

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 consent within context of the Town's Official Plan, Zoning By-law and Provincial Planning Statement.

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 TYPE AND PURPOSE (please check all applicable boxes)

☐ Creation of a new lot	☐ Easement
☐ Lot addition	☐ Charge
☐ Lease	☐ Correction of Title
If known, name of the person to whom the land or an interest in the land is to be transferred, charged or leased: _____	
Certificate Request for Retained Lands? ☐ Yes* ☐ No	
* If yes, a statement from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act. (O. Reg. 786/21)	

3.0 PRE-CONSULTATION

1. Has the proposed consent 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)

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			

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 or covenant and its effect:

☐ Yes ☐ No

8.0 DESCRIPTION OF REQUEST

1. Identify the following information with respect to the land intended to be severed and the land intended to be retained:

	Severances & Lot Additions			Easement		
	Severed Land	Retained Land	Benefiting Land for Lot Addition	Proposed Easement	Servient Tenement of Proposed Easement	Dominant Tenement of Proposed Easement
Frontage (m)						
Depth (m)						
Area (ha/m ²)						
Existing Use						
Proposed Use						

9.0 PROPOSED DEVELOPMENT

1. Are there proposed buildings or structures on the subject property?

☐ Yes ☐ No

If yes, please provide a brief description of all proposed buildings or structures:

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 COUNTY OF LENNOX AND ADDINGTON OFFICIAL PLAN

1. What is the current County of Lennox and Addington Official Plan designation for the subject lands:
2. Does the request conform with the County of Lennox and Addington Official Plan? ☐ Yes ☐ No If yes, please explain how the proposed amendment conforms with the County of Lennox and Addington Official Plan:

12.0 TOWN OF GREATER NAPANEE OFFICIAL PLAN

1. What is the current designation of the subject lands in the Town's Official Plan and the land uses that the designation authorizes?
2. Does the request conform with the Town's Official Plan, including any applicable Secondary Plans? ☐ Yes ☐ No If yes, please explain how the proposed development conforms with the Town's Official Plan:

13.0 OTHER APPLICATIONS

1. Has any land been severed from the parcel originally acquired by the owner of the subject land? ☐ Yes ☐ No If yes, please provide the following information: a) Date of Transfer: _____ b) Name of Transferee: _____ c) Use of Severed Lands: _____

2. 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	☐	☐			

14.0 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 14.1 – 14.11 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? b) Listed as a non-designated property on the Municipal Heritage Register? c) Subject to an easement or covenant under the Ontario Heritage Act? d) Are there any adjacent heritage properties?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Unknown ☐ Yes ☐ No ☐ Unknown

14.1 – Significant Features Checklist

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres? (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
Non-farm development near designated urban areas or rural settlement areas	☐	☐		Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlement areas
Class 1 industry ¹	☐	☐		Assess development for residential and other sensitive uses within 70m
Class 2 industry ²	☐	☐		Assess development for residential and other sensitive uses within 300m
Class 3 industry ³	☐	☐		Assess development for residential and other sensitive uses within 1000m
Landfill site	☐	☐		Address possible leachate, odour, vermin and other impacts from limit of licensed-fill area

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres? (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
Sewage treatment plant	☐	☐		Assess the need for a feasibility study for residential and other sensitive land uses
Waste stabilization pond	☐	☐		Assess the need for a feasibility study for residential and other sensitive land uses
Railway line	☐	☐		Evaluate impacts within 100m
Controlled access highways or freeways including designated future ones	☐	☐		Evaluate impacts within 100m
Operating mine site	☐	☐		Will development hinder continuation or expansion of operations?
Non-operating mine site or hazard within 1000m (MDI)	☐	☐		Have potential impacts been address? Has the mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater	☐	☐		Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP, development of sensitive land uses is not permitted Determine possible impacts within 200m
Electric transformer station	☐	☐		Determine possible impacts within 200m
High voltage electric transmission line	☐	☐		Consult the appropriate electric power service
Transportation and infrastructure corridors	☐	☐		Will the corridor be protected?

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres? (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
Prime agricultural land	☐	☐		Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated
Agricultural operations (including livestock facility) Note: 1,500m review needed	☐	☐		Development to comply with the Minimum Distance Separation Formulae
Mineral aggregate resource areas	☐	☐		Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations	☐	☐		Will development hinder continuation of extraction?
Mineral and petroleum resource areas	☐	☐		Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries	☐	☐		Will development hinder continued operation or expansion?
Significant wetlands	☐	☐		Demonstrate no negative impacts
Significant portions of habitat of endangered and threatened species	☐	☐		Development is not permitted
Significant fish habitat, woodlands, valley lands, areas of natural and scientific interest, wildlife habitat	☐	☐		Demonstrate no negative impacts
Sensitive groundwater recharge areas,	☐	☐		Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres? (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
headwaters and aquifers				
Significant built heritage resources and cultural heritage landscapes	☐	☐		Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	☐	☐		Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development
Great Lakes and Large Inland Lakes: - within defined portions of dynamic beach and 1:100 year flood level along connecting channels - on lands subject to flooding and erosion	☐	☐		Development is not permitted Development may be permitted; demonstrate that hazards can be safely addressed
Erosion hazards	☐	☐		Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains	☐	☐		Where one-zone flood plain management is in effect, development is not permitted within the floodplain Where two-zone flood plain management is in effect, development is not permitted within the floodway

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres? (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
				Where a Special Policy Area (SPA) is in effect, development must conform with official plan policies for the SPA
Hazardous sites ⁴	☐	☐		Demonstrate that hazards can be addressed
Rehabilitated mine sites	☐	☐		Application for approval from Ministry of Northern Development and Mines should be made concurrently
Contaminated sites	☐	☐		Assess an inventory or previous uses in areas of possible soil contamination

- Class 1 Industry** – small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
- Class 2 Industry** – medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
- Class 3 Industry** – indicate if within 1000m - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
- Hazardous Sites** – property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

15.0 SERVICING

1. Indicate the existing and proposed servicing type for the subject land.		
a) Water Supply – Select service type:	Retained	Severed
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:	Retained	Severed
Publicly owned and operated sanitary sewage system	☐	☐
Privately owned and operated communal septic system*	☐	☐
Privately owned and operated individual septic system*	☐	☐
Other (describe): _____	☐	☐
*If selected, and if more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and hydrogeological report must accompany the application.		
c) Stormwater Drainage – Select service type:	Retained	Severed
Sewers	☐	☐
Ditches	☐	☐
Swales	☐	☐
Other (describe): _____	☐	☐
d) Access – Select service type:	Retained	Severed
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, 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:		

16.0 PLAN CHECKLIST

Have you included a plan showing the required information below, to scale, in metric units?

☐ Yes ☐ No

- ☐ the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- ☐ the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- ☐ the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- ☐ the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- ☐ 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 will be by water only, the location of the parking and boat docking facilities to be used; and
- ☐ the location and nature of any easement affecting the subject land.

17.0 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.

18.0 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

19.0 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 consent and I hereby authorize

_____ to act as my agent in this application.

Signature of Owner

20.0 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

21.0 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

CONSENT APPLICATION FEES

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

The **Consent application fee will cost an owner/application \$1,500.00 to process**. The owner/applicant is responsible for all fees related to processing the Severance / Consent application. **In addition to the application fee, an initial deposit of \$1,000.00 will be required to cover costs associated with reviewing the application.**

Note: A **\$1,000.00 deposit** is only required if the property is **not** on municipal water service.

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

Greater Napanee for all costs related to my consent 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