



SUDBURY EAST PLANNING BOARD

SITE PLAN CONTROL AGREEMENT APPLICATION

The fee for a site plan control agreement application to the Sudbury East Planning Board

for lands within the Sudbury East Planning Area,

shall be determined as follows:

\$500.00

Or **\$250.00** for an amendment to an existing plan

payable at the time a ***complete application*** is submitted.

If the application fee is being paid by cheque or money order,

such cheque or money order shall be made payable to:

"Sudbury East Planning Board"

APPLICATION FOR SITE PLAN CONTROL AGREEMENT TO THE SUDBURY EAST PLANNING BOARD

A Site Plan Control Agreement is a legal agreement registered on title at the Registry Office. The agreement describes the manner in which a property is to be developed and maintained after construction. The agreement also provides for required financial guarantees in the form of deposits that are to be returned to the developer upon completion of the construction and in some cases cash contributions to the applicable municipality to pay for specific improvements to municipal infrastructure.

The goals of site plan control include:

- Improve the image and aesthetic appearance of the City by applying consistent standards and guidelines.
- Ensure off street parking and loading facilities are located, constructed and maintained in accordance with municipal requirements.
- Ensure safety and convenience of automobile and pedestrian traffic to, from and within the new development or redevelopment.
- Improve infrastructure systems through land and easement dedications.
- Protect environmentally sensitive areas.

A Site Plan Control Agreement is required when a buildings permit is requested within an area subject to Site Plan Control or as a condition of minor variance or severance.

Pursuant to Section 41 of the Planning Act one or more of the review agencies may request cash contributions or improvements to the infrastructure under their purview. These may include easements, road widening, changes to entrances, sidewalks and infrastructure improvements.

Submission of an application must be complete and shall consist of the following:

1. The applicable application fee in cash or cheque/money order payable to the “Sudbury East Planning Board”.
2. One (1) original application form. ***All questions on the application form must be answered and the planning services agreement must be signed. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of a site plan (8-1/2” x 11”) to scale is required. ***Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units.*** The site plans must indicate the following (in addition to information outlined on the checklist appended to the application form:
 - (a) the boundaries and dimensions of any land abutting the subject lands that is owned by the owner of the subject lands;
 - (b) the distance between the subject lands and the nearest township lot line or landmark, such as a bridge or railway crossing;

- (c) the location of all land previously severed from the parcel originally acquired by the current owner of the subject lands;
 - (d) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e. - buildings, railways, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks);
 - (e) the existing uses on adjacent land, such as residential, agricultural, and commercial uses;
 - (f) the location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or a right-of-way;
 - (g) if access to the subject lands is by water only, the location of the parking and boat docking facilities to be used; and
 - (h) the location and nature of any easement affecting the subject lands.
5. The Sudbury East Planning Board requires that all properties that are subject to an application be properly identified in accordance with the following:
- (a) ***all buildings shall have the street number, where applicable, clearly displayed and the street number shall be visible from the street*** (the street number referred to herein shall be the same as in Section 7 of the Consent Application Form); or
 - (b) ***all rural lots shall have the 911 street number, where applicable, clearly displayed and the 911 street number shall be visible from the street*** (the 911 street number referred to herein shall be the same as in Section 7 of the Consent Application Form).
6. ***Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.***
7. ***If a complete application (all questions answered on the application, signatures on the planning services agreement, one (1) copy of a site plan, one (1) copy of the each of the applicable pre-consultation reports, and the applicable application fee) is not provided, the application will be returned until it is complete.***

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE
SUDBURY EAST PLANNING BOARD**



SITE PLAN CONTROL AGREEMENT APPLICATION FORM

FOR OFFICE USE ONLY:

DATE STAMP - RECEIVED

Application No. _____
 Application Fee: _____
 Received by: _____
 Assigned to: _____
 Assessment Roll No. _____
 Official Plan Designation: _____
 Zoning Classification: _____

***All application questions must be answered and the Planning Services Agreement must be signed.
 Incomplete applications shall be returned to the applicant (please type or print in ink).***

1. Registered Owner(s): _____
2. Address: _____
3. Tel Nos.: _____ E-mail: _____

If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify:

4. Agent: (if applicable) _____
5. Address: _____
6. Tel Nos.: _____ E-mail: _____

7. Provide description and indicate purpose of proposed work:

8. Building details:

Residential	_____	No. Dwelling Units	_____
Commercial	_____	Gross Floor Area	_____ m ²
Industrial	_____	Gross Floor Area	_____ m ²
Institutional	_____	Gross Floor Area	_____ m ²

9. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)

10. Are there any easements or restrictive covenants affecting the subject lands and a description of each easement or covenant and its effect:

12. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance	_____	_____	_____
Zoning Amendment	_____	_____	_____
Official Plan Amendment	_____	_____	_____
Deeming By-law	_____	_____	_____
Site Plan Agreement	_____	_____	_____
Shore Road/Road Closing	_____	_____	_____
Plan of Subdivision/Condominium	_____	_____	_____
Severance/Consent	_____	_____	_____
Building Permit	_____	_____	_____

13. Is there an existing Registered Site Plan Control Agreement on title for this property? If "yes", please provide the date(s) of existing Agreement(s) and amendment(s) with a brief explanation of the work completed as part of the original agreement and each amendment.

14. What is the current zoning of the subject land?

AUTHORIZED AGENT

I/We _____ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date

Signature of Registered Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We _____ of the _____
of _____ in the _____
of _____

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We 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 _____ in the _____
of _____ this _____ day of _____ 200_____

A Commissioner of Oaths, etc.

Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used solely for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, POH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13. and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

PERMISSION TO ENTER

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

SITE PLAN REQUIREMENTS	
The application is to be accompanied by five (5) copies of a site plan showing the following (or schedule outlining the particulars as appropriate):	
Site description	
	Legal description of the property
	Property boundaries
	Property area
	Location and description of all easements on the property
	Key plan location
	North arrow
Buildings and Structures	
	Location and dimensions of all buildings and structures
	Setbacks of all buildings and structures from property lines
	Building coverage (lot coverage %)
	Building area and gross floor area
	Building height
	Use of buildings and structures (if there is more than one use in a building or on a lot, provide the floor area allocated to each use)
	Fire access route and hydrant locations
Servicing, Parking and Access	
	Details of proposed and existing sewage, storm and water services
	If applicable, existing and final elevations and/or contours indicating existing and proposed surface drainage
	Public roadways, entrances and sidewalks
	Location of pedestrian and vehicular entry and exit points to and from the buildings
	Entrance and onsite signage
	Parking areas, indicating parking calculations and number of parking spaces
Landscaping, Buffering, Lighting and Other	
	Location, size and description of all landscaping (trees, hedges, shrubs, sod)
	Location, height and description of fences
	Area and security lighting
	Location and method of garbage and recycling collection and screening, including details of enclosure
	Proposed plans for snow removal offsite and/or snow storage onsite