



General Delivery
 21 Church Street
 Dunchurch, Ontario
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**Site Plan/Development
 Application**

**For lands subject to Site
 Plan Control**

Under Section 41 of the
 Planning Act
 R.S.O. 1990, c.P.13, as
 amended

1. Applicant Information			
1.1	Name of Applicant	Home Telephone No.	Business Telephone No.
	Address	Home Fax No.	Business Fax No.
1.2 Name of Owner(s) (if different from the applicant). An owner's authorization is required in Section 11.1, if the applicant is not the owner.			
	Name of Owner(s)	Home Telephone No.	Business Telephone No.
	Address	Postal Code	
1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)			
	Name of Contact Person	Home Telephone No.	Business Telephone No.
	Address	Postal Code	Fax No.
2. Purpose of this Application			
2.1 Type and purpose of proposed development (check appropriate box)			
<input type="checkbox"/> Construction of new building(s) <input type="checkbox"/> Addition to existing building(s) <input type="checkbox"/> Convert use of existing building(s) <input type="checkbox"/> Establish new use(s) <input type="checkbox"/> Enlarge existing docking facilities <input type="checkbox"/> Construct new docking facilities <input type="checkbox"/> Other (describe) _____			
2.2 Describe the nature and purpose of proposed development.			
3. Location of the Subject Land (Complete applicable boxes)			Assessment Roll No.
3.1	Geographic Township	Concession Number(s)	Lot Number(s)
	Registered Plan Number	Lot(s)/Block(s)	Island Number(s)
	Reference Plan Number	Part Number(s)	Parcel
3.2 Are there any easements or restrictive covenants affecting the subject land?			
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe the easement or covenant and its effect. _____			
4. Servicing Information (Complete each subsection)			
4.1 Access (✓ appropriate space)			
<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal road, maintained all year <input type="checkbox"/> Municipal road, maintained seasonally <input type="checkbox"/> Other public road <input type="checkbox"/> Right-of-way <input type="checkbox"/> Water Access (if so, describe below)			
If access to the subject land is by private road or if "other public road" or "right-of-way" indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.			
4.2 Sewage Disposal			
If proposed development will increase the number of bedrooms or fixtures or the number of seats of a restaurant a certificate of approval from the Director having jurisdiction under Part VIII of the E.P.A. submitted with this application will facilitate the review.			

8. Other Information	
8.1	Is there any other information that you think may be useful to the Municipality or other agencies in reviewing this applications? If so, explain below or attach a separate page.

9. Plans (To help you prepare the plans, refer to a Sample Sketch)

9.1	<p>Location Plan</p> <p>Every application shall be accompanied by a location plan, drawn to an appropriate scale, property dimensioned and showing thereon:</p> <ul style="list-style-type: none"> the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of this application, the location of all adjacent properties and/or islands, transportation routes, etc.; the distance between the subject land and the nearest municipal lot line or landmark, such as a railway crossing or bridge; existing and proposed uses on the subject lands (e.g. residential, agricultural, cottage, commercial, etc.); existing uses of all lands within 120 metres (400 feet) of the subject lands.
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9.2	<p>Site Plan</p> <p>Every application shall be accompanied by the application fee of \$1,000.00 (actual costs billed) together with a site plan (based on a boundary survey plan of the subject lands prepared by an Ontario land Surveyor) drawn to an appropriate scale, properly dimensioned and showing thereon:</p> <ul style="list-style-type: none"> the boundaries and dimensions of the subject land and the part that is the subject of this application; the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land; the location and dimensions of existing and proposed buildings and structures and their distance from lot lines; the location of all land previously severed from the parcel originally acquired by the current owner of the subject land; the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways; the existing uses on adjacent lands; the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way; if access to the subject land is by water only, the location of the parking and boat docking facilities used; the location and nature of any easement affecting the subject land.
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Additional Information

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Municipality.

10. Affidavit / Sworn Declaration

10.1	<p>The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.</p> <p>Dated at the _____ this _____ day of _____, 20</p> <p>I, _____ of the _____ in the County/District/Regional Municipality of _____ solemnly declare that all the statements contained in this application 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 and by virtue of the CANADA EVIDENCE ACT.</p> <p>DECLARED BEFORE ME at the _____ of _____ in the _____ of _____ this _____ day of _____, 20</p> <p>_____</p> <p>A Commissioner of Oaths</p> <p>_____</p> <p>Signature of Applicant or Agent</p>
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11. Authorizations

11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject for this application and I authorize _____ to make this application on my behalf.

Date _____ Signature of Owner _____

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

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this 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: _____ Signature of Owner _____

12. Consent of the Owner (this section must be completed for the application to be processed)

Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this 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 person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Questions about this collection of personal information should be directed to the Chief Administrative Officer.

Date _____ Signature of Owner _____



MUNICIPALITY OF WHITESTONE

SITE PLAN REQUIREMENTS

CHECK LIST

- A. The following items are required:
- i) All plans in black line (no colours). (If colour coded 15 copies are required)
 - ii) Title, location, and name of owner.
 - iii) A north arrow and scale.
 - iv) Key plan showing nearest main road or highway.
 - v) An accurate plan of the entire property drawn to scale with no survey bars, (not a plan of survey). No larger than 8 1/2 X 14.
 - vi) Dimensions of the entire property; if large property, show enlargement of area to be developed (with dimensions of enlarged area).
 - vii) Location and size of existing buildings/docks and distances to adjacent buildings, streets, property boundaries and waterways.
 - viii) Location and size of proposed buildings/docks and distances to adjacent buildings, streets, property boundaries and waterways.
 - ix) Location of adjoining lands and buildings.
- B. The following items are required where applicable:
- i) Location and dimensions of access driveways.
 - ii) Location and dimensions of docks and slips.
 - iii) Parking and Loading spaces and their dimensions.
 - iv) Type of ground treatment for parking areas and entranceways.
 - v) Widths of traffic flow areas.
 - vi) Location of existing rights-of-way or easements.
 - vii) Location of waterways and extent of floodplain.
 - viii) Proposed drainage patterns.
 - ix) Location of prominent existing tree cover.
 - x) Location of paths and walkways.
 - xi) Location, extent, and type of proposed final tree cover.
 - xii) Existing and proposed elevation where there will be a significant alteration to the existing grade.
 - xiii) Location of area for septic system, well and/or water intake
 - xiv) Proposed snow storage areas.
 - xv) Garbage storage location and type.
 - xvi) Location and height of exterior lighting, including orientation.
 - xvii) Sign location and content.
 - xviii) Elevation drawings of proposed buildings, showing height, building openings, massing and conceptual design.