Application for

SITE PLAN AGREEMENT

Prior to submitting an application, the applicant and/or agent is strongly encouraged to pre-consult with the Township of Perry's Planning Department on the proposed Site Plan Agreement.

SITE PLAN AGREEMENT APPLICATION CHECKLIST

Please ensure you have completed the following prior to submitting your application:

- ☐ Fully complete all sections of the application.
- ☐ Signed Freedom of Information and Privacy (Section 10).
- ☐ Signed Cost Acknowledgement (Section 9).
- ☐ Signed Declaration of Owner / Agent (Section 11). Declaration of Owners(s) / Agent must have a Commissioner's stamp and signature.
- ☐ Written Authorization if you are acting as their Agent/Applicant **or** completion of Section 8 – Authorization by Owner included in this Application.
- ☐ Application fee attached. Please make cheques payable to the Township of Perry.
- ☐ Sketch or site plan (in metric) in accordance with the requirements of the application form.
- ☐ Copy of any correspondence, approvals or permits from outside agencies / departments.
- ☐ Copy of all studies and reports required to be submitted with your application.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter months until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed and PIN for the subject land. If access is provided by private road/right of way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is deemed complete. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for re-submission. We will not hold incomplete applications on file at the Township.

If you require additional assistance regarding the application, please contact the Land Use Planning Department at:

Township of Perry
P.O. Box 70
1695 Emsdale Road
Emsdale, ON P0A 1J0

P: 705-636-5941
F: 705-636-5759

E: planning@townshipofperry.ca

Application for

SITE PLAN AGREEMENT

OFFICE USE ONLY File Name: _____ Civic Address: _____ _____ Roll Number: _____ Application Complete: ☐ Yes ☐ No Fee Received: ☐ Yes ☐ No	Date Stamp: Deemed Complete:

Did you pre-consult with the Township? ☐ Yes ☐ No

1. CONTACT INFORMATION:

a. **Registered Owner(s)**: _____
(List all owners and contact information)

Mailing Address: _____

Phone No.:_____

Email Address: _____

b. **Agent / Applicant**: _____
(Please circle either Agent or Applicant)

Mailing Address: _____

Phone No.:_____

Email Address: _____

c. **Primary Contact**:

☐ Owner

☐ Agent

☐ Applicant (with written authorization or completion of Authorization by Owner-Section 9)

2. DESCRIPTION OF SUBJECT LANDS

a. Concession(s):_____

b. Lot(s):_____

c. Reference Plan No.:_____ Part(s):_____

d. Registered Plan No.:_____ Lot(s)/Block(s):_____

e. Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

f. Current Official Plan designation of the subject lands:_____

g. How does the application conform to the Official Plan:_____

_____

_____

h. Is the proposed Site Plan Agreement consistent with the current Provincial Planning Statement?

☐ Yes

☐ No

i. Are there any easements or right-of-ways affecting the subject lands?

☐ Yes

☐ No

If yes, indicate and describe the purpose of the easement or right-of-ways:

_____

_____

3. EXISTING AND PROPOSED USES

a. Date the subject land was acquired by the current Owner:_____

b. Existing uses of the subject land:_____

_____

_____

c. Proposed uses of the subject land: _____

_____

_____

_____

(Attach a separate description if necessary)

d. Location of all buildings and/or structures on the subject land:

Existing:

	Type of building/ structure	Setback from Front Lot Line (m)	Setback from Interior Lot Line (m)	Setback from Exterior Lot Line (m)	Setback from Rear Lot Line (m)
1.					
2.					
3.					
4.					
5.					
6.					

Proposed:

	Type of building/ structure	Setback from Front Lot Line (m)	Setback from Interior Lot Line (m)	Setback from Exterior Lot Line (m)	Setback from Rear Lot Line (m)
1.					
2.					
3.					
4.					
5.					
6.					

e. Dimensions of all buildings or structures on subject land:

Existing:

	Type of building/ structure	Ground Floor Area (m^2)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						
5.						
6.						

Proposed:

	Type of building/ structure	Ground Floor Area (m^2)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						
5.						
6.						

4. ACCESS

a. Access to the subject land is provided by:

- ☐ Provincial Highway
- ☐ Municipal road (year-round)
- ☐ Municipal road (seasonal)
- ☐ Private road
- ☐ Another public road or right-of-way
- ☐ Water

5. SERVICES

a. Water is provided to the subject land by:

- ☐ Private well
- ☐ Privately owned/operated communal well
- ☐ Lake or other water body
- ☐ Other:_____

b. Sewage disposal is provided to the subject land by:

- ☐ Private sewage system
- ☐ Privately owned/operated communal sewage system
- ☐ Privy
- ☐ Other:_____

c. Storm drainage is provided to the subject land by:

- ☐ Ditches
- ☐ Swales
- ☐ Natural
- ☐ Other:_____

6. OTHER APPLICATIONS

a. Indicate if the subject land is the subject to any applications currently under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		

7. PLANS REQUIRED

Please attach 4 copies of the sketch, site plan or survey drawn to scale, in metric. *One copy must be submitted on 11" x 17" paper*. An electronic file in .pdf or .dwg file format shall also be required.

Minimum requirements will be a sketch showing the following:

☐ The boundaries and dimensions (frontage, depth and area) of the subject land.

☐ The location, size, height and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.

☐ The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks.

☐ The current uses of land that is adjacent to the subject land.

☐ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.

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

☐ If the subject land has lake frontage, label the lake name.

☐ The location and nature of any easement affecting the subject land.

☐ North arrow and scale.

☐ Location and distances from property line of all proposed and existing structures.

In addition, the Township may require the following:

- Proposed widening of highways that abut the land.
- Facilities which provide access to and from the land (ie ramps, curbs and traffic direction signs)

- Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
- Walkways and walkway ramps and all other means of pedestrian access.
- Facilities for the lighting.
- Snow storage areas.
- Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
- Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
- Grading and alteration in elevation or contour of the land and provision for the disposal of storm, surface, and waste water from the land and from any buildings or structures.
- Construction mitigation facilities.

8. AUTHORIZATION BY OWNER

Applicable if an Agent/Applicant is making this application on your behalf.

If the Agent/Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent/Applicant is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned,
(Registered Owner(s))

being the Registered Owner(s) of the subject land, hereby authorize

_____ to act as my Agent with respect to the
(Agent/Applicant)

preparation and submission of this Application.

_____ _____
Signature of Owner Date

_____ _____
Signature of Owner Date

9. COST ACKNOWLEDGEMENT

If planning, engineering, legal fees or other costs are incurred by the Township pertaining to this Application, the Owner or authorized Agent/Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same. In addition, the Owner or authorized Agent/Applicant agrees to sign the Cost Acknowledgement Agreement, as per By-law 2018-32 as submitted with this Application.

_____ _____
Signature of Owner/Agent/Applicant Date

10. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 41 of the *Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner's signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public"; per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the *Planning Act* considers the application and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township of Perry photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has the authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Clerk at the Township of Perry at (705) 636-5941.

Signature of Owner	Date
Signature of Owner	Date
Signature of Witness	Date

11. DECLARATION OF OWNER/AGENT/APPLICANT

(Must be signed by the Owner(s)/Agent in the presence of a Commissioner.)

I, _____
(Owner(s)/Agent/Applicant)

of the _____ of _____
(Town/Township/Municipality)

in the _____of _____,
(County/District/Regional Municipality)

do solemnly declare that all of the 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 Owner Signature of Owner

_____
Signature of Agent / Applicant (*If Applicable*)

Declared before me at the

_____ of _____
(Town/Township/Municipality)

in the _____of _____,
(County/District/Regional Municipality)

this _____ day of _____, 20_____.

_____ _____
Signature of Commissioner Commissioners Stamp