



SITE PLAN AGREEMENT APPLICATION

File No. _____

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, I/We hereby submit this application to the Township of Tay in respect of the lands hereinafter described.

A. OWNERSHIP/APPLICANT DETAILS

1. Name of Owner(s): _____

Address: _____

Postal Code: _____ Telephone No. (____) _____

Email Address: _____

Date subject lands acquired by Owners: _____

2. Name of Authorized Agent (if any)

Address: _____

Postal Code: _____ Telephone No. (____) _____

Email Address: _____

NOTE: It is requested that all communications be sent to:

Owner _____ **Agent** _____

3. Names and addresses of any mortgages, holders or charges or other encumbrances:

NOTE: All mortgages must be postponed to the Site Plan Agreement by registering a Postponement of Interest in the Land Registry Office

B. PROPERTY DETAILS

4. a) Description of Subject Lands:

Concession # _____ Lot(s) _____
 Registered Plan # _____ Lot(s) _____
 Reference Plan # _____ Part(s) _____

Name of Fronting Street and Street # _____

Roll Number (on tax bill or assessment notice) _____

b) Full legal description of subject land _____

c) Does the owner have an interest in, or own any adjoining lands which are not to be included in this application? If yes, please describe the locations:

5. Dimensions of Subject Lands (metres/hectare):

	Subject Land	Total Holding
a) Frontage (metres)	_____	_____
b) Depth (metres)	_____	_____
c) Area (metres)	_____	_____

6. Buildings and Structures Details

a) Dimensions of all buildings and structures EXISTING on the subject lands. (attach a separate page if necessary, basement not to be included)

Description	Ground Floor Area	Total Floor Area	Number of Storeys	Width	Length	Height

b) Describe PRESENT use of EXISTING buildings:

	USE	DATE COMMENCED
i)	_____	_____
ii)	_____	_____
iii)	_____	_____

7. Surrounding Land Use

a) Describe EXISTING land uses of surrounding lands:

North _____

South _____

East _____

West _____

C. PROPOSAL DETAILS

8. Provide explanation of the Application and Proposal and basis for requesting Amendments/Approval.

(if space is insufficient, please attach additional paper. If this is to be submitted in the form of brief, please supply 10 copies)

9. Dimensions of all buildings and structures PROPOSED to be erected and/or retained on the subject lands. (Attach separate page if necessary, basement not to be included).

Ground Floor Area	Total Floor Area	Number Of Story's	Width	Length	Height	Exterior Building Material

Proposed Parking/Loading spaces:

Number of Parking Spaces_____ Number of Loading Spaces_____

Surface of Parking Area: (gravel/asphalt/other)

D. DRAWING DETAILS

10. A SURVEY OR SCALE DRAWING IN METRIC, SHOULD BE SUBMITTED WITH THE APPLICATION, AS FOLLOWS:

a) **SITE PLAN**

The following information must be shown on site plans for review by the Township.

1. Proposed location, height, dimensions and uses of all building and structures including massing, conceptual design and general type of building materials and the use of all remaining lands on the site.
2. Facilities to provide access to and from the land such as access ramps and curbing and traffic directions signs.
3. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
4. Walkways, including the surfacing thereof, and all other means of pedestrian access.
5. Facilities for the lighting, including flood-lighting, of the land or of any buildings or structures thereon.
6. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands (see Section b).
7. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste.

8. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
9. Road widening and/or easements required by the municipality.
10. A zoning information chart providing information as to how requirements of the zoning by-law are to be satisfied (eg. Parking, building floor area, parking area, landscaped area, number of units, etc.)

b) **LANDSCAPE PLAN**

As part of the site plan, or separately, landscape plan details are also required. Location, types and sizes of all plants should be indicated, and areas to be sodded, seeded, etc. should be clearly delineated. Any fencing and/or retaining walls shall also be shown.

c) **ELEVATION PLANS**

Drawings illustrating the design of all sides of the development (except for Mobile Home Park Developments).

d) **SITE SERVICING, GRADING AND DRAINAGE PLANS**

As part of the site Plan review, site servicing, grading and drainage plans require approval of the Township's Planning and Development Committee.

Requirements for this approval may include provision of a Stormwater Management Report and/or appropriate stormwater attenuation measures.

Approval of these plans will occur concurrently with the site plan. The following information must be submitted to the Township for the review and approval and may be included on the site Plan or on a separate plan.

1. Stormwater Management facilities, such as catch basins, storm sewers, roof top detention and parking lot detention. On some sites, a detailed Stormwater Management Report must also be submitted.
2. Where a private well is proposed as the water supply, a detailed Hydro-geological report indicating that sufficient groundwater is available to service the development.
3. If development is intended to be serviced by inground private sewage system disposal system, the applicant shall apply for a Septic System Permit with the Building Department at The Township of Tay.

4. Sanitary sewers and service connections, including existing services or abutting streets (if applicable)
5. Information on sanitary and storm sewers must include invert elevations, slopes, materials and strength of pipes (if applicable).
6. Watermains, service connections and hydrants, including existing services or abutting streets (if applicable).
7. Existing and proposed elevations including elevations on adjacent lands and abutting streets.
8. If the project abuts a provincial Highway, the applicant shall contact the Ministry of Transportation to determine whether any additional set-backs, road widening or permits etc. will be necessary, and the Township shall be informed that any such requirements have been satisfied.
9. If the project abuts a County road, the applicant shall contact the County Roads Engineer to determine whether any additional set-backs, road widening or permits, etc. will be necessary and the Township shall be informed that any such requirements have been satisfied.

E. SIGNATURES

11. Affidavit/Declaration

I, _____ of

_____ in the County of Simcoe solemnly declare that:

ALL of the above statements and the statements contained in all of the exhibits submitted herewith, 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”.

DECLARED before me at the Township of Tay

In the County of Simcoe this _____ day of _____ in the year _____

Signature of Applicant

A Commissioner, etc.

12. Owners Statement

As of the date of this application, I/We are the registered owner(s) of the lands described in this application. I/We examined the contents of this application and certify as to the correctness of the information submitted with the application insofar as I/We have knowledge of these facts. I/We concur with the submission of this application to the Township of Tay.

Signed

Date:

Owner

Owner

Note: If the owner is a Corporation, the application shall be signed by an officer of the Corporation and the Corporations Seal shall be affixed.

Personal information contained on this application is collected pursuant to the Planning Act and will be used for the purpose for which it was collected. Questions about this collection or its disclosure should be directed to the Clerk of the Township of Tay.

13. Acknowledgement

The Applicant hereby signifies and acknowledges the payment of the Planning Application Fee as established by By-Law to the Township as a fee at the time of filing of this application.

The Applicant hereby signifies and acknowledges that the fees or portion thereof are to be held as a deposit to cover any legitimate costs in processing this application. Legitimate costs may include but are not limited to, legal, planning, landscape, architecture, etc. services.

The Applicant hereby acknowledges and agrees that if the Township deems it necessary to retain outside professionals in order to process and consider the application, the cost of these services shall be deducted from the deposit. If the deposit is depleted, all work on the processing and consideration of the application will stop until the deposit is returned to its required amount. Once the application has been finalized any surplus deposit shall be returned to the Applicant. **NO ASSURANCE IS GIVEN THAT THE PAYMENT OF THE FEE WILL RESULT IN APPROVAL.**

Signed: _____ Date _____

14. Additional Fees

If Planning, Engineering, Legal or any other fees are incurred by the Township pertaining to this Application, or an appeal to the Ontario Municipal Board in defense of an approval by the Township of this Application, the Applicant by endorsing below, hereby agrees to pay all such reasonable costs specific to the Application as incurred by the Township, upon receipt of an invoice for same.

Signed: _____ Date: _____
.....

FOR OFFICE USE ONLY:

Date Complete Application Received _____

Checked by _____

Amendment File No. _____

Comments: _____



Corporation of the
Township of Tay

450 PARK ST.
P.O. BOX 100
VICTORIA HARBOUR
ONTARIO L0K 2A0

(705) 534-7248 PHONE
(705) 534-4493 FAX

PERMISSION TO ENTER

Date: _____

Township of Tay
Planning & Development Department
450 Park Street
P. O. Box 100
Victoria Harbour, ON LOK 2A0

Dear Sir/Madam:

Re: Submission of Planning Application

Address of Subject Property: _____

I hereby authorize the members of the Committee and members of the staff of the Township of Tay to enter onto the above-noted property for the limited purposes of evaluating the merits of this application and to permit the placement of a notice sign on the above noted property.

Signature of Owner or Authorized agent

Please print name

Personal information contained on this form/document/application is collected pursuant to the Municipal Freedom of Information and Protection of Privacy legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.

REFUND OF DEPOSIT BALANCE

Acknowledgement Form

Date:	
Municipal Address	
Owner Name:	
Applicant Name:	
Purpose of Application:	
<p>I/We hereby acknowledge and recognize that the deposit paid with this application will be returned to the Current Owner at such time as the request is formally made and the works are completed to the Township's satisfaction.</p>	
_____	_____
<i>Signature of Applicant</i>	<i>Date</i>
_____	_____
<i>Signature of Owner</i>	<i>Date</i>