



TOWNSHIP OF CHAPLEAU

SITE PLAN CONTROL APPLICATION FORM

Appendix II

For Office Use Only

File Number: _____
Roll Number(s): _____
Application Fee: _____
Application Received: _____ Application Deemed Complete: _____
Reviewed By: _____

Section One: Application Information

1. Type of Application

Check all that apply.

New Site Plan Control Application

Revision/Amendment to an Existing
Site Plan Control Application

Complex
Minor

Complex
Minor

2. Property Owner's Information

(authorization is required in S.2.1 if the Owner is not the Applicant)

Owner's Name: _____
Mailing Address: _____ Postal Code: _____
_____ Home Phone: _____
Email Address: _____ Work Phone: _____

3. Agent/Applicant Information

(name of person to be contact about the application, if different from the owner)

Name of Contact: _____
Mailing Address: _____ Postal Code: _____
_____ Home Phone: _____
Email Address: _____ Work Phone: _____



Section Two: Agent Authorization

1. Authorization Form

The Owner(s) formal authorization permitting the applicant to make this application on the Owner(s) behalf to the Township of Chapleau.

I/We _____, the owner(s) of the property
subject of this application, hereby authorize _____
to make this application on my/our behalf to the Township of Chapleau.

Witness: _____ Owner's Signature: _____

Date: _____ Date: _____

Section Three: Subject Property

1. Location of the Subject Land

Street Name and Number: _____

Registered Plan Number: _____ Part/Block/Lot: _____

Reference Plan Number: _____ Parcel/Pin No.: _____

Concession and Lot
Number: _____

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

No Yes – describe the easement/covenant in effect: _____

2. Dimensions of Property

Street Frontage: _____

Depth: _____ Area: _____

3. Use(s) on Subject Property

Existing: _____

Proposed: _____



4. Official Plan and Zoning By-law Information

Official Plan Designation:

Existing: _____

Zoning By-law Designation:

Existing: _____

Section Four: Building and Structure Information

1. Required Schedules and Associated Information

The following schedules must be submitted with your complete application. Please check the boxes to confirm that the schedules are included.

- Site Plan
- Elevation or Cross-Section Plan
- Servicing and Drainage Plan
- Landscape Plan

2. Existing Buildings or Structures on the Subject Land

The following information must be shown on all schedules submitted to the Township as required in Section 3.2.

- Boundaries, dimensions and area of the subject property
- Location, dimensions and setbacks of existing and/or proposed building/structures
- Elevation and cross section views for each building to be erected, to include:
 - Massing and conceptual design of the buildings;
 - Relationship of proposed building(s) to adjacent building(s) and streets to which members of the public have access
- Existing and/or proposed zone boundary locations
- Widening of highways that abut the lands
- Access to and from the lands including access ramps, curbs and traffic direction signs
- Off-street vehicular and parking facilities including access driveways, driveways for emergency vehicles and the surfacing of such areas and driveways
- Facilities for lighting of land or of any buildings or structures thereon
- Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings
- Walkways and walkway ramps including surfacing of all means for pedestrian access, including fire exits
- Location and elevation of vaults, collection areas and other facilities for the storage of garbage and other waste materials
- Location and nature of any existing or proposed easements



Grading, alteration or drainage plan showing:

- Rooftop drainage handling system
- Surface grading (existing and proposed)
- Catch basin locations

Service hook-up locations for Telephone, Hydro, Water, Sewer
Signage

Location and type of air conditioner units

The approximate location of all natural and artificial features on the subject land and on adjacent land, in the opinion of the applicant, may affect the application such as buildings, railways, roads, watercourses, and drainage ditches

Any adjacent lands, which are not the subject of the application, but in which the owner/applicant has an interest

List of financial obligations (Appendix III)

Section Five: Servicing Information

1. Access to the Property

Please check the applicable boxes and indicate the street name.

Provincial Highway: _____

Municipal Road: _____

Private Road: _____

Other Public Road: _____

*Water: _____

*If only by water, please indicate location of parking and docking facilities, the distance of these facilities from the subject land and the nearest public road.

2. Type of Water Supply to the Subject Lands

Publicly owned and operated piped water system

Privately owned and operated piped water system

Communal well

Lake or other water body:



3. Type of Sewage Disposal System Servicing Subject Lands

Publicly owned and operated piped water system

Privately owned and operated piped water system

Communal Septic System

Privy or other means: _____

4. Provision of Storm Drainage

Piped Sewers

Ditches

Swales

Other means: _____

Section Six: Planning Applications

1. Current Planning Act Applications

Is the property currently subject to another application under the *Planning Act*:

Unknown

No

Yes

If yes, and if known, please provide the following:

Application file number and type: _____

Status of Application: _____

2. Previous Planning Act Applications

Has the subject property ever been the subject of a previous application under the *Planning Act*:

Unknown

No

Yes

If yes, and if known, please provide the following:

Application file number and type: _____



Section Seven: Authorization

1. Affidavit or Sworn Declaration

I, _____ of the municipality of _____
make an oath and say (or 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.
Sworn (or declared) before me at the _____
in the Province of _____ this _____ day of _____, 20__.

(Signature of Applicant)

(Signature of Commissioner of Oaths)

2. Information Authorization of the Owner

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

I, _____ am the owner of the land that is subject to this application for approval of a *Planning Act* application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I 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: _____ Owner's Signature: _____

3. Consent of the Owner to Use and Disclose of Personal Information

I, _____ am the owner of the land that is subject to this application for approval of a *Planning Act* application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any or public body of any personal information that is collected under the authority of the *Planning Act* for the purpose of processing this application.

Date: _____ Owner's Signature: _____



4. Agreement to Indemnify

The Owner/Applicant agrees to reimburse and indemnify the Township of Chapleau (hereinafter referred to as the "Township") for all fees and expenses incurred by the Township to process this application, as the case may be, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any other administrative tribunal if necessary to defend the Township decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the Township may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/ Applicant further agrees to provide the municipality, upon request, a deposit against which the Township may, from time to time charge against the deposit any fees and expenses incurred by the Township in order to process the application. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the Township with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

The Owner/Applicant further agrees that, upon request by the Township from time to time, the Owner/Applicant shall make such additional deposits as the Township considers necessary, and until such requests have been complied with, the Township will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application.

Date: _____ Owner's Signature: _____