

File No:	Date of Receipt:
Town Fee (\$):	Regional Fee (\$):
NPCA Fee (\$):	Operations Fee (\$):
Other Fee (\$):	Other Fee (\$):

(Office Use Only)

Application for Site Plan Approval  
Under the *Planning Act, R.S.O. 1990 c. P.13, as amended*

A pre-consultation meeting with Planning, Building and Development Services Staff is required prior to applying for Site Plan Approval.

Please complete all applicable sections of this application. All measurements are to be provided in metric units. The information requested on this application is required to review the proposal. An incomplete application will be returned to the Registered Owner/Authorized Agent. If you have questions regarding the information requested on this application, please contact the Planning, Building and Development Services Department.

All information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The requested information on this application and all accompanying plans, reports, and information is required in order to process this application and will form part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information. Questions about the collection of information can be made to the Town Clerk.

1. Type of Application			
<input type="checkbox"/> Approval of New Site Plan		<input type="checkbox"/> Approval of Minor Amendments to an Existing Site Plan	
2. Details of the Subject Lands			
Municipal Address		Assessment Roll Number	
Legal Description			
Date the subject lands were acquired:	Lot Area (metric):	Lot Frontage (metric):	Lot Depth (metric):
Description of easements, rights-of-way, or restrictive covenants applicable to the subject lands (if applicable):			
3. Registered Owner (as shown on the deed and title of the property)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	
4. Authorized Agent (if one has been authorized)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	
Contact for all future correspondence (select one): <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent			
5. Solicitor (if different from Authorized Agent)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	
6. Mortgages, Charges, and Other Encumbrances (if applicable)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	

7. Access (select all that apply)

Identify how the subject lands will be accessed:

☐ Public road maintained all year

☐ Niagara River Parkway

☐ Provincial highway

☐ Public road maintained seasonally

☐ Private easement/Right-of-way

☐ Waterway

If the subject lands will be accessed by a waterway only, identify the parking and docking facilities to be used and the approximate distance of these facilities from the subject lands to the nearest public road:

8. Servicing (select all that apply)

Identify how the subject lands will be serviced:

Water

☐ Publicly owned and operated piped water system

☐ Privately owned and operated individual well

☐ Privately owned and operated communal well

☐ Lake or other water body

☐ Other:

Sewage Disposal

☐ Publicly owned and operated sanitary sewage system

☐ Privately owned and operated individual septic system

☐ Privately owned and operated communal septic system

☐ Privy

☐ Other:

Storm Drainage

☐ Sewers

☐ Ditches/swales

☐ Other:

9. Existing Building, Structures, and Uses

Describe the existing use(s) of the subject lands:

Type of building or structure				
Construction date				
Existing use(s)				
Front yard setback (m)				
Rear yard setback (m)				
Side yard setback (m)				
Side yard setback (m)				
Height (m)				
Gross floor area (sq m)				
Lot coverage (%)				

Will any existing buildings or structures be demolished?

☐ Yes☐ No

10. Proposed Land Use(s) (select all that apply)

Proposed Land Use(s)	Number of Units	Lot Coverage (%)	Gross Floor Area (sq m)	Gross Leasable Floor Area (sq m)	Number of Storeys	Maximum Height
<input type="checkbox"/> Multi-Attached Residential						
<input type="checkbox"/> Apartment						
<input type="checkbox"/> Other Residential:						
RESIDENTIAL TOTAL						
<input type="checkbox"/> Commercial						
<input type="checkbox"/> Industrial						
<input type="checkbox"/> Institutional:						
<input type="checkbox"/> Parks and Open Space						
<input type="checkbox"/> Roads						
<input type="checkbox"/> Other:						
NON-RESIDENTIAL TOTAL						
GRAND TOTAL						
Number of Buildings	Lot Coverage (sq m)	Lot Coverage (%)	Landscaped Open Space (sq m)	Landscaped Open Space (%)	Outdoor Storage	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

11. Proposed Number of Parking Spaces

Type of Parking Space	Surface	Underground	Above ground	Total
Standard Parking Spaces				
Accessible Parking Spaces				
Bicycle Parking Spaces				
Loading Spaces				

12. Official Plan and Zoning Information

Existing Niagara Regional Official Plan designation(s) of the subject lands:

Existing Town of Niagara-on-the-Lake Official Plan designation(s) of the subject lands:

Existing Town of Niagara-on-the-Lake Zoning of the subject lands:

13. Previous Applications (if applicable)

Have the subject lands ever been the subject of an application under the *Planning Act, R.S.O. 1990, c. P.13, as amended*, for approval of a plan of subdivision or condominium, a consent, a minor variance, a site plan, an official plan amendment, or a zoning by-law amendment?

☐ Yes☐ No☐ Unknown

If yes, provide the information requested below.

Application Type	File Number	Status of the Application

14. Concurrent Applications (if applicable)

Application Type	File Number	Status of the Application

15. Checklist of Requirements for a Complete Application (all boxes must be checked)

The following plans, reports, and information must be submitted with this application in a digital format (pdf):

☐ A copy of the Pre-Consultation Form;☐ All applicable application fees (payable by cheque, cash, or debit);☐ Property Index Map(s) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;☐ Parcel Register(s) (including all PIN printouts and Legal Instruments) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;☐ The Reference Plan(s) included in the legal description of the subject lands, to scale;☐ A Site Plan of the subject lands, to scale;☐ A Landscape Plan and Landscape Detail of the subject lands, to scale;☐ Architectural Elevations for all proposed buildings, to scale;☐ Floor Plans (all floors) for all proposed buildings, to scale;☐ Site Servicing and Grading Plan of the subject lands, to scale;☐ All required plans, reports, and information identified on the Pre-Consultation Form;

*This application will be circulated to various agencies for review and comment. Where the scope or nature of the application requires input from a large number of agencies, additional copies of this application and accompanying plans, reports, and information may be required.*

16. Checklist of Plan Requirements (all applicable boxes must be checked)

Plans and drawings accompanying this application must show the following information, in metric units:

Site Plan:

☐ Town signing block (to be provided by the Town);☐ north arrow;☐ metric scale;☐ the boundaries and dimension of the subject lands;☐ the existing use(s) of the subject lands and adjacent lands;☐ existing and proposed buildings and structures, including:

☐ exterior dimensions;☐ gross floor area;☐ setback to property lines;☐ building separation;☐ entrances and/or exits;

- ☐ note for each existing building and structures identifying if it will remain or be removed;
- ☐ natural features, including:
  - ☐ watercourses and waterbodies;
  - ☐ top-of-bank and/or 100-year floodline;
  - ☐ wetlands;
  - ☐ wooded areas;
  - ☐ existing trees and hedges;
- ☐ artificial features, including:
  - ☐ berms;
  - ☐ ditches;
  - ☐ swales;
  - ☐ ponds;
  - ☐ wells;
  - ☐ top-of-bank and/or 100-year floodline;
- ☐ parking areas, including:
  - ☐ surface treatment;
  - ☐ pavement markings;
  - ☐ curbing and curb-cuts;
  - ☐ speed bumps or other traffic calming measures;
  - ☐ numbered parking spaces;
  - ☐ typical parking space dimensioned;
  - ☐ accessible parking spaces;
  - ☐ aisle widths;
- ☐ vehicle entranceways, access driveways, and interior roadways;
- ☐ interior sidewalks, paths, walkways, including dimensions;
- ☐ sidewalks (1.5 metres width) along frontage of property;
- ☐ retaining walls;
- ☐ protective railings;
- ☐ emergency/fire access routes, including centre line radii;
- ☐ loading areas, including dimensions;
- ☐ parks, including areas and dimensions;
- ☐ easements, road widenings, and right-of-way's, including dimensions;
- ☐ fences, including enlarged detail;
- ☐ lighting fixtures, including enlarged detail;
- ☐ site signage, including enlarged detail;
- ☐ bollards, including enlarged detail;
- ☐ garbage enclosures, screening, and buffering, including enlarged detail;
- ☐ mechanical and electrical equipment, screening, and buffering, including enlarged detail;
- ☐ existing and proposed contours and/or spot elevations, benchmarks, elevations of roads, and elevations at adjacent property boundaries;
- ☐ phasing of the proposed development;
- ☐ a site statistics table, including:
  - ☐ total site area (m or ha);
  - ☐ total gross floor area (sq m);
  - ☐ lot coverage (m and %);
  - ☐ landscaped open space (m and %);
  - ☐ total number of parking spaces required, as per the Zoning By-law;
  - ☐ total number of parking spaces provided;
  - ☐ total number of units; and
  - ☐ site density (net/gross).

**Landscape Plan:**

- ☐ Town signing block (to be provided by the Town);
- ☐ existing trees and vegetation;
- ☐ note for each existing tree, vegetative feature, or other significant landscape feature identifying if it will remain or be removed;
- ☐ all vegetative planting, including quantity and plant species;
- ☐ grassed areas;
- ☐ vegetative screening or buffering;
- ☐ patios, decks, and gazebos, including dimensions;
- ☐ ornamental ponds;
- ☐ ornamental features;
- ☐ berms;
- ☐ interior sidewalks, paths, and walkways, including surface treatment and dimensions;
- ☐ sidewalks (1.5 metres width) along frontage of property;
- ☐ botanical and common name of each plant species;
- ☐ quantity of each plant species;

- ☐ height of each plant species at maturity;
- ☐ caliper of each plant species;

NOTE: Please refer to the Town's Landscape Guidelines for Development Applications for recommended landscape standards and specifications.

**Architectural Elevations:**

- ☐ Town signing block (to be provided by the Town);
- ☐ architectural drawings of four (4) building faces for each existing (remaining) and proposed building;
- ☐ building height;
- ☐ exterior finish, including materials and colours;
- ☐ elevations of finished grade, floor, and roof;
- ☐ window, door, roof, and entranceway treatment(s); and
- ☐ special features.

**Floor Plans:**

- ☐ layout of all interior walls and rooms for each floor within each proposed building or existing building that will remain;
- ☐ proposed use of each room; and
- ☐ gross floor area of each room.

**Site Servicing and Grading Plan:**

- ☐ Town signing block (to be provided by the Town);
- ☐ existing and proposed grades and floor elevations, including top of foundation and apron elevations;
- ☐ manholes;
- ☐ easements, road widenings, and right-of-way's, including dimensions;
- ☐ vehicle entranceways, access driveways, and interior roadways;
- ☐ emergency/fire access routes, including centre line radii;
- ☐ septic bed, including approximate dimensions;
- ☐ location of sidewalks (1.5 metres width) along frontage of property;
- ☐ existing and proposed sanitary sewer system, including sizes, grades, and invert elevations;
- ☐ drainage and stormwater management including:
  - ☐ catch basins and soakaways;
  - ☐ ponding areas;
  - ☐ impediments to the free flow of water;
  - ☐ the intended direction of surface flows;
  - ☐ on-site stormwater management facilities for quantity and quality controls;
  - ☐ overland flows;
  - ☐ Stormwater Management Report (if applicable);
- ☐ water distribution system, including:
  - ☐ watermains, including sizes;
  - ☐ existing and proposed fire hydrants;
  - ☐ firefighting connections;
- ☐ utility servicing arrangements, including:
  - ☐ underground utility lines;
  - ☐ aerial utility lines;
  - ☐ hydro poles;
  - ☐ meters, including sizes;
  - ☐ transformers;
  - ☐ vaults;
  - ☐ valves;
- ☐ surface treatment and grading of:
  - ☐ parking areas;
  - ☐ interior roads and driveways;
  - ☐ ramps;
  - ☐ sidewalks, paths, and walkways;
  - ☐ curbing; and
  - ☐ retaining walls.

**Detail Drawings (if applicable):**

- ☐ fence detail, including:
  - ☐ architectural drawing of fence section;
  - ☐ dimensions;
  - ☐ materials;
  - ☐ colours;
- ☐ lighting fixtures, including:
  - ☐ total number of lighting fixtures
  - ☐ architectural drawing of each lighting fixture type;
  - ☐ height(s) and dimensions;
  - ☐ materials;
  - ☐ colours;

- ☐ site signage, including:

☐ architectural drawing of each sign type;☐ height(s) and dimensions;☐ note indicating whether the sign is illuminated;☐ materials;☐ colours;
- ☐ bollards, including:

☐ architectural drawing of each bollard type;☐ dimensions☐ materials;☐ colours;
- ☐ garbage enclosures, including:

☐ architectural drawing of each garbage enclosure type;☐ architectural drawing of buffering/screening;☐ dimensions;☐ materials;☐ colours;
- ☐ mechanical and electrical equipment, including:

☐ architectural drawing of each piece of mechanical or electrical equipment;☐ architectural drawing of buffering/screening;☐ dimensions;☐ materials; and☐ colours.

Planning, Building and Development Services Staff may request that additional information be provided in the plans and drawings that accompany this application, based on the scope and nature of the proposal.

17. Plans, Reports, and Information Submitted with this Application

Identify all plans, reports, and information submitted with this application:

No.	Title	Date	Author
1			
2			
3			
4			
5			
6			
7			
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10			
11			
12			

18. Acknowledgement and Agreement of Registered Owner

I, \_\_\_\_\_ AM THE REGISTERED OWNER OF THE SUBJECT LANDS AND  
(Name of Registered Owner/Company)

I ACKNOWLEDGE AND AGREE that all information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

I ACKNOWLEDGE AND AGREE that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

I ACKNOWLEDGE AND AGREE that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.

\_\_\_\_\_  
(Signature of Registered Owner)

\_\_\_\_\_  
(Date)

19. Authorization of Registered Owner

If this application is being submitted by an Authorized Agent, the Registered Owner of the subject lands must complete this section. If there is more than one Registered Owner, a separate authorization from each individual or corporation is required. An additional copy of this page must be attached for each Registered Owner.

I, \_\_\_\_\_ **AM THE REGISTERED OWNER OF THE SUBJECT LANDS**  
*(Name of Registered Owner/Company)*

**AND HEREBY AUTHORIZE** \_\_\_\_\_  
*(Name of Authorized Agent/Company)*

**TO SUBMIT THIS APPLICATION** to the Town of Niagara-on-the-Lake, appear on my behalf at any hearing(s) of this application, and provide any information or material required by the Town of Niagara-on-the-Lake relevant to this application.

**I UNDERSTAND** that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

**I ACKNOWLEDGE AND AGREE** that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

**I ACKNOWLEDGE AND AGREE** that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.

\_\_\_\_\_  
*(Signature of Registered Owner)*

\_\_\_\_\_  
*(Date)*

20. Sworn Declaration

I, \_\_\_\_\_ **OF THE** \_\_\_\_\_  
*(Name of Registered Owner/Company or Authorized Agent/Company)* *(Name of City, Town, Township, etc.)*

**IN THE** \_\_\_\_\_  
*(Name of Regional Municipality or Province)*

**DO SOLEMNLY DECLARE** that the information contained in this application and that the information contained in the documents that accompany this application is true and complete.

Declared before me in \_\_\_\_\_ in the \_\_\_\_\_  
*(Name of City, Town, Township, etc.)* *(Name of Regional Municipality or Province)*

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
*(Month)* *(Year)*

\_\_\_\_\_  
*(Signature of Registered Owner/Authorized Agent)*

\_\_\_\_\_  
*(Signature of Commissioner of Oath)*

**THIS APPLICATION MUST BE SUBMITTED TO:**

Town of Niagara-on-the-Lake  
Planning, Building and Development Services  
1593 Four Mile Creek Road  
PO Box 100  
Virgil, ON L0S 1T0

Phone: (905) 468-3266  
Fax: (905) 468-0301  
Website: www.notl.org