

APPLICATION FOR SITE PLAN CONTROL

for applying under Section 41 of the Planning Act, R.S.O. 1990, CHAPTER P. 13 (as amended)

APPLICATION: It is the responsibility of the Owner or Authorized Agent to provide complete and accurate information at all times. **This form will not be accepted as a complete application until such time as all questions have been answered and all requirements have been met in the manner requested herein.**

PRE-CONSULTATION: Any person wishing to submit an application for site plan control is required to attend a **pre-consultation** meeting with the Planning Department and members of various departments. **The meetings occur twice a month.** Call the Planning Department to set up a time to review the project.

FEES		Due
Application fees	Residential Base Fee: \$115/dwelling unit; Minimum \$1,000 Non-Residential Base Fee: \$1,000	Upon submitting application
Sign fees	When an application requires public notice, a sign describing the proposal must be posted on the subject property. The fee for this sign is charged in addition to the above application fees: \$280.00 for Large Sign \$85.00 for Small Sign Additional signage, if required, will be invoiced to the applicant at real cost. Applicants are required to pay for, and install signage on the subject property in accordance with the Planning Department's Sign guidelines. Following the submission of a complete application, signs will be prepared and ordered by the Township and the applicant will be notified when they are ready for pickup. Signs must remain well-maintained on the property until the application has been approved.	Upon submitting application
Deposit	\$1,000.00 deposit for Minor Plans and Studies Review and Final Inspection (where the estimated cost of site works is less than \$15,000 – as verified by the Township engineer); OR \$3,000.00 deposit for Major Plans and Studies Review and Final Inspection (where the estimated cost of site works is \$15,000 or greater – as verified by the Township engineer).	Upon submitting application
South Nation fees	<ol style="list-style-type: none"> 1. Municipal services, ≤ 0.5 ha in size: \$360 2. Municipal services, 0.5 to ≤ 2.0 ha in size: \$605 3. Municipal services, > 2 ha to ≤ 5 ha in size: \$975 4. Municipal services, > 5 ha in size: \$2,445 5. Private services, ≤ 5 ha in size: \$975 6. Private services, > 5 ha in size: \$2,445 	SNC fees due upon submission of application (Separate check made out to SNC)
Site Plan Agreement fees	20% of the Base Application Fee for Planning Administration Fee 10% of the Base Application Fee for Township Administration Fee \$625.00 + HST for Legal Fees (registration of the agreement) Letter of Credit (50% of total cost)	Upon signature of the agreement

- OWNERSHIP:** Proof of ownership is to accompany each application. If more than one owner is shown therein, **the application shall be submitted under all names, and all parties are required to sign either the application form or authorization form.**
- AUTHORIZATION:** All agents MUST file an authorization form signed by ALL REGISTERED OWNERS when filing on their behalf.
- PUBLIC INFORMATION:** All information submitted with this application will be made available to the public at the Township of Russell.
- PLANS:** Refer to the submission requirements detailed within the application. **All documents and drawings must be submitted on a USB key in Adobe PDF format in addition to the hard copy requirements described below.** All full-sized plans MUST BE folded to a maximum size of 8½" x 11". All required documents and drawings must be submitted for the application to be considered complete.
- COMMISSIONERS' SIGNATURES:** It is required that this form be signed before a Commissioner of Oaths. If more than one owner is shown therein, ALL OWNERS are required to sign before a Commissioner; otherwise, an authorization form will be necessary. A commissioner is available at the front counter of the first floor Planning Department.

CANCELLATION OF A SITE PLAN CONTROL APPLICATION, SITE PLAN CONTROL AMENDMENT APPLICATION, SUBDIVISION APPLICATION, OR CONDOMINIUM APPLICATION:

Before preparation of the public notification: 80% of the Base Application Fee (does not include Engineering Plans and Studies Review and Work Surveillance costs, administration, legal or inspection fees), 100% of the Sign Fee, and 100% of the deposit shall be returned if a request is received by the Planning Department prior to preparation of the public notification (sign) and before review of the application has begun.

After review of the application has begun: The Base Application Fee and Sign Fee are non-refundable. The deposit shall be refunded based on a cost recovery basis; Engineering Plans and Studies Review and Work Surveillance costs, and other costs for legal, administrative, and/or inspection fees incurred prior to the request for cancellation shall be recovered and any remaining balance will be refunded to the applicant. Any outstanding balance, if the costs incurred exceed the deposit amount, must be paid by the applicant within 30 days of written notice of the outstanding balance. If a request is received prior to preparation of a Site Plan Agreement or Site Plan Amendment Agreement no Township Administrative Fees, Planning Administrative Fees or legal fees (for the cost of registering the agreement) will be charged.

After preparation of the Site Plan Agreement or Site Plan Amendment Agreement: The Base Application Fee and Sign Fee are non-refundable. The deposit shall be refunded based on a cost recovery basis; Engineering Plans and Studies Review and Work Surveillance costs, the Township Administrative Fees, the Planning Administration Fees and other costs for legal, administrative, and/or inspection fees incurred prior to the request for cancellation shall be recovered and any remaining balance will be refunded to the applicant. Any outstanding balance, if the costs incurred exceed the deposit amount, must be paid by the applicant within 30 days of written notice of the outstanding balance.

If you have any questions regarding your application, call the Township of Russell Planning Department at 613-443-3066 or by fax at 613-443-1042.

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**HAVE YOU PRE-CONSULTED WITH THE PLANNING DEPARTMENT?
 HAVE YOU CONSIDERED DEVELOPMENT CHARGES?**

Complete all applicable sections of the application form. An incomplete application will be returned to the applicant. All required studies and plans must be part of the submission package for the application to be considered complete.

SECTION 1: BACKGROUND INFORMATION

PROPERTY INFORMATION

Address:		Unit:	
Registered Plan Number:	Lot/Block numbers:		
Roll Number:	Concession		
Have you pre-consulted with Township staff?	Yes	No	
If yes, indicate the date of pre-consultation:		Current zoning:	
Indicate the name of the staff member:			

REGISTERED PROPERTY OWNER INFORMATION

Last Name:	First Name:	Position:
Corporation or Partership:		
Address:		Unit:
Town:	Province:	Postal Code
Phone:	Cell:	Email:



APPLICANT INFORMATION			
Registered Owner:		Authorized Agent:	
Last Name:	First Name:	Position:	
Corporation or Partnership:			
Address:			Unit:
Town:	Province:	Postal Code:	
Phone:	Fax:	E-Mail:	

Specify the person or group of persons who is/are to receive the Township's comments following the revision of the plans. (email address)

Name: _____	Email: _____
Phone: _____	Cell: _____
Name: _____	Email: _____
Phone: _____	Cell: _____
Name: _____	Email: _____
Phone: _____	Cell: _____

APPLICATION TYPE (CHECK ONE)

New / Addition to Industrial, Commercial, Institutional, and Mixed Use Buildings

New / Addition to Residential Buildings (townhouses, low profile apartments, planned unit development, etc.)

New / Addition to parking area

Other (communications facility, recreational commercial use, etc.)
Specify: _____

Amendment to an existing Site Plan Agreement

Has the subject property been the subject of previous development applications (zoning, consent, minor variance, subdivision, etc.)?

Yes No Don't know

If yes, provide previous file number(s) and the date of any application(s):

File # _____ Date: _____

File # _____ Date: _____

What is the current use of the land? _____

What is the current Official Plan designation of the subject property? _____

What is the current Zoning of the subject property? _____



Lot characteristics:

Lot frontage (m): _____

Lot area (m2): _____

Lot depth (m): _____

or lot area (if irregular (m2): _____

SECTION 2: PROPOSAL DETAILS

What type of development proposed (new buildings or additions, land use(s), number of unit(s), proposed tenure, etc.)?

What is your anticipated date for start of construction? _____

What is your anticipated date for end of construction? _____

Is the proposed project to be phased? Yes No

If "Yes", specify the proposed phasing schedule:

Phase Number	Units/Phase	Estimated Start Date	Estimated Completion Date

Will the roadway be modified because of this proposal? Yes No

If "Yes", note that you may be required to obtain a road cut permit and/or permission to create a new entrance onto a roadway from the appropriate authority.



Development Information

- What is the gross floor area of all proposed buildings/additions (m²)? _____
- What is the gross floor area of all existing buildings (m²)? _____
- What is the proposed total gross floor area (m²)? _____
- What is the proposed commercial gross floor area (m²)? _____
- What is the proposed number of residential dwelling units? _____
- What is the proposed industrial gross floor area (m²)? _____
- What is the maximum building height proposed? _____
- How many storeys are proposed? _____
- How many total combined parking spaces are to be provided (existing + proposed)? _____
- How many total barrier-free parking spaces are to be provided (existing + proposed)? _____
- How many total loading spaces are to be provided (existing + proposed)? _____
- What is the proposed lot coverage (total area of all building footprints divided by total lot area x 100) (%)? _____
- What percentage of the total site will be occupied by vegetation and landscaping (total area of all landscaping and vegetation divided by lot area x 100) (%)? _____
- How many existing trees will be removed from the site? _____

Outdoor Patio Information (if applicable)

- What is the area of the proposed patio (m²)? _____
- What is the gross floor area of the existing restaurant (m²)? _____
- What is the distance to the nearest residential zone (m)? _____

Telecommunications Tower Requirements (if applicable)

- What is the height of the proposed tower (m)? _____
- What is the gross floor area of all structures (m²)? _____
- What is the area of the leased/fenced site (m²)? _____

Site Servicing (please check all that apply):

<i>Existing</i>	<i>Proposed</i>	<i>Existing</i>	<i>Proposed</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site Access (please check one):

- Provincial Highway
- Right of Way
- Other Public Road
- County Road



SECTION 3: ESTIMATED COSTS FOR SITE IMPROVEMENTS

Indicate the estimated costs of all site improvements (excluding building and land costs).

A Letter of Credit or cheque deposit for 50% of the total estimated cost of site works is required prior to the execution of the Site Plan Agreement. **All cost estimates will be reviewed and adjusted as necessary by the Township Engineering Consultant.**

1.	Sodding, Seeding and/or Topsoil	_____
2.	Planting (trees and shrubs)	_____
3.	Fencing and Retaining Walls	_____
4.	Asphalt/Gravel (driveways, parking and loading areas, etc.)	_____
5.	Concrete Curbs	_____
6.	Sidewalks, Walkways and Ramps	_____
7.	Site Lighting	_____
8.	Garbage Vault or Collection Area Enclosure	_____
9.	Water Service and Connection	_____
10.	Sanitary Sewers and Connection	_____
11.	Storm Drainage Facilities	_____
12.	Road Widening and/or Road Cuts	_____
13.	Signs (barrier-free parking, fire routes, etc.)	_____
	TOTAL	_____



SECTION 4: SUBMISSION REQUIREMENTS

Submission and plan requirements are outlined for the applicant during pre-application consultation with Township Staff. It is highly recommended that you consult with the Township prior to submission to ensure that your application is complete and is processed in a timely manner.

Requirements for All Submissions:

	<i>Number of Copies Required</i>
Plans package including:	3 full size copies
- Site Plan	3 reductions (11"x17")
- Landscape Plan	
- Grade Control and Drainage Plan	
- Site Servicing Plan	
Site Survey	2 copies (11" x 17")

Potentially Required Studies (requirements to be defined through pre-consultation):

Engineering:

- Traffic Impact Study
- Site Servicing Study
- Stormwater Management Report
- Composite Utility Plan
- Geotechnical Study/Slope Stability Study
- Groundwater Impact Study
- Erosion and Sediment Control Plan
- Hydrogeological and Terrain Analysis
- Noise/Vibration Study

Planning/Design:

- Planning Rationale
- Architectural Elevation Drawings
- Concept Plan Showing Ultimate plan for Lands
- Plan of Parking Garage Layout
- Minimum Distance Separation (MDS)
- Archaeological Study
- Sun Shadow Study

Environmental:

- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Tree Conservation Report
- Impact Assessment of Adjacent Waste Disposal/Former Landfill Site
- Mineral Resource Impact Assessment
- Environmental Impact Assessment



Notes:

1. All full-size plans and drawings must be submitted on A1-sized paper and folded to 8½" x 11".
2. Note that many of the plans and studies collected with this application must be signed, sealed, and dated by a qualified engineer, architect, surveyor, planner, or design specialist. The plans will not be reviewed if this information is missing.
3. Electronic copies of all required studies and plans must be supplied on a USB key in Adobe PDF (.pdf) format. Ensure that the key accompanies your application submission.
4. The applicant is responsible for paying for, and installing signage, as required by the Township, on the subject property. Signs will be ordered and the applicant notified when they are ready for pickup.
5. Additional fees may be required throughout the development review process, including, but not limited to, parkland dedication, review of technical reports, Conservation Authority fees, agreements and associated fees, applicable securities and inspection fees.
6. Upon completion of the project, before release of the securities, the applicant is responsible for providing one (1) 8.5"x 10" mylar copy and one (1) full size copy of each as-built plan. The applicant is also responsible for submitting an electronic PDF (.pdf) copy of the as-built plans.

CONSENT

I/we consent and authorize representatives of the Township of Russell and those persons identified under the Planning act R.S.O., 1990 c., P13, to enter upon the land subject to this application for the purpose of conducting any site inspections and take pictures as may be necessary for the evaluation of this application.

Signature of the Applicant/Authorized agent

Print name

Date



AUTHORIZATION OF OWNER(S)

If someone other than the registered owner(s) of the property is making this application, then this section must be completed. If there is more than one registered owner, separate authorization is required from each individual or corporation.

I/We, _____ the undersigned,

hereby authorize _____
(print full name, including company, if any)

to submit the enclosed application to the Corporation of the Township of Russell, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by the Township of Russell relevant to the application.

DECLARED BEFORE ME

at the _____ of _____
(town, city, village, etc.) (Embrun, Limoges, Marionville, Russell)

this _____ day of _____, _____
(Day of the month) (Month) (Year)

Signature of Owner(s)

Signature of Owner(s)

A Commissioner, etc.



DECLARATION

This section is to be completed by the person carrying out this application (i.e. the registered property owner or the authorized applicant). **Note that if the applicant is not the registered owner, the “Authorization of Owners” form must also be completed.**

I, _____ of the _____
(name) (town, city, village, etc.)

of _____,
(Embrun, Limoges, Marionville, Russell, etc.)

solemnly declare that all 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*.

DECLARED BEFORE ME

at the _____ of _____
(town, city, village, etc.) (Embrun, Limoges, Marionville, Russell, etc.)

this _____ day of _____, _____
(Day of the month) (Month) (Year)

Signature of Authorized Applicant(s) or Owner(s)

Signature of Authorized Applicant(s) or Owner(s)

A Commissioner, etc.