

Planning Services Division

Development Services Office
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P.O. Box 800, 111 Syndicate Avenue South
Thunder Bay, ON P7C 5K4
Phone: (807) 625-2216
Fax: (807) 623-2206
www.thunderbay.ca/planning

Received stamp does not imply acknowledgment of complete application

REQUIRED FEE

New Site Plan Control Agreement \$1500
Addendum or Amendment to existing Site Plan Control Agreement \$1000

PRE-CONSULTATION

Date of pre-consultation meeting	
Who attended the pre-consultation meeting? (i.e. City Planning, Engineering, etc.)	

OWNER INFORMATION

The undersigned hereby applies for Site Plan Control Approval to the approval authority (General Manager of Development & Emergency Services) as delegated by Council of the Corporation of the City of Thunder Bay by By-law 157-2001 under Section 41 of the Planning Act R.S.O. 1990 as amended. Concerns with respect to any aspect of the Site Plan Control Agreement may be referred to City Council at the request of the owner/applicant.

*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, if any.

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

SIGNING OFFICERS

Indicate names and titles of signing officers who will execute the Agreement on behalf of the owner/applicant. 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			
Mailing address			
Postal code		Phone	
Second Signing Officer			
Mailing address			
Postal code		Phone	
Will this Agreement be executed with a Corporate Seal?	<input type="checkbox"/> No <input type="checkbox"/> Yes		

SUBJECT PROPERTY LOCATION

The legal description will form Schedule A to the Agreement. Provide sufficient detail to allow the Site Plan Control Agreement to be registered on title. The legal description must be acceptable to the Land Registry Office.

*Legal Description			
Street Address			

SUBJECT PROPERTY INFORMATION

Are there any easements, restrictions, or other covenants applicable to the land?	No Yes - please describe:
Does the owner own abutting land?	No Yes - please describe:
*Official Plan designation	
*Current zoning	
*Existing use	
Lot Dimensions Provide all measurements in METRIC units.	
*Lot frontage	
*Lot depth	
*Lot area	
Has the property been the subject of any previous application:	
to the Committee of Adjustment?	No Yes - please describe:
for a Zoning/Official Plan Amendment?	No Yes - please describe:

PROPOSAL INFORMATION

*Proposed use		
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)
Lot coverage	% of building coverage	% of landscaped open space
Gross Retail Floor Area	square metres	

Are any existing structures to be removed as part of this proposal?

No
Yes - please identify:

Proposed Structures Provide all measurements in METRIC units.

*Type of structure	Ground floor area	Gross floor area	Number of storeys	*Dimensions		
				Length	Width	Height

Setbacks of Proposed Structures Provide all measurements in METRIC units.

*Type of structure	*Front lot line	*Side lot line	*Side lot line	*Rear lot line	*Other (easement, shoreline, etc.)

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

SUPPORTING DOCUMENTATION AND ATTACHMENTS

For this application to be accepted all questions must be answered fully, the drawings are to be in a metric scale, proof of ownership is required, the required fees are paid in full, and the authorization form completed if someone other than the registered owner(s) is representing the application. Incomplete applications will not be processed.

The following items must be attached for the application to be complete:

1. Application fee
2. Proof of ownership (i.e. copy of deed, tax bill, or Land Registry transfer)
3. Up-to-date survey plan or Reference Plan
4. 5 full sized (24x36) and 5 reduced (11x17) copies of a site plan drawn to scale in METRIC units which includes the following information:
 - 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 facilities, 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 next page)
5. 5 full sized and 5 reduced (11x17) copies of drawings in METRIC units showing 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
6. A digital PDF copy of all required drawings provided via email or USB storage device
7. Registration fee of \$500.00 (required at the time of signing the Site Plan Control Agreement)
8. Any other supporting documentation deemed to be required during pre-consultation

STANDARD SIGNING BLOCK

The following signing block must be included on the site plan:

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

MARK J. SMITH
GENERAL MANAGER
DEVELOPMENT & EMERGENCY SERVICES
DEPARTMENT
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.

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. 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;
- b. 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;
- c. 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;
- d. 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;

Authority to Enter Land and Photograph

- e. 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; and

Appointment of Authorized Agent or Applicant (if any)

- f. 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 _____, 20_____

(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.

OWNER ACKNOWLEDGMENT AND CONSENT

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

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, 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.

Dated this _____ day of _____, 20_____

Commissioner of Oaths

Signature of Owner or Authorized Applicant/Agent
(*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.