



Site Plan Control Guidelines

Township of South Frontenac

(Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended)

February 2019



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1.0 GENERAL INFORMATION

1.1 Introduction

The Township of South Frontenac By-law No. 2003-25, the 'Site Plan Control By-law', allows the Township to regulate development through site plan control in accordance with Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended. This By-law designates certain lands within the Township as "Site Plan Control Areas".

The By-law further provides that no one shall undertake development in any site plan control area until the Township or the Ontario Municipal Board (in the case of a referral) has approved a site plan showing various details of the development being proposed.

This document has been prepared to aid applicants in completing site plan control applications. Interpretation of whether or not an application satisfies the Site Plan Control By-law is determined by the Township Planner and/or Chief Building Official.

1.2 Purpose

The purpose of site plan control is to ensure that all development within the Township of South Frontenac is undertaken in accordance with the Township's Official Plan, Zoning By-laws, other applicable Township By-laws, Provincial policies and regulations, and Township standards. Site plan control protects both public and private interests in relation to proposed new development. It mitigates or eliminates negative impacts on adjacent land uses and ensures that certain features of a development are maintained into the future.

The Township's Site Plan Control By-law No. 2003-25 sets out the specific land uses, designations, and areas which are intended to be subject to site plan control. These are:

- a) commercial and industrial uses;
- b) lands used for wrecking yards;
- c) lands used for hauled septage disposal;
- d) lands within the Mining designation;
- e) lands within or adjacent to the Environmental Protection designation;
- f) lands within 90 metres of a waterbody (primarily water front lots), including land used for residential purposes;
- g) lands within or adjacent to an Environmentally Sensitive Area;
- h) lands within 300 metres of a Sensitive Lake Trout Lake;
- i) lands which are subject to a natural hazard;
- j) institutional (community facility); and
- k) multi-unit residential.

1.3 Pre-Consultation

A pre-consultation meeting with Township staff is recommended for all applications to assist owners and developers with the site plan control process. The purpose of the pre-consultation meeting is to identify the necessary approvals that will be required to allow the project to proceed, to address any process or timing questions, to identify any potential technical issues and requirements that may impact the viability of the project, and to confirm the necessary supporting studies and information that will be required for submission with the application. The Township may require the applicant to discuss the application with outside agencies deemed appropriate by the Township. These may include the Health Unit, Ministry of the Environment, local Conservation Authorities, Hydro One, etc.

Prior to submitting an application for site plan control, it is the applicant's responsibility to review the Site Plan Control Guidelines to ensure the site plan is submitted with all necessary requirements.

1.4 Other Applications

The Township controls the use of land in South Frontenac through its (Comprehensive Zoning) By-law No. 2003-75. If an applicant wishes to use or develop a property in a way that is not permitted under the Zoning By-law, an application may be made for a Zoning By-law amendment ('rezoning'). Council may approve a change to the Zoning Bylaw only if the new use conforms to the Township's Official Plan.

If a development proposal does not conform to the Township's Zoning By-law but follows the general intent and purpose of the Official Plan, an application for a minor variance to the Zoning By-law may be made. Unlike a Zoning By-law amendment, a minor variance does not change the existing by-law. A minor variance allows for an exception from a specific requirement of the Zoning By-law for a particular property.

The Township must consult the public concerning both rezoning and minor variance applications by notifying neighbouring property owners and by allowing for input at a public meeting. Any decision by the Township regarding a zoning or minor variance application may be appealed to the Ontario Municipal Board.

Applications requiring amendments or variances to the Zoning By-law must receive final approval prior to approval of any site plan control application. Application fees are established by the Township's Tariff of Fees By-law.

2.0 SITE PLAN APPLICATIONS

2.1 Application

A site plan control application must be completed and submitted to the Township along with any required supporting plans and reports. These are described in section 2.7 of this guideline and listed in **Appendix 2**. A site plan application may be submitted prior to any building and mechanical drawings being submitted, but processing of the application may be delayed until all necessary information is provided.

A copy of the deed or a signed statement of ownership of the subject lands must accompany the application.

2.2 Plan Specifications

The checklist attached to this guideline as **Appendix 2** must be submitted as part of an application. This checklist provides specifications for preparation of a site plan. Once the Township departments and external agencies have reviewed the application, additional information or plans may be required. In some cases, all items on the checklist may not apply to a particular development.

Ontario Building Code (OBC) requirements should be reviewed with the Chief Building Official to determine if any building plan would be required to be prepared by a professional engineer or architect.

2.3 Landscaping

Where an applicant is required to or chooses to locate plantings in a landscaped area, consideration shall be given to the plantings' suitability to withstand site-specific characteristics or constraints such as street salt, pollutants, root compaction, disease and pests, and maintenance needs.

"Landscaped" shall mean an area not built on and not used for any purpose other than as a planted area or screening buffer and which shall include at least one hedgerow of hardy shrubs or similar type of vegetation not less than 0.3 metres in height at the time of planting. When the landscaped area is to serve as a screening buffer, the hedgerow must be at least 1.2 metres in height when planted and, when fully grown, shall reach a height of not less than 2 metres, extending the full length of the landscaped area and shall be maintained in a healthy growing condition. A landscaped area does not include driveways, parking spaces or parking aisles.

The following is a list of tree and plant species that are acceptable to the Township. The list does not comprise all the species alternatives but is provided here for information purposes.

On-site Trees for Landscaped Areas

DECIDUOUS TREES		CONIFEROUS TREES	
Common Name	Botanical Name	Common Name	Botanical Name
Norway Maple	Acer Platanoides	Pyramid Cedar	Thuja Occidentalis Fastigiata
Ash Marshall's Seedless	Fraxinus Pennsylvanica	Pyramid Pine	Pinus Flexilis
Honey Locust	Gleditsia Triacanthos	Scots Pine	Pinus Sylvestris
London Plane Tree	Plantanus Aceifolia	Austrian Pine	Pinus Nigra
Flowering Crab Apples	Malus Floribunda	Swiss Stone Pine	Pinus Cembra
Linden	Tilia	White Spruce	Picea Glauca
Hawthorn	Crataegus	Colorado Spruce	Picea Pungens
Amur Cork Tree	Phellodendron Amurense	Serbian Spruce	Picea Omorika
Northern Catalpas	Catalpa Speciosa		
European Hornbeam	Carpinus Betulus Fastigiata		
Russian Olive	Elaeagus Angustifolia		
Red Oak	Quercus Rubra		

The following planting sizes are the minimum acceptable requirements for plant material:

- deciduous trees of 45mm caliper (diameter) planted with wire basket protection cages at the trunk base;
- flowering deciduous trees of 45mm caliper;
- coniferous trees of 1.8 metres in height;
- deciduous shrubs of 60cm in height; and
- coniferous shrubs of 50cm in spread (drip line).

Where shrubs are required for screening buffering, they must be coniferous (evergreen) and have a minimum height of 1.2 metres at the time of planting. Evergreen trees are not recommended in sight triangles.

2.4 Barrier-free Parking

In addition to the requirements outlined in the Ontario Building Code and in the Township's Zoning By-law, the following parking requirements must be addressed:

2.4.1 Barrier-free parking spaces will be located as close as possible to a main building entrance and provide direct and unobstructed access to the building and as follows:

Number of Parking Spaces Required (by the Township Zoning By-law)	Minimum Number of Barrier-free Parking Spaces
0 to 50	1
51 to 100	2
101 to 200	3
201 to 300	4
301 to 400	5
401 to 600	6
Over 600	One Percent (1%) of the Required Parking

2.4.2 Parking spaces shall be gravel or hard-surfaced and curbed as determined by the

Township. The minimum dimensions of each barrier-free space shall be 4.4 metres (14 ft.) by 6.0 metres (20 ft.).

- 2.4.3 Sidewalk recesses shall be provided with a maximum 5% grade in all directions to allow easy access.
- 2.4.4 All barrier-free parking spaces shall be identified with a sign using the international symbol for such spaces.

2.5 Fire Routes

Where the applicant is required to designate fire routes, the fire route shall be constructed, signed and maintained in compliance with the Ontario Building Code and Township of South Frontenac standards.

2.6 Drainage

In accordance with the Ontario Building Code, a drainage plan showing the method for dealing with surface drainage on property shall be required by the building department for a building permit. The drainage plan must provide sufficient elevations within the site to illustrate the existing and proposed drainage patterns. Buildings shall be located and the site graded so that water will not accumulate at or near buildings and will not adversely affect adjacent property.

2.7 Required Reports

The pre-consultation meeting will determine which reports are required to support a site plan control application. All reports must be current and completed by a qualified professional. The Township reserves the right to complete a peer review of any of the required supporting reports. Costs of peer review are the responsibility of the applicant. Report requirements may include any of the following:

2.7.1 Servicing Report

A servicing report must identify how the proposed development will be serviced including storm drainage, sanitary sewer and water service connections to existing Township infrastructure, and availability of capacity in the Township system to accommodate additional requirements of the proposed development. It must also address all impacts on downstream infrastructure that may require system upgrades. The servicing report must be prepared, signed and stamped by a qualified professional engineer.

2.7.2 Stormwater Management Report

A stormwater management report must identify all drainage-related impact caused by the proposed development and assess quantity and/or quality control of stormwater runoff. All stormwater runoff is to be controlled to an appropriate run-off rate in accordance with Provincial standards and/or Township's design criteria. The stormwater management report must be prepared, signed and stamped by a qualified professional engineer.

2.7.3 Tree Inventory and Preservation Study

A tree inventory and preservation study relates to all properties containing woodlots, tree stands or hedgerows. It must identify and provide a surveyed location for all existing trees, their type, size and condition, those trees proposed to be removed and retained, and methods to be used to maximize tree preservation. A permit may be required prior to any tree removal in advance of final site plan application approval. Replacement trees may be required by the Township. The inventory and study must be prepared by a qualified arborist (certified by the International Society of Arboriculture).

2.7.4 Traffic Impact Study

A traffic impact study provides an assessment of the adequacy of existing or future transportation systems to accommodate additional traffic generated by the proposed development. It recommends any improvements required to the roadway system in order to maintain a satisfactory level of service. The traffic impact study must be prepared, signed and stamped by a qualified professional engineer.

2.7.5 Geotechnical Assessment

A geotechnical assessment evaluates the soils and subsurface conditions of a site and provides recommendations for the design and construction of the site. The geotechnical assessment must be prepared, signed and stamped by a qualified professional engineer.

2.7.6 Hydrogeological Study

A hydrogeological study applies when properties are in areas serviced by private water and septic systems. The hydrogeological study must be prepared, signed and stamped by a qualified professional engineer or professional hydrogeologist.

2.7.7 Environmental Impact Study

An environmental impact study describes the natural environment that will be affected by the proposed development, and assesses the expected impacts on the environment. It uses a list of assumptions in the assessment to finally provide recommendations regarding the actions necessary to prevent, mitigate or remedy the effects on the environment. The environmental impact study must be prepared by a qualified professional.

2.7.8 Noise and Vibration Study

A noise and/or vibration study is required where a sensitive land use (i.e. residential) is

proposed near a noise source (i.e. railway, major roadway, industry) or where a noise source (commercial or industrial use) is proposed adjacent to a sensitive land use. The report follows the Ministry of the Environment's guidelines and demonstrates that the appropriate criteria can be achieved. The study must include an assessment of indoor and outdoor sound levels and recommend mitigation measures for the development such as sound barriers, ventilation requirements, special building component and necessary warning clauses. The noise and/or vibration study must be prepared, signed and stamped by a qualified professional engineer.

2.7.9 Environmental Site Assessment

An environmental site assessment is required for all applications where a land use change is proposed from an industrial or commercial use to a more sensitive land use (i.e. residential). Initially, a phase I environmental site assessment is required. Further investigation will be required if the Phase I assessment identifies the possibility of site contamination. A record of site condition may be required in accordance with Ontario Regulation 153/04. The environmental site assessment must be prepared, signed and stamped by a qualified professional engineer.

2.7.10 Archaeological Report

An archaeological report is required for all applications in or near areas of archaeological potential, as determined by the criteria set out by the Ministry of Tourism, Culture and Sport. A letter of concurrence from the Ministry must be provided to the Township where an archaeological report is required. The report must be completed by an individual holding a valid Ontario archaeological licence.

2.7.11 Cultural Heritage Impact Study

A cultural heritage impact study is required for development proposals on lands adjacent to a protected heritage property. The impact of the proposed development on the protected heritage property is required to be evaluated. The report is to demonstrate how the heritage attributes of the protected heritage property will be conserved, and what mitigating measures or alternative development approaches may be required to protect the resource. The heritage impact study must be prepared and signed by a member of the Canadian Association of Heritage Professionals.

3.0 APPROVAL PROCESS

3.1 Process Outline

The general steps in the site plan control process, following the submission of the site plan application, are as follows:

- Planner circulates the application to various Township departments and external agencies where appropriate:
 - Chief Building Official
 - Public Works
 - Clerk/Chief Administration Official
 - Fire Chief
 - Conservation Authority including Rideau Valley Conservation Authority, Cataraqui Region Conservation Authority, and/or Quinte Conservation
 - Others may be circulated, including but not limited to, Ministry of the Environment (MOE), Ministry of Natural Resources (MNR), and Department of Fisheries and Oceans (DFO)
- Planner requests comments within 30 days of circulation
- Planner contacts the applicant as comments and issues are identified
- Council makes a decision regarding the application (applicant may appeal to the Ontario Municipal Board)
- Township prepares a site plan agreement, if required
- Applicant and Township sign the agreement
- Agreement is registered against the title of the subject lands
- Building permit may be issued at this point, upon application to the Township
- Applicant applies for release of security (*when conditions for the release are met*)
- Inspections are completed and security is released by Township upon satisfactory implementation of the site plan

3.2 Site Plan Agreement

The applicant may be required to enter into an agreement with the Township of South Frontenac. The site plan agreement requires that the proposed development be constructed in accordance with the approved site plan. The agreement shall be registered against the title of the subject lands at the applicable Registry Office at the applicant's expense.

During the construction phase, the Township will monitor site plan agreement requirements. Any changes or questions should be directed to Township staff. Although changes may be shown on the building permit drawing, unless approved through the site plan control process, the approved site plan drawings prevail and a performance security may be held until outstanding items are brought into compliance with approved plans.

3.3 Security

The site plan agreement may require submission of a performance security and possibly a maintenance security for any works required pursuant to the agreement. Any performance security shall be provided in the form of a letter of credit in favour of the Corporation of the Township of South Frontenac, or other form of payment approved by the Township. A performance security may be drawn upon by the Township of South Frontenac at any time. A performance security shall be effective for one year and shall be automatically renewed from year to year.

The amount of the security will be based on 50% of the works cost estimate for the on-site works and 100% of the works cost estimate for the works on municipal property. Works such as paving, landscaping and servicing are used to determine the value estimate. The works cost estimate shall be submitted with the application. Approval will not be granted until this information is submitted.

A reduction of 90% of the security will be considered with the submission of a letter requesting a security reduction, along with an Engineer's certificate. The Engineer's certificate must confirm that all works (on and off-site) have been completed in accordance with the approved drawings and the conditions of the site plan control agreement.

The remaining 10% of the security will be held as warranty for a minimum period of one year from the date of the respective 90% security release to ensure that all the works, including landscaping, are maintained and any necessary repairs or replacements are completed. Upon receipt of a letter requesting final security release, the balance of the security will be returned following the expiry of the one year warranty period and subject to the Township being satisfied that the works have been maintained.

3.4 Timing

Once applications for site plan control have been declared complete, they will be processed in a timely manner. Incomplete site plan control applications may result in delays.

Applicant consultation with the various Township departments and outside agencies prior to submission of an application will expedite the approval process and is therefore recommended.

3.5 Building and Water System Permits

Following submission of the required documentation including performance security, an applicant will be eligible to receive building permits and water system permits as applicable. It is not necessary for an applicant to wait for registration of a site plan agreement before making application for the associated permits. Permit applications may be submitted at the same time as a site plan control application or while the site plan application is being processed. However, permits will not be issued until any required site plan agreement has been signed and

documentation received and until the site plan agreement is registered on the title of the property.
(Note: permits may be issued in advance of the agreement being registered on the title if the Township is in receipt of a lawyer's letter undertaking to register the agreement)

3.6 Fees

Fees are established by the Township's Tariff of Fees By-law No. 2005-55 and are subject to change from time to time.

4.0 INQUIRIES

Questions should be directed to the Township Planner early in the process prior to submitting a formal application.

Township of South Frontenac planning staff are located at the Township of South Frontenac Offices at 4432 George St., Sydenham, Ontario, K0H 2T0. All departments may be accessed by calling the offices at (613) 376-3027 or 1-800-559-5862.

Appendix 1

Site Plan Control Application Form



Township of South Frontenac
APPENDIX 1 – SITE PLAN CONTROL APPLICATION FORM
(Information to be provided under Section 41 of the Planning Act)

INSTRUCTIONS

SECTION 1.0 & 2.0 GENERAL INFORMATION AND PROPOSED DEVELOPMENT

A site plan agreement may be required by the Township of South Frontenac as a result of approval of this application. Financial securities may be required as part of that agreement. Such securities may be required to be provided to the Township in the form of a letter of credit. The name(s) of the Owner/Corporation of the Letter of Credit must be identical to the name(s) of the Owner/Person/Corporation executing the Agreement.

Agent may be the person acting on behalf of the Registered Owner to obtain approval.

SECTION 3.0 PREVIOUS USES

This section must be completed. Attach supplementary reports where applicable.

SECTION 4.0 ATTACHMENTS

Enclose all required plans and drawings in the form specified in the Site Plan Control Guidelines for the Township of South Frontenac.

More detailed plans, drawings, and/or reports may be requested on review of the application

SECTION 5.0 AGREEMENT TO INDEMNIFY AND STATUTORY DECLARATION

SECTION 6.0 OWNERS' DECLARATION

SECTION 7.0 OWNERS' AUTHORIZATION IF THE OWNER(S) IS(ARE) USING AN AGENT FOR REPRESENTATION

These sections must be signed by the owner/applicant.



Township of South Frontenac
SITE PLAN CONTROL APPLICATION FORM

<u>Office Use Only</u>	
File Number: _____	Date Received: _____
Related File Numbers: _____	
Application Fee: \$ _____	Paid <input type="checkbox"/>

1.0 GENERAL INFORMATION

Site Plan applications typically require an agreement between the owner of the land(s) and the Township of South Frontenac. You must accurately identify the property owner as described on the title to the lands affected by this proposal.

Registered Owner of Subject Land Information

Name: _____ If company, identify principal(s): _____

Address: _____
_____ Telephone: _____

Email address: _____ Fax: _____

Applicant/Agent Information

Name: _____ Telephone: _____

Address: _____ Fax: _____

Email Address: _____

Communications are to be sent to: Owner Agent

Property Information

Civic (911 Street No.) Address: _____

Nearest Cross Street(s): _____

Lot: _____ Concession: _____

Registered Plan No.: _____ Lot/Block: _____
(if applicable)

Reference Plan No.: _____ Part No.: _____
(if applicable)

Description: Lot Area _____ m² Frontage _____ m Depth _____ m

Additional Information

Please identify the names and addresses of the holders of any mortgages, charges or other encumbrances on the subject lands.

Are there any easements, rights-of-way or restrictive covenants affecting the subject lands?

Yes No

If yes, describe the purpose/effect, identify the location, and the name and address of the lands and/or persons benefitting from the easement, right-of-way or covenant:

Have there been any previous site plan or development agreements registered against these lands?

Yes No

If yes, identify dates, files, and particulars:

Are the subject lands currently vacant?

Yes No

If No, what are the existing uses? _____

What is the Official Plan designation of the subject lands? _____

What is the zoning of the subject lands? _____

Pre-Consultation

Have you consulted a Township building official, planner, or engineer regarding this application?

Yes No Name: _____ Date: _____

2.0 PROPOSED DEVELOPMENT

Nature of Proposed Development/Use

- | | |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> commercial | <input type="checkbox"/> within the mining designation |
| <input type="checkbox"/> industrial | <input type="checkbox"/> within 300 metres of a sensitive lake trout lake |
| <input type="checkbox"/> within 90 metres of a waterbody | <input type="checkbox"/> within or adjacent to an environmentally sensitive area |
| <input type="checkbox"/> used for a wrecking yard | <input type="checkbox"/> within or adjacent to an environmental protection designation |
| <input type="checkbox"/> used for hauled septage disposal | <input type="checkbox"/> subject to a natural hazard |
| <input type="checkbox"/> institutional (community facility) | <input type="checkbox"/> multi-unit residential |
| <input type="checkbox"/> Other _____ | |

Additional Information

Have you filed an application for Condominium Exemption?

Yes No

No. of units _____

Does the proposed development include the demolition of existing buildings or parts thereof?

Yes No

Describe briefly: _____

Is the proposal an addition to an existing building?

Yes No

Describe briefly: _____

Has application been made for a building permit for the subject lands?

Yes No

Are any of the existing buildings protected heritage property?

Yes No

Site Statistics

	Existing	Proposed	Required by Zoning By-law
Building Area (Ground Floor Area) (m ²)			
Gross Floor Area (Total All Floors) (m ²)			
No. of Parking Spaces			
No. of Barrier-Free Parking Spaces			
No. of Loading Spaces			
Parking Area (m ²)			
Building Height (m)			
No. of Storeys			
No. of Units			
Landscaped Area (m ²)			
Open Space Area (m ²)			
Outside Storage (m ²)			

Has an application been submitted for rezoning or minor variance?

Yes No

3.0 PREVIOUS USES

Has there been an industrial or commercial use on the subject land or adjacent lands?

Yes No

If yes, specify the use and the last year of that use _____

Has the grading of the subject land been changed by adding earth or other material?

Yes No Unknown

Has a gas station been located on the subject land or land adjacent to the subject land at any time?

Yes No Unknown

Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

Yes No Unknown

Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No Unknown

Has the land ever been subject to an environmental order such as control, stop, preventative clean-up or prohibition order?

Yes No Unknown

Have you ever been advised either formally or informally by the Ministry of Environment or another source that the property is or may be contaminated?

Yes No

If yes, explain: _____

If yes to any of the questions in Section 3.0, an environmental site assessment (ESA) may be required for the subject lands and possibly for the adjacent lands. The study must be completed by a qualified professional who is approved by the Township. Consult planning staff to determine the need for such a study.

ESA Report attached: Yes No Title and Date of Study: _____

What information did you use to determine the answer to these questions? _____

4.0 ATTACHMENTS

Attach the following information and number of paper copies

- | | |
|-----------------------------------------------------------------------------|---|
| <input type="checkbox"/> Legal Survey, prepared by an Ontario Land Surveyor | 1 |
| <input type="checkbox"/> Existing Conditions Plan | 6 |
| <input type="checkbox"/> Site Plan | 6 |
| <input type="checkbox"/> Drainage and Servicing Plan | 6 |
| <input type="checkbox"/> Architectural Plans | 6 |
| <input type="checkbox"/> Landscape Plans | 6 |
| <input type="checkbox"/> Additional Reports | 6 |
| <input type="checkbox"/> Works Cost Estimate | 1 |

Note: The above documents should be prepared with reference to **Appendix 2**.
All large drawings must be folded to no larger than 27.9 x 43.2 cm.
A reduction of the site plan (21.5 x 35.5 cm) is to be included.

CD containing all attachments Yes No

Additional information that may be useful includes photographs, supporting studies or other information in support of this application can be provided as an attachment to this application.

5.0 AGREEMENT TO INDEMNIFY AND STATUTORY DECLARATION

The Owner/Applicant agrees to reimburse and indemnify the Township of all fees and expenses incurred by the Township to process the application.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-Law No. 2005-55. The required fees should be confirmed with the Township prior to the submission of the application. The Township is under no obligation to process this application until fees are received.

Date

Applicant/Owner

6.0 OWNERS' DECLARATION

Note: This must be completed by the owner. If more than one owner is listed in Section 1.0 of this application, then all owners must sign this application form and the affidavit section.

I(We), _____ of _____ in the _____ of _____ solemnly declare that all the statements contained in this application for (*property description*) _____ and all the supporting documents are true, and I(we) make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, by virtue of the Canada Evidence Act. I agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process this application.

DECLARED before me at the

_____ of _____
in the _____
of _____
this _____ day of 20 _____

Owner/Applicant

Owner/Applicant

Commissioner of Oaths (please print name)

Commissioner's Signature/Stamp

7.0 OWNERS' AUTHORIZATION IF THE OWNER(S) IS(ARE) USING AN AGENT FOR REPRESENTATION

I(We), _____ of _____ in the _____ of _____ solemnly declare that (*agent's name*) _____ is authorized to submit an application for the lands that I/we own, location in (*property description*) _____ and to act as our agent in the completion of the matters related to the processing thereof.

DECLARED before me at the

_____ of _____

in the _____

of _____

this _____ day of 20 _____

Owner/Applicant

Owner/Applicant

Commissioner of Oaths (please print name)

Commissioner's Signature/Stamp

Personal information on this form is collected under the Planning Act for the purpose of processing a site plan control application. All information on this form is considered to be part of the public record. Questions related to the collection of this information should be referred to the Township Planning Co-ordinator at (613) 376-3027 or 1-800-559-5862.

Appendix 2

Checklist for Site Plan Control Application



Township of South Frontenac
APPENDIX 2 - Checklist for Site Plan Control Application
 (Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended)

The Township of South Frontenac By-law No. 2003-25 allows the Township to control development through a site plan approval process. To assist applicants in applying for site plan approval, the following checklist is provided. Six (6) copies of this checklist must be submitted as part of the site plan approval application. The application should be prepared with reference to the document entitled Site Plan Approval Guidelines of the Township of South Frontenac which is available online at www.township.southfrontenac.on.ca, or at 4432 George St, Sydenham, Ontario, K0H 2T0.

For additional information on Site Plan Control within the Township of South Frontenac, please contact the Township Planner at (613) 376-3027 or 1-800-559-5862.

NOTE: The applicant is responsible for obtaining the most recent editions of the Standard Specifications and Drawings of the Township of South Frontenac and Ontario Provincial Standards and Specifications. The current revisions shall apply.

CHECKLIST

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

General

1. All sections of the site plan application forms filled in
2. All plans, drawings, reports, calculations, cost estimates etc. prepared and sealed/stamped by a registered professional (i.e. engineer, architect, legal surveyor as applicable)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

All Plans

3. All dimensions provided in metric
4. All plans drawn at one of the following metric scales: 1:100, 1:200, 1:250, 1:300, 1:400 or 1:500
5. Title block on all plans showing the name of the firm or person who prepared the plan and a revision block showing the date and nature of all revisions to the original plan
6. North arrow on all plans oriented toward the top of the plan
7. Geodetic data and location of benchmarks specified
8. Block noting revisions and dates

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Legal Survey

9. Legal description of the property subject to site plan approval including lot, concession, block and registered plan number
10. Key map showing the location and extent of the subject lands

Yes	No	Existing Conditions Plan
		11. All dimensions, area of property, location and use of all existing buildings on the site shown on plans
		12. Uses of abutting properties indicated for all surrounding lands
		13. All setbacks from lot lines and between buildings/structures shown on plans
		14. Both sides of any abutting roads or rights-of-way, any 0.3 metre reserves, street widening with curb lines (where appropriate)
		15. Type and extent of all easements, both on and adjacent to the property, located and labelled
		16. All natural features such as trees, water courses, rock outcrops, drainage ditches, swales or steep slopes located and labelled
		17. All existing utilities and services located and labelled
		18. All original ground grades shown in geodetic levels

Yes	No	Site Plan
		19. Table identifying each buildings use, number of floors, all outside dimensions; building heights and yard dimensions
		20. All proposed streets shown with right-of-way width
		21. Any services, sewage system, storm drainage, water supply system, gas or electric services located and labelled
		22. All parking and loading areas, spaces and aisles, whether designated as garages, carports or open parking, located, labelled and dimensioned
		23. All vehicular circulation, curbs, curve radii of curbs at all street access points and driveway intersections located, labelled and dimensioned
		24. All walkways and sidewalks located, labelled and dimensioned
		25. All fire routes (if applicable) including all necessary signage and surface demarcation located, labelled and dimensioned
		26. All existing and proposed fire hydrants on or near the subject property located and labelled
		27. All finished ground grades shown in geodetic levels
		28. Flow arrows shown to indicate the direction of surface water flow
		29. Table of main building areas indicated in both square metres and as a percentage of total lot area
		30. Table with site statistics
		31. Retaining walls, protective railings, service or delivery access, extent of underground garage and ramp location, stairwells, garbage collection and/or storage areas located, labelled and dimensioned
		32. Loading zones (if required) located, labelled and dimensioned
		33. Location of the new building(s) complies with the Minimum Distance Separation (MDS) formulae
		34. Signs located, labelled and dimensioned with note/description on plan detailing height and colour(s) of sign(s) (if applicable)

Yes	No

Drainage and Servicing Plan

- 35. Land drainage and stormwater conveyance arrangement shown, including catchbasins, soakways, ponding areas, detention controls and direction of surface flow
- 36. Existing and proposed grades and floor elevations shown
- 37. Surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs shown
- 38. All elevations referenced to a Township bench mark and to a geodetic metric datum
- 39. Drawing with all sewers, catchbasins, and watermains and utilities that are external to the building shown
- 40. Copy of necessary documents/permits from, pertinent ministries (Ministry of Environment, Ministry of Transportation, Ministry of Culture and/or Ministry of Natural Resources, etc.) attached

Yes	No

Architectural Plan

- 41. Elevations of all sides of all the main and accessory buildings, showing all roof structures such as penthouses, chimneys, vents, and air conditioning, with measurements shown
- 42. Floor plans for all floors for all buildings except where repetition is proposed (such repetition shall be noted) provided
- 43. Exterior building materials including colours indicated
- 44. Location of all signs, dimensions, materials and colours indicated
- 45. Location and design of all exterior lighting including lighting specifications indicated
- 46. Design, location and construction details of any interior or exterior garbage collection and/or storage areas shown
- 47. A “street elevation” showing all elevations from the street side where the proposed development includes a group of buildings provided

Yes	No

Landscape Plan

- 48. All buildings, parking areas and driveways, together with any physical features, to establish relationships with landscaping located, labelled and dimensioned
- 49. Gardens, garden walls, walks, areas for recreation play-lots, and/or facilities located, labelled and dimensioned
- 50. Existing trees to be preserved, transplanted or removed located and identified
- 51. Planting materials, described regarding height when mature and using standard botanical plant names listed
- 52. Other landscaping features located, labelled and dimensioned

Yes	No	Additional Reports which may be required by the Township
		53. Servicing Report
		54. Stormwater Management Report
		55. Tree Inventory and Preservation Study
		56. Traffic Impact Study
		57. Geotechnical Assessment
		58. Hydrogeological Study
		59. Environmental Impact Study
		60. Noise and Vibration Study
		61. Environmental Site Assessment
		62. Archaeological Report
		63. Heritage Impact Study
		64. Other (please specify) _____