



Department of Community & Development Services
1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 • Fax: 905-468-0301

www.notl.org

Site Plan Control Agreement Application

☐ For residential developments having <40 dwelling units or developments with less than 90m ² (1000ft ²) if non-residential floor area		\$7000.00
	Cost Acknowledgement Fee	2500.00
	Total	\$9500.00
☒ For residential developments having more than 40 dwelling units or developments with more than 90m ² (1000ft ²) if non-residential floor area Plus Or Maximum Charge \$13000.00		\$7000.00 \$ _____ \$ 6000 .00
	Cost Acknowledgement Fee	2500.00
	Total	\$ 15,500 .00
☐ Site Plan Agreement – not requiring registration (exemption to be approved by Town Council) Plus Or		\$3600.00 \$ _____ \$ _____
	(if non-residential floor area over the minimum) Cost Acknowledgement Fee	\$2500.00
	Total	\$ _____
☐ Minor Amendments to Existing Site Plan Agreement		\$1100.00
☐ Signed Site Plan & report to Council (not requiring registration)		\$900.00
☐ Technical changes to existing agreement not requiring registration		\$250.00

A cost acknowledgement agreement with the Municipality is required for these applications. The purpose of the agreement is to address out of pocket expenses including advertising costs, registration of documents and those costs that go beyond the ordinary processing of an application, such as review of specialized planning, legal, advertising, engineering, other professional studies, or services provided by the Municipality on behalf of the proponent at the Ontario Municipal Board Hearings. Any unused portion of the deposit is returned at the end of the process. Should additional monies be required, these will be requested and paid prior to continuing the process.

The cost of preparation of any plans to be submitted with the application is the responsibility of the applicant and similarly the cost of any revision to those plans is the responsibility of the applicant.

**Other Fees that may be applicable to your
Site Plan Agreement application
(to be determined at the Pre-Consultation Meeting)**

Niagara Peninsula Conservation Authority (NPCA)

http://www.niagararegion.ca/business/fpr/forms_fees.aspx

NOTE: All fees are to be made payable to the **Niagara Peninsula Conservation Authority**

Town of Niagara-on-the-Lake - Engineering Fees Plan Review

Under 1000 square metres	\$1050.00
1000 square metres - 2000 square metres	\$2100.00
2000 square metres - 3000 square metres	\$3150.00
3000 square metres - 4000 square metres	\$4700.00
Over 4000 square metres	\$6800.00

NOTE: Please make a separate cheque payable to the Town of Niagara-on-the-Lake

Region of Niagara

http://www.niagararegion.ca/business/fpr/forms_fees.aspx

NOTE: Please make your cheque payable to the **Regional Municipality of Niagara**

Application for Site Plan Agreement

PREAMBLE

It is the responsibility of the applicant or authorized agent to complete the application and to supply all of the documents to Community & Development Services, as well as any additional information requested such as acoustical studies, traffic studies, lighting plans, shadowing diagrams, and environmental impact studies as requested by the Municipality as determined at the Pre-Consultation Meeting.

Applications for site plan control agreement will be processed upon receipt of all of the following information:

1. The completed application form.
2. Application Fees - as per Page 1 and 2 including Cost Acknowledgement Fee
3. Cost Acknowledgement Agreement must be signed. A cost acknowledgement agreement with the Municipality is required for these applications.
4. Cost estimates for completing off-site and on-site services. Include the number of working days to complete the work.
5. One (1) copy of the legal description for all properties respecting this application. This should be presented on the deeds to the property this description must be included in the Site Plan Agreement.
6. Drawings
Please submit five (5) copies of the statement plans unless otherwise determined at the Pre-Consultation Meeting. All documents and drawings **must** also be submitted in an electronic format.
 - a) Five (5) copies of a Site Plan based on an actual survey by an Ontario Land Surveyor.
 - b) Five (5) copies of a Landscape Plan with a Landscape Schedule prepared by a Landscape Architect.
 - c) Five (5) copies of Building Elevations prepared by a Professional Architect.
(Floor plans showing the interior layout may be required).
 - d) Five (5) copies of Site Servicing Plans prepared by a Professional Engineer.
 - e) One (1) 11 x 17 copy of the coloured site plan, landscaping and elevation architectural rendering.
 - f) Detail drawings showing signage, garbage enclosures, fence detail and screening of mechanical equipment must be shown on all Site Plans and/or Landscape Plans.
 - g) One (1) copy of each drawing submitted in a reproducible format (eg. 11 x 17)
7. The actual approval of sign permits requires sign details and will be approved by the By-law Enforcement Department. If the applicant wishes to pre-clear their signs with respect to the by-law regulations, contact the By-law Enforcement Department at 905 468-3266 ext. 278 for further information.

****Please print all information****

1. Applicant Information	
Registered Owner(s) of Property	Two Sisters Resorts Inc.
Mailing Address	
122 Romina Drive, Concord, ON L4K 4Z7	
(please include P.O. Box Numbers and Rural Route Numbers)	
Contact if a Numbered Company	
Telephone Number	(905) 660-9222 Cell Number
Fax Number	
E-mail Address	mrogato@solmar.ca
2. Agent Information	
Company and/or Name	
Mailing Address	
Telephone Number	Cell Number
Fax Number	
E-mail Address	
3. Mortgages, Charges, and Other Encumbrances	
List the names and address of all mortgages, holders of charges and other encumbrances with respect to the subject lands(s).	
4. Property Location and Description	
Municipal Address:	144 & 176 John Street East
Legal Description	
Lot	N/A
Plan	N/A
Concession	N/A
Assessment Roll Number:	26-27- 01000200900 & 26-27-01000200800

Dimensions of subject property

	Feet	Metres
i) Lot (Street) Frontage	1,000	305
ii) Depth	640	195
iii) Area	570,487 sq. ft.	53,000 sq. m.

Present use of lands:

5. Type of Proposed Development

Be as specific as possible in describing how the land and proposed structure will be used. In the case of a restaurant, please indicate the number of seats proposed. Please advise if the proposed development is to be a condominium development

Proposed Hotel (currently approved for a hotel - application required to reflect revised design)

6. Plan Details

Be as specific as possible in describing how the land and proposed structure will be used (example: floor plan). Where additional space is required please use the back page.

Total No. of units in Plan (if residential)

☐ Residential ☒ Commercial ☐ Institutional ☐ Industrial ☐ Other

Coverage Table

	Metres Squared	Percentage of Lot Area
Total Building Coverage		
Total Parking Coverage (including driveways)		
Total Landscaped Area		
Building Height (in storeys & metres)		
Gross Floor Area (measured from outside walls but excluding basement)		
Gross Floor Area (measured from outside walls but including basement)		

Number of Parking Spaces

Underground	
Above ground	
Surface	
Minimum required by By-law	

Details of exterior finish of building(s): (materials, coloration, etc.)

7. Other

Any concurrent applications? ☒ Yes ☐ No

Type of concurrent applications?(Check as applicable)

Land Division ☐

Minor Variance ☐

Official Plan Amendment ☐

Zoning By-law Amendment ☒ (File No. not yet known)

Subdivision Approval ☐

Condominium Approval ☐

8. Release Form

I, BENNY MAROTTA (print name) of Two Sisters Resorts Inc. (company name)

grant permission to the Town of Niagara-on-the-Lake to make public any documents prepared by

myself or my company, submitted with an application for SITE PLAN CONTROL.


Signature

Affidavit or Sworn Declaration

I, MAURIZIO REGATO of the CITY OF HUGHAN
in the Regional Municipality of YORK make oath and solemnly
declare that the information contained in this application is true and that the information
contained in the documents that accompany this application is true.

MAURIZIO REGATO

Applicant(s) Name - Please print

Signature

Authorized Agent

Signature

I/We the Owner(s)/Agent of the subject property and the applicant(s) of this subject application,
by signing this application agree to allow either staff and/or a Committee Member of the Town
of Niagara-on-the-Lake the right to enter onto my property, as necessary, to view &
photograph the property for the proposal. Failure to allow access onto the property may result
in the application being considered incomplete.

Owner's Authorization - (Required when the Owner is not the Applicant)

I/We BENNY MAROTTA (Name(s) of the Owners(s)), being
the registered Owner(s) of the subject lands, hereby authorize PAUL LOURES - S&L PLANNING
(Name of Agent) to act as my/our agent(s) in the submission and processing the attached Site
Plan Agreement Application.

Signature

Nov. 21/17

Date

Corporate Seal

Witness

Undertaking

I/We, BENNY MAROTTA owner(s) of the lands that is the
subject of this application and I/we agree not to remove and/or disturb the soil until final
approval is obtained. I/We further agree that if an archaeological survey is required as a
condition of approval not to remove and/or disturb the soil until the archaeological survey is
completed and its recommendations are implemented.

Owner(s) Signature

Nov. 21/17

Date

GENERAL REQUIREMENTS FOR SITE PLAN DRAWINGS

Please refer to the Sample Site Plan Drawings attached to this Schedule

PLAN FORMAT	
All site plan drawings are to be provided in hard copy and electronic disk (Autocad) format using metric measurement.	
Drawing Size	A-1 – 841mm x 594mm (36" X 24")
Scale for General Plans	Maximum - 1:200 Minimum - 1:1000
Scale for Plans & Profiles	Horizontal - 1:500, 1:250 Vertical - 1:50, 1:23
Key Plan (Scale – 1:50,000)	Showing: i) The location of the property in relation to: . major roads . adjacent properties . natural/constructed features ii) Any adjacent property owned by the applicant or in which the applicant has a monetary interest. iii) North Arrow
Title Block	. Name and location of the development . Owners Name . Title of the drawing . Name of the company preparing the drawing . Scale of the drawing . Date the drawing was prepared . Date of any revisions, if applicable
Revisions Block	Showing date of revisions made to the drawings
Signing Block	As per Town Standard
North Arrow	
Engineer's, Architect's or Landscape Architect's Stamp	
SITE PLANS	

- 1) Land use on the subject lands and abutting properties.
- 2) Dimensions and area of the property showing:
 - a. road widenings and right-of-way widths
 - b. easements
 - c. parks
- 3) The location of all existing and proposed buildings and structures including:
 - a. exterior dimensions
 - b. gross floor area
 - c. building height
 - d. Setback to property lines
 - e. Building separation
- 4) Natural features including:
 - a. watercourses and wetlands
 - b. wooded areas
 - c. drainage ditches
 - d. existing trees and other vegetation
- 5) Artificial features including:
 - a. berms
 - b. swales
 - c. ponds
 - d. ditches

- 6) Top of Bank and/or 100 Year Floodline, where applicable
- 7) Existing and proposed:
 - a. Contours and/or spot elevations
 - b. Benchmarks
 - c. Elevations of roads and adjacent property boundaries
- 8) Parking Areas including:
 - a. surface treatment and curbing
 - b. numbered parking stalls
 - c. typical parking stall dimensioned
 - d. aisle widths
 - e. handicapped spaces
- 9) Loading Bays with dimensions, if required
- 10) Location and dimensions of existing and proposed:
 - a. entranceways
 - b. access driveways
 - c. sidewalks
 - d. retaining walls
 - e. protective railings
 - f. emergency access routes including centre line radii
- 11) Location of existing and proposed fences including enlarged detail
- 12) Location of existing and proposed site signage including enlarged detail
- 13) Lighting Plan showing the location, height and type of all exterior site lighting
- 14) Location of garbage enclosures including screening and buffering including enlarged detail
- 15) Location of mechanical equipment including screening and buffering including enlarged detail
- 16) Phasing of the development, if applicable.
- 17) Site Summary Chart including the following information:
 - a. Total site area
 - b. Total gross floor area
 - c. % of site to be covered by buildings
 - d. % of site to be landscaped
 - e. Total number of parking spaces required for per the Zoning By-law
 - f. Total number of parking spaces provided
 - g. Total number of units, if applicable
 - h. Site density (net/gross), if applicable
- 18) Location of sidewalks (1.5 metres width) along frontage of property

LANDSCAPE PLANS

- 1) In addition to the information provided on the Site Plan Drawing, the Landscape Plan shall show the following:
 - i) location, quantity and type of all existing and proposed vegetative plantings

- ii) grassed areas
- iii) existing trees and vegetation to be maintained or removed
- iv) vegetative buffering
- v) patios and decks
- vi) ornamental ponds
- vii) berms
- viii) sidewalks (1.5 metres width) along frontage of property

2) Landscaping Schedule including:

- i) Botanical and Common name of each species
- ii) Quantity of each plant type
- iii) Height when planted and at maturity
- vi) Caliper

3) Walkways including dimensions and materials to be used

NOTE: Please refer to Landscape Guidelines for development applications for recommended site landscape standards and specifications.

BUILDING ELEVATIONS

The Building Elevations shall provide the following information:

- 1) Four building faces of the existing and proposed buildings
- 2) Building Height
- 3) Exterior finish including type, colour and finish
- 4) Roof treatment
- 5) Finished grade, floor and roof elevations
- 6) Window treatment, doors and entranceways
- 7) Special features

**Floor Plans showing the interior layout of each floor of the building may be required.*

SERVICING PLANS

The Servicing Plans shall show the following information:

- 1) Existing and proposed grades and floor elevations, including top of foundation and apron elevations.
- 2) Existing and proposed sanitary sewer system, including:
 - a. Sizing
 - b. Grades
 - c. Invert elevations
- 3) Land drainage and stormwater management including:
 - a. Catchbasins
 - b. Soakaways
 - c. Ponding areas
 - d. Impediments to the free flow of water
 - e. The intended direction of surface flows
 - f. A Stormwater Management Report, if applicable
 - g. On-site stormwater management facilities for quantity and quality controls
 - h. Overland Flows
- 4) Water Distribution System, including:
 - a. Location of watermains including sizes
 - b. Location of existing and proposed fire hydrants
 - c. Firefighting connections

- 5) Utility Servicing arrangements, including:
 - a. Location of underground aerial utility lines
 - b. Existing hydro poles
 - c. Location and size of meters
 - d. Transformers
 - e. Vaults
 - f. Valves
- 6) Road widenings
- 7) Easements
- 8) Right-of-Ways
- 9) Entrancesways
- 10) Emergency Access routes
- 11) Fire routes including dimensions and centre line turning radii
- 12) Surface treatment and grading of;
 - a. Driveways
 - b. Ramps
 - c. Walkways
 - d. Edging or curbs
 - e. Proposed retaining walls
- 13) Sidewalks - (1.5 metres width) along frontage of property
- 14) Catchbasins and manholes
- 15) Location of septic bed, if applicable

DETAIL DRAWINGS

Information to be shown on the Site Plan and/or Landscape Drawings

Signage Detail including ground signs, pylon signs and wall mounted signage

- Type of sign, Dimensions, Graphics including colour, lettering

Garbage Enclosures

- Buffering and/or vegetative screening, Dimensions, Platform

Screening for Mechanical Equipment

- Buffering and/or vegetative screening, Architectural detail for roof mounted mechanical equipment

Fencing Detail

- Typical Fence Section, Materials, Dimensions

COLOUR PERSPECTIVE DRAWING

Every application shall require a colour perspective drawing showing:

- a) the façade of the building from the street
- b) the parking area
- c) landscaping
- d) signage
- e) fencing
- f) natural and/or artificial features

**TOWN OF NIAGARA-ON-THE-LAKE
PROCEDURE**

*PROCEDURE NO. PDS-PLG-006
SUPERSEDES NO. _____*

TITLE: *Archaeological Assessment*

EFFECTIVE DATE: **October 24, 2000**

PURPOSE:

To provide guidance to proponents required to undertake an archaeological assessment as part of a planning application

PROCEDURE:

- (1) An archaeological resource assessment may be required by the Town in consultation with the Regional Municipality of Niagara (Community & Development Services Services Department) as the delegated authority as a result of a planning application should any portion of the property fall within a zone of archaeological potential as shown on Schedule "H" to the Official Plan or where an archaeological site has been previously registered on the property.
- (2) The assessment should be completed and submitted as part of the planning application.
- (3) The Ministry of Citizenship, Culture and Recreation must be provided with a copy of the notice from the delegated authority that an archaeological assessment will be required of the proponent so the Ministry can complete their review of the archaeological resource assessment and provide the proponent with a letter recommending clearance of outstanding archaeological concerns.
- (4) The applicant must retain a licensed archaeologist to conduct a Stage 1 and 2 archaeological assessment. All work conducted by the archaeologist must conform to the standards set forth in the most current *Archaeological Assessment Technical Guidelines* authorized by the Ministry of Citizenship, Culture and Recreation.
- (5) Once the archaeological resource assessment, consisting of background research and a field survey, has been completed, the archaeological consultant will submit a report to the Cultural Programs Branch of the Ministry of Citizenship, Culture and Recreation. Ministry Staff will review the report to determine if the assessment has met current licensing and technical standards. If this is not the case, the Ministry of Citizenship, Culture and Recreation will require the consultant to carry out additional field work, and/or provide more extensive documentation.
- (6) If the assessment complies with current licensing and technical standards and did not result in the documentation of any significant archaeological resources, the Ministry of Citizenship, Culture and Recreation will provide a letter to the development proponent, which will serve to notify the approval authority that all provincial concerns with respect to archaeological resource conservation and archaeological licensing have been met. Upon receipt of this notification of Ministry of Citizenship, Culture and Recreation approval, and supporting documentation from the archaeological consultant, the approval authority may then clear the planning application of any further archaeological concern.
- (7) If the assessment does result in the documentation of one or more significant archaeological resources, appropriate mitigation and/or preservation options must be recommended by the licensed archaeologist and approved by the Ministry of Citizenship, Culture and Recreation.

Upon completion of the mitigation, the archaeological consultant must provide a report detailing this work and its results to the Ministry of Citizenship, Culture and Recreation, which review the work and recommend to the consultant and the approval authority that there are no further archaeological concerns, or that additional mitigations be undertaken, as the case may be.

(8) Upon receipt of notification that all Ministry of Citizenship, Culture and Recreation archaeological conservation and licensing concerns have been addressed, and receipt of the necessary supporting documentation from the archaeological consultant, the approval authority will clear the planning application of further archaeological concern.

(9) To ensure the long term utility of the potential model developed during the course of this study, all consultants who complete a Stage 2, 3 or 4 archaeological resource assessment within Niagara-on-the-Lake shall submit the following information to the Niagara-on-the-Lake Community & Development Services Department in order that staff may update the archaeological potential GIS:

- (a) 1:10,000 scale mapping that clearly outlines the limits of the property subject to assessment so that this information may be transferred to a “surveyed areas” layer of the GIS;
- (b) a NOTL archaeological Site Record Form including 1:10,000 scale mapping (see Figure 2) providing site locations that can be transferred as polygons to the registered sites layer of the GIS;
- (c) a copy of each relevant report.

These requirements do not supercede the fact that all archaeological resource assessment reports and supporting documentation in the form of Contract Information Forms, Ministry Site Record Forms (‘Borden Forms’) must be submitted to the Ministry of Citizenship, Culture and Recreation for the purposes of licensing and development approvals.

The proponent agrees to adhere to the procedures of the “Contingency Plan for the Protection of Archaeological Resources in Urgent Situations” when approved and adopted by the Town.

REFERENCES:

-A MASTER PLAN OF ARCHAEOLOGICAL RESOURCES FOR THE TOWN OF NIAGARA-ON-THE-LAKE - Planning Report, prepared by Archaeological Services Inc. dated August 30, 2000.

-TOWN OF NIGARA-ON-THE-LAKE OFFICIAL PLAN Amendment No. 12 *The Master Plan of Archaeological Resources for the Town of Niagara-on-the-Lake*