

# CITY OF KAWARTHA LAKES

## APPLICATION FOR SITE PLAN APPROVAL

(under Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13)

FILE NO: D19-\_\_\_\_\_ - \_\_\_\_\_

### **Information to Applicants:**

The application must be complete at time of submission. Use **dark blue or black ink only when completing the application** – do not use pencil. A checklist is provided on Pages 6 & 7 of this application form which lists the necessary attachments. Incomplete applications will not be accepted.

**For Assistance:** Applicants are requested to consult relevant Official Plan, Zoning By-law, and the City of Kawartha Lakes Site Plan Guide.

**All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.**

**The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.**

For additional information, contact the Development Department – Planning Division at 705-324-9411, ext. 1246 during regular business hours. Please see the attached FIGURE 1 which outlines the Site Plan Control Process.

**SUBMIT TO:** City of Kawartha Lakes  
Development Services Department – Planning Division  
2<sup>nd</sup> Floor, 180 Kent Street West, Lindsay, Ontario K9V 2Y6

**The undersigned hereby applies to the City of Kawartha Lakes under section 41 of the Planning Act, R.S.O. 1990, c.P.13.**

**1. DATE:**

Date of Application: \_\_\_\_\_

**2. OWNER INFORMATION:**

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone #: (     ) \_\_\_\_\_ Fax #: (     ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**3. APPLICANT/AGENT INFORMATION:**

Name of Applicant or Agent: (if other than the Owner) \_\_\_\_\_

**Note:** An Owner's Authorization is required in Section 11 of this application if the applicant is not the owner.

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please check to whom all communications should be sent:

Owner  Applicant  Agent

**4. LOCATION/DETAILS OF SUBJECT LANDS (lands subject of Site Plan Approval Application):**

Municipal Address \_\_\_\_\_

Former Municipality \_\_\_\_\_

Legal Description - Lot/Block # \_\_\_\_\_ Concession \_\_\_\_\_  
Plan # \_\_\_\_\_ Roll # \_\_\_\_\_

Dimensions - Lot Area \_\_\_\_\_(m<sup>2</sup>) Lot Depth \_\_\_\_\_(m)

Lot Frontage \_\_\_\_\_(m)

**5. ZONING AND OFFICIAL PLAN PROVISIONS OF SUBJECT LANDS:**

a) What is the present Zoning of the subject lands? \_\_\_\_\_  
Is the proposal in compliance with the zoning? Yes\_\_\_\_ No\_\_\_\_  
Is a zoning by-law amendment required? Yes\_\_\_\_ No\_\_\_\_  
Has an amendment been applied for? Yes\_\_\_\_ No\_\_\_\_

b) What is the present Official Plan Designation of the subject lands? \_\_\_\_\_  
Is the proposal in compliance with the Official Plan? Yes\_\_\_\_ No\_\_\_\_  
Is an official plan amendment required? Yes\_\_\_\_ No\_\_\_\_  
Has an amendment been applied for? Yes\_\_\_\_ No\_\_\_\_

**6. USE OF SUBJECT LANDS:**

a) What is the current use of the subject lands? (be specific e.g.: residential, single detached dwelling)  
\_\_\_\_\_

b) In what year did the current use commence? \_\_\_\_\_

c) What was the previous use of subject land? \_\_\_\_\_

d) What year was the subject land acquired by the owner? \_\_\_\_\_

e) What year were the existing buildings or structures constructed? \_\_\_\_\_

(f) Proposed Uses(s) of the subject land? (e.g. Warehouse, Restaurant, X Unit Residential Apartment): \_\_\_\_\_  
\_\_\_\_\_

**7. EXISTING AND PROPOSED BUILDINGS:**

a) Architectural elevations of all proposed buildings (including extensions or enlargements) must be included with this application if available.

b) What is the Gross Floor Area of each building (m<sup>2</sup>) on site, both existing and proposed (attach further details if necessary)?

Building A \_\_\_\_\_ m<sup>2</sup>    B \_\_\_\_\_ m<sup>2</sup>    C \_\_\_\_\_ m<sup>2</sup>

Total Gross Floor Area of all buildings/structures \_\_\_\_\_ m<sup>2</sup>    Height \_\_\_\_\_ m

c) Residential Development (if applicable)

1) Number of Units \_\_\_\_\_

2) Number of Storeys \_\_\_\_\_

3) Type and Number of Units:  
Bachelor \_\_\_\_\_ 1 Bdrm \_\_\_\_\_ 2 Bdrm \_\_\_\_\_ 3 Bdrm \_\_\_\_\_ >3Bdrm \_\_\_\_\_

4) Number of Parking Spaces (Surface) \_\_\_\_\_ (Underground) \_\_\_\_\_

d) Commercial/Industrial Development (if applicable)

1) Number of Parking Spaces \_\_\_\_\_

2) Number of Loading Areas \_\_\_\_\_

e) Institutional Development (if applicable)

1) Number of Parking Spaces \_\_\_\_\_

2) Number of Fixed Seating \_\_\_\_\_

3) Number of Classroom/Teaching Areas \_\_\_\_\_

**8. MUNICIPAL SERVICES:**

(a) What type of Road Access is Proposed? (*check appropriate space*)

Maintenance

- |                                   |                          |              |                          |
|-----------------------------------|--------------------------|--------------|--------------------------|
| Provincial Highway                | <input type="checkbox"/> | Public       | <input type="checkbox"/> |
| Municipal Road                    | <input type="checkbox"/> | Private      | <input type="checkbox"/> |
| Private Road                      | <input type="checkbox"/> | Year Round   | <input type="checkbox"/> |
| Right of Way                      | <input type="checkbox"/> | Seasonal     | <input type="checkbox"/> |
| Unopened Road Allowance           | <input type="checkbox"/> | Unmaintained | <input type="checkbox"/> |
| Other Public Road (specify) _____ | <input type="checkbox"/> |              |                          |
| Water Access                      | <input type="checkbox"/> |              |                          |

*(Where access to the subject land is by water only, on a separate page 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. Also describe boat docking and parking facilities on the mainland.)*

(b) What type of Water Supply is Proposed? (*check appropriate space*)

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| City-owned/operated piped water system   | <input type="checkbox"/> |  | <input type="checkbox"/> |
| Privately-owned/operated individual well | <input type="checkbox"/> |  |                          |
| Privately-owned/operated communal well   | <input type="checkbox"/> |  |                          |
| Lake or other water body                 | <input type="checkbox"/> |  |                          |
| Other means ( <i>specify</i> ) _____     | <input type="checkbox"/> |  |                          |

(c) What type of Sewage Disposal is Proposed? *(check appropriate space)*

- City-owned/operated piped sewer system
- Private individual septic tank
- City-owned /operated communal sewage system
- Private communal sewage system
- Privy
- Other means *(specify)* \_\_\_\_\_

*(A certificate of approval for the septic system from the District Health Unit submitted with this application will facilitate the review.)*

(d) What type of Storm Drainage is Proposed? *(check appropriate space)*

- Sewers
- Ditches
- Swales
- Other means *(specify)*

(e) Other *(check appropriate space if service is available)*

- Electricity
- Telephone
- Cable
- School Bussing
- Garbage Collection
- Recycling

**9. PREVIOUS APPLICATION:**

a) Has the subject property been subject to a previous site plan application?  
Yes \_\_\_\_ (Date) \_\_\_\_\_ No \_\_\_\_

b) Has the subject property been subject to a land severance or a plan of subdivision?  
Yes \_\_\_\_ (File No. & Date) \_\_\_\_\_ No \_\_\_\_

**10. AFFIDAVIT OR SWORN DECLARATION**

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 application is true.

Sworn (or declared) before me at the \_\_\_\_\_, in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**11. AUTHORIZATIONS**

**11.1 CONSENT OF THE OWNER(S) FOR APPLICANT TO MAKE APPLICATION**

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/WE, \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and I/We authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**11.2 CONSENT OF THE OWNER(S) TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I/WE, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for site plan approval and for the purposes of the Freedom of Information and Protection of Privacy Act I/we 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Personal information contained on this form, collected pursuant to the <i>Planning Act</i> , will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.
--

**12. APPLICANT'S CHECKLIST:**

Please ensure that you provide the following when the application is submitted:

- a) **Appropriate Planning Application fee.** Please refer to the City of Kawartha Lakes "Planning Application Fees" list.
- b) **Appropriate Conservation Authority fee.** Staff will assist you in determining which Conservation Authority is involved.
- c) **Appropriate Health Unit fee.** The Haliburton, Kawartha, Pine Ridge District Health Unit will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment approval. The applicant should contact the Health Unit at 705- 324-3569 for the appropriate application fee. The Health Unit will not provide comments on the development application to the City until the application fee has been received and may also charge additional review fees beyond the application fee.
- d) **Completed application** form clearly stating a full description of the proposed development. It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings.
- e) **A location plan** (completed as 8 1/2" x 11" or as key on site plan).
- f) **15 full-size copies of each of the Site Plan, Grade Control & Drainage Plan and Landscape Plan** (On smaller projects information required on Site, Grade Control & Drainage and Landscape plans may be combined on a single drawing). All drawings submitted are to be in a metric scale, folded to 8 1/2 " x 14" with the title block exposed and are to clearly indicate, where applicable:
  - A legible chart summarizing
    - total property area;
    - total building area;
    - building coverage as a percentage of total property area;
    - height of building;
    - floor area of each storey;
    - total number of off-street vehicular loading and parking facilities, either covered or uncovered; and,
    - for residential buildings - the number of units, unit size and the number of bedrooms.
  - The location and dimensions of all existing and proposed buildings and accessory facilities.
  - The dimensions and bearings of front, side and rear yards of the building(s) on the subject site.
  - The size and location of existing and proposed watermain and sanitary sewer, whether on or abutting the property.
  - The location of any existing hydrants within 100 m (328 ft) of the proposed building face and the proposed location of any additional hydrant, whether on public or private land.
  - Existing and proposed contours and spot elevations on both the site and adjacent properties with reference to a geodetic benchmark.
  - The location of watercourses, swales, culverts, retaining walls, embankments, catch basins and other man-made or natural features on or adjacent to the site.
  - Existing easements or right-of-ways are to be shown and identified as to whom the easement or right-of-way is in favour of, and what restrictions on planting, building, etc. are in force.
  - All existing and proposed driveways on the subject property.
  - The location of walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
  - The location and design details of garbage disposal facilities.
  - The location of all signs other than regulatory or traffic control signs.
  - The location and detail of existing and proposed lighting facilities.

**CITY OF KAWARTHA LAKES  
APPLICATION FOR SITE PLAN APPROVAL**

- All existing and proposed trees, hedges and shrubs shall be indicated. A plant list attached to the drawing shall indicate the common name, generic (Latin) name, quantity and size (or calliper) of all proposed trees, hedges and shrubs.
- All plant material shall be hardy and nursery grown, complying with the "Guide Specification for Nursery Stock" of the Canadian Nursery Trades Association. Only plant material that is adaptable to the soil conditions and special configurations of the site shall be acceptable. Plant materials are not to interfere with utilities, exterior/street lighting, sidewalks or parking.
- All existing and proposed sodded and seeded areas are to be clearly indicated on the site plan. New sod proposed on the subject property shall be No. 1 Nursery sod type and will be staked on slopes of 3:1 or greater.
- All ground cover material is to be indicated (i.e. asphalt, concrete, crushed gravel, decorative stone, planters, sod, grass, etc.).
- Proposed walls and fences are to be detailed and shown.
- All proposed and/or existing utility connections to structures on the subject site.
- The location of any park areas.

g) **One Reduced copy** (11" x 17") of the Site Plan.

Measurements on the sketch **SHALL** correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

**In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.**

h) **1 copy** of the **Parcel Register** for each lot(s) and/or block(s) to be affected by the site plan application.

**FIGURE 1**  
**SITE PLAN CONTROL PROCESS**

