



# ▶ City of Elliot Lake

Application for Site Plan Control

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## Introduction:

This form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Council. The purpose of these guidelines 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.

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## Application Fees:

Each application must be accompanied by the **application fee (deposit) of: \$220.00**. This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.

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## Authorization:

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

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## Application Processing:

Upon receipt of an **application**, the required **fee** and **other information** as may be required, the City will determine whether there is sufficient merit in processing the application further. The By-law removing part lot control will be presented to Council for consideration. The owner(s) of land to which the By-law applies will be provided notice of passing of the By-law.

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## Further Information:

Ms. Natalie Bray  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5  
Tel: 705.848.2287

Fees: **\$220.00**

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Copies: One (1) copy of this application, including the drawing and other information, shall be required.

**1. Applicant Information**

a)	Registered Owner(s):	
	Address:	
	e-mail address:	
	Phone:	

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

b)	Authorized Agent(s):	
	Address:	
	e-mail address:	
	Phone:	

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

**2. Legal Description of the Properties**

Municipal Address:			
Lot:	Concession:	Township:	
Registered Plan No.:	Part/Lot/Block:		
Parcel:			

**2. Purpose of Application**

<input type="checkbox"/>	New Site Plan Control Agreement	<input type="checkbox"/>	Amendment to Existing Agreement
If amendment, please provide the following information:			
File No. of Application(s):		Status of Application(s):	
Reason for Amendment:			

**3. Current Official Plan Designation:**

**4. Current Zoning of Subject Land:**

**5. Dimensions of the Lands Affected:**

Lot Frontage (m):	
Lot Depth (m):	
Lot Area (ha):	

**6. Existing Use and Proposed Use of Land:**

	Type of use	# of units / Gross Floor Area (sqm)
Existing Use:		
Proposed Use:		

**7. Are there any easements or restrictive covenants affecting the Subject Land?**  
 Yes  No

If “Yes”, please describe the easement or covenant and its effect:

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**PREVIOUS APPLICATIONS**

**8. Has the subject land ever been, or is it now, the subject of an application for:**

<input type="checkbox"/>	Plan of Subdivision	<input type="checkbox"/>	Minister’s Zoning Order
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Minor Variance
<input type="checkbox"/>	Official Plan Amendment	<input type="checkbox"/>	Zoning By-law Amendment

If “Yes”, please provide the following information:

File No. of Application(s):		Status of Application(s):	
Approval Authority:		Lands Affected:	
Purpose of Application(s):			

**9. Site Plan Drawings**

The following schedules must be submitted with your application:

<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Boundaries, dimensions, and area of the subject property
<input type="checkbox"/>	Location, dimensions, and setbacks of existing and/or proposed buildings/structures
<input type="checkbox"/>	Building coverage, floor area, # of units
<input type="checkbox"/>	Building height
<input type="checkbox"/>	Access to and from the lands including access ramps, curbs, and traffic direction signs
<input type="checkbox"/>	Off-street vehicular loading and parking facilities including access driveways, fire access routes, and the surfacing of such areas and driveways
<input type="checkbox"/>	Parking calculations for regular, accessible, loading spaces, and bicycle parking, as per the Zoning By-law

<input type="checkbox"/>	Walkways and walkway ramps including surfacing of all means for pedestrian access to the site and building, including fire exits
<input type="checkbox"/>	Location and nature of garbage and recycling facilities
<input type="checkbox"/>	Snow storage area or plans for snow removal offsite
<input type="checkbox"/>	Lighting
<input type="checkbox"/>	Signage
<input type="checkbox"/>	Location and type of air conditioner units;
<input type="checkbox"/>	Location and nature of any existing or proposed easements;

<input type="checkbox"/>	Elevation Plan
	Elevation views for each building to be erected

<input type="checkbox"/>	Servicing and Drainage Plan
<input type="checkbox"/>	Proposed and existing sanitary, stormwater, and water services and mains
<input type="checkbox"/>	Proposed stormwater management facilities
<input type="checkbox"/>	Service hook-up locations for Telephone, Hydro
<input type="checkbox"/>	Existing and proposed elevations and grades
<input type="checkbox"/>	Roof drainage handling system
<input type="checkbox"/>	Rock removal

<input type="checkbox"/>	Landscaping Plan
	Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location, and height of plantings

<input type="checkbox"/>	Cost Estimate for all On-Site and Off-Site Works
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**10. Additional Information**

In some cases, additional information may be required to evaluate the Site Plan submission, including but not limited to:

<input type="checkbox"/>	Stormwater Management Report	<input type="checkbox"/>	Hydrogeology Study
<input type="checkbox"/>	Traffic Impact Study	<input type="checkbox"/>	Environmental Impact Study
<input type="checkbox"/>	Geotechnical Assessment	<input type="checkbox"/>	Archaeological Assessment
<input type="checkbox"/>	Environmental Site Assessment	<input type="checkbox"/>	Noise, Odour, Vibration Study
<input type="checkbox"/>	Agreements with adjacent landowners		

**AFFIDAVIT**

I (we) \_\_\_\_\_ of the \_\_\_\_\_(municipality),

District of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I (we) make 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 \_\_\_\_\_ (municipality) in the

District of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER**

(If affidavit is signed by an Agent/Solicitor on Owner’s behalf, the Owner’s written authorization below must be completed.)

I (we) \_\_\_\_\_ of the \_\_\_\_\_(municipality),

District of \_\_\_\_\_ do hereby authorize \_\_\_\_\_

\_\_\_\_\_ to act as my agent in this application.

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

\_\_\_\_\_  
Date

**APPLICATION AND FEE RECEIVED BY THE MUNICIPALITY**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fee