

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. Required fee

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

4. External Agencies

External agencies may 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.

5. 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 Site Plan Control Up to 20 multi-family residential units or commercial / industrial development totaling to 465m ² (5,000 ft ²)	☐ Major Site Plan Control Greater than 20 multi-family residential units or commercial / industrial development totaling greater than 465m ² (5,000 ft ²)
Is an amendment to an existing Site Plan Control Agreement required? ☐ Yes ☐ No	
If yes, confirm the relevant Site Plan Agreement file number:	

3.0 PRE-CONSULTATION

1. Has the proposed amendment 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?	

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)
Current Town Official Plan Designation		Current Zoning

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 of the subject lands?								
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			
6. Is demolition/alteration of buildings proposed? ☐ Yes ☐ No If yes, explain the extent:								
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 PROPOSED DEVELOPMENT

1. Please describe the proposed development:			
2. Please indicate the type of uses proposed on the subject lands: ☐ Commercial ☐ Industrial ☐ Institutional ☐ Office ☐ Residential ☐ Other, specify:			
3. When is construction proposed to take place? Start Date: Completion Date:			
4. Are any new buildings or structures proposed on the subject property? ☐ Yes ☐ No			
5. Are any existing buildings or structures proposed to be modified on the subject property? ☐ Yes ☐ No			
6. Provide the following information concerning the existing site and the proposed development:			
	Existing	Proposed	Total
Ground Floor Area (m ²)			
Gross Floor Area (m ²)			
Number of Parking Spaces			
Number of Accessible Parking Spaces			
Number of Loading Spaces			
Number of Bicycle Parking Spaces			
Building Height (m)			
Number of Storeys			
Number of Residential Units			
Amenity Area (m ²)			
Landscaped Open Space (m ²)			
Lot Coverage (%)			

Outdoor Storage Area (m ²)							
7. Identify the following information for each new 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			

8. Are there any proposed signs? ☐ Yes ☐ No

If yes, indicate sign height and sign area (show location on plans):

Height (m): Area (m²):

9.0 RESIDENTIAL DEVELOPMENT (Complete this section only if residential use is proposed)

1. Please identify the proposed ownership tenure of the residential housing:	
☐ Freehold	☐ Condominium
☐ Rental	☐ Residential care facility or community home
2. If a condominium(s) is proposed, have you filed an application for approval of Draft Plan of Condominium? ☐ Yes ☐ No ☐ Not Applicable	
3. How many units of each of the following types are proposed?	
Type	Number of Units
Bachelor	
1-bedroom	
2-bedroom	
3-bedroom	
4-bedroom	
Other: specify:	
Total	

10.0 OTHER APPLICATION(S)

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	☐	☐			

11.0 SITE PLAN CHECKLIST

Have you included the following plans and drawings showing the required information below, to scale, in metric units? ☐ Yes ☐ No

☐ Plan of existing conditions with the boundaries and dimensions of the subject land, location of any easements, as well as existing buildings and structures

☐ Site Plan including:

- ☐ the location, size and type of all proposed buildings and structures, access ramps, driveways, roads, loading and parking facilities, walkway ramps, facilities providing accessibility for persons with disabilities, lighting facilities, walls, fences, storage areas and easements.
- ☐ 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.
- ☐ 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.

☐ Plan showing proposed lot grading and site services

☐ Landscaping plan

☐ Drawings showing plan, elevation and cross-section views for all proposed buildings except residential buildings containing fewer than twenty-five dwelling units, which are to include:

- ☐ Drawings showing the massing and conceptual design of the proposed buildings; the proposed buildings' relationship to adjacent buildings, streets and exterior areas to which the public has access; interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings; and the sustainable design elements on any adjoining roads.

12.0 SITE SCREENING QUESTIONNAIRE

1. Has there ever been an industrial or commercial use on the subject land or adjacent lands? If yes, specify the use and the last year of that use:	☐ Yes ☐ No ☐ Unknown
2. Has the grading of the subject land been changed by adding earth or other materials?	☐ Yes ☐ No ☐ Unknown
3. Has a gas station been located on the subject land or land adjacent to the subject land at any time?	☐ Yes ☐ No ☐ Unknown
4. Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	☐ Yes ☐ No ☐ Unknown
5. Have the lands or adjacent lands ever been used as a weapons firing range?	☐ Yes ☐ No ☐ Unknown
6. Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands?	☐ Yes ☐ No ☐ Unknown
7. If there are existing or previously existing buildings, are there any building materials remaining on site that are potentially hazardous to public health (e.g., asbestos, PCB's)?	☐ Yes ☐ No ☐ Unknown
8. Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?	☐ Yes ☐ No ☐ Unknown
9. Have you ever been advised either formally or informally by the Ministry of Environment, Conservation & Parks or another source that the property is or may be contaminated?	☐ Yes ☐ No ☐ Unknown
10. Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?	☐ Yes ☐ No ☐ Unknown
11. Has a Phase 1 or Phase 2 Environmental Site Assessment been completed?	☐ Yes ☐ No ☐ Unknown
12. What information did you use to determine the answers to 12.1 – 12.11 above?	
13. Does the subject land contain any areas of archaeological potential? If yes, provide (1) an archaeological assessment prepared by a person who holds a license that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act; and (2) a conservation plan for any archaeological resources identified in the assessment.	☐ Yes ☐ No ☐ Unknown

14. Is the subject land:	
a) Designated under Part IV or V of the Ontario Heritage Act?	☐ Yes ☐ No
b) Listed as a non-designated property on the Municipal Heritage Register?	☐ Yes ☐ No
c) Subject to an easement or covenant under the Ontario Heritage Act?	☐ Yes ☐ No ☐ Unknown
d) Are there any adjacent heritage properties?	☐ Yes ☐ No ☐ Unknown

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): _____	☐	☐
*If access to the subject land will be by water only, please identify 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 ADDITIONAL SUBMISSION REQUIREMENTS

1. 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.

15.0 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

16.0 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 for a Site Plan Control application and I hereby authorize

_____ to act as my agent in this application.

Signature of Owner

17.0 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

18.0 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

SITE PLAN APPLICATION FEES

The municipality requires an applicant to submit an application fee when applying for a site plan control application and 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 Site Plan application will cost an owner/application \$2,000.00 to process** (up to 20 multi-family residential units or commercial/industrial development totaling up to 465 m² (5,000 ft²)). The owner/applicant is responsible for all fees related to processing the Minor Site Plan application. **In addition to the application fee, an initial deposit of \$2,500.00 will be required to cover costs associated with reviewing the application.**

The **Major Site Plan application will cost an owner/application \$4,500.00 to process** (greater than 20 multi-family residential units or commercial/industrial development totaling greater than 465 m² (5,000 ft²)). The owner/applicant is responsible for all fees related to processing the Major Site Plan application. **In addition to the application fee, an initial deposit of \$5,000.00 will be required to cover costs associated with reviewing 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 site plan control application, once invoiced by the Town.

Dated this _____ day of _____, _____.

Signature of Applicant

Municipal Staff

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

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