



# **SITE PLAN CONTROL**

## *INFORMATION SHEET FOR APPLICANT*

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The submission of an application to the Municipality for Site Plan Control 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 Planning Department.

### **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 \$1,500.00 is to be paid at the time of application, by cheque payable to "Town of Arnprior". Please note that a portion of the fee may be refundable.

### **PLAN REQUIRED**

Every application must be accompanied by an accurate sketch including all the information requested in attached Planning Requirements – Development Applications sheet.

### **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 (Part III).

### **AFFIDAVIT**

The contents of the application and appendices must be validated by the applicant in the form of an affidavit (Part IV) 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.

MUNICIPALITY OF THE TOWN OF ARNPRIOR

**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 preconsults with the Town Planner to determine application requirements and related issues and concerns. This preconsultation may require involvement of other municipal departments and local agencies.
- STEP 2:** The Town receives the complete application and required fee. The Town Planner will determine if the application is deemed complete.
- STEP 3:** The Town Planner reviews the proposal and consults with other municipal department and local agencies for comments. A ten (10) day period is given for return of comments. If changes are required based on comments received, the Town Planner notifies the applicant. A red-lined copy and comments are provided to the applicant and they asked to make any amendments to the site plan.
- STEP 4:** The Town Planner prepares a planning report to be presented to the Committee of the Whole at its next regular meeting. The municipality under the Planning Act [Section 41(7)] may impose conditions on a development before approval is given.
- STEP 5:** The Committee of the Whole reviews the application and planning report. If the application is acceptable, the Committee will recommend that Council enter into a Site Plan Control Agreement with the developer.
- STEP 6:** Staff prepares a draft Site Plan Agreement in consultation with the developer. The agreement is then forwarded to Council for adoption. The securities are received by the municipality.
- STEP 7:** The agreement is executed by both parties and forwarded to 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 Town.
- STEP 8:** Upon completion of site works, 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 plan.

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

<p><b>TIME FRAME:</b> The preconsultation 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 (4) to six (6) weeks. Unforeseen issues which arise may delay the process.</p>
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## **SUBMISSION AND CONTACT INFORMATION**

The submission of this application must be accompanied with the Plans referred to herein, together with the required fee in cash or by cheque made payable to the **Corporation of the Town of Arnprior**.

The owner of the land, or the applicant, should complete the following **Application Form** and **Owner's Authorization/Declaration** and submit them along with the necessary documents to:

Planning Department  
Town Hall  
105 Elgin Street West  
Arnprior, ON K7S 0A8  
Phone: (613) 623-4231 ext. 223

**NOTE:** Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Planning Department in the processing of applications for site plan control. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Planning Services Department. This information may also be released to the public. Questions about the collection of this information should be directed to:

Robin Smith  
Planning Department  
Town Hall  
105 Elgin Street West  
Arnprior, ON K7S 0A8  
Phone: (613) 623-4231 ext. 223

Fax: (613) 623-9960

E-mail: [rsmith@arnprior.ca](mailto:rsmith@arnprior.ca)

**\*Applicants should review this application with the Planning Services Department before submitting\***

MUNICIPALITY OF THE TOWN OF ARNPRIOR  
**APPLICATION FOR SITE PLAN CONTROL**

*\*PLEASE PRINT\**

File No. \_\_\_\_\_

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**PART I GENERAL INFORMATION**

1. **PROJECT TITLE:** \_\_\_\_\_
2. **APPLICANT / OWNER INFORMATION**
- Property Owner(s): \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone #: Home: (    )                      Work: (    )                      Fax: (    )
- Applicant(s): \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone #: Home: (    )                      Work: (    )                      Fax: (    )

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**PART II SITE INFORMATION**

3. **SITE LOCATION** (Address): \_\_\_\_\_
4. **LEGAL DESCRIPTION** Lot No(s): \_\_\_\_\_ Plan / Concession No(s): \_\_\_\_\_  
Part No(s): \_\_\_\_\_ Reference Plan No(s): \_\_\_\_\_
5. **TYPE OF DEVELOPMENT:**
- Residential                       Commercial                       Mixed Residential / Commercial  
 Industrial                       Institutional
- If residential, is use to be a condominium?       Yes                       No
6. **PRESENT ZONING OF SITE:**
- Total Area of Site: \_\_\_\_\_                      Total Area of Building(s): \_\_\_\_\_
- Total Gr. Floor Area of Building(s): \_\_\_\_\_                      % of Site Covered by Building(s): \_\_\_\_\_
- No. of Storeys: \_\_\_\_\_                      Height: \_\_\_\_\_
- No. of Residential Units: \_\_\_\_\_                      Density (No. 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: \_\_\_\_\_

**PART III      AUTHORIZATION OF OWNER FOR AGENT TO MAKE APPLICATION**

*(If affidavit (Part VI) is signed by an Agent on owner's behalf, the Owner's written authorization below must be completed)*

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

of \_\_\_\_\_ in the Town of Arnprior do hereby

authorize \_\_\_\_\_ to act as my (our) agent in this application.

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

\_\_\_\_\_  
Date

**PART IV      AFFIDAVIT *(This affidavit 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 Town of Arnprior, and is in conformity with the provisions of Zoning By-law No.4990-01 (as amended). It is understood that in the event that any further information is required by the Town of Arnprior for consideration of the application, and where I/we are so advised by the Town, the approval process shall be suspended until such required information is provided.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*(To be completed by Planning Office)*

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

Application Incomplete, Applicant Advised on: \_\_\_\_\_ By: \_\_\_\_\_

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