employed, then it will directed to the Application, where the Registered Owner is a numbered company, please indicate a project or development name.

**2. \*Location and Description of Subject Property**

- 2.1 Municipal Address: \_\_\_\_\_
- 2.2 Ward: \_\_\_\_\_
- 2.3 Legal Description:      Concession: \_\_\_\_\_      Lot \_\_\_\_\_
- 2.4 Registered Plan of Subdivision: \_\_\_\_\_      Lot # on Plan: \_\_\_\_\_
- 2.5 Reference (Survey) Plan Number: \_\_\_\_\_      Part # on Plan: \_\_\_\_\_

**Note:** Land Registry PIN page (Property Identification Number) needs to be provided prior to registration of agreement.

**3.\*Land Use:**

- 3.1 Existing Use of Lands: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3.2 Use of Proposed or Existing Building(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3.3 Lot Area: \_\_\_\_\_ m<sup>2</sup>      Lot Frontage: \_\_\_\_\_ m
- 3.4 Gross Building Area: \_\_\_\_\_ m<sup>2</sup>      Number of Dwelling Units: \_\_\_\_\_
- 3.5 Landscaped Area: \_\_\_\_\_ m<sup>2</sup>      Parking Area: \_\_\_\_\_ m<sup>2</sup>
- 3.6 Height of Proposed Building or Structures: \_\_\_\_\_

**3. \*Source Water Protection Information**

- 4.1 Is the subject property located within a Vulnerable Area as identified by the Trent Source Protection Plan?  Yes  No      If Yes, please complete the remainder of Section 4.

**Note:** Part IV of the Clean Water Act requires the applicant obtain a "Section 59 Notice to Proceed from a Risk Management Official before an application for an approval under the Planning Act or a building permit can proceed.

- 4.2 Please identify the Vulnerable Area in which the subject property is located:  
\_\_\_\_\_ Trenton municipal surface water system Intake Protection Zone  
\_\_\_\_\_ Frankford municipal surface water system Intake Protection Zone  
\_\_\_\_\_ Bayside municipal surface water system Intake Protection Zone  
\_\_\_\_\_ Stirling municipal well system Wellhead Protection Area

4.3 Check all activities that may be associated with the proposal.

- Fuel Handling and Storage (eg. home heating oil, fuel retail outlets, farm fuel storage)
- Chemical Handling and Storage (eg. paints, degreasers, solvents, cleaning agents)
- Agricultural Activities (eg. fertilizer use, pesticide use, storage or application of manure, grazing or pasturing of animals.)
- Stormwater Management (eg. drainage ditches, swales, retention ponds, drainage tiles, piped systems, water treatment, vehicle washing)
- Sewage Systems new or enlarged (eg. septic systems, holding tanks, communal sewage systems)
- Application, Handling and Storage of Road Salt
- Snow Storage
- Waste Disposal (eg. industrial or commercial waste, waste from septic or holding tanks)
- Creation of a Transport Pathway (eg. building foundation, basement, a well, a culvert, underground water or sewer systems, geothermal system, tile drains)

**Note:** Section 27(3), Ontario Regulation 287/07 requires the municipality to notify the Source Protection Authority and Source Protection Committee when a new transport pathway may be created.

4.4 Describe any proposed activities that would be considered a drinking water threat as defined by the Clean Water Act, 2006.

**4. Indemnification for Cost Recovery:**

The undersigned hereby applies to the Mayor and members of Council of the City of Quinte West, under Section 41 of the Planning Act, R.S.O. 1990, as amended, as described in this application, for Site Plan Control. The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process this application. This application processing fee is non-refundable. A Trust Deposit fee of up to \$5,000 (minimum \$2,000) can be required and is used to defray municipal costs related to the application. The Owner/Applicant shall replenish its' Trust Deposit account as required by the Municipality so that a \$1,500 deposit is constantly maintained. Failure to replenish the Trust Deposit account may result in delays in processing the application. Expenses can include, but are not limited to, administrative, technical and planning staff time, advertising fees and disbursement of consultants, engineers, and other technical advisors and legal fees and disbursements on a solicitor-client basis. The Owner/Applicant agrees to further reimburse and indemnify the City of Quinte West of all fees and expenses incurred by the City attributable to proceedings before the Local Planning Appeal Tribunal (LPAT) or any other court or other administrative tribunal if necessary to defend Council's decision to support the application. This includes a deposit with the City of such monies as required by the City of Quinte West's Tariff of Fees By-law, as amended from time to time, to defend appeals brought before the LPAT by parties other than the Owner/Applicant or City.

**5. Permission to Enter – Consent of Owner(s)**

I/We, \_\_\_\_\_, am/are the Owner(s) of the land that is subject to this Zoning Bylaw Amendment application and give permission for Municipal Staff to enter onto the subject lands for the purpose of inspecting the lands to evaluate the merits of the application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

Declared before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Commissioner, etc.

**6. \*Authorization**

**Appointment of Authorized Agent**

**Please note that once you appoint an agent to act on your behalf, all correspondence, etc. related to the application will be sent to the agent. Appointing an agent is optional and only necessary if you wish to have someone else act on your behalf for the application.**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ hereby authorize (full name and  
address including postal code indicated below) to act as Agent on my/our behalf regarding \_\_\_\_\_  
\_\_\_\_\_ in \_\_\_\_\_ in the City of Quinte West.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

Declared before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Signature of Commissioner, etc.

**Declaration of Applicant or Authorized Agent**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all  
statements contained in this application are true and I 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.

\_\_\_\_\_  
Signature of Applicant

Declared before me at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Signature of Commissioner, etc.

## Schedule 1: Site Plan Control Checklist

In April, 1998, the City of Quinte West passed a By-law which allows the City to control development through Site Plan Control. This checklist is provided to assist applicants applying for Site Plan Control approval. Before submitting an application for Site Plan approval, please make sure that all questions on this checklist are checked "Yes". If not, the application is not complete and will not be processed. For additional detailed information, please contact the City of Quinte West Planning and Development Services department at 7 Creswell Drive, Trenton.

Yes	No	
		1. Are all sections of the Site Plan Control application form filled in?
		2. Has a Land Registry Office PIN page (Property Identification Number) been provided?
		3. Have seven (7) paper copies of the Site Plan been provided?
		4. Have three (3) copies of the building plan been provided?
		5. Has one (1) copy of a reduced site plan (maximum size 8 1/2" x 14") been provided?
		6. Has one (1) digital copy of Site Plan been provided?
		7. Does the full size site plan have a scale?
		If the scale is in metric measurement is it: 1:200, 1:250, 1:300, 1:400, 1:500
		If the scale is in imperial measurement is it: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50'
		8. Does the site plan have a North arrow?
		9. Does the site plan have a key map showing the location and extent of the subject property?
		10. Does the site plan have a title block showing the name of the firm or person who prepared the plan?
		11. Does the site plan show the property limits and dimensions of the subject property?
		12. Does the site plan show the location of all existing buildings on the subject property?
		13. Does the site plan show all natural features such as trees, water courses, drainage ditches, etc.?
		14. Does the site plan show all existing utilities and engineering services (ie: water, hydro, sanitary sewer, storm sewer)?
		15. Does the site plan show all proposed buildings on the subject property?
		16. Does the site plan show all dimensions (height, use and size) of the proposed buildings?