



Planning Department
7 Milne Street, PO Box 359
Minden, ON KOM 2K0

APPLICATION FOR SITE PLAN APPROVAL
OR AMENDMENT TO SITE PLAN APPROVAL

File No.: _____
Receipt No.: _____
Date Received: _____

Applications for approval of Plans and Drawings are pursuant to Section 41 of the Planning Act.

The cost deposit required for Site Plan Approval is Five Thousand Seven Hundred Fifty (\$5,750.00) Dollars, which includes a non-refundable administration fee of One Thousand Two Hundred Fifty (\$1,250.00) Dollars.

The cost deposit required for an amendment to Site Plan Approval is Two Thousand five Hundred (\$2,500.00) Dollars, which includes a non-refundable administration fee of Five Hundred (\$500.00) Dollars.

I/We enclose herewith the required cost deposit as stated above, paid by cash, cheque or interac, to the Township of Minden Hills. I/We agree to pay any further costs and expenses, including but not limited to, survey fee, legal fees, advertising costs and consultant fees, which may be determined by the Council of the Corporation of the Township of Minden Hills, in connection with the processing of this application.

In the event of withdrawal of the application, any surplus amount remaining, from the cost deposit, after payment of all expenses incurred by the township in processing this application, shall be remitted to the applicant. The applicant is required to notify the township, in writing, of the intent to withdraw the application.

I/We further agree to provide the site plan requirement information as outlined on pages 3 and 4 of this application.

Name of Owner(s): _____
Telephone No.: Residence: _____ Office: _____
Address: _____
Postal Code: _____
E-mail address: _____

Name of Authorized Agent (if any): _____
Telephone No.: Residence: _____ Office: _____
Address: _____
Postal Code: _____
E-mail address: _____

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

Encumbrances (mortgages): Yes _____ No _____
If yes: Name: _____
Address: _____

Letter of Consent of Mortgagee (required before the application will be processed).
Please attach a copy of deed

Property Description
Lot(s): _____ Concession(s): _____ Township: _____ Part(s): _____ Plan: _____
Assessment Roll No.: 46-16- -000- -0000
Civic Address: _____
Total Area: (square metres or hectares) _____
Frontage: (metres/feet) Average Width (metres/feet) Average Depth: (metres/feet)

Zoning
Present Zoning _____
Is the proposal in compliance with the Zoning? YES _____ NO _____

Official Plan
Present Official Plan Designation _____
Is the proposal in compliance with the Official Plan? YES _____ NO _____

Is the property presently the subject of any other applications under the Planning Act?

- (a) Application for official plan amendment Yes _____ No _____ File No. _____
- (b) Application for zoning by-law approval Yes _____ No _____ File No. _____
- (c) Application for minor variance Yes _____ No _____ File No. _____
- (d) Application for subdivision/condominium approval Yes _____ No _____ File No. _____
- (e) Application for consent (severance) Yes _____ No _____ File No. _____

Land Use

Existing use of subject lands (describes the usage in detail and provides a description of existing structures)

Proposed use of subject lands (describes the new use in detail and provides a description of proposed structures)

Proposed Development

Residential Development (if applicable)

- a) Number of Units _____
- b) Number of Storeys _____
- c) Ground Floor Area _____
- d) Gross Floor Area _____
- e) Type and number of Units:
 Bachelor _____ 1 bdrm _____ 2 bdrm _____ 3 bdrm _____ 4 bdrm _____
- f) Number of Parking Spaces:
 Surface _____ Underground _____

Commercial / Industrial Development (if applicable)

- a) Height of Building _____
- b) Total Floor Area _____
- c) Number of Parking Spaces _____
- d) Number of Loading _____
- e) Number of Seats _____

Institutional Development (if applicable)

- a) Total Floor Area _____
- b) Number of Parking Spaces _____
- c) Number of fixed Seating _____
- d) Number of Classroom/Teaching Area _____
- e) Height of Building _____

Servicing

Water Supply

- ___ Municipal piped water supply
- ___ Drilled or dug well
- ___ Communal well
- ___ Lake or river
- ___ Other (specify)

Sewage Disposal

- ___ Municipal sanitary sewers
- ___ Individual septic systems
- ___ Pit Privy

Storm Drainage

- ___ Sewers
- ___ Ditches
- ___ Swales
- ___ Other (Specify)

AFFIDAVIT, OWNER'S AUTHORIZATION AND ACKNOWLEDGEMENT

I, _____ of the _____ in the County/District/Regional Municipality of _____ solemnly declare that all the statements contained in this application are true, and make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____

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

 Signature of owner or authorized agent

 A Commissioner of Oaths

If the applicant is not the owner of the land that is subject of this application, the owner must complete the following or a similar authorization attached to the application

Authorization of Owner for Agent to Make the Application, Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application and I/we hereby authorize _____ to prepare and submit this application on my/our behalf.

(date)

(Signature of owner)

(date)

(Signature of owner)

Authorization of Owner for Agent to Provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application, and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I/we authorize _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

(date)

(Signature of owner)

(date)

(Signature of owner)

Consent of the Owner

The owner must also complete the following or a similar authorization attached to the application:

Consent of the Owner to the Use and Disclosure of Personal Information and to Allow Site Visits to be Conducted

I/We, _____, being the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of the Township of Minden Hills and the persons and public bodies conferred with under Section 53(10) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

For the purposes of the **Freedom of Information and Protection of Privacy Act**, I further authorize and consent to the use of my name in any Notices required under the authority of the Planning Act for the purpose of processing this application.

(date)

(Signature of owner)

(date)

(Signature of owner)

Site Plan Requirements

Plan Requirements for Approval of Plans and Drawings are pursuant to Section 41 of the Planning Act, R.S.O. 1990. Submit ten (10) copies, **of each item listed below**, together with the completed application form. In addition, submit an electronic copy, **of each item listed below**.

Survey Plan by an Ontario Land Surveyor showing: lot area and frontage, bearings, dimensions, stakes, etc. (accurate to scale sketch may be acceptable).

Site Plan

Details of development to be included on the Site Plan:

- Lot Area;
- Building coverage;
- Property boundaries;
- Location and dimensions of existing and proposed buildings;
- Number of parking spaces;
- Number of loading spaces;
- Location and treatment of garbage storage areas;
- Curbing and wheel stops including landscape strips;
- Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
- Location of exterior walkways, stairs, escalators and building entrances;
- Gross floor area and phasing, if applicable;
- Building height and number of storeys;
- Number of units, if residential;
- Location and orientation of any exterior lighting;
- Exterior amenity areas;
- North arrow with the drawing oriented as closely as possible to the North;
- Any additional relevant data.

The Site Plan shall include where applicable:

- Key Plan for site location;
- Widening of Highways that abut the land;
- Adjacent property owned by the applicant or in which the applicant has an interest;
- Ground floor elevation of building and units;
- Location and type of closed fire hydrant, existing and proposed;
- Roadways, driveways, parking area layout and ramps to show traffic circulation, ingress and egress, and appropriate roadway and parking space dimensions and setbacks;
- Minimum distances between buildings;
- Loading doors and bays, loading areas and intended truck traffic;
- All signage including direction and fire route signs;
- Provisions for handicapped parking;
- Building blocks to be numbered with the number of units (e.g. Building No.2 - 4 dwelling units);
- Provisions for pedestrian traffic, both on and off-site, including ramps for the disabled.

Servicing Plan

The Servicing Plan must include:

- All abutting streets, right-of-ways, easements;
- All utilities on existing roads including storm, sanitary, Bell, Hydro and gas;
- All proposed services to building;
- Location and screening of Hydro transformer vault;
- Location and type of fire hydrants, existing and proposed, and Fire Department connections is required;

Building Elevations

To show the overall design of the proposed structure including:

- Front, side and rear elevations of typical building block showing generally the material to be used (e.g. wood, brick, architectural or concrete block, pre-cast concrete, stucco, paint on wood or block, etc.).
- One set of building elevations to be architecturally rendered for presentation purposes, illustrating how the proposal will relate to the surrounding environment.

Grading and Drainage Plan, Storm Water Management Plan and Other Public Works Requirements

A site grading and drainage plan must be provided that shows post-development lot grading as well as the grades of adjacent lots and roadways. All elevations must be geodetic.

Storm water management and Construction mitigation must be addressed in the design of the proposal. Where required, a Certificate of Approval application should be filed with the Ministry of the Environment as early in the process as possible.

A storm water management and attenuation plan must be provided. Post development flows must be the same in quantity and characteristic as pre-development flows up to the 100-year storm level. Construction mitigation measures for erosion and siltation control must also be provided. A certified engineer must prepare the storm water management and construction mitigation plan.