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## Site Plan Control Agreement Application

### Notice of Collection Sec 29(2)

Personal information contained on this form is collected pursuant to Section 50 (4) of the Planning Act, RSO 1990, , and under the authority of Section 31(b) of the Municipal Freedom of Information and Privacy Act and will be used for the purpose of considering your application, and retained in the general records system of the Municipality of Powassan. Questions about this collection should be addressed to:  
Allison Quinn, Clerk – 250 Clark Street, Powassan ON P0H1Z0 705-724-2813 ext. 221 [aquinn@powassan.net](mailto:aquinn@powassan.net)

This application is based upon the following representation of fact which the applicant certifies to be true.

Please fill out this application and the last page attached. **PLEASE PRINT CLEARLY**

### Section 1: General Information (to be completed in full)

#### 1.1 Registered Owner

Name: \_\_\_\_\_

Principal of Company (If Owner is a Company Name): \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

#### 1.2 Applicant/Agent (If other than the registered owner, written authorization from registered owner must accompany this application - see Applicant Authorization attached).

Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Communications to be between the Municipality and

Owner \_\_\_\_\_

Applicant/Agent \_\_\_\_\_

All \_\_\_\_\_

**NOTE:** Unless otherwise requested all correspondence will be sent to the applicant.

## Section 2: Location of the Subject Land

<b>2.1</b> Municipal Address: _____  Municipal Roll Number: _____			
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s) and/or Block(s)
Reference Plan No.	Part Number(s)	Parcel No. & PIN No:	Former Township of:
<b>2.2</b> Are there any easements or restrictive covenants affecting the subject land?  <input type="checkbox"/> No <input type="checkbox"/> Yes  If Yes, please provide a copy of the easement or covenant.  _____ _____ _____			

## Section 3: Description of the Subject Land & Servicing Information

<b>3.1</b> Description	Frontage (m)	
	Depth(m)	
	Area (ha)	
<b>3.2</b> Use of Property	Existing Use(s)	
	Proposed Use (s)	
<b>3.3</b> Access (check the appropriate space)	<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Other public road
	<input type="checkbox"/> Municipal road, maintained all year	<input type="checkbox"/> Right of way
	<input type="checkbox"/> Municipal road, seasonally maintained	<input type="checkbox"/> Water access (if so please describe)

If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in Section 3.3, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year

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If access to the subject land is by water describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

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<b>3.4</b> Potable Water Supply	<input type="checkbox"/> Publicly owned and operated piped water system	<input type="checkbox"/> Lake or other water body
	<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> other means
	<input type="checkbox"/> Privately owned and operated communal well	
<b>3.5</b> Sewage Disposal (check the appropriate space)	<input type="checkbox"/> Publicly owned & operated sanitary sewage system	<input type="checkbox"/> Other means
	<input type="checkbox"/> Privately owned & operated individual septic system	
	<input type="checkbox"/> Privately owned & operated communal septic system	
<b>3.6</b> Other services (Check if the service is available)	<input type="checkbox"/> Electricity	
	<input type="checkbox"/> School Bussing	
	<input type="checkbox"/> Garbage Collection	

**3.7** List the new service connections which are expected to be required for the proposed development and sizes.

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**3.8** Electricity – The applicant will be required to contact Hydro One with expected service requirements. Hydro One has an "Application for Connection" process for residential, commercial, industrial connections. Please contact Hydro One to complete this application.

**3.9** The applicant may be required to obtain additional permits or approvals from the North Bay-Mattawa Conservation Authority or the Ministry of Transportation.

## Section 4: Land Use

<b>4.1</b> What is the existing Official Plan designation(s) of the subject land? _____ _____
<b>4.2</b> What is the existing Zoning(s) of the subject land? _____
<b>4.3</b> has the property ever been used for Commercial or industrial purposed? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> No           <input type="checkbox"/> Yes         </div> <p style="margin-top: 10px;">If yes, please advise if a Record of Site Condition has been completed and registered against the subject lands.</p>

## Section 5: Additional information for commercial and industrial development

	Existing	Proposed	Total	
<b>a)</b> Gross/Total Building Floor Area:				Sq. m.
<b>b)</b> Building Height:				Metres
<b>c)</b> Gross Leasable Commercial Space for Convenience Retail: (i.e. variety store, bake shop, drug store, photo depot, florist, video film outlet)				Sq. m.
<b>d)</b> Gross Floor Area for Office Use:				Sq. m.
<b>e)</b> Gross Floor Area for Restaurant Use:				Sq. m.
<b>f)</b> Gross Floor Area for Basement:				Sq. m.
<b>g)</b> Gross Floor Area for Mezzanine:				Sq. m.
<b>h)</b> Gross Floor Area for Warehouse and Wholesale Use:				Sq. m.
<b>i)</b> Number of Off-street parking spaces:				
<b>j)</b> Number of Off-street Loading spaces:				
<b>k)</b> Number of Service Bays related to Automobile Servicing:				

**Section 6: Additional Information for Residential Development**

	Existing	Proposed	Total	
<b>a)</b> Number of Dwelling Units				Sq. m.
<b>b)</b> Gross/Total Building Floor Area				
<b>c)</b> Number of parking spaces:				
<b>d)</b> Number of Storeys (floors)				
<b>e)</b> Building Height				

**Section 7: Additional Information for Institutional Development  
(e.g. churches, schools, health care, etc.)**

	Existing	Proposed	Total	
<b>a)</b> Floor Area:				Sq. m.
<b>b)</b> Floor Area of Basement				
<b>c)</b> Floor Area of Mezzanine				
<b>d)</b> Building Height:				
<b>e)</b> Number of Off-street parking spaces				
<b>f)</b> Number of Off-street Loading Spaces:				Sq. m.
<b>g)</b> Seating Capacity for Church (if applicable)				
<b>h)</b> Seating Capacity for Auditorium/Hall				
<b>i)</b> Number of Classrooms in Educational Establishment or Church				

**Section 8: Additional Information for non-structural development (e.g. parking lots, recreational fields, parks etc)**

	Existing	Proposed
<b>a)</b> Dimensions and area		
<b>b)</b> Cover Material (grass, asphalt etc.)		
<b>c)</b> Location of lighting and type of lighting being installed		
<b>d)</b> Type of plumbing being installed (irrigations, drinking fountains etc.)		

**Section 9: Checklist****Have you remembered to include:**

- ☐ Application form, completed and signed and required fee, made payable to the Municipality of Powassan.

**Site Plan Control Agreement (non-refundable administration fee):               \$ 850.00**

**Site Plan Control Agreement (deposit to cover actual costs):               \$ 1,000.00**

- ☐ 5 copies of a Site Plan showing the proposed development and 2 copies of a plan showing Existing Site Conditions, folded, to legal size or smaller. If the site details are simple, both required plans can be illustrated on one drawing. For more complex developments, the initial site plan submitted for review must be 24" by 36" in size. At least one plan must be submitted on legal size paper (8 1/2 x 14) and must be to the appropriate scale.

**Note: Security in the form of an irrevocable Letter of Credit may be required.**

All of the following information must be shown on the **Existing Site Conditions Plan** in order to be accepted for processing:

**Shown N/A**

- |                          |                          |    |  |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | a) | Location of existing landscaped areas and existing tree cover;   |
| <input type="checkbox"/> | <input type="checkbox"/> | b) | Location of existing driveways, paved areas and gravelled-surfaced areas;  |
| <input type="checkbox"/> | <input type="checkbox"/> | c) | Location of buildings to be demolished and buildings to be retained;   |
| <input type="checkbox"/> | <input type="checkbox"/> | d) | Location of existing curbing and sidewalks;  |
| <input type="checkbox"/> | <input type="checkbox"/> | e) | Location and size of existing sewer and water mains and service connections;   |
| <input type="checkbox"/> | <input type="checkbox"/> | f) | Location of existing septic systems and wells;   |
| <input type="checkbox"/> | <input type="checkbox"/> | g) | Existing topography of the land, showing contour lines or spot elevations, as appropriate. Severe slopes are to be clearly illustrated showing both top and bottom of banks; |
| <input type="checkbox"/> | <input type="checkbox"/> | h) | Location of utility easements and plan;  |
| <input type="checkbox"/> | <input type="checkbox"/> | i) | Location of Municipality easement and existing infrastructure contained therein.   |

All of the following information must be shown on the **New Site Plan** in order to be accepted for processing:

**Shown N/A**

- |                          |                          |    |   |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a) | A key map showing the location of the property, true dimensions, bearings and he property, including Lot and Concession and full legal description; |
| <input type="checkbox"/> | <input type="checkbox"/> | b) | The true dimensions, bearings and area of the property, including Lot and Concession numbers and full legal description of the property;            |

**Buildings and/or Structures:**

- |                          |                          |    |  |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | c) | The location and dimensions of all proposed buildings and structures including basements and mezzanines;   |
| <input type="checkbox"/> | <input type="checkbox"/> | d) | The location and dimensions of proposed septic systems and wells;  |
| <input type="checkbox"/> | <input type="checkbox"/> | e) | The dimensions of all yards (i.e. setbacks of all buildings and structures from property lines);           |
| <input type="checkbox"/> | <input type="checkbox"/> | f) | Percentage lot coverage of: buildings, concrete asphalt surfaces, landscaped areas, gravel surfaced areas; |

**Parking and Accessibility:**

- ☐ ☐ g) The location of off-street parking and loading areas including the dimensions of parking spaces, loading areas and setbacks of such areas from property lines;
- ☐ ☐ h) The width of driveways and aisles accessing parking stalls and loading areas;
- ☐ ☐ i) Location of accessible parking spaces in proximity to main building(s);
- ☐ ☐ j) Location of curb-cuts for both rear loading and side loading vehicles;
- ☐ ☐ k) Location of accessibility ramps or grading;
- ☐ ☐ l) Location of signage/surface colouring of accessible parking spaces;
- ☐ ☐ m) The location of curbing and proposed sidewalks and connecting pathways;

**Fire Protection Requirements:**

- ☐ ☐ n) Location of proposed fire routes, radii, construction material, grades and widths;
- ☐ ☐ o) Location of Municipal fire hydrant in proximity to the subject property and any proposed private hydrants;
- ☐ ☐ p) current test results of pressure/flow of hydrant;

**Lighting and Landscaping:**

- ☐ ☐ q) Location of lighting for pedestrian access around main entrance/exits, to and from parking areas and along paths;
- ☐ ☐ r) The location, height and type of proposed fencing;
- ☐ ☐ s) Location of proposed landscaped areas and existing tree cover;
- ☐ ☐ t) Proposed new plant material (number, type and size)
- ☐ ☐ u) Location of pedestrian walkway's (landscaped)
- ☐ ☐ v) Additional information may be required if changes are proposed to street lighting

**Other:**

- ☐ ☐ w) The dimensions detailing entrance and exit locations to and from the site;
- ☐ ☐ x) The location of outdoor containers and/or vaults, central storage and collections areas or other facilities for the storage of garbage and other waste or recyclable material and garbage truck access route radii;
- ☐ ☐ y) Proposed connections to municipal services including proposed sizes and grades;
- ☐ ☐ z) Proposed connection to Utility services, including capacity requirements;
- ☐ ☐ aa) Stormwater management plan, including requisite engineered calculations prepared in report format accompanied with a plan or plans illustrating design specification for existing and proposed final grading and provision for on-site and/or off-site stormwater management.
- ☐ ☐ bb) Location of any proposed signs or fences
- ☐ ☐ cc) Location of existing and/or proposed drainage systems or watercourses
- ☐ ☐ dd) Provide confirmation of the lot coverage of all buildings or structures (main and accessory) though a survey prepared by an Ontario Land Surveyor. Where a new/replacement septic system is being installed on the property the exact location of the system and tile field shall be shown on the survey. Where construction does not require a new installation of a septic system, the approximate location of existing septic systems including field bed shall be shown on the survey.
- ☐ ☐ ee) Provide detail location of the required vegetative buffer

### **Section 10: Authorization**

**10.1** If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

#### **AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am the owner of the land that is subject of this application and  
I authorize \_\_\_\_\_ to make this application on my Behalf.

_____ Date	_____ Signature of Owner	_____ Signature of Owner
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**10.2** If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

#### **AUTHORIZATION OF OWNER FOR AGENT TO PROVIDE PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application  
and for the purpose 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 included in this application or collected during the processing of the  
application.

_____ Date	_____ Signature of Owner	_____ Signature of Owner
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**10.3** The Owner agrees to reimburse the Municipality of Powassan for all costs incurred in the review of site plans by outside consultants and the preparation of any agreement necessary to formalize site plan provisions.



## **AUTHORIZATION OF OWNER TO REIMBURSE MUNICIPALITY FOR COSTS INCURRED IN SITE PLAN REVIEW AND ADMINISTRATION**

I, \_\_\_\_\_, am the owner of land that is subject to this application and agree to reimburse the Municipality for all costs borne by the Municipality in retaining outside consultants to review site plans and provide technical input, as well as to prepare any site plan agreement suitable for registration.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

### **10.4 Consent of Owner**

Complete the consent of the owner concerning personal information set out below

#### **CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_ am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and protection of Privacy Act, I 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

### **Section 11: FOR STAFF USE ONLY**

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Accepted for  
Processing by: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Not Accepted  
for Processing: \_\_\_\_\_ Date Refused: \_\_\_\_\_