

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

**BY-LAW NUMBER 2007-74**

Being a By-law to establish a policy pursuant to the provisions of Section 41 of the Planning Act, regarding procedures for the processing of a Site Plan Control Application.

**WHEREAS** Section 41 of the Planning Act provides for a municipality to establish procedures for the processing of a Site Plan Control Application;

**AND WHEREAS** it is deemed expedient to establish such procedures in order to carry out the requirements of Section 41(4) of the Planning Act.

**NOW THEREFORE** the Council of the Corporation of the Township of Madawaska Valley enacts as follows:

1. That the policies and requirements as setout in **Schedule "A"** attached hereto shall be deemed to be the procedures for the processing of a Site Plan Control Application.
2. That the fees for processing of a Site Plan Control Application are hereby set at \$500.00.
3. That By-Law Number 2006-35 is hereby repealed.
4. That this by-law shall come into force and take effect upon the date of the passing thereof.

**READ A FIRST AND SECOND TIME THIS 3<sup>rd</sup> DAY OF December, 2007.**

**READ A THIRD TIME AND PASSED THIS 3<sup>rd</sup> DAY OF December, 2007.**

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MAYOR – John Hildebrandt

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CAO/CLERK - Pat Pilgrim

## **SITE PLAN CONTROL**

### **INFORMATION SHEET FOR APPLICANT**

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The submission of an application to the Municipality for Site Plan Control Approval 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 municipal office.

#### **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**

The application fee of \$ 500.00 is to be paid at the time of application by cheque payable to The Township of Madawaska Valley. Please note that a portion of the fee may be refundable.

#### **APPLICATION FEE - REFUNDS**

In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project the CAO/Clerk shall determine the amount of the application fee that may be refunded to the Applicant, if any, on a cost-recovery basis.

#### **PLAN REQUIRED**

Every application must be accompanied by an accurate sketch including all the information requested in Appendix 1.

#### **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 (Section B).

#### **AFFIDAVIT**

The contents of the application and appendices must be validated by the applicant in the form of an affidavit (Section C) 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)**

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- Step 1: The applicant pre-consults with the municipal staff 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 municipality receives the complete application and required fee. Municipal staff will determine if the application is deemed complete.
- Step 3: The application will be circulated to municipal departments (municipal solicitor and engineer) and local agencies for comments. A redlined copy and comments are provided to the applicant and they are asked to make any amendments to the site plan.
- Step 4: A draft Site Plan Agreement is prepared by the solicitor for the developer in consultation with the municipal Planner from the County of Renfrew and the municipal solicitor. The agreement is then forwarded to Council for adoption. The securities, if required, are received by the municipality.
- Step 5: The agreement is executed by both parties and forwarded to the municipal solicitor for registration in 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 municipality.
- Step 6: Upon completion of site works, municipal 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 site.

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

All costs of the site plan process (including the hiring of professional staff to review the application) are to be borne by the developer. Additional fees beyond the application fee may be required.

**TIMEFRAME:**

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 to six (4 to 6) weeks. Unforeseen issues that arise may delay the process.

## SITE PLAN CONTROL APPLICATION

<b>SECTION A</b> (To be completed by the Applicant. Please <b>PRINT</b> or <b>TYPE</b> .)			
Project Title:			
Property Owner:		Telephone No.:	
Address:		Postal Code:	
Applicant:		Telephone No.:	
Address:		Postal Code:	
Site Location (Street Address):			
Legal Description:		Lot No(s):	
		Plan/Concession No(s):	
		Part No(s):	
		Reference Plan No(s):	
Type of Development: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Residential/Commercial			
<input type="checkbox"/> Industrial <input type="checkbox"/> Institutional			
If residential, is use to be a condominium? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Present Zoning of Site:			
Total Area of Site:		Total Area of Building(s):	
Total Ground Floor Area of Building(s):		% of Site Covered by Building(s):	
No. of Storeys:		Height:	
No. of Residential Units:		Density (# 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:			

**SECTION B – AUTHORIZATION OF OWNER FOR AGENT TO MAKE APPLICATION**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
 in the \_\_\_\_\_ of \_\_\_\_\_ do hereby authorize  
 \_\_\_\_\_ to act my (our) agent in this application.

\_\_\_\_\_  
*Signature of Owner(s)*

\_\_\_\_\_  
*Date*

**SECTION C – AFFIDAVIT** *(This 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 municipality, and is in conformity with the provisions of Zoning By-law. It is understood that in the event that any further information is required by the municipality for consideration of the application, and where I/we are so advised by the municipality, the approval process shall be suspended until such required information is provided.

\_\_\_\_\_  
*Signature of Owner or Authorized Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Commissioner*

\_\_\_\_\_  
*Date*

**SECTION D** *(To be completed by Planning Office)*

Application Complete and accepted on: \_\_\_\_\_ By: \_\_\_\_\_

Application Incomplete - applicant advised on: \_\_\_\_\_ By: \_\_\_\_\_

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

**APPENDIX 1**

**PLAN REQUIREMENTS – DEVELOPMENT APPLICATIONS**

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**FOR ALL APPLICATIONS:**

- 1) The applicant must provide three (3) copies of the site plan. If the plans are large, one (1) reduced copy (11" x 17") must also be provided.
- 2) Site plan drawings must be legible and may be combined in one plan or submitted as separate site plan (i.e. site plan, site grading and servicing plan, landscape plan).
- 3) Please ensure that your application drawing includes the following (additional drawing requirements for site plan control are listed on the following page).

**File Name:**  
**Roll Number:**

**Site Plan Checklist**

A Site Plan must include the following items where applicable:

Yes	No	N/A	<b>General</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key plan (with north arrow, scale 1:10,000)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale (1:2000, metric)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot and concession numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot lines with dimensions and bearings (from a survey or legal description of property)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and finished ground levels or elevations
			<b><u>Numeric Areas</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percentage lot coverage of buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area of non-pervious materials (concrete, asphalt, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gross floor area proposed and permitted in zoning by-law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaped areas proposed and required in zoning by-law
			<b><u>Buildings</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and overall size of existing and proposed buildings or expansions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum distance between building(s) and nearest lot line(s) (setbacks)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan showing minimum sizes of rooms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of roof-top mechanical units and their screening
			<b><u>Traffic</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abutting streets and alleys (including right(s)-of-way)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abutting sidewalks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking areas (numbered spaces, handicapped spaces, size, aisle widths)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loading areas (including dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicular entrances/exits (including dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distance from parking areas to buildings and lot lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of walkways, stairs, and sidewalks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and elevation of building entrances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed curbs (including heights)
			<b><u>Utilities</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed poles or transformers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed catch basins, manholes and culverts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing or proposed storm water swales, ponds or ditches (location, size and elevation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed drainage system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lighting and predominant direction
			<b><u>Landscaping/ Buffering</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing trees, shrubs, hedges with notes on features to be moved, removed or added
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing grade elevations of natural vegetation to be conserved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences or walls (including heights)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of natural features (water courses, ravine, etc.)
			<b><u>Other</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing or proposed easements and rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste storage areas (location and dimension)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage - Locations, dimensions and heights of signs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing uses of adjacent lots and building setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, grade and turning radii for Fire and Emergency Service access routes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overhead Canopies (location, dimensions and height)

**Approval status:**     Approved                       Returned for Resubmission  
**Date:**  
**Comments:**



**File Name:**  
**Roll Number:**

### Site Plan Approval – Studies and Approvals Checklist

#### Studies

Studies marked below as “Required” need to be completed before the site plan is approved.

Required	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Study
<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Assessment / Impact Study
<input type="checkbox"/>	<input type="checkbox"/>	Utility Capacity Study (water, sewer, hydro, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Noise/Vibration Impact Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Hydrogeological Study
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sedimentation Control Studies
<input type="checkbox"/>	<input type="checkbox"/>	Archaeological Study
<input type="checkbox"/>	<input type="checkbox"/>	Shadow Casting Analysis

#### Approvals

Approvals from agencies listed may be required. It is the responsibility of the Owner determine and acquire any approvals that may be necessary.

- Ministry of the Environment
- Ministry of Transportation
- Ministry of Natural Resources
- Utility Service Providers (hydro, water, etc.)
- Conservation Authorities
- Public Works Department
- Parks and Recreation Department
- Canadian National Railway
- Fisheries and Oceans
- County of \_\_\_\_\_
- Canada Post
- School Boards

**Date:**  
**Comments:**



### Site Plan Approval Flow Chart

