

Planning Services Division

Development Services Office
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www.thunderbay.ca/planning

Office use only

Received*:

Planning application fee:

Pre-consultation application no.

LRCA fee:

Subject application no.:

Total application fee:

Paid ☐ Payment type:

**Received date does not imply acknowledgment of complete application*

Application type

New Site Plan Agreement

Addendum or Amendment to an existing Site Plan Control Agreement

Pre-consultation

Please note that an application for pre-consultation must be completed before submitting this application.

How have you addressed the matters identified during pre-consultation in your submission? What applications or supporting studies are included in your submission? Please attach a separate summary if needed.

Property information

Street address:

Roll number:

Land registry PIN(s):

Legal description:

(e.g. Registered Plan, Lot,
Part, Concession, etc.)

When did the owner acquire the property?

Does the owner own abutting land?

Yes

No

If yes, please describe the lands:

Official Plan designation:

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? Yes ☐ No ☐
If yes, please describe below and identify on your sketch the easements, rights of way, or restrictive covenants:

Describe the property dimensions in **metric** units.

Lot frontage (m):

Lot depth (m):

Lot area (m²):

Describe the land uses surrounding the property.

North:

East:

South:

West:

How is the property currently accessed?

Provincial Highway

Municipal road, maintained all year

Municipal road, seasonally maintained

Other public road

Right-of-way

Water access

Is the property serviced?

Yes

No

If yes, how is the property serviced?

Water:

City water

Private well

Communal well

Water body

Sewage:

City sanitary sewer

Private septic system

Communal septic system

Other

Storm drainage:

City storm sewer

Ditches

Swales

Other

Describe any buildings or structures that exist on the property today.

Proposal description

What is the proposed use for the property?

Does the project include residential units? If yes, how many?	Yes	No
Does the project include non-residential units? If yes, how many?	Yes	No
How many parking spaces are proposed?		
How many barrier-free parking spaces are proposed?		
How many loading spaces are proposed?		
How many stacking spaces (for a drive-through queue) are proposed?		
Are any existing structures to be removed as part of this proposal? If yes, which ones?	Yes	No

Describe any buildings or structures that are proposed as part of this application.

Describe any proposed or required off-site works in connection with this project (e.g. road widening, street trees, sidewalks, etc.).

Has the site ever been subject to any Planning Act applications? (i.e. Consent to Sever, Minor Variance, Official Plan and/or Zoning By-law Amendment)

Yes

No

Don't know

If yes, please provide the following details: application type, approval authority, lands affected, the purpose of the application, the status of the application, and the effect on the proposed development.

SIGNING OFFICERS

Indicate names and titles of signing officers who will execute the Agreement as the owner(s). If the owner is a numbered corporation, an Article of Incorporation indicating who has authority to act on behalf of the corporation is required.

First signing officer

Name and title:

Mailing address:

Second signing officer

Name and title:

Mailing address:

Applicant information

Contact information

Name(s):

Mailing address:

Email address:

Preferred phone number:

Alternate phone number:

Are you the registered owner of the subject property?

Yes

No

If no, you are not the registered property owner, you must complete the following section of this application and have the registered owner authorize your application by signing the Authorization for applicant(s) section.

Owner information & authorization (if different than applicant)

This section must be completed if the applicant is not the registered property owner. If the registered owner is a corporation, please include documentation demonstrating signing authority. Unless otherwise requested all communications will be sent to the applicant.

Contact information

Name(s):

Mailing address:

Email address:

Preferred phone number:

Alternate phone number:

Authorization for applicant

I/We appoint and authorize the Applicant(s) described in the Applicant information section of this application form 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.

Owner (print)

Signature

Date

Owner (print)

Signature

Date

Owner (print)

Signature

Date

Acknowledgement & sworn declaration

Please review the acknowledgement below. Please do not sign below, except in the presence of a commissioner. Applications can be printed and commissioned at the Planning Services service counter in the Victoriaville Civic Centre.

I/We acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application.

I/We acknowledge that it is the practice of the City of Thunder Bay, in accordance with section 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Thunder Bay in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors.

I/We, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request.

I/We grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application.

I/We grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

I/We solemnly 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 City of Thunder Bay in the Province of Ontario this

day of

Applicant's signature

Applicant's name (print)

Commissioner's signature

Commissioner's stamp

Appendix A: Submission checklist

Only complete applications will be processed. Please ensure your application submission meets all of the following criteria:

All questions on this application form are answered fully.

The authorization on page 5 is completed and signed (if someone other than the registered owner(s) is representing the application).

The sworn declaration on page 6 is commissioned or you have arranged for a date and time to have it commissioned at the Planning Services counter.

Proof of ownership is attached (i.e. copy of deed, tax bill, Land Registry transfer, PIN Parcel Abstract not older than 60 days) and, if the owner is a corporation, a Form 1 Initial Return / Notice of Change is also attached.

The required fee is paid in full.

5 full sized (24" x 36") and 5 reduced (11" x 17") hard copies of the Site Plan with all the required information described in Appendix B have been attached.

5 full sized (24" x 36") and 5 reduced (11" x 17") hard copies showing the plan, elevation, and cross-section views for each building (except apartment buildings with less than 25 dwelling units) which are sufficient to display the following information:

- The massing and conceptual design of the proposed building
- The relationship of the proposed building to adjacent buildings, streets, and exterior area to which members of the public access
- The provision of interior walkways, stairs, elevators and escalators to which members of the public access from streets, open spaces and interior walkways in adjacent buildings
- Matters relating to exterior walkways, character, scale, appearance and design features of building

A digital PDF copy of all required drawings has been provided via email or secure link.

Any other supporting documents required as part of a complete application as listed on the Pre-Consultation Record for this development proposal are attached.

Appendix B: Site plan requirements

Please ensure your site plan provides all of the following information:

all dimensions in metric units

title, date, and designer of the drawing

north arrow, scale, and legend

landscaped areas and a legend indicating the number, size and type of each plant species. Landscaping details may be provided on a separate plan if necessary. Include location of sod.

conceptual drainage plan indicating major and local storm drainage routes, storm water retention areas, snow storage area(s), storm water management facilitates, catch basins, swales, etc.

all required yards, actual setbacks, and separation distances between buildings/structures

all signs including height and orientation

driveways and aisles including direction of ingress and egress and provide dimensions

parking spaces, loading areas and access to loading areas (number and provide sample dimensions)

fire access route

outdoor equipment and storage (garbage, air conditioning etc.)

walkways, sidewalks, and curbing

lighting and orientation of lighting

size and location of all buildings and structures (include all accessory buildings and structures).

label all buildings and structures (indicate number of storeys, location of entrances, use etc.)

location of fencing and fencing details

delineate and dimension all lot lines

existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing entrances, boulevard trees, fire hydrants, hydro poles, easements etc.)

include standard signing block (see Appendix C on the next page of the)

any items identified during pre-consultation (e.g. location and size of openings on existing building)

Appendix C: Standard signing block

THIS IS SCHEDULE "B" TO THE AGREEMENT BETWEEN THE CORPORATION OF THE CITY OF
THUNDER BAY AND **[OWNER NAME OR CORPORATE NAME]**

DATED THIS _____ DAY OF _____, 20_____.

In the presence of:

THE CORPORATION OF THE CITY OF THUNDER BAY

Witness

Joel DePeuter
Director, Development Services Division
I have the authority to bind the corporation.

**[Owner name or applicable corporate name as registered on
title]**

Witness

[Name(s) and title of signing Officer(s)]

I have the authority to bind the corporation.