

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)

☐ New Application for Part Lot Control Exemption under Section 50(5) of the Planning Act	☐ Extension of existing Part Lot Control Exemption By-law								
Desired timeframe:	By-Law Number:								
Purpose: <table border="0"> <tr> <td> Residential ☐ Townhouse* ☐ Rowhouse* ☐ Semi-detached Dwelling ☐ Detached Dwelling </td> <td> Non-Residential ☐ Commercial ☐ Industrial ☐ Correction of Title ☐ Creation of Easement </td> </tr> </table> *If this application is for Townhouse or Rowhouse units, were the units approved through the plan of subdivision process or a separate site plan application? <table border="0"> <tr> <td>☐ Approved through Plan of Subdivision</td> <td>File Number:</td> </tr> <tr> <td>☐ In process via Site Plan Control</td> <td>File Number:</td> </tr> <tr> <td>☐ Approved through Site Plan Control</td> <td>File Number:</td> </tr> </table>		Residential ☐ Townhouse* ☐ Rowhouse* ☐ Semi-detached Dwelling ☐ Detached Dwelling	Non-Residential ☐ Commercial ☐ Industrial ☐ Correction of Title ☐ Creation of Easement	☐ Approved through Plan of Subdivision	File Number:	☐ In process via Site Plan Control	File Number:	☐ Approved through Site Plan Control	File Number:
Residential ☐ Townhouse* ☐ Rowhouse* ☐ Semi-detached Dwelling ☐ Detached Dwelling	Non-Residential ☐ Commercial ☐ Industrial ☐ Correction of Title ☐ Creation of Easement								
☐ Approved through Plan of Subdivision	File Number:								
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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 acquired by the 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. Is the property vacant or has it been improved?								
2. If the property has been improved, describe the nature of improvements:								
3. What is the existing use(s) on the subject lands and its duration?								
4. What were the previous use(s) on the subject lands and its duration?								
5. Are there existing buildings or structures on the subject lands? ☐ Yes ☐ No								
6. 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			

7. Is demolition/alteration of buildings proposed?

☐ Yes ☐ No

If yes, explain the extent:

8. Are there any easements or restrictive covenants affecting the subject land?

☐ Yes ☐ No

If yes, describe each easement or covenant and its effect:

8.0 PURPOSE OF THE APPLICATION

1. Confirm the following details regarding the proposed exemption:

Plan Number:

Provide the legal description of the land to be designated by requested By-law, including all instrument numbers and easements (attach a separate page if necessary):

☐ A copy of each Reference Plan and other plans referred to in the legal description are to be attached to this Application.

2. Are new lots being created?

☐ Yes ☐ No

If yes, how many?

3. Provide the following information concerning the proposed lots to be created:

Intended Use	Number of Residential Units	Applicable Lot Number(s) or Block Number(s)
Single-Detached Dwelling		
Semi-Detached Dwelling		
Duplex Dwelling		
Triplex Dwelling		
Rowhouse		
Townhouse		
Stacked Dwelling		
Apartment Dwelling		
Commercial		
Industrial		
Park or Open Space		

Institutional (specify)		
Long Term Lease		
Easement		
Other (specify)		
TOTAL		

*If additional space is required, please attach a separate sheet.

9.0 OTHER APPLICATIONS

1. Please identify all other corresponding applications applicable to the subject lands.					
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	☐	☐			
*If the lands have been the subject of a prior Land Division Committee application, attach a copy of the decision.					

10.0SERVICING

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): _____	☐	☐

11.0 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.	

12.0 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

13.0 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

14.0 ACKNOWLEDGEMENT

In accordance with the provisions of the *Planning Act* and *Municipal 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

15.0 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

PART LOT CONTROL EXEMPTION APPLICATION FEES

The municipality requires an applicant to submit an application fee and a deposit to cover all costs associated with processing the application. Please note that the initial deposit is in addition to the application fee. 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 owner/applicant is responsible for all fees related to processing the Part Lot Control Exemption application(s).

Application Type	Application Fee	Initial Deposit
New Application for Part Lot Control Exemption	\$1,000.00, plus \$100.00 per lot to be created	\$1,500.00

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

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

Dated this _____ day of _____, _____.

Signature of Applicant

Municipal Staff

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