



SITE PLAN CONTROL

INFORMATION SHEET FOR APPLICANT

The submission of an application to the Municipality for Site Plan Control is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of this information sheet is to assist persons in completing the application. Should you require clarification on any matter covered by this application form, please contact the Community Development Branch.

COMPLETION OF APPLICATION

Every application must be completed in full. All applicable information requested on the application form must be provided before the application will be considered by staff and/or Council.

APPLICATION FEE

Application for Site Plan Control	- \$1,600.00
Request to Amend Registered Site Plan Agreement	- \$500.00
Request for Release of Registered Site Plan Agreement	- \$300.00

Fees are paid at the time of application, by cheque payable to "**Town of Arnprior**".

PEER REVIEW FEE

All engineering peer review fees are payable by the applicant. An engineering peer review fee deposit of \$5,000.00 must be submitted at the time of application, by cheque payable to "**Town of Arnprior**". Subsequent deposits will be required based on estimated review costs. No review will occur without deposits in place. Surplus fees will be returned to the applicant upon completion of the project.

PLAN REQUIRED

Every application must be accompanied by an accurate sketch including all the information requested in attached Planning Requirements – Development Applications sheet.

AUTHORIZATION

If the applicant is not the owner of the subject land, a written statement by the owner, which authorizes the applicant to act on behalf of the owner, as it relates to the subject application, must accompany the application (Part III).

AFFIDAVIT

The contents of the application and appendices must be validated by the applicant in the form of an affidavit (Part IV) to the application. The affidavit must be signed in the presence of a Commissioner of Oaths.

Please be advised that the Planning Act provides for appeal procedures in respect of Site Plan Control.

PROCEDURES FOR PROCESSING OF A SITE PLAN CONTROL APPLICATION

(The Planning Act, R.S.O., 1990, Section 41)

- STEP 1:** The applicant pre-consults with the Community Development Branch (CBD) to determine application requirements and related issues and concerns. This pre-consultation may require involvement of other municipal departments and local agencies.
- STEP 2:** The Town receives the complete application and required fee. The CBD will determine if the application is deemed complete.
- STEP 3:** The CBD reviews the proposal and consults with other municipal department and local agencies for comments. If changes are required based on comments received, the applicant is notified. A red-lined copy and comments are provided to the applicant and they are asked to make any amendments to the site plan.
- STEP 4:** The CBD prepares a planning report to be presented to Council at its next regular meeting. The municipality under the Planning Act [Section 41(7)] may impose conditions on a development before approval is given.
- STEP 5:** Council reviews the application and report. If the application is acceptable, Council will enter into a Site Plan Control Agreement with the developer.
- STEP 6:** Staff prepares a draft Site Plan Agreement in consultation with the developer. The securities are received by the municipality.
- STEP 7:** The agreement is executed by both parties and forwarded to the Land Registry Office for registration on title. The cost of registration is the responsibility of the applicant. A building permit can be issued once proof of registration of the agreement is provided to the Town.
- STEP 8:** Upon completion of site works, staff will confirm compliance with the approved site plan and make recommendations for return of securities. Where certain site conditions have been designed by an engineer, that professional will be required to verify in writing the compliance of those conditions with the approved plan.

NOTE: An appeal to the Ontario Municipal Board may be made if the municipality fails to approve the plans within thirty (30) days of submission of the complete application or if the applicant/owner is dissatisfied with the conditions imposed by the municipality.

<p>TIME FRAME: The pre-consultation process (STEP 1) varies depending upon the complexity of the application. The process from receipt of the complete application to registration of the agreement takes approximately four (4) to six (6) weeks. Unforeseen issues which arise may delay the process.</p>
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SUBMISSION AND CONTACT INFORMATION

The submission of this application must be accompanied with the Plans referred to herein, together with the required fee in cash or by cheque made payable to “**Town of Arnprior**”.

The owner of the land, or the applicant, should complete the following **Application Form** and **Owner's Authorization/Declaration** and submit them along with the necessary documents to:

Community Development Branch
Town of Arnprior
105 Elgin Street West
Arnprior, ON K7S 0A8
Phone: (613) 623-4231

NOTE: Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications for site plan control. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to:

Robin Smith
Town Planner
Community Development Branch
Town of Arnprior
105 Elgin Street West
Arnprior, ON K7S 0A8
Phone: (613) 623-4231

Fax: (613) 623-9960

E-mail: rsmith@arnprior.ca

***Applicants should review this application with the
Community Development Branch before submitting***

TOWN OF ARNPRIOR
APPLICATION FOR SITE PLAN CONTROL

PLEASE PRINT

File No. _____

PART I GENERAL INFORMATION

1. **PROJECT TITLE:** _____
2. **APPLICANT / OWNER INFORMATION**
- Property Owner(s): _____
- Address: _____
- Phone: () _____ Email: _____
- Applicant(s): _____
- Address: _____
- Phone: () _____ Email: _____

PART II SITE INFORMATION

3. **SITE LOCATION (Address):** _____
4. **LEGAL DESCRIPTION** Lot No(s): _____ Plan / Concession No(s): _____
Part No(s): _____ Reference Plan No(s): _____
5. **TYPE OF DEVELOPMENT:**
- Residential Commercial Mixed Residential / Commercial
 Industrial Institutional
- If residential, is use to be a condominium? Yes No
6. **PRESENT ZONING OF SITE:**
- Total Area of Site: _____ Total Area of Building(s): _____
- Total Gr. Floor Area of Building(s): _____ % of Site Covered by Building(s): _____
- No. of Storeys: _____ Height: _____
- No. of Residential Units: _____ Density (No. of Units per Ha): _____
- No. of Dwelling Units by Type: Bachelor: _____ 2 Bedroom: _____ 4 Bedroom: _____
1 Bedroom: _____ 3 Bedroom: _____ 5 Bedroom: _____
- Type of Use By Storey: 1 - _____ 4 - _____
2 - _____ 5 - _____
3 - _____
- No. of Parking Spaces: _____ No. of Loading Spaces: _____

Landscaped Area (%): _____

Paved Area (%): _____

Method of Snow Removal: _____

Method of Garbage Storage: _____

Method of Garbage Removal: _____

Other Special Facilities Provided: _____

PART III AUTHORIZATION OF OWNER FOR AGENT TO MAKE APPLICATION

(If affidavit (Part VI) is signed by an Agent on owner's behalf, the Owner's written authorization below must be completed)

I (we) _____ of the _____

of _____ in the County of Renfrew do hereby

authorize _____ to act as my (our) agent in this application.

Signature of Owner(s)

Date

PART IV AFFIDAVIT *(This affidavit must be signed in the presence of a Commissioner):*

This is to certify that this application for site plan approval, filed on behalf of _____ (Owner), provides all of the information required by the Town of Arnprior, and is in conformity with the provisions of Zoning By-law No.4990-01 (as amended). It is understood that in the event that any further information is required by the Town of Arnprior for consideration of the application, and where I/we are so advised by the Town, the approval process shall be suspended until such required information is provided.

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

Date

(To be completed by Planning Office)

Application Complete and Accepted on: _____ By: _____

Application Incomplete, Applicant Advised on: _____ By: _____

Fee of \$ _____ Received on: _____ By: _____

TOWN OF ARNPRIOR
**APPLICATION FOR RELEASE OR AMENDMENT
OF SITE PLAN CONTROL AGREEMENT**

PLEASE PRINT

File No. _____

PART I GENERAL INFORMATION

1. PROJECT TITLE: _____
2. APPLICANT / OWNER INFORMATION
- Property Owner(s): _____
- Address: _____
- Phone: () _____ Email: _____
- Applicant(s): _____
- Address: _____
- Phone: () _____ Email: _____

PART II SITE INFORMATION

3. SITE LOCATION (Address): _____
4. LEGAL DESCRIPTION Lot No(s): _____ Plan / Concession No(s): _____
Part No(s): _____ Reference Plan No(s): _____
5. TYPE OF DEVELOPMENT:
- Residential Commercial Mixed Residential / Commercial
 Industrial Institutional
- If residential, is use to be a condominium? Yes No

PART III REQUEST

6. REASON FOR REQUEST: _____
- _____
- _____
- _____

PLEASE PROVIDE A COPY OF THE REGISTERED SITE PLAN AGREEMENT AND ANY AMENDED PLANS WITH THIS APPLICATION.

PART III AUTHORIZATION OF OWNER FOR AGENT TO MAKE APPLICATION

(If affidavit (Part VI) is signed by an Agent on owner's behalf, the Owner's written authorization below must be completed)

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of _____ in the County of Renfrew do hereby
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Application Complete and Accepted on: _____ By: _____

Application Incomplete, Applicant Advised on: _____ By: _____

Fee of \$ _____ Received on: _____ By: _____