

PLANNING INFORMATION SHEET

1. Completion of Application

All applicable information, including supporting studies, requested throughout any pre-consultation, must be provided to conduct an initial review. The initial review of the application will determine if any other information is required.

Note: Prior to submitting this application, applicants are strongly advised to pre-consult with the Town's Planning Department to discuss application and project requirements. To book an appointment please call 613.354.3351 or email planning@greaternapanee.com.

2. Statutory Declaration

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits.

3. Proposal Justification

The application must be accompanied by a written justification which provides a complete explanation of the requested application in line with the requirements of the Ontario Planning Act.

4. Required fee

Application fees, payable to the Town of Greater Napanee by cash, debit or cheque, are required upon submission of the application.

5. External Agencies

External agencies will be circulated on the application as part of the technical review process. Additional costs beyond the application fee will be invoiced to the applicant for services rendered.

The Conservation Authority review fee must be paid by the applicant, directly to the applicable authority. Proof of payment must be included with the application to the Town of Greater Napanee. Should the Conservation Authority incur costs beyond the initial review fee, associated with the application, the costs may be invoiced to the applicant.

6. Submission

Planning applications and supporting documents can be submitted by email to planning@greaternapanee.com or by mail or in person to:

Town of Greater Napanee,
Planning Department,
99-A Advance Avenue,
Napanee, ON
K7R 3Y5 by mail or in person.

1.0 THIS SECTION IS FOR OFFICE USE ONLY

File No(s)	Date Received
Staff Contact	
Phone Number	E-mail
Fee(s) Paid?	Fee Amount

2.0 SUBMISSION(S) (please check all applicable boxes)

☐ Minor Variance	☐ Permission under Section 45(2) of the Planning Act
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3.0 PRE-CONSULTATION

1. Has the proposed application been the subject of a pre-consultation meeting with Planning Department staff? ☐ Yes ☐ No If yes, what was the date of pre-consultation? _____	
2. Has a copy of the Record of Pre-consultation been included? ☐ Yes ☐ No	
Note: The Record of Pre-submission Consultation documents the required information and materials that must be submitted in conjunction with the application form and fees. The Record is used by staff to determine whether the application is complete and acts as a receipt for any pre-submission consultation fees that you may have paid.	

4.0 APPLICANT (if other than registered owner)

Applicant Name	
Company (if applicable)	
Address (Street Number/Name)	
City / Province	Postal Code
Telephone Number	E-mail Address
Applicant is ☐ Owner ☐ Lawyer ☐ Architect ☐ Planner ☐ Engineer ☐ Other _____	

5.0 REGISTERED OWNER

Registered Owner(s) of subject land (as it appears on Deed/Transfer)	
Address (Street Number/Name)	
City / Province	Postal Code
Telephone Number	E-mail Address
When was the subject land was acquired by current owner?	

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6.0 SUBJECT LANDS

Municipal Address		
Geographic Township		
Lot(s) / Block(s)	Concession	Registered Plan No.
Reference Plan No.	Part(s)	Parcel No.
Description location (e.g., closest major intersection and side of the street subject land is located)		
Assessment Roll Number		
Frontage (m)	Depth (m)	Area (m ²)

7.0 SITE CONDITIONS

1. What is the existing use(s) on the subject lands and its duration?								
2. What were the previous use(s) on the subject lands and its duration?								
3. What are the surrounding land uses?								
4. Are there existing buildings or structures on the subject lands? ☐ Yes ☐ No								
5. Identify the following of each existing building(s) on the subject lands (attach a separate page if necessary)								
Building / Structure	Date Constructed (if known)	Yard Setbacks				Number of Storeys	Height	Ground Floor Area
		Front	Rear	Side	Side			

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6. Is demolition/alteration of buildings proposed? If yes, explain the extent:	☐ Yes ☐ No
7. Are there any easements or restrictive covenants affecting the subject land? If yes, describe each easement of covenant and its effect:	☐ Yes ☐ No

8.0 NATURE OF PROPOSED MINOR VARIANCE OR PERMISSION

1. What are the subject lands currently zoned in the Town's Zoning By-law?
2. Describe the nature and extent of the relief sought from the Zoning By-Law or the description of the permission to expand a non-conforming use (as applicable):
3. State the reason(s) why the proposed use cannot comply with the provisions of the Zoning By-Law:

8.1 Table A – Requested Variance(s) (if applicable)

	Zoning By-law Section #	Zone Standard	Proposed Standard	Relief Required
	(Example) Section 5.6.2	10m front yard	8m front yard	2m
1				
2				
3				
4				
5				

If additional space is needed, please attached separate sheet.

9.0 PROPOSED DEVELOPMENT

1. What is the proposed use of the subject lands?							
2. Indicate how the proposed use(s) will be compatible with the surrounding land uses.							
3. Are there proposed buildings or structures on the subject property? ☐ Yes ☐ No							
4. Identify the following information for each proposed building(s) on the subject property (attach a separate page if necessary):							
Building / Structure	Yard Setbacks				Number of Storeys	Height	Ground Floor Area
	Front	Rear	Side	Side			

10.0 PROVINCIAL POLICY CONFORMITY

1. Is this application consistent with the policy statements issued under any subsection 3(1) of the Planning Act? (i.e. Provincial Planning Statement) ☐ Yes ☐ No
If yes, explain how the application is consistent with the provincial policy statements:

11.0 OFFICIAL PLANS

1. What is the current County of Lennox and Addington Official Plan designation for the subject lands?
2. What is the current Town's Official Plan designation for the subject lands?

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12.0 OTHER APPLICATIONS

Has the subject land ever been the subject of a previous application under the Planning Act?					
Application Type	Yes	No	Unknown	File No. (if known)	Approval Status
Official Plan Amendment	☐	☐			
Zoning By-law Amendment	☐	☐			
Draft Plan of Subdivision / Condominium	☐	☐			
Consent	☐	☐			
Minor Variance	☐	☐			
Site Plan Control	☐	☐			
Minister's Zoning Order	☐	☐			

13.0 SERVICING

1. Indicate the existing and proposed servicing type for the subject land.		
a) Water Supply – Select service type:	Existing	Proposed
Publicly owned and operated piped water system	☐	☐
Privately owned and operated communal well	☐	☐
Privately owned and operated individual well	☐	☐
Other (describe): _____	☐	☐
b) Sewage Disposal – Select service type:	Existing	Proposed
Publicly owned and operated sanitary sewage system	☐	☐
Privately owned and operated communal septic system	☐	☐
Privately owned and operated individual septic system	☐	☐
Other (describe): _____	☐	☐
c) Stormwater Drainage – Select service type:	Existing	Proposed
Sewers	☐	☐
Ditches	☐	☐
Swales	☐	☐
Other (describe): _____	☐	☐
d) Access – Select service type:	Existing	Proposed
Provincial highway	☐	☐
Municipal road that is maintained all year or seasonally	☐	☐
Another private road or a right of way	☐	☐
Water*	☐	☐
Other (describe): _____	☐	☐

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*If access to the subject land will be by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road

14.0 PLAN CHECKLIST

Have you included a plan showing the required information below, to scale, in metric units? ☐ Yes ☐ No

- ☐ The boundaries and dimensions of the subject lands.
- ☐ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- ☐ The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - ☐ are located on the subject land and on land that is adjacent to it, and
 - ☐ in the applicant's opinion, may affect the application;
- ☐ The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial).
- ☐ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- ☐ If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- ☐ The location and nature of any easement affecting the subject land.

15.0 ADDITIONAL SUBMISSION REQUIREMENTS

Have all additional submission requirements been included, as identified in the Record of Pre-Consultation? ☐ Yes ☐ No

If a Pre-Consultation was not completed, be advised that Town Staff may not deem the application complete until all information and studies necessary to complete a comprehensive review are submitted.

16.0 DECLARATION OF APPLICANT

I, _____, of the _____
(name of applicant) (name of municipality/township)

in the County of _____ solemnly declare that all the
information contained in this application and any supporting documents is true.

Declared before me at the Town of Greater Napanee in the County of Lennox and Addington

this _____ day of _____, _____.

Commissioner of Oaths

Applicant

17.0 OWNER'S AUTHORIZATION (If the applicant is not the owner)

I, _____, of the _____
(name of applicant) (name of municipality/township)

in the County of _____ am the owner of the land that is the
subject of this application and I hereby authorize

_____ to act as my agent in this application.

Signature of Owner

18.0 ACKNOWLEDGEMENT

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of Greater Napanee to provide public access to all development applications and supporting documentation,

I, _____, agree and acknowledge that this application
(name of applicant)

and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

Signature

Date

19.0 CONSENT FOR ACCESS TO PROPERTY

I, _____ am the owner of the land that is the subject of this application
(name of owner)

and I authorize and consent that representatives from the County, Town, Conservation Authority and any agency required for the review of the application may enter onto the subject property for the purposed of determining the appropriateness of the site for the proposed development.

Signature

Date

MINOR VARIANCE, PERMISSION APPLICATION FEES

The municipality requires an applicant to submit an application fee and, where applicable, a deposit to cover all costs associated with processing the application. Any costs above the deposit will be invoiced to the owner/applicant who submitted the application. These costs include consultant fees and advertising costs.

The **Minor Variance / Permission application fee will cost an owner/application \$1,000.00 to process**. The owner/applicant is responsible for all fees related to processing the application.

I, _____ have read the above and agree to reimburse the Town of
(name of applicant)

Greater Napanee for all costs related to my Minor Variance application, once invoiced by the Town.

Dated this _____ day of _____, _____.

Signature of Applicant

Municipal Staff

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SCHEDULE “B” TO PLANNING FEES BY-LAW AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Greater Napanee (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the applicant’s application for approval under *the Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeals Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant’s application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal (OLT) in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Witness

Applicant

Date

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WORKPLACE HARASSMENT AND VIOLENCE POLICY ACKNOWLEDGEMENT

The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy. Thank you for your cooperation.

Name

Signature

Date