

## **Planning Application Information Sheet**

### **1. Completion of Application**

All applicable information, including supporting studies, requested throughout any preconsultation must be provided to conduct an initial review.

The initial review of the application will determine if any other information is required.

Note: Prior to submitting this application, applicants are strongly advised to pre-consult with the Town's Planning Department to discuss application and project requirements. To book an appointment please call 613.354.3351

### **2. Statutory Declaration**

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits.

### **3. Proposal Justification**

The application must be accompanied by a written justification which provides a complete explanation of the requested consent within context of the Town's Official Plan, Zoning By-law and Provincial Planning Statement.

### **4. Required fee**

Application fees, payable to the Town of Greater Napanee by cash, debit or cheque, are required upon submission of the application.

### **5. External Agencies**

External agencies will be circulated on the application as part of the technical review process. Additional costs beyond the application fee will be invoiced to the applicant for services rendered.

The Conservation Authority review fee must be paid by the applicant, directly to the applicable authority. Proof of payment must be included with the application to the Town of Greater Napanee. Should the Conservation Authority incur costs beyond the initial review fee, associated with the application, the costs may be invoiced to the applicant.

### **6. Submission**

Planning applications and supporting documents can be submitted by:

- Email to: **[planning@greaternapanee.com](mailto:planning@greaternapanee.com)**

or

- To: Town of Greater Napanee Planning Department, 99-A Advance Avenue, Napanee, ON K7R 3Y5 by mail or in person.

## Application for Consent (Lot Addition)

for office use only

Date Received	File No.	Fee(s) Paid
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### 1.0 APPLICANT INFORMATION

1.1 Complete the information below and indicate which contact is the Prime Contact (to whom all communications will be directed).

Name	Address	Phone/E-mail
Registered Owner(s)*		Business
		Home/Cell
		E-mail
Applicant(s)		Business
		Home/Cell
		E-mail
Agent, if any (eg. Planning Consultant)		Business
		Home/Cell
		E-mail
Solicitor		Business
		Home/Cell
		E-mail

\*If a company, please give name and phone number(s) of principal owner (or president).

### 2.0 PROPERTY INFORMATION

Lot(s)/Block(s)	Concession	Registered Plan No.
Reference Plan No.	Part(s)	Parcel No.
Former Municipality	Municipal Address	
Assessment Roll#		

**2.1 Particulars of the Subject Land (use metric units):**

Frontage	Average Depth	Area
Current Official Plan Designation		Current Zoning Designation

2.2 Are there any easements or restrictive covenants affecting the subject land? YES      NO  
 If YES, describe each easement of covenant and its effect.

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**3.0 DESCRIPTION OF PROPOSAL**

3.1

	<b>Severed Land</b>	<b>Retained Land</b>	<b>Benefiting Land for Lot Addition</b>
Frontage (m)			
Depth (m)			
Area (ha/m <sup>2</sup> )			
Existing Use			
Proposed Use			
No. of Existing Buildings/Structures			
No. of Proposed Buildings/Structures			
Dimensions of Existing Buildings/Structures including height			
Dimensions of Proposed Buildings/Structures including height			

**4.3 List any proposed Buildings and Structures**

	Building / Structure	Yard Setbacks				Number of Storeys	Building Height	Ground Floor Area
		Front	Rear	Side	Side			
Land to be Retained								
Land to be Severed								

**4.4 Attach a sketch showing (in metric units):**

- a) The boundaries and dimensions of the subject land;
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the lot lines;
- c) The approximate location of all natural and artificial features located on the subject land or adjacent land that might affect that application;
- d) The current uses of land that is adjacent to the subject land;
- e) The location, width, name and type of any roads within or abutting the subject land;
- f) The location of parking and docking facilities if access is to be by water only; and
- g) The location and nature of any easements affecting the subject land.

**5.0 NATURE OF PROPOSED CONSENT**

5.1 Describe the type and purpose of the proposed transaction (e.g. a transfer for the creation of a new lot, a lot addition, an easement, a charge, a lease or a correction of title).

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**6.0 HISTORY OF OTHER PLANNING APPLICATIONS**

6.1 Has there ever been an application for a consent or approval of a plan of subdivision involving the subject land?  
 YES                  NO

If YES, and if known, list below or attach on a separate page:

Type of Application	File # / Ontario Regulation #	Details	Status

6.2 Has any land been severed from the parcel originally acquired by the owner of the subject and?  
 YES                  NO

If YES, then complete the following:

Date of transfer	Name of transferee	Uses of the severed land

**7.0 SERVICING**

7.1 Indicate the existing services for retained, proposed services for severed.

<u>Water Supply</u>	<u>Retained</u>	<u>Severed</u>	<u>Sewage Disposal</u>	<u>Retained</u>	<u>Severed</u>
Public piped water system			Public piped sewage system		
Private communal well(s)			Private communal septic system		
Private individual well(s)			Individual septic system(s)		
Lake or other water body			Other means		
Other means					

  

<u>Storm Drainage</u>	<u>Retained</u>	<u>Severed</u>	<u>Access</u>	<u>Retained</u>	<u>Severed</u>
Sewers			Provincial highway		
Ditches or swales			County road		
Other means			Municipal road		
			Water		
			Other means		

**8.0 DECLARATION**

I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_  
 (name of applicant) (name of municipality/township)

County of \_\_\_\_\_ solemnly declare that all the information contained in this application and any supporting documents is true.

Declared before me at the Town of Greater Napanee in the County of Lennox and Addington

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

**9.0 OWNER'S AUTHORIZATION (If the applicant is not the owner)**

I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_  
 (name of owner) (name of municipality/township)

County of \_\_\_\_\_ am the owner of the land that is the subject of this application for a consent and I hereby authorize \_\_\_\_\_ to act as my agent in this application.

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

**10.0 ACKNOWLEDGEMENT**

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of Greater Napanee to provide public access to all development applications and supporting documentation.

I, \_\_\_\_\_, agree and acknowledge that this application and any supporting  
(name of applicant)

material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SCHEDULE "B"**

**TO**

**PLANNING FEES BY-LAW**

**AGREEMENT TO INDEMNIFY**

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Greater Napanee ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under *the Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeals Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal (OLT) in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date