



**CORPORATION
de la Cité de / of the City of
CLARENCE-ROCKLAND**

APPLICATION FOR: SITE PLAN APPROVAL

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

Please refer to *A Guide to Site Plan Approval* for more information regarding application requirements, fees, and the review process. A pre-consultation meeting is required prior to submitting an application. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Phone: (613) 446-6022
Fax: (613) 446-1497
www.clarence-rockland.com

For office use only

Date received:	Date deemed complete:	File number:

GENERAL INFORMATION

1. Pre-consultation with the City's Development Review Team is required for most projects before submitting a complete application. You should familiarize yourself with the Provincial Policy Statement, the applicable Official Plans and the City of Clarence-Rockland Zoning By-law.
2. The authority for Site Plan approval is set out in Section 41 of the Planning Act, in the Official Plan of the Urban Area of the City of Clarence-Rockland and in the Official Plan of the United Counties of Prescott and Russell. Site Plan approval is required for all commercial, industrial, institutional and larger scale residential development. Please refer to the City of Clarence-Rockland's Site Plan Control By-law (By-law 2013-05, as amended).
3. The City's Site Plan process guide (*A Guide to Site Plan Approval*) provides more information and requirements, as well as a detailed outline of the approval process and the roles and responsibilities of everyone involved. It is recommended that all applicants read through this guide before submitting an application for Site Plan Approval.
4. The original application is to be completed and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland in paper and digital (PDF) format and must be signed by all the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:
 - i) **Fees** for the amount indicated on the attached *Schedule B*. The fees for the application represent a portion of the anticipated costs for the processing of the application;
 - ii) A **Cover Letter or Planning Rationale** describing the application and outlining reasons for its support and justification;
 - iii) A recent **survey plan** and/or reference plan;
 - iv) Two (2) folded copies of the plans on 11" x 17" paper and four (4) folded copies of the plans on full size (24" x 36") paper and a digital copy of the site plan (*in PDF format*) via email with a link to download or on a USB drive;
 - v) Two copies of any additional supporting information (*see Section 8*);
 - vi) A recent copy of the **Deed of Land or Parcel Register** indicating the name of the current property owner as well as a complete legal description of the property and the parcel identification number(s);
5. If, in the opinion of the Manager of Development, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
6. The Council has delegated the approval authority for most site plans to the Director of the Infrastructure and Planning Department. Site Plan applications for the Core Area of Rockland are subject to public consultation and are approved by municipal Council.

Section 1 – Contact Information

Registered Owner (name): _____
Contact person (if owner is a corporation): _____
Mailing Address: _____
Telephone Home: _____ Work: _____ Cell: _____
Email: _____

Applicant (name): _____
Mailing Address: _____
Telephone Home: _____ Work: _____ Cell: _____
Email: _____

Agent (name): _____
Mailing Address: _____
Telephone Home: _____ Work: _____ Cell: _____
Email: _____

All persons having a mortgage charge or encumbrance on the property:
Name: _____
Mailing Address: _____
Telephone: _____ Email: _____
If more than one, include on a separate page.

Correspondence:

I/we prefer to receive correspondence in: French English

I/we prefer to receive correspondence via: Letter mail Email

Send correspondence to: Owner Applicant Agent

Did you have a pre-consultation meeting with the Development Review Team or with a municipal planner? Development Review Team Planner None

Name of planner: _____ Date: _____

Section 2 – Description of the Subject Property

Please include all applicable information. This section covers the entire subject property.

Civic Address: _____

Lot: _____ Concession: _____ Geographic Township: *Clarence*

Reference Plan Number: _____ Part(s): _____

Subdivision Plan Number: _____ Lot/Block: _____

Roll Number: _____

Lot area: m² ft² Lot depth: m ft Width/frontage: m ft

Is the property subject to any easements or restrictive covenants? Yes No

Instrument Number: _____

Description/Effect: _____

Section 3 – Application Type

Is this application for approval of:

A new Site Plan application An Amendment to a Site Plan Agreement

If an Amendment, please indicate the file number and date of the original file:

Section 4 – Description of Proposed Development

Information on the Proposed Development

	Existing	Proposed	Total
Type of building(s)			
Gross floor area (m ²)			
Number of parking spaces			
Number of accessible spaces (included in the above total)			
Number of loading spaces			
Maximum proposed building height (m)			
Number of storeys			
Proposed lot coverage (%)			
Percentage of the landscaped area (%)			

Existing and proposed land uses, buildings and structures

What is the current use of the subject land and any buildings?

Briefly describe the proposed development (*buildings, land use, number of units, etc.*):

Adjacent land uses:

North: _____

South: _____

East: _____

West: _____

Anticipated start date of construction:

Will the roadway be modified as a result of this proposal? Yes No

Section 5 – Access and Services

Type of access

	Existing	/	Proposed
County Road	<input type="checkbox"/>		<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>		<input type="checkbox"/>
Private Road	<input type="checkbox"/>		<input type="checkbox"/>
Right-of-way	<input type="checkbox"/>		<input type="checkbox"/>
Easement	<input type="checkbox"/>		<input type="checkbox"/>
Water Access	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

For water or other access, please describe:

Is there an existing entrance or culvert on the property? If yes, how many?

Type of water supply

	Existing	/	Proposed
Municipal water	<input type="checkbox"/>		<input type="checkbox"/>
Private individual well	<input type="checkbox"/>		<input type="checkbox"/>
Private communal well	<input type="checkbox"/>		<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

For other water source, please describe:

Type of sanitary sewage disposal

	Existing	/	Proposed
Municipal sanitary sewers	<input type="checkbox"/>		<input type="checkbox"/>
Private individual septic	<input type="checkbox"/>		<input type="checkbox"/>
Private communal septic	<input type="checkbox"/>		<input type="checkbox"/>
Pit privy	<input type="checkbox"/>		<input type="checkbox"/>
Not required	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

For other sanitary sewage disposal, please describe:

Type of storm water management

	Existing	/	Proposed
Municipal storm sewers	<input type="checkbox"/>		<input type="checkbox"/>
Roadside ditch or swale	<input type="checkbox"/>		<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

Date of installation for proposed services:

Section 6 – Related Applications

Concurrent Applications

Is this parcel of land currently the subject of any other planning applications? Yes No

If yes: Application type:

- Official Plan Amendment
- Zoning By-law Amendment
- Minor Variance
- Plan of Subdivision
- Consent (Severance)
- Building Permit
- Other

File Number:	Status:
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Description of the concurrent application(s):

Section 7 – Planning Designation

Land Use

What is the current land use designation in the:

- *Official Plan of the United Counties of Prescott and Russell?*
- *Official Plan of the Urban Area of the City of Clarence-Rockland or Bourget Official Plan?*

What is the zoning category of the subject property?

Environmental Constraints

Is there a Provincially significant wetland on the subject property? Yes No

Is any portion of the subject property within a floodplain? Yes No

Is any portion of the subject property within 120 metres of a designated natural heritage feature as identified in the *Official Plan of the United Counties of Prescott and Russell?* Yes No

If yes: Please indicate the natural feature(s):

- Endangered/threatened species habitat
- Fish Habitat (lake, pond, watercourse or municipal drain)
- Significant Wildlife Habitat (deer wintering area or wildlife travel corridor)
- Significant Woodland
- Area of Natural and Scientific Interest
- Larose Forest/Clarence Island

Details (location, name of watercourse/waterbody, number and type of trees, etc.):

Section 8 - List of attached documents

Please list the titles of any supporting documents (e.g. *Environmental Impact Study, Hydrogeological Report, Traffic Study, Storm water Management Report, etc.*):

Please list the titles of all plans submitted with the application (e.g. *Site Plan, Servicing Plan, Grading and Drainage Plan, Landscaping Plan, etc.*):

Section 9 – Owner’s Authorization

To be completed if the owner is not the applicant or has assigned an Agent to help manage the application process.

I (we) _____
Name of Owner(s)

of _____
Village/Town

in the _____
County/Region

do hereby authorize _____
Name of Applicant or Agent

to act as my agent in this Application for Site Plan Approval.

_____ *Signature of Owner* _____ *Signature of Owner*

Date:

Section 10 - Affidavit

This must be signed in the presence of a Commissioner.

I (we) _____
Name of Owner(s) / Applicant(s)

of _____
Village/Town

in the _____
County/Region

solemnly declare that all the statements contained in this application 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.

DECLARED before me at _____
Village/Town

in the _____
County/Region

This _____ day of _____, _____
Day Month Year

Signature of Owner

Signature of Owner

Signature of a Commissioner

SCHEDULE A

Applicant's Checklist

Please note that your application may not be deemed complete if any or the following items are not included with the completed application form. The Infrastructure and Planning Department cannot begin processing your application until it has been deemed complete.

- A Cover Letter or Planning Rationale
- Four (4) folded copies of the plans (full size) and two (2) folded copies of the plans on 11" x 17" paper plus a digital copy
- The required fees, by cash, cheque, interact or money order, payable to the City of Clarence-Rockland
- Two (2) paper copies plus a digital copy of all supporting documentation described in Section 8
- One copy of the registered mortgage (if applicable)
- Survey plan and/or reference plan
- A recent copy of the Deed of Land or Parcel Register

SCHEDULE B**Site Plan Application Fees**

The required application fees vary based on the type of application and land use. Please ensure that you include all relevant fees for your application:

1. Residential:
 \$152.00 / dwelling unit (*Minimum of \$1,082.00*)
2. Commercial, Industrial, Institutional and other non-residential proposals:
 \$1,082.00 (Less than 5000 square feet)
 \$1,623.00 (5000 square feet or more)
3. Mixed Use:
 \$1,082.00 + \$152.00 per residential unit
4. Minor Amendment to an existing registered Site Plan Agreement:
 \$595.00
5. Creation of or addition to a private parking area:
 \$595.00
6. City Engineering Fee (all application types):
 \$595.00
 + \$1,000.00 deposit
7. Letter of Undertaking
 \$595.00

All consultant fees collected for the review of the plans and studies will be the responsibility of the applicant. Other fees and deposits will be required at the time of the signing of the agreement and for subsequent requests for the release of financial securities. More information on these fees is included in the process guide.

Additional Fee for South Nation Conservation (if applicable)

The required application fees to be paid to South Nation Conservation for projects within the South Nation watershed vary based on the lot size and type of water and sewer services proposed.

- \$390.00 - Municipal services and ≤ 0.5 ha in size
- \$650.00 - Municipal services and $0.5 - \leq 2$ ha in size
- \$1,040.00 - Municipal services and > 2 ha - ≤ 5 ha in size
- size \$1,040.00 - Private services and ≤ 5 ha in size
- \$2,600.00 - Full or private services and > 5 ha in size
- 50% of current fee - Site Plan Revision