

Planning Services Division

Development Services Office
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Thunder Bay, ON P7C 5K4
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www.thunderbay.ca/planning

*Received stamp does not imply
acknowledgment of complete application*

REQUIRED FEE

This fee is fully refundable upon receipt of a development application listed below, provided the application is received within one (1) year of the date of submission of this application.

\$300 Pre-Consultation for: Site Plan Approval, Zoning By-law and/or Official Plan Amendment, Consent to Sever, or Plan of Subdivision/Condominium

OWNER INFORMATION

*Registered owner(s)			
*Mailing address			
*Postal code		*Phone (preferred)	
Email address		*Phone (secondary)	

APPLICANT INFORMATION

If the applicant is someone other than the registered owner(s), please specify.

*Applicant name			
*Mailing address			
*Postal code		*Phone (preferred)	
Email address		*Phone (secondary)	

AGENT INFORMATION

If the application will be represented by someone other than the registered owner(s) or applicant, please specify. Unless otherwise requested all communications will be sent to the agent.

Agent name			
*Mailing address			
*Postal code		*Phone (preferred)	
Email address		*Phone (secondary)	



SUBJECT PROPERTY INFORMATION

*Legal description		
*Street address		
When did the owner acquire the property?		
Does the owner own abutting land?	No Yes - please describe:	
*Official Plan designation		
*Current zoning		
What is the property used for today? How long has this use continued?		
Do any easements, rights of way, or restrictive covenants affect the property?	No Yes - please describe:	
Describe any buildings or structures that exist on the property today.		
Describe the lot dimensions in METRIC units.	Lot Frontage	metres
	Lot Depth	metres
	Lot Area	square metres
Describe the land uses surrounding the property.	North	
	South	
	East	
	West	



SUBJECT PROPERTY SERVICING AND ACCESS

*Storm Drainage Service	*Sewage Service	*Water Service
City storm sewer Ditches Swales Other	City sewer Private septic system Communal septic system Other	City water Private well Communal well Lake or other water body
*Access		
Provincial Highway Municipal road, maintained all year Municipal road, seasonally maintained	Other public road Right-of-way Water access	

PROPOSAL INFORMATION

Describe the proposal.

Number of proposed new lots	residential lot(s)	non-residential lot(s)
Average area of proposed new lots	square metres	square metres
Number of proposed units	dwelling unit(s)	non-residential unit(s)
Area of proposed units	square metres	square metres
Number of proposed vehicle spaces	parking space(s)	loading space(s)

REQUIRED ATTACHMENTS

Preliminary sketch of proposed development
Proof of ownership
Application fee of \$300

OWNER ACKNOWLEDGMENT AND CONSENT

I/We _____ (please print name), the registered owner(s) of the property described
as _____ in the City of Thunder Bay:

Collection, Use, and Disclosure of Information

- a. request that the information submitted on this form be kept confidential. It is understood, however, that an access request may be filed under the Municipal Freedom of Information Act, R.S.O. 1990, cM.56, as amended, and information may be subject to release, notwithstanding the request to keep information confidential.

Accurate and Complete Information

- b. certify that, to the best of my knowledge, the information contained in this form is accurate and complete.

Appointment of Authorized Agent or Applicant (if any)

- a. appoint and authorize _____ (please print name(s) of Applicant/Agent)
,to act as my/our agent with regard to this application to the City of Thunder Bay, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by them on my/our behalf.

Dated this _____ day of _____ , _____

(witness)

Signature of Registered Owner(s) or Signing Officer
(*where a corporation)

Note: If the owner is a Corporation, the application shall be signed by an Officer of the Corporation and/or the Corporation Seal shall be affixed.

Print name
*I have authority to bind the corporation.