|  |  |  |
| --- | --- | --- |
| **Please [ ] to ensure the following is provided:****[ ]  Seven (7) copies of completed application;****[ ]  Application Fee;****[ ]  Completed Authorization Form;****[ ]  Digital Copy of Drawings (USB Flash Drive).****[ ]  Details of Development;****[ ]  List of Financial Obligations;** | **FILE NUMBER:****ROLL NUMBER(S):** |  |



CITY OF TIMMINS

# SITE PLAN CONTROL APPLICATION FORM

**TYPE OF APPLICATION:** [ ]  New Site Plan Control Application

 [ ]  Amendment to Existing Site Plan Control Agreement

 Please specify By-law No.:

***Pursuant to Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended***

# 1.0 OWNER’S INFORMATION

 Owner’s Name(s):

 Mailing Address:

 City, Province:

 Postal Code:

 Telephone Number:

 E-mail Address:

# 1.1 APPLICANT’S / AGENT’S INFORMATION IF NOT OWNER

 **(If not owner, please complete authorization section 1.2)**

 Applicant’s / Agent’s Name(s):

 Address:

 City, Province:

 Postal Code:

 Telephone Number:

 E-mail Address:

**1.2 AUTHORIZATION FORM**

 The owner(s) formal authorization permitting the applicant to make this application on the owner(s) behalf to the City of Timmins.

I/We       , the owner’s of the property subject of this

application, hereby authorize        to make this

application on my/our behalf to the Corporation of the City of Timmins.

Witness (other than applicant) Owner’s Signature

Date:        Date:

**(Complete & Signed)**

**2.0 SUBJECT PROPERTY**

2.1 Municipal Description of Property

Street Name and Number:

2.2 Legal Description of Property

 Reference/Registered Plan Number:

 Part/Block/Lot Number:

 Township:

 Concession and Lot Number:

 Parcel/Pin Number:

2.3 Dimensions of Property

 Street Frontage:

 Depth:

 Area:

2.4 Use(s) on Subject Property

 Existing:

 Proposed:

**3.0 OFFICIAL PLAN & ZONING BY-LAW INFORMATION**

3.1 Current Official Plan Designation

 Existing:

3.2 Current Zoning By-law Designation

 Existing:

**4.0 REQUIRED SCHEDULES AND ASSOCIATED INFORMATION**

4.1 The following schedules must be submitted with your complete application (please [  ] boxes to confirm these schedules are included):

 [ ]  a) Site Plan;

 [ ]  b) Elevation or Cross-Section Plan;

 [ ]  c) Servicing and Drainage Plan; and

 [ ]  d) Landscape Plan.

\* This information may be shown on the site plan or on separate schedules.

 **Note – The City requires seven (7) copies of all Plans, including amended Plans on**

 **24” x 36” (60.96cm x 91.44cm) paper drawn to scale.**

4.2 The following information must be provided on the above schedules (please [  ] appropriate boxes confirming this information has been included):

 [ ]  a) Boundaries, dimensions and area of the subject property;

 [ ]  b) Location, dimensions and setbacks of existing and/or proposed buildings/structures;

 [ ]  c) Elevation and cross section views for each building to be erected, to include:

* massing and conceptual design of the building(s);
* relationship of proposed building(s) to adjacent building(s) and streets to which members of the public have access;

 [ ]  d) Existing and/or proposed zone boundary locations;

 [ ]  e) Widening of highways that abut on the lands;

 [ ]  f) Access to and from the lands including access ramps, curbs and traffic direction signs;

 [ ]  g) Off-street vehicular loading and parking facilities including access driveways, driveways for emergency vehicles and the surfacing of such areas and driveways;

 [ ]  h) Facilities for the lighting of land or of any buildings or structures thereon;

 [ ]  i) Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings;

 [ ]  j) Walkways and walkway ramps including surfacing of all means for pedestrian access, including fire exits;

 [ ]  k) Location and elevation of vaults, collection areas and other facilities for the storage of garbage and other waste materials;

 [ ]  l) Location and nature of any existing or proposed easements;

 [ ]  m) Grading, alteration or drainage plan showing:

* rooftop drainage handling system;
* surface grading (existing and proposed);
* catch basin locations;

 [ ]  n) Service hook-up locations for Telephone, Hydro, Water, Sewer;

 [ ]  o) Signage;

 [ ]  p) Location and type of air conditioner units;

 [ ]  q) The approximate location of all natural and artificial features on the subject land and

 on adjacent land, in the opinion of the applicant, may affect the application such as

 buildings, railways, roads, watercourses, drainage ditches;

 [ ]  r) Any adjacent lands, which are not the subject of the application, but in which the

 owner/applicant has an interest;

 [ ]  s) Details of Development (Attached on page 6);

 [ ]  t) List of Financial Obligations (Attached on page 7).

 [ ]  u) Engineering Preliminary and Formal Site Plan Submission Requirements (Attached on page 8-9).

**5.0 SERVICING INFORMATION**

5.1 Access to the Property (please [ applicable boxes):

 [ ]  Provincial Highway

 [ ]  Municipal Road

 [ ]  Private Road

 [ ]  Other Public Road

Water (if by water only, please indicate location of parking and docking facilities and distance of these facilities from the subject land and the nearest public road)

5.2 Type of Water Supply to the Subject Lands:

 [ ]  Publicly owned and operated piped water system

 [ ]  Privately owned and operated piped water system

 [ ]  Communal well

 [ ]  Lake or other water body

5.3 Type of Sewage Disposal System Servicing Subject Lands:

 [ ]  Publicly owned and operated sewage disposal system

 [ ]  Privately owned and operated septic system

 [ ]  Communal septic system

 [ ]  Privy or other means

5.4 Provision of Storm Drainage:

 [ ]  Piped Sewers

 [ ]  Ditches

 [ ]  Swales

 [ ]  Other means

**6.0 OTHER PLANNING APPLICATIONS**

6.1 Is the property currently subject to another application under the Planning Act.

 [ ]  Unknown

 [ ]  No

 [ ]  Yes

 If yes and if known, please provide the following:

 The application file number & type

 The status of the application

6.2 Has the land ever been the subject of a previous application under the Planning Act.

 [ ]  Unknown

 [ ]  No

 [ ]  Yes

 If yes and if known, please provide the following:

 The application file number & type

# 7.0 AFFIDAVIT/SWORN DECLARATION BY APPLICANT

 An affidavit/sworn declaration by the applicant certifying that the information containing in this application form is true.

I,       , of the

 **(Name)** **(City)**

in the       , do solemnly declare that:

 **(District, Province)**

I am the applicant named in this application;

All of the information and statements made in this application are true and I 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.

Declared before me at the

       in the

**(City)** **(District, Province)**

this        day of       , 20      .

Applicant’s Signature Witness

**ADDITIONAL INFORMATION:**

The Planning Division is responsible for dealing with site plan control applications. If you have any questions regarding the Site Plan Control process, please contact:

Cindy Welsh, Manager of Planning

Growth and Infrastructure Department

City of Timmins

220 Algonquin Boulevard East

Timmins, Ontario P4N 1B3

Telephone: (705) 360-2600, Ext. 3377

Fax: (705)360-2678

|  |
| --- |
| **DETAILS OF DEVELOPMENT** |
| **DATA** | **REQUIRED** | **PROVIDED** |
| **ZONING** |        |
| **SETBACKS** | **FRONT YARD** |       |       |
|  | **REAR YARD** |       |       |
|  | **INTERIOR SIDE YARD** |       |       |
|  | **EXTERIOR SIDE YARD** |       |       |
| **LOT AREA** |       |       |
| **BUILDING COVERAGE** |       |       |
| **BUILDING HEIGHT** |       |       |
| **BUILDING FLOOR AREA**  |       |       |
| **NO. OF UNITS** |       |       |
| **LANDSCAPING/BUFFERING** |       |       |
| **NO. OF LOADING SPACES** |       |       |
| **NO. OF PARKING SPACES** |       |       |
| **PARKING SPACE****BREAKDOWN** |  **(3.0 m x 6.0 m)** |       |       |
|  **(4.5 m x 6.0 m)** |       |       |
| **DRIVEWAY WIDTH** | **ONE WAY** |       |       |
| **TWO WAY** |       |       |

The details of development table shall be reproduced onto the site plan submitted as part of the site plan control application.

**List of Financial Obligations (On-Site and Off-Site)**

### Site Work: Letter of Credit Amounts

**PROJECT & JOB NO.:**

**BY:****DATE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **QTY** | **UNIT** | **UNIT RATE** | **TOTAL** |
| **\*(*denote on-site or off-site works for each item)*** |
| **1.0** | ***STORM SEWER & APPURTENANCES***  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Sub-Total** |  |
| **2.0** | ***SANITARY SEWER & APPURTENANCES*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Sub-Total** |  |
| **3.0** | ***WATERMAIN & APPURTENANCES*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Sub-Total** |  |
| **4.0** | ***ROAD CONSTRUCTION*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Sub-Total** |  |
| **5.0** | ***LANDSCAPING & MISCELLANEOUS*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Sub-Total** |  |
| **6.0** | ***DIGITAL DRAWINGS*** | **1** |  | **$10,000** | **$10,000** |
| **Items** | **On-site** | **Off-site** | **TOTAL****(HST Excluded)** |
| **Storm Sewer & Appurtenances**  |  |  |  |
| **Sanitary Sewer & Appurtenances** |  |  |  |
| **Watermain & Appurtenances** |  |  |  |
| **Road Construction** |  |  |  |
| **Landscaping & Miscellaneous** |  |  |  |
| **Digital Drawings** |  | **$10,000** | **$10,000** |
| **TOTAL (HST Excluded)** |  |  |  |

**City of Timmins Engineering Preconsultation Checklist**

**Preliminary and Formal Site Plan Submission**

Checklist for Preliminary and Formal Site Plan Submission

**General Requirements:**

* Plans to be on Arch D (24” x 36”)
* Metric Scale (1:100, 1:200, 1:250, 1:500)
* North Arrow
* Key plan
* Surveyed property limits (including bearings and dimensions)
* Existing and proposed structures and parking areas
* Easements, road widening and Rights-of-way
* MOE approvals

**Drawing**:

* Dimensions of all yards and setbacks
* Driveways, parking stalls, aisles fully dimensioned
* Garbage and storage enclosures
* Sidewalks, ramps and curbs
* Existing and proposed fire routes
* Existing and proposed hydrants
* Street Lights (LED) and other utilities

**Grading and Drainage Plan:**

* Road, curb, sidewalk, boulevard and/or ditch
* Existing and proposed elevations
* Finished floor elevation
* Swales, ditches & channels
* Applicable storm water management report, plans, and calcs (pre to post)
* Retaining walls
* Catchbasins
* Culverts
* Snow storage area(s)

**Site** **Servicing Plan:**

* Road, curb, sidewalk, boulevard and/or ditch
* Existing and proposed site services and details and calculations
* Watermain, sanitary and storm sewers within right-of-way & Restoration Details
* Manholes, catchbasins, water valves and fire hydrants
* Culverts
* Applicable storm water management devices and/or areas
* All work in ROW to be completed by CofT Approved Contractor
* Street occupancy permit is require for any work that will take place on the right of way
* Details
* Water meter will be required on the Service. Contact City of Timmins for meter purchase

**Approvals:**

* Water distribution system will require approval (SDWA)
* Sanitary and Storm sewer and storm water management will require approval (OWRA)

**Engineering Design Criteria:**

All plans shall be based on the City of Timmins design criteria or Ministry Standards.

Note: the *City of Timmins Engineering Department Manual of Engineering and Development Standards* is available for download from the City of Timmins Website at the following address:

http://www.timmins.ca/wp-content/uploads/Manual-of-Engineering-and-Development-Standards.pdf



### CITY OF TIMMINS

**IRREVOCABLE LETTER OF CREDIT**

TO: *THE CITY TREASURER*

 *FOR THE CORPORATION OF THE CITY OF TIMMINS*

 *220 ALGONQUIN BLVD. EAST*

 *TIMMINS, ON P4N 1B3*

WE HEREBY AUTHORIZE YOU TO DRAW ON THE

 (Name of Bank)

for the account of

 (Name of Customer)

UP TO AN AGGREGATE AMOUNT OF       DOLLARS

       available on demand.

PURSUANT TO THE REQUEST OF our Customer:

we the

(Name of Bank)

HEREBY establish and give you an Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

THE LETTER OF CREDIT we understand relates to Municipal Services to be performed pursuant to an Agreement between the customer and the Municipality and referred to as the

(Name of Project)

THE AMOUNT of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned from time to time by the Corporation of the City of Timmins

THIS LETTER OF CREDIT will continue in force for a period of 1 year subject only to the conditions hereinafter set forth.

IT IS A CONDITION of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless 30 days prior to any such future expiration date, we shall notify you in writing by registered mail, that we elect not to consider this Letter of Credit to be renewable for any additional period.

DATED at Timmins, Ontario this        day of       , 20

I HEREBY CERTIFY THAT

(Name and Address of Bank)

(Name of Signing Person for Bank)

has authority to sign this Letter of Credit Per:

on behalf of the Bank

(Name of Accountant)