



SITE PLAN CONTROL APPLICATION
The Corporation of the City of Kenora

Site Plan Control Fees

Other than residential under 7 units	\$800
Residential (<i>under 7 units</i>)	
Minor (<i>No building permit required or only one professional stamp required</i>)	
	\$200
(<i>7+ units</i>)	\$800

GENERAL INFORMATION

The City of Kenora's Official Plan and Zoning By-law identify lands which are subject to Site Plan Control, pursuant to Section 41 of the Planning Act, RSO 1990, as amended, whenever development or re-development is to occur.

In the case of properties undergoing additional Planning Act applications, such as an Official Plan Amendment, Zoning By-law Amendment, Minor Variance, Consent to Sever, etc., the Site Plan Control Agreement (SPCA) must be entered into prior to final approval of all other applications. In some cases, the SPCA must be entered into prior to a building permit being issued.

Normally, the time taken for processing and approval of a Site Plan Application (SPA) is 30 days; however, length of time can vary. Before filing a SPA the landowner (or agent) will consult with the various departments and agencies involved in approval. For the pre-consultation meeting(s) it is mandatory that a detailed Site Plan be prepared by the Applicant, for review by City staff. Please note that additional studies, or reports, may be required as part of this process. Additionally, there may be some cases where financial security is also required. When complete, the SPA is circulated to City departments, and other external agencies, for review and comment. Prior to the final consideration of the application, a staff meeting of the City's Site Plan Review Group (SPRG) is scheduled to discuss the proposal.

WHERE TO SUBMIT YOUR SITE PLAN APPLICATION (SPA)

Completed applications and all site plans and associated fees are to be submitted to the City, Operations Centre, Planning Department, 60 Fourteenth St. N, 2nd Floor, Kenora ON P9N 4M9. The SPA must be completed, signed, and witnessed by a Commissioner of Oaths. A landowner may authorize, in writing, an agent to act on their behalf.

SPA APPROVAL PROCESS

A member of the Planning or Building Department reviews the application to ensure that all supporting information and required fees have been submitted and that the application is complete. If the application is not acceptable (i.e. does not comply with the City's Zoning By-law, or is incomplete), the Applicant is advised, in writing, and the application fee is returned.

If the application is complete, a draft Agreement and associated Site Plan are circulated to various City departments, the Municipal Solicitor, and external agencies for their review and comment.

The Applicant, or agent, may be contacted by various staff members should clarification be required.

The application may be deferred should revisions, or a re-design, be necessary.

The SPA will contain conditions to be registered on title of the land.

A number of conditions, such as a storm water management plan, grading, erosion and sedimentation control, landscaping, water hydrant flow analysis, posting of a letter of credit, etc, must be satisfied at the signing of the SPCA, and prior to obtaining a building permit.

Once the Agreement has been reviewed, comments have been received and any necessary revisions made, the Agreement is sent to the Applicant. The Agreement must be signed and returned with the applicable security (if any) to the Municipal Solicitor so that it can be registered on title. Registration of the Agreement is required before final approval of an associated Planning Act application, prior to the issuance of a building permit. All costs associated with the Site Plan Agreement process will be borne by the Applicant.

If the Applicant disagrees with any of the conditions set out in the SPCA, or has concerns, there is opportunity to discuss this with the Planning Department to resolve the issue. If a resolution is not reached, or the application is refused, the Applicant has the opportunity to appeal the decision to the Ontario Municipal Board.

SUBMISSION REQUIREMENTS

- 1) Application form, completed and signed, and required fee, made payable to the "City of Kenora".
- 2) 7 copies of a site plan (six 24" x 36" size, one 11" x 17" size; **must be to scale and in metric units**) showing the proposed development, folded to legal size or smaller.
- 3) A property survey, which must be prepared by an Ontario Land Surveyor (OLS). The plans must be clear, drawn to scale, and shall contain the information listed below to be accepted for processing.

Seven (7) copies of Site Plans **to scale** (six 24" x 36", one 11" x 17") showing **proposed** conditions.

Applications should also include:

- A digital copy of Site Plan, where required by the Municipal Engineer.
- Elevation or Cross-Section Plan
- Servicing and Drainage Plan
- Landscape Plan

The above plans must show:

- Boundaries, dimensions and area of the subject property;
- Location, dimensions and setbacks of existing and / or proposed structures;
- Elevation and cross-section views for each building to be erected, including conceptual design of the building(s);
- Highway widening;
- Access ramps, curbing, and traffic direction signs;
- Loading and parking facilities, access driveway, surfacing of such areas;
- Walkway and walkway ramps, including surfacing;
- Lighting (on building(s) and stand-alone);
- Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings;
- Garbage and waste disposal;
- Easement and public utilities;

- Grading, alteration or drainage plan showing rooftop drainage handling system, surface grading (existing and proposed), catch basin locations;
- Signage;
- Service hook-up locations for telephone, hydro, water, sewer;
- Exterior building materials; and/or
- Location and type of air conditioner units.

Drawing Requirements:

- Drawing name;
- Date of production;
- Schedule of revisions;
- Author (contact person);
- Key plan (to indicate location of subject lands);
- A north arrow;
- Location / address of property;
- Project name;
- Owners name and address;
- Consultant(s) firm name and address, along with signed stamp or seal as deemed appropriate;
- All measurements in metric units only.

Landscaping Plan Requirements:

- A key plan indicating the exact location of the site with a north arrow;
- Grading information:
 - Existing natural features and those to be preserved;
 - Existing and proposed contours, Regulatory flood, top of bank contours and bottom of bank contours of all water courses within the property;
 - Adjacent roads and properties surrounding the subject lands shall be adequately marked with spot elevations to show the slope of the land;
 - Elevations of proposed walls within the project boundaries , marked with “top of wall” and “bottom of wall”;
 - Steps shown indicating their number and size. Spot elevations shown at top and bottom of the steps;
 - Drainage flow arrows to indicate direction of drainage;
 - Catch basins and sub-drains clearly marked with proposed spot elevations;
 - Building entrances and spot elevations indicated at each entrance (door and garages) and show the finished ground floor elevations of all buildings; and,
 - Location and elevations of underground structures.
- Location of existing and proposed features including walkways, parking lots, screens, protective fencing, exterior lighting, street furniture, hydrants, curbs and existing and proposed ground signs;
- Plant material clearly labeled with key system;
- Plant list accompanies each landscape plan, including: botanical name, common name, caliper, height, spread, root, remarks, and quantity;
- Further landscaping details including: Planting details included (staking, guying, installation, pruning, etc.), soil types and additives (fertilizers, peat moss, mulch, etc.), landscape structures

(benches, play structures, fences, walkways, retaining walls, planters, edgers, stairs, ramps, etc.), surface materials (paving, sodding, etc.), other features;

- Existing trees to be preserved or removed accurately located and clearly specified as to the type, diameter, and condition;
- Type of materials;
- Type and location of all easements, sight triangles and road widening; and
- All existing and proposed street trees adjacent to the site.

Grading and Drainage Plan Requirements:

- Existing and proposed elevations along property lines at reasonable intervals;
- Spot elevations (minimum) and contours (where possible), at 0.5 metre intervals;
- Existing and proposed grades throughout property;
- Existing site features, such as tops / bottoms of slopes, drainage courses, existing trees, buildings (all corners and reasonable intervals between, finished floor, all access / egress points), steps, ramps, walls, parking lots, curbs, roadways, pedestrian walkways, etc.;
- Existing and proposed drainage such as direction of flow, percent slope, overland swales or detention area design, pipes and culverts, berms, etc.;
- Delineation of curbs, gutters and drainage structures.

It is required that, where any development is subject to stormwater management considerations, the Applicant or Agent will submit the stormwater management plan to the City's Engineering Department for review and approval before the Site Plan Control Agreement is approved and signed, as the recommendations contained in the stormwater management report could significantly alter lot grading, buffer area, landscaping, building location and parking.



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 Operations Centre
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Site Plan Control Fees	
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Residential (<i>under 7 units</i>)	\$200
(<i>7+ units</i>)	\$800
Deposit (<i>as required by the City of Kenora</i>)	\$500

This application is based upon the following representation of fact which the Applicant/Agent certifies to be true. Please complete this application and the last page attached. Please PRINT clearly.

Section 1 General Information - To be completed in full

Registered Owner
 Name: _____

Principal of Company (If Owner is a Company): _____

Address: _____

Postal Code: _____ Email Address: _____

Telephone No.: _____ Cellular No. : _____

Fax No.: _____ Website Address: _____

1.1 Applicant/Agent – If other than the registered Owner, written authorization from registered Owner must accompany this application – see Section 9 – Authorizations in this form.

Name: _____

Principal of Company (If Owner is a Company): _____

Address: _____

Postal Code: _____ Email Address: _____

Telephone No.: _____ Cellular No. : _____

Fax No.: _____ Website Address: _____

Communications to be the City of Kenora and:

Owner Applicant/Agent All

NOTE: Unless otherwise requested, all correspondence will be sent to the Applicant.

Section 2: Location of the Subject Land

2.1 Municipal Address: _____

Municipal Roll Number: _____

Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s) and/or Block(s)
Reference Plan No.	Part Number (s)	Parcel and PIN Number	

2.2 Are there any easements or restrictive covenants affecting the subject land(s)? Yes No
 If yes, please provide a copy of the easement or covenant and describe same below.

SECTION 3: Description of the subject land(s) and servicing information

3.1 Description	Frontage (m) Depth (m) Area (ha)	
3.2 Use of Property	Existing Use(s) Proposed Use(s)	
3.3 Access (check the 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 * please provide copy of legal documents <input type="checkbox"/> Water access - describe

If access to the subject land is by private road, or if “other public road” or “right of way” was indicated in Section 3.3, indicate ownership of the land or road, responsibility for its maintenance and whether or not maintained seasonally or all year.

**If access to the subject land is from a provincial highway, please contact the Ministry of Transportation of Ontario to determine status of an entrance permit. Please provide a copy of the documentation permitting the entrance.

If access to the subject land is by water, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

3.4 Potable Water Supply (font size changed)	<input type="checkbox"/> Municipal owned and operated piped water system <input type="checkbox"/> Privately owned and operated individual well <input type="checkbox"/> Privately owned and operated communal well	<input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other means (please explain):
3.5 Sewage Disposal	<input type="checkbox"/> Municipal owned and operated sanitary sewage system <input type="checkbox"/> Privately owned and operated individual septic system* <input type="checkbox"/> Privately owned and operated communal septic system*	<input type="checkbox"/> Other means* (please explain): *Provide a copy of the current certificate of approval
3.6 Other services	<input type="checkbox"/> Electricity <input type="checkbox"/> School bussing <input type="checkbox"/> Garbage collection	

3.7 List the new service connections which are expected to be required for the proposed development and sizes.

3.8 Electricity – The Applicant will be required to contact Kenora Hydro or Hydro One with expected service requirements. Please contact Kenora Hydro or Hydro One.

3.9 The Applicant may be required to obtain additional permits, or approvals from the Ministry of the Environment or the Northwestern Health Unit.

SECTION 4: LAND USE (Refer to current City of Kenora Official Plan and Zoning By-law)

4.1 Indicate the Official Plan designation(s) of the subject lands: _____

4.2 Indicate the relevant zone(s) of the Zoning By-law of the subject lands: _____

4.3 Has the property ever been used for commercial or industrial purposes: Yes No

** If yes, provide a record of site condition, or brief history of the use of the property. There may be a requirement for submission of additional environmental assessment information.

SECTION 5: ADDITIONAL INFORMATION FOR COMMERCIAL & INDUSTRIAL DEVELOPMENT

	Existing	Proposed	Total
Gross/Total Building Floor Area			Sq. metres
Building Height			Metres
Gross leasable commercial space for convenience retail			Sq. metres
Gross floor area for office use			Sq. metres
Gross floor area for general retail			
Gross floor area for restaurant use			Sq. metres
Gross floor area for warehouse/wholesale space			Sq. metres
No. of on-site parking stalls			
No. of boat slips			
No. of on-site loading spaces			
Gross area of seasonal outdoor space			Sq. metres
No. of service bays for vehicle/equipment/marine servicing			

SECTION 6: ADDITIONAL INFORMATION FOR RESIDENTIAL DEVELOPMENT

	Existing	Proposed	Total
No. of dwelling units			
Gross/total floor area			Sq. metres
No. of on-site parking stalls			
No. of storeys			
Building height			Metres

SECTION 7: ADDITIONAL INFORMATION FOR INSTITUTIONAL DEVELOPMENT

	Existing	Proposed	Total
Total Floor area			Sq. metres
Building height			Metres
Height of tower/spire/steeple			Metres
No. of on-site parking stalls			
No. of on-site loading spaces			
Seating capacity- Church			
No. of classrooms (education/church use)			

SECTION 8: ADDITIONAL INFORMATION FOR NON-STRUCTURAL DEVELOPMENT (Parking lots, recreational fields, parks etc.)

	Existing	Proposed	Total
Dimensions & area			
Cover material (asphalt/gravel/turf)			
Location and type of lighting			
Type of plumbing (irrigation, drinking fountains etc.)			

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED PURSUANT TO THE MUNICIPAL ACT, AND WILL BE USED FOR THE PURPOSE OF PROCESSING AND APPROVAL OF THIS APPLICATION AND ASSOCIATED APPLICATIONS. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO: FREEDOM OF INFORMATION AND PRIVACY COORDINATOR, CITY OF KENORA, ONE MAIN STREET SOUTH, KENORA, ON P9N 3X7 - (807) 467-2000.

SECTION 9: AUTHORIZATIONS

9.1 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 authorization 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 of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

9.2 If the Applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal 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 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

SECTION 10: Consent of the Owner

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

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this consent 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.

Date

Signature of Owner

11. Affidavit or Sworn Declaration (To be completed in front of "Commissioner of Oaths" only)
Affidavit or Sworn Declaration for the Prescribed Information

I, _____ of the _____

in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above sections is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____ 20_____

Commissioner of oaths

Applicant

11.2 Affidavit or Sworn Declaration for Requested Information

I, _____ of the _____

in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above sections is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____ 20_____

Commissioner of Oaths

Applicant