Please [√] to ensure the following is provided:	
☐ Two (2) copies of completed application and all plans; ☐ Application Fee; ☐ Completed Authorization Form; ☐ Digital Copy of Drawings (USB Flash Drive or Email); ☐ Details of Development; and ☐ 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: _____

Email 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: _____

Email 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 owners 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

2.0 SUBJECT PROPERTY

2.1 Municipal Description of Property
Street Name and Number: _____

2.2 Legal Description of Property
(Lot, Concession, Plan Number): _____

_____

_____

Roll Number: 5627-_____

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 two (2) 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 APPLICATIONS

6.1 Is the property regulated under the policies of the Mattagami Region Conservation Authority?

Yes ☐ No ☐

6.2 Is the property located in Intake Protection Zone 1 or 2 (IPZ 1/ IPZ 2) and affected by the regulations of the *Mattagami Region Source Protection Plan*?

Yes ☐ No ☐

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

Yes ☐ No ☐ Unknown ☐

If yes and if known, please provide the following:

The application file number & type _____

The status of the application _____

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

Yes ☐ No ☐ Unknown ☐

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_____.

_____	_____
Witness (other than applicant)	Applicant's Signature
_____	_____
Date	Date

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:

Planning Division
Growth and Infrastructure Department
City of Timmins
220 Algonquin Boulevard East
Timmins, Ontario P4N 1B3
Telephone: (705) 360-2624
Planning@timmins.ca

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)			

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
on behalf of the Bank

Per:
_____

_____
(Name of Accountant)

_____