

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**

or

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

Application for Site Plan Approval

for office use only

Date Received	File No.	Fee(s) Paid
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.

3.0 EXISTING AND PREVIOUS USES OF THE SUBJECT LAND

3.1	Existing use(s) and duration	
3.2	Previous use(s) and duration	

3.3 List any existing Buildings or Structures on the Property

Building / Structure	Yard Setbacks				Number of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side			

3.4 Are any existing buildings designated as being architecturally and/or historically significant or is the subject land in an area designated as a Heritage District? YES NO

3.5 Is the subject land (or buildings) subject to a demolition control by-law or is it designated or identified for possible designation under the Ontario Heritage Act? YES NO

3.6 Identify any buildings or structures to be removed: _____

3.7 Has there ever been an industrial or commercial use on the subject land or adjacent lands?? YES NO
 If YES, specify the use and the last year of that use: _____

3.8 Has the grading of the subject land been changed by adding earth or other materials??
YES NO DON'T KNOW

3.9 Has a gas station been located on the subject land or land adjacent to the subject land at any time?

YES

NO

DON'T KNOW

3.10 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

YES

NO

DON'T KNOW

3.11 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

YES

NO

DON'T KNOW

3.12 Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?

YES

NO

DON'T KNOW

If YES, explain: _____

3.13 Have you ever been advised either formally or informally by the Ministry of Environment and Energy or another source that the property is or may be contaminated?

YES

NO

4.0 PROPOSED DEVELOPMENT

4.1 Have there been any previous Site Plan or Development Agreements registered against the subject land?

YES

NO

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

Year	File Number	Details

4.2 When is construction proposed to take place? Start date: _____ Completion date: _____

4.3 What is the nature of the proposed development?

Commercial

Industrial

Institutional, specify: _____

Office

Residential

Other, specify: _____

4.4 Is there an existing stormwater management pond or system? YES NO

Are there plans to build a new storm water management pond or system or expand an existing one?

YES

NO

If YES, please elaborate:

4.5 Provide the following information concerning the existing site and the proposed development:

	Existing	Proposed	Total
Ground Floor Area (m ²)			
Gross Floor Area (m ²)			
Number of Parking Spaces			
Number of Handicapped Parking Spaces			
Number of Loading Bays			
Parking Area Coverage, Including Lanes and Driveways (m ²)			
Building Height (m)			
Number of Storeys			
Number of Residential Units			
Landscaped/Open Space Area (m ²)			
Outdoor Storage Area (m ²)			

4.6 Are there any proposed signs? YES NO

If YES, indicate sign height and sign area (show location on plans):

Height (m) _____ Area (m²) _____

4.7 Complete this section only if residential use is proposed.

a) Indicate the type(s) of residential housing proposed:

- Owner-occupies
- Rental
- Condominium
- Residential care facility or community home

b) If condominiums are proposed, have you filed an application for approval of condominium development?

YES NO N/A

c) How many units of each of the following types are proposed?

- _____ Bachelor
- _____ 1-bedroom
- _____ 2-bedroom
- _____ 3-bedroom
- _____ 4-bedroom
- _____ Other

5.0 ATTACHMENTS

Use this checklist to ensure that all of the required attachments have been included with this application.

Plan of existing conditions

Site plan showing the location of all proposed buildings and structures, access ramps, driveways, roads, loading and parking facilities, walkway ramps, facilities providing accessibility for persons with disabilities, lighting facilities, walls, fences, storage areas and easements.

Plan showing proposed lot grading and site services.

Landscaping plan

Drawings showing plan, elevation and cross-section views for all proposed buildings except residential buildings containing fewer than three dwelling units.

Drawings showing the massing and conceptual design of the proposed buildings; the proposed buildings' relationship to adjacent buildings, streets and exterior areas to which the public has access; interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings; and the sustainable design elements on any adjoining roads.

6.0 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

7.0 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

Approval of a site plan and I hereby authorize _____ to act as my agent in this application.

Signature of Owner

8.0 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