



## APPLICATION FOR SITE PLAN APPROVAL

THE UNDERSIGNED HEREBY APPLIES TO THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT FOR SITE PLAN APPROVAL UNDER SECTION 41 OF THE PLANNING ACT, R.S.O. 1990 AND THE CURRENT SITE PLAN APPROVAL BY-LAW.

Date : \_\_\_\_\_ File No. \_\_\_\_\_

### A. APPLICANT INFORMATION

1a. Name of Owner: _____
Phone: _____ Cell: _____ Fax: _____
Mailing Address: _____
1b. Name of Agent: _____
Phone: _____ Cell: _____ Fax: _____
Mailing Address: _____

### B. PROPERTY INFORMATION

2. Municipal Address: _____
Geographic Township of: _____
Legal Description: Lot _____ Concession _____ Part _____ Plan No _____
Lot Size: Frontage _____ Depth _____ Lot Area _____

### C. PLANNING INFORMATION

3. Current official plan designation: \_\_\_\_\_
4. Current zoning designation: \_\_\_\_\_
5. Is the access to the subject land next to a provincial highway, a municipal road that is maintained year round or seasonally, another public road, a right-of-way or water? \_\_\_\_\_  
\_\_\_\_\_
6. What is the existing use of the subject property (including any buildings)? \_\_\_\_\_  
\_\_\_\_\_



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7. What are the proposed uses of the subject property (including any buildings)? \_\_\_\_\_  
\_\_\_\_\_

8. Existing use/zoning of abutting properties:

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

9. Is storm drainage provided by sewers, ditches, swales or other means? \_\_\_\_\_

## **D. PARKING SPACE CALCULATION**

	EXISTING BUILDINGS	PROPOSED BUILDINGS	TOTAL
<b>Gross Floor Area</b>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<b>No. of spaces required by Zoning By-law</b>			
<b>No. of handicapped spaces included in above totals</b>			

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FAX: 613-534-2280  
EMAIL: [info@southstormont.ca](mailto:info@southstormont.ca)



**E. COST ESTIMATES FOR SITE IMPROVEMENTS**

**TO BE PREPARED BY A QUALIFIED PROFESSIONAL ENGINEER OR SIMILAR  
INDIVIDUAL BASED ON THE PROPOSED SITE PLAN**

10. Please state estimated cost of all required on-site improvements (excluding building and land costs).

Where Council deems that a Site Plan Agreement is required, a letter of credit for \_\_\_\_% of these costs is required prior to the signing of the Site Plan Agreement.

1.	<b>Sodding/seeding</b>	\$ _____
2.	<b>Planting (trees &amp; shrubs)</b>	\$ _____
3.	<b>Fencing and retaining walls</b>	\$ _____
4.	<b>Asphalt and pavement markings</b>	\$ _____
5.	<b>Driveway access, parking and loading areas</b>	\$ _____
6.	<b>Curbs</b>	\$ _____
7.	<b>Sidewalks, walkways, and ramps</b>	\$ _____
8.	<b>Site lighting</b>	\$ _____
9.	<b>Garbage vault or collection area enclosure</b>	\$ _____
10.	<b>Private well</b>	\$ _____
11.	<b>Septic system</b>	\$ _____
12.	<b>Storm drainage facilities</b>	\$ _____
13.	<b>Road widening and road cuts</b>	\$ _____
14.	<b>Signs</b>	\$ _____
15.	<b>Engineering costs</b>	\$ _____
	<b>TOTAL</b>	\$ _____



**F. DECLARATION**

11. The following declaration must be completed:

**AUTHORIZATION BY OWNER**

I, the undersigned, being the owner of the subject land, hereby authorize \_\_\_\_\_  
to be the Applicant in the submission of this application.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**DECLARATION OF APPLICANT**

I/We \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

All the statements contained in this application and provided by me are 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.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the  
\_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Signature of Applicant

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application.  
Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.



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- **Unless otherwise requested, all information will be sent to the agent, if any.**
- **If jointly owned, both owners must apply and sign.**
- **The fees are payable in cash or by cheque, payable to THE TOWNSHIP OF SOUTH STORMONT and must be presented with this application.**
- **If you have any questions, you can call the Planning and Building Department at 613-534-8889.**

Personal information contained on this form is collected pursuant to *the Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the Township of South Stormont.

The authority for site plan approval is set out in Section 41 of the Planning Act. Site Plan approval is required for all commercial, industrial, institutional and larger scale residential development.

To help process your application, please fill in the aforementioned application form and submit the appropriate site plans. A check list is included below which you may use to ensure that you have included all the required information. Please remember that a complete application will help us to process your request faster.

The time required to approve your application depends on the complexity of the plans.

If you have any questions, please do not hesitate to contact the Manager of Building and Development at (613) 534-8889 or by fax (613) 534-2280.

## **SITE PLAN CHECKLIST**

Please use this check list to verify that you have included all the required information where applicable.

### **General**

1.	<input type="checkbox"/>	Completed application form
2.	<input type="checkbox"/>	Two (2) copies of up-to-date survey plan or reference plan
3.	<input type="checkbox"/>	One (1) copy of registered deed
4.	<input type="checkbox"/>	Twp (2) paper copies of the <u>draft</u> site plan showing grading, drainage, and servicing)
5.	<input type="checkbox"/>	Two (2) paper copies of the <u>draft</u> landscape plan
6.	<input type="checkbox"/>	Two (2) 8½ x 11 or 8½ x 14 paper copies of each final site plan and landscape plan. These should <u>not</u> be prepared until the municipality has reviewed the draft plans.
7.	<input type="checkbox"/>	Where Council deems that a Site Plan Agreement is required a letter of credit for 10% of these costs is required prior to the signing of the Site Plan Agreement.
8.	<input type="checkbox"/>	One (1) copy of registered mortgage (if applicable)

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## **Site Plan Details**

(Note: Engineering details must be stamped by an Ontario Professional Engineer) unless otherwise approved by the Township Official.

1.	<input type="checkbox"/>	Lot dimensions
2.	<input type="checkbox"/>	Lot area
3.	<input type="checkbox"/>	Building dimensions
4.	<input type="checkbox"/>	Building setbacks (front, side, rear)
5.	<input type="checkbox"/>	Number of storeys
6.	<input type="checkbox"/>	Gross floor area for each different use or occupancy
7.	<input type="checkbox"/>	Number of residential units (i.e. two (2), 2 bedroom units)
8.	<input type="checkbox"/>	Location of building entrances
9.	<input type="checkbox"/>	Driveway accesses and width
10.	<input type="checkbox"/>	Number of parking spaces including number of handicapped spaces
11.	<input type="checkbox"/>	Width of parking aisles and location of fire routes
12.	<input type="checkbox"/>	Dimensions of typical parking space and handicapped space
13.	<input type="checkbox"/>	Loading spaces and dimensions
14.	<input type="checkbox"/>	Garbage vault or enclosure
15.	<input type="checkbox"/>	Location and dimensions of sidewalks, walkways, and ramps
16.	<input type="checkbox"/>	Curbs including cross section detail
17.	<input type="checkbox"/>	Fencing and retaining walls
18.	<input type="checkbox"/>	Location of signs (ground)
19.	<input type="checkbox"/>	Exterior site and emergency lighting
20.	<input type="checkbox"/>	Location and dimension of children's play are for (R3) zone
21.	<input type="checkbox"/>	Sight triangles on corner lots
22.	<input type="checkbox"/>	Privacy yard and dimensions for residential areas
23.	<input type="checkbox"/>	Proof of available parking on lot within 150 m, where applicable
24.	<input type="checkbox"/>	Existing and proposed elevations of all critical points ie. lot corners, grade points, catch basins, building lines, etc.

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25.	<input type="checkbox"/>	Arrows indicating direction of flow of all surface water
29.	<input type="checkbox"/>	Location of service or utility easements
30.	<input type="checkbox"/>	Location and details of swales, water courses, and surface water outlets
31.	<input type="checkbox"/>	Location of nearest hydrant(s), where applicable
32.	<input type="checkbox"/>	Existing road centerline
33.	<input type="checkbox"/>	Proposed phasing of construction, where applicable
34.	<input type="checkbox"/>	Key plan of site location
35.	<input type="checkbox"/>	North arrow, scale, civic address
36.	<input type="checkbox"/>	Stamp and signature of professional engineer, where applicable
37.	<input type="checkbox"/>	Appended detailed design calculations, where applicable

### **Landscaping Plan**

1.	<input type="checkbox"/>	All seeded areas
2.	<input type="checkbox"/>	All sodded areas
3.	<input type="checkbox"/>	Proposed trees, shrubs, hedges, and species/size of each
4.	<input type="checkbox"/>	Percentage of lot area constituted by landscaping
5.	<input type="checkbox"/>	Planting strips, where applicable
6.	<input type="checkbox"/>	Location of buildings, etc.

NOTE: Landscaping plan **does not** require stamp of Ontario Association of Landscape Architects.