

Application for Site Agreement

1. Owner Information

Registered Owner	
Address	
Telephone Number	Email Address

2. Encumbrances

Mortgage Holder or other party holding interest in the land	
Address	
Telephone Number & Fax Number	Email Address

3. Authorized Agent

Agent(s)	
Address	
Telephone Number	Email Address

4. Property Information – Attach a copy of deed

Geographic or Former Township		
Lot No.	Concession	Plan
Part No.	R-Plan	
Municipal Address		
Assessment Roll No.		
15-01-		

5. Dimensions of Property

Road Frontage	Water Frontage
Depth	Width
Area	

6. Zoning

Current Zoning
Present Use of subject lands (be specific i.e. vacant, dwelling, retail, service)

7. Building & Structure Details

- a) Dimensions of all Buildings and Structures existing on Subject Lands
(Attach a separate page if necessary, basement not to be included)

Mortgage Holder or other party holding interest in the land						
Description	Ground Floor Area	Total Floor Area	Number of Storeys	Width	Length	Height

b) Describe **Present** use of **Existing** buildings

Use	Date Commenced

8. Surrounding Land Use

Existing land uses of surrounding areas	
North	
South	
East	
West	

9. Date of Construction of all Buildings and Structures on the Subject Lands

10. Type of Water Supply

Existing	Proposed	
		Municipally Owned and operated piper water
		Lake/River
		Well
		Other (specify):

11. Type of Sewage Disposal

Existing	Proposed	
		Municipally Owned and operated sanitary sewers
		Septic Tank and Tile Field
		Pit Privy
		Other (specify):

12. Type of Road Access

Existing	Proposed	
		Municipal Road
		County Road
		Provincial Highway
		Private Road or Water Access

13. Proposed Building and Structure Details

- a) Provide an explanation of the application, proposal and basis for requesting Amendments/Approval (attach separate sheet if necessary)

- b) Dimensions of all Buildings and Structures proposed to be erected/retained on the subject lands (attach separate sheet if necessary, basement not to be included)

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

c) Proposed Parking/Loading Spaces

No. of Parking Spaces	No. of Loading Spaces	Surface of Parking Area

14. Any Additional Information:

15. Drawing Details:

A qualified draftsman, surveyor, engineer or architect shall prepare all site plan drawings for site plan applications, as defined by the Township of Asphodel-Norwood by By-Law 2017-58 as follows:

Notes:

- i) The owner/agent is required to submit an electronic set of plans, two (2) large scale set of all plans, and two (2) sets of 11" x 17" plans unless otherwise indicated by Municipal staff
- ii) The plans shall show a north arrow, a scale and be in a clear, reproducible form
- iii) The plans shall have regard for preventing and removing barriers to persons with disabilities. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features

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 buildings and structured 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 ramps, curbing and traffic direction signs;
3. Off-street vehicular loading and parking facilities (including barrier free parking), 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. Exterior fascia, pylon and other signage;
7. All exterior industrial, commercial and institutional building, site and sign illumination shall be “dark sky friendly” and certified as shown by a qualified illumination professional;
8. Retaining walls, fences, hedges, trees, shrubs, or other groundcover or facilities for the landscaping of the land or the protection of the adjoining lands (e.g., planting and landscape strips, etc.);
9. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage, waste and snow as applicable;
10. Grading or alteration in elevation or contour of the land and provisions for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
11. Road widening and/or easements required by the municipality;
12. A zoning information chart providing information as to how applicable requirements of the zoning by-law are to be satisfied (e.g. parking, building floor area, parking area, landscaped area, yard requirements, lot coverage, 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, retained in a natural state, etc. should be clearly delineated. Any fencing and/or retaining walls shall also be shown. A landscape architect is required to prepare this plan for site plan applications.

c) Elevation Plans

Dimension drawings illustrating the design of all sides of the development.

d) Site Servicing, Grading and Drainage Plans

As part of the Site Plan review, site servicing, grading and drainage plans may be required. Requirements for this approval may include provision of a stormwater management report and/or appropriate stormwater attenuation measures. A qualified Professional Engineer is required to prepare this report.

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. Storm water Management facilities, such as catch basins, storm sewer, rooftop detention and parking lot detention. On some sites, detailed Storm Water Management Report must also be submitted;
2. Private well (if applicable);
3. Sanitary sewers and service connection, including existing services or abutting street (if applicable);
4. Private sewage disposal system (if applicable);
5. Watermains, service connections and hydrants, including existing services or abutting streets (if applicable);
6. If the project abuts a Provincial Highway, the applicant shall contact the Ministry of the Transportation to determine whether any additional setbacks, road widening,

- or permits, etc. will be necessary, and the Township shall be informed that any such requirements have been satisfied; and
7. If the project abuts a County Road, the applicant shall contact the County of Peterborough to determine whether any additional setbacks, road widening or permits, etc. will be necessary and the Township shall be informed that any such requirements have been satisfied.

16. Pre-consultation

Applicants are advised to request a pre-consultation with staff of the Planning Department, prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Failure to undertake pre-consultation may result in delays in processing the application as planning staff may be unable to determine the completeness and accuracy of the application. To ensure a timely and complete review, **all** required information should be submitted at the time of application.

17. Security

As a condition of site plan approval, the Owner must develop the land in accordance with the approved plan(s), and provide required facilities such as landscaping, at their expense. To guarantee the installation and maintenance of required facilities a suitable bond or letter of credit from the Owner may be required.

18. The applicant hereby acknowledges and agrees

- a) to reimburse the Municipality for any cost incurred in processing the application which are above and beyond the amount of the application fee;
- b) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of this application to cover anticipated professional and other processing costs beyond normal application requirements;
- c) to pay all costs legal and otherwise, that maybe be incurred by the municipality with respect to an Ontario Municipal Board Hearing, that may be help as a result of this application for severance;
- d) that this application and all studies submitted in support of this application bay be made available for public review, pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- e) that plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Department, as 705-639-5343
- f) that there may be additional approvals (i.e. minor variance application, building permit, etc.) and additional fees and charges (i.e. building permit fees, development charges) associated with any development approved in conjunction with this application; and
- g) they may be required to provide additional information that will assist the Township in assessing this application. Applicants and agents acknowledge that the Township may not be able to process the application unless the additional information is submitted.

I hereby submit this application for site plan approval in respect of the lands hereinbefore described.

Affidavit or Sworn Declaration for the Prescribed Information

I/We _____ solemnly declare that all the statements contained in this application and in all statements contained in all exhibits transmitted herewith are true and 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. I further agree for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, to authorize and consent to the use of the disclosed to any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

DECLARED before me at the Corporation
of the Township of Asphodel-Norwood,
in the County of Peterborough,
this _____ day of _____
20____.

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Signature of Applicant
Solicitor, or Authorized Agent

A Commissioner, etc.

Office Use Only

Fee \$1,500.00 Paid	Deposit \$3,500.00 Paid
Date Received	Date File Deemed Complete
Roll No.	File No.