



**APPLICATION FOR THE APPROVAL OF SITE PLAN AGREEMENT  
 OR AMENDMENT TO SITE PLAN AGREEMENT**

File No. \_\_\_\_\_ - \_\_\_\_\_

Date Received by  
 Planning Department:

PLEASE TYPE OR PRINT CLEARLY, **USE BLUE INK**

Site Plan Control  Site Plan Amendment  Signed Site Plan

Municipal Address:	
Roll #: 2731 000	
Registered Plan No.:	Lot(s):
Reference Plan No.:	Part(s):

DATE OF PRE-CONSULTATION: \_\_\_\_\_ SIGNED FORM ATTACHED:   
 (REQUIRED FOR SUBMISSION)

**1. APPLICANT/AGENT INFORMATION:**

**Registered Owner(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorized Agent (if any):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2.** Are there any mortgagees, holders of charges or other encumbrances with respect to the subject land?  
 Yes  No

If yes, please provide names & addresses of any mortgagees, holders of charges or other encumbrances with respect of the subject land:

Name/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(If more space is required, attach a separate sheet hereto.)

Are there any existing easements or restrictive covenants affecting the land?  
 Yes  No  Unknown

If "Yes", describe each easement or covenant and its effect: \_\_\_\_\_

**3. DIMENSIONS OF THE SUBJECT LANDS:**

Lot Frontage: \_\_\_\_\_ Meters

Lot Depth: \_\_\_\_\_ Meters

Lot Area: \_\_\_\_\_ Square Meters/Hectares

**4. PLANNING COMPLIANCE**

(a) City of Thorold Official Plan: \_\_\_\_\_

(b) Niagara Region Policy Plan: \_\_\_\_\_

(c) Current zoning of the subject land: \_\_\_\_\_

- (d) Has the site been the subject of any of the following (state file number & status):
- |                               |                              |                             |                                  |
|-------------------------------|------------------------------|-----------------------------|----------------------------------|
| Zoning Application            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Plan of Subdivision           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Site Plan Control Application | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Consent/Minor Variance        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |

(e) Is the subject property or any existing building on the property designated under the Ontario Heritage Act or on the City of Thorold potential for designation list?

Yes     No    Designation By-law Number: \_\_\_\_\_

(f) Is the proposed amendment consistent with Provincial Policy Statements issued under subsection 3(1) of the Planning Act?

Yes     No   

(g) Are the subject lands within an area of land designated under a Provincial Plan or Plans?

Yes     No   

**5. EXISTING USES OF THE SUBJECT LANDS:**

Indicate land uses on abutting properties:

North \_\_\_\_\_ West \_\_\_\_\_

South \_\_\_\_\_ East \_\_\_\_\_

Are there any existing buildings or structures on the subject lands?

Yes     No    (a plan of survey required)

Existing uses of the subject lands				
Existing Structure Types:				
# of Units				
Ground Floor Area (m <sup>2</sup> )				
Lot Coverage (%)				
Gross Floor Area (m <sup>2</sup> )				
Building Height (m)				
Building Coverage (m <sup>2</sup> )				
Landscape Area (%)				
Parking Coverage (%)				
No. of Parking Spaces – Auto				
No. of Parking Spaces - Bicycle				

**6. PROPOSED USE OF SUBJECT LANDS**

What is the proposed use of the subject lands?

Residential ■      Commercial ■      Institutional ■      Industrial ■      Other ■  
 Mixed Use:    Commercial/Residential ■      Industrial/Office ■      Office/Residential ■  
                   Office/Residential/Commercial ■  
 Residential:    Freehold ■      Condominium ■      Rental ■

Please explain: \_\_\_\_\_

The date the subject lands were acquired by the current owner: \_\_\_\_\_

Are there any proposed buildings or structures proposed to be built on the subject lands?

Yes          No

What is the proposed use of the building(s) or structure(s) to be built on the subject lands?

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Proposed Coverage Table	Metres Squared	Percentage of Lot Area
Total Building Coverage		
Total Parking Coverage (including driveways)		
Building Height (in storeys and metres)		
Gross Floor Area (measure from outside walls but excluding basement)		
Proposed Landscaped Area		

Number of Parking Spaces:	
Underground	
Above Ground	
Surface	
Minimum Required	

**7. SERVICING**

Is the proposed development serviced with municipal services including:

- Sanitary Sewers:      Yes                       No   
 Storm Sewers:        Yes                       No   
 Piped Water:         Yes                       No

If the proposed development is not serviced with municipal services, what method(s) of servicing are proposed:

**9. PRELIMINARY SITE PLAN REQUIREMENTS:**

Drawings:

- a) Five (5) copies of a Site Plan based on an actual survey by an Ontario Land Surveyor unless otherwise determined at the Pre-Consultation Meeting.
- b) Five (5) copies of all supporting studies and information (ie. Transportation Impact Studies, Archaeological assessment) determined at the Pre-Consultation Meeting.
- c) Five (5) copies of a Landscape Plan with a Landscape Schedule prepared by a Landscape Architect.
- d) Five (5) copies of Building Elevations prepared by a Professional Architect.  
(Floor plans showing the interior layout may be required).
- e) Five (5) copies of Site Servicing Plans prepared by a Professional Engineer.
- f) One (1) 11 x 17 copy of the coloured site plan, landscaping and elevation architectural Rendering.
- g) Detail drawings showing signage, garbage enclosures, fence detail and screening of mechanical equipment must be shown on all Site Plans and/or Landscape Plans.
- h) One (1) copy of each drawing submitted in a reproducible format (eg. 11 x 17)
- i) One (1) copy of all cost estimates associated with the development (including all on-site and off-site works)

All documents and drawings must also be submitted in an electronic format.

All documents and drawings **MUST** be in compliance with AODA. Planning applications **WILL NOT** be deemed complete unless all application material is AODA compliant.



**Affidavit or Sworn Declaration:**

To be signed and witnessed in the presence of a Commissioner for Taking Affidavits:

I, \_\_\_\_\_,  
*print name of registered owner(s) or authorized agent*

of the \_\_\_\_\_ in the province of \_\_\_\_\_,  
*Municipality*

solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true and I 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.

Sworn or declared before me at the \_\_\_\_\_ in the \_\_\_\_\_  
*lower tier municipality* *upper tier municipality*

on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Registered Owner(s) or Authorized Agent*

\_\_\_\_\_  
*Commissioner of Oaths*

**Note:**

Personal information collected on this application will become part of a public record.

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c.P. 13 as amended, and Ontario Regulations 198/96 and 199/96 and will be used for the purpose of processing this application. The information may be used by other departments and agencies for the purpose of assessing the proposal and preparing comments to the municipality and approval authority.

Questions about this collection should be directed to:

City of Thorold  
Freedom of Information Officer  
P.O. Box 1044, 3540 Schmon Parkway  
Thorold, Ontario L2V 4A7  
Telephone (905) 227-6613 ext. 270

## **SITE PLAN AGREEMENT PROCEDURES**

The Site Plan Agreement process follows the steps listed below. No building permit will be issued until the process is completed.

### **Step 1 – Pre-Consultation Application Appointment**

Persons intending to make a planning application for a proposed development are required to consult with planning staff prior to submitting an application. An application may be deemed incomplete if a required pre-consultation meeting has not taken place. A pre-consultation meeting will identify what is required to be submitted for a complete application and will provide the opportunity to discuss:

### **Step 2 - Application for Site Plan Agreement**

Upon preparation of a final plan by the Applicant/Agent, an application for approval of the Site Plan shall be made by submitting an application form to the Planning & Building Services Department. The application must be accompanied by the Site Plan application fee. If NPCA and Regional Planning Review fees are required, a cheque payable to the applicable agency is to be included. The Applicant/Agent will be required to submit copies of any supporting information as detailed in Site Plan Requirements.

### **Step 3 - Review of Plans**

Upon receipt of the application, fees and supporting material, a review of the site plan is undertaken which consists of the Planning, Building, Operations, Clerks and Fire Departments and any other agencies with an interest in the technical aspects of the Site Plan.

### **Step 4 - Review of Second Submission**

The Site Plan Committee may request revised drawings if necessary in compliance with the Site Plan Committee's requirements as outlined in its letter of comment.

### **Step 5 - Preparation of Site Plan Agreement**

Upon final review of the drawings the Planner will prepare a Draft Agreement and provides three copies of the Draft Agreement to the Applicant/Agent for signing

### **Step 6 - Recommendation to Council**

Once the Site Plan Agreement has been finalized and final drawings are received, the Planner will prepare a report to the Director of Planning and Development Services recommending approval of the Site Plan Application and Agreement.

### **Step 7 - Owner's Execution of Agreement**

Once Council passes a by-law authorizing the execution of the Site Plan Agreement, the Agreement will then be returned to the City to fully execute the agreement between the Owner/Applicant and the City.

### **Step 8 - Registration of Agreement**

When the Agreement has been signed by all parties, the Agreement will be forwarded to the City Solicitor for registration. Copies of the registered Agreement will be circulated to all parties involved.

### **Step 9 - Building Permit**

Upon confirmation that the Site Plan Agreement has been registered on title, a building permit may be issued.