



**CORPORATION
de la Cité de / of the City of
CLARENCE-ROCKLAND**

SITE PLAN APPROVAL APPLICATION

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

APPLICANT'S GUIDE

The following notes are for the assistance of the applicant(s) and should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Telephone: (613) 446-6022
Fax: (613) 446-1497

GENERAL INFORMATION

1. Pre-consultation discussions with the City of Clarence-Rockland, concerned ministries and agencies are recommended before submitting a complete application. You should familiarize yourself with the Provincial Policy Statement, the content of the United Counties of Prescott and Russell Official Plan and the City of Clarence-Rockland Urban Area Official Plan.
2. The authority for Site Plan approval is set out in Section 41 of the Planning Act, in the Official Plan of the Urban Area of the City of Clarence-Rockland and in the Official Plan of the United Counties of Prescott and Russell. Site Plan approval is required for all commercial, industrial, institutional and larger scale residential development. Please refer to the City of Clarence-Rockland's Site Plan Control By-law (By-law 2013-05, as amended).
3. This application is to be fully completed and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland and must be signed by both the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:

- i) Fees for the amount indicated on the attached Schedule "B".

The fees for the application represent a portion of the anticipated costs for the processing of the application(s). The following are also required to ensure that an application can be deemed complete:

- i) A Cover Letter or Planning Rationale describing the application and outlining reasons for its support and justification;
 - ii) A recent survey plan and/or reference plan;
 - iii) 30 folded copies of the Site Plan on 11" X 17" paper;
 - iv) 5 folded copies of the Site Plan on full size paper;
 - v) 3 copies of any additional supporting information (*see Item 5.3 of the application form*);
 - vi) A copy of the Deed of Land;
4. If, in the opinion of the Director of Infrastructure & Planning, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
 5. The Council has delegated the approval authority for most site plans to the Director of Infrastructure & Planning.
 6. Once the application has been deemed complete, the Infrastructure & Planning Department will seek comments and recommendations from all relevant municipal departments and external agencies.
 7. The time required for final approval (registering of an Agreement) for an application depends on the complexity of the proposed development.
 8. The Site Plan approval process is finalized by a legal agreement that is registered on title. This agreement is also binding on subsequent owners of the property.

1.0 Owner/applicant and application information

1.1 Name of owner/applicant. (An authorization is required in Item 6.0, if applicant is not the owner.)

Registered Owner:		
Name of representative (if the owner is a company):		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

Name of applicant or agent:		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

Name, address and telephone of all persons having any mortgage charge or encumbrance on the property:

1.2 Send correspondence to: Owner Applicant Other _____

1.3 Which official language would you prefer French English
for any correspondence?

1.4 Have you had a pre-consultation meeting with the City's Yes No
Infrastructure & Planning Department?

If yes, with whom and when? _____

2.0 Location of the subject land

2.1 Provide a description of the entire subject property:

Municipal Address:					
Lot:		Concession:		Reference Plan No.:	
Subdivision Plan No(s): 50M-			Block/Lot No(s):		
Area	acres	Depth	metres	Frontage (width)	metres
	hectares		feet		feet

2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No

2.3 If yes, describe the easement or covenant and its effect.

3.0 Planning Information

3.1 Is this application for approval of: A new Site Plan application
 An Amendment to a Site Plan application

If an Amendment, please indicate the file number of the original file:

3.2 What is the current planning designation?

- i) United Counties of Prescott and Russell Official Plan
- ii) Official Plan of the Urban Area of the City of Clarence-Rockland (if applicable)

3.3 What is the current zoning?

3.4 What is the current use of the subject land and any buildings?

3.5 What are the adjacent land uses?

North:	East:
South:	West:

3.6 Briefly describe the proposed development (new building(s) or addition(s), land use(s), number of unit(s), proposed tenant(s), etc.):

3.7 What is your anticipated date for the start of the construction?

3.8 Will the roadway be modified as a result of this proposal?

Yes

No

Information on the proposed development

	Existing building(s)	Proposed building(s)/addition(s)	Total
Gross floor area	m ²	m ²	m ²
Number of parking spaces	spaces	spaces	spaces
Number of handicapped spaces (included in the above total)	spaces	spaces	spaces
Maximum proposed building height	m	m	m
Proposed number of storeys	storeys	storeys	storeys
Proposed lot coverage (buildings only)	%	%	%
Percentage of the landscaped area	%	%	%

4.0 Existing and proposed services

4.1 Road access is from:

Private right-of-way

Municipal road

County road

Other _____

4.2 What is the name of the road providing access? _____

4.3 Indicate the applicable water supply, sewage disposal and stormwater drainage systems:

	Existing	Proposed
Municipal water system	<input type="checkbox"/>	<input type="checkbox"/>
Communal well	<input type="checkbox"/>	<input type="checkbox"/>
Individual well	<input type="checkbox"/>	<input type="checkbox"/>
Other water supply (<i>Specify</i>)	_____	

	Existing	Proposed
Municipal sewer system	<input type="checkbox"/>	<input type="checkbox"/>
Communal septic	<input type="checkbox"/>	<input type="checkbox"/>
Individual septic	<input type="checkbox"/>	<input type="checkbox"/>
Other sewage system (<i>Specify</i>)	_____	

	Existing	Proposed
Public storm sewer	<input type="checkbox"/>	<input type="checkbox"/>
Ditch or swale	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>Specify</i>)	_____	

5.0 Additional Information

The answer to the following information will facilitate the review of this application.

5.1 Is this parcel of land currently the subject of any of the application listed below?

	Yes	No
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-Law Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Consent (Severance)	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>
Other		

5.2 If the answer to question 5.1 is yes, please provide the following information:

File No. of Application: _____

Approval Authority: _____

Lands Subject to Application: _____

Purpose of Application: _____

Status of Application: _____

Effect on the Current Application for Amendment: _____

5.3 Please list the titles of any supporting documents: (*e.g. Environmental Impact Assessment Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.*).

6.0 Owner's authorization, if the owner is not the applicant

I (we) _____ of
Owner(s)
_____ in the
village / town
_____ do hereby
County / Region
authorize _____
Name of agent

to act as my agent in this application.

Signature of Owner _____

Signature of Owner _____

Date _____

7.1 Affidavit: *(This must be signed in the presence of a Commissioner)*

I (we) _____ of
Applicant(s)
_____ in the
village / town
_____ solemnly
County / Region

declare that all the statements contained in this application are true, and I, (we) 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.**

DECLARED before me at the _____
village / town

of _____
County / Region

this _____ day of _____ 20 _____

Signature of Applicant _____

Signature of Applicant _____

Signature of a Commissioner _____

SCHEDULE A – APPLICANT’S CHECKLIST #1

Applicant’s Checklist:

Have you remembered to attach:	Yes
▪ 1 original copy of the completed application form accompanied by a cover letter or a planning rationale	<input type="checkbox"/>
▪ 5 folded copies of the plans (full size) and 30 folded copies of the plans on 11” X 17” paper	<input type="checkbox"/>
▪ The required fees, either cash, Interac, cheque or money order, payable to the City of Clarence-Rockland	<input type="checkbox"/>
▪ 3 copies of the supporting documentation described in the application form (if applicable)	<input type="checkbox"/>
▪ 1 copy of the registered mortgage (if applicable)	<input type="checkbox"/>
▪ Survey plan and/or reference plan	<input type="checkbox"/>
▪ Copy of the Deed of Land	<input type="checkbox"/>

Please note that at the preparation of the Site Plan Agreement, the Planning Department will require the following:

- Fees for the revision of plans
- Fees for the road maintenance
- 3 paper copies of all approved final plans
- A letter of credit or a certified cheque
- Certificate of insurance

SCHEDULE B

1. SITE PLAN APPLICATION

Residential

\$140.00 / dwelling unit (*Minimum of \$1,000.00*)

Commercial, Industrial, Institutional and other non-residential proposal

\$1,000.00 (Less than 5000 square feet)

\$1,500.00 (5000 square feet and up)

Mixed use

\$1,000.00 + \$140.00 per residential unit

Minor Amendment to an existing registered Site Plan Agreement

\$550.00

Creation of/or addition to private parking area

\$550.00

City Engineering Fee

\$550.00 (*All the consultant fees collected for the review of plans and studies will be the responsibility of the applicant*)

+ \$1,000.00 deposit

SCHEDULE C

APPLICANT'S CHECKLIST #2

SITE PLAN DETAILS

(Engineering details must be stamped by an Ontario Professional Engineer, but Landscaping details do not require the stamp of a member of the Ontario Association of Landscape Architects.)

Please ensure that the plans meet the following criteria and that the appropriate checkboxes are identified.

1. Lot dimensions
2. Lot area
3. Building dimensions
4. Building setbacks (front, side, rear)
5. Number of storeys
6. Gross floor area for each different use or occupancy
7. Number of residential units
8. Location of building entrances
9. Driveway accesses and width
10. Number of parking spaces including number of handicapped spaces
11. Width of parking aisles and location of fire routes
12. Dimensions of typical parking spaces and handicapped spaces
13. Loading spaces and dimensions
14. Garbage vault or enclosure
15. Location and dimensions of sidewalks, walkways and ramps
16. Curbs including cross section detail
17. Fencing and retaining walls
18. Location of signs (ground)

-
- | | | |
|-----|--|--------------------------|
| 19. | Exterior site and emergency lighting | <input type="checkbox"/> |
| 20. | Location and dimensions of children's play area if required | <input type="checkbox"/> |
| 21. | Sight triangles on corner lots | <input type="checkbox"/> |
| 22. | Privacy yard and dimensions for (R3) Zone | <input type="checkbox"/> |
| 23. | Proof of available parking (deed or lease agreement) within 150 metres of the subject lot, where applicable | <input type="checkbox"/> |
| 24. | Existing and proposed elevations of all critical points (i.e. property corners, existing and proposed topographic elevations, catch basins, building outlines, etc.) | <input type="checkbox"/> |
| 25. | Arrows indicating direction of flow of all surface water | <input type="checkbox"/> |
| 26. | Percentage grade of proposed slopes | <input type="checkbox"/> |
| 27. | Proposed top of footing elevations | <input type="checkbox"/> |
| 28. | Location, size, invert elevations of sanitary and storm sewer, watermain and service laterals | <input type="checkbox"/> |
| 29. | Location of service or utility easements | <input type="checkbox"/> |
| 30. | Location and details of swales, water courses and surface water outlets | <input type="checkbox"/> |
| 31. | Location of nearest hydrant(s) | <input type="checkbox"/> |
| 32. | Existing road centerline | <input type="checkbox"/> |
| 33. | Proposed phasing of construction, where applicable | <input type="checkbox"/> |
| 34. | Key plan of site location | <input type="checkbox"/> |
| 35. | North arrow, scale, civic address | <input type="checkbox"/> |
| 36. | Stamp and signature of professional engineer | <input type="checkbox"/> |
| 37. | Appended detailed design calculations, where applicable | <input type="checkbox"/> |

LANDSCAPING PLAN

1. All seeded areas
2. All sodded areas
3. Location of trees, shrubs, hedges, etc.
4. Percentage of lot area constituted by landscaping
5. Planting strips, where applicable
6. Location of buildings, etc.
7. Table indicating species' type, amount and size
8. Planting plan