

Date received:

**APPLICATION FOR SITE PLAN CONTROL APPROVAL**

The undersigned hereby applies for Site Plan Control Approval to the approval authority (Manager – Planning Services Division or General Manager – Development & Emergency Services) as delegated by Council of the Corporation of the City of Thunder Bay by By-law 157-2001. This application is made under Section 41 of the Planning Act, R.S.O. 1990, as amended.

NOTE: Concerns with respect to any aspect of the Site Plan Control Agreement may be referred to City Council at the request of the applicant.

1. Please check application type.

- a) New Site Plan Control Agreement
- b) Addendum to an existing Site Plan Control Agreement  Authorizing By-law number and date of latest Agreement \_\_\_\_\_

2. a) NAME OF APPLICANT(S) \_\_\_\_\_ Phone \_\_\_\_\_

b) ADDRESS \_\_\_\_\_ Fax/email \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

3. a) NAME OF AGENT \_\_\_\_\_ Phone \_\_\_\_\_  
 (if any)

Fax/email \_\_\_\_\_

b) ADDRESS \_\_\_\_\_ Postal Code \_\_\_\_\_

NOTE: Unless otherwise requested, all communications will be sent to the agent, if any.

4. a) NAME OF OWNER(S) \_\_\_\_\_ Phone \_\_\_\_\_  
 (if same as 1, leave blank)

Fax/email \_\_\_\_\_

b) ADDRESS \_\_\_\_\_ Postal Code \_\_\_\_\_

\_\_\_\_\_

5. a) NAME OF FIRST SIGNING OFFICER \_\_\_\_\_ Phone \_\_\_\_\_

b) TITLE \_\_\_\_\_ Fax \_\_\_\_\_

c) ADDRESS \_\_\_\_\_ Postal Code \_\_\_\_\_

NOTE: Indicate names and titles of signing officers who will execute the Agreement on behalf of the applicant.

6. a) NAME OF SECOND SIGNING OFFICER (if required) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

b) TITLE \_\_\_\_\_

7. LEGAL DESCRIPTION OF PROPERTY

NOTE: 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.

\_\_\_\_\_  
 \_\_\_\_\_

8. LOCATION OF PROPERTY (municipal address and/or street name)

9. ARE THERE ANY EASEMENTS, RESTRICTIONS, OR OTHER COVENANTS APPLICABLE TO THE LAND? IF SO, PLEASE DESCRIBE.

10. HAS THE PROPERTY BEEN THE SUBJECT OF ANY PREVIOUS APPLICATION:

i) To the Committee of Adjustment  YES  NO

If yes, provide details. \_\_\_\_\_

ii) For Zoning/Official Plan Amendment  YES  NO

If yes, provide details. \_\_\_\_\_

11. LAND USE

- a) Official Plan Designation \_\_\_\_\_
- b) Zone \_\_\_\_\_
- c) Current use of land \_\_\_\_\_
- d) Is demolition required? (Please specify) \_\_\_\_\_

12. DESCRIPTION OF PROPOSAL

a) WHAT IS THE PROPOSED USE OF THE PROPERTY? \_\_\_\_\_

Site and Proposed Development Information	Existing	Proposed	Zoning By-law Requirement (if applicable)
Lot Area			
Gross Floor Area (if applicable)			
Gross Retail Floor Area (if applicable)			
Number of Dwelling Units (if applicable)			
Building Height (no. of storeys)			
Building Height (metres)			
Lot Coverage			
Parking Spaces/Loading Spaces			
Landscaped Open Space (%) (if applicable)			

c) DESCRIBE ANY PROPOSED/REQUIRED OFF-SITE WORKS IN CONNECTION WITH THIS PROJECT (road widening, sidewalks, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. INCLUDE ALL APPLICABLE INFORMATION AS INDICATED ON ATTACHMENT#1 – SUBMISSION REQUIREMENTS

14. Will this Agreement be executed with a Corporate Seal?  YES  NO

**THIS INFORMATION IS COLLECTED FOR THE PURPOSE OF CREATING A RECORD THAT IS AVAILABLE TO THE GENERAL PUBLIC.**

I / WE HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ANY MAPS OR PLANS SUBMITTED, ARE TRUE TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of applicant(s) \_\_\_\_\_

dated at the City of Thunder Bay

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**APPLICANT'S AUTHORIZATION IF AGENT SUBMITTING THIS APPLICATION**

I / we authorize \_\_\_\_\_ (name of agent) to act on my / our behalf in submitting this application. This application has been submitted with my/our full knowledge and endorsement.

Signature of applicant(s) \_\_\_\_\_

## ATTACHMENT #1

### SUBMISSION REQUIREMENTS

1. 1 copy of the completed application form and fee:

- New Site Plan Control Agreement (\$1500)
- Addendum to an existing Site Plan Control Agreement (\$1000)
- Registration Fee (Required at the time of signing the Site Plan Control Agreement) (\$449.86)

2. Plan of Survey (signed by an Ontario Land Surveyor)

- Up-to-date survey plan or Reference Plan
- Registered Deed or Offer of Purchase and Sale

3. 7 full sized and 2 reduced (11x17) copies of the Site Plan clearly showing:

- 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.)
- Drawings showing plan, elevation and cross-section views for each building except a building to be used for Residential purposes containing less than 25 dwelling units, which drawings are sufficient to display,
  - 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
- 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 Attachment #2).

Note: Leave a 2 cm. border on the left hand side of the reduced drawings for binding. All dimensions should be shown in **METRIC**.

**ATTACHMENT #2**

**SAMPLE 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 <b>(OWNER NAME OR CORPORATE NAME)</b>	
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. ) ) ) )
	) <b><i>(Owner name or applicable corporate name as registered on title)</i></b> ) )
Witness	) <b><i>[Name(s) and title of signing Officer(s)]</i></b> ) ) ) ) I have the authority to bind the corporation.