

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
<i>*(denote on-site or off-site works for each item)</i>					
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 Pre-consultation 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") paper
- ☐ 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 (ROWS)
- ☐ Ministry of the Environment, Conservation and Parks (MOECP) approvals

Drawing:

- ☐ Dimensions of all yards and setbacks
- ☐ Driveways, parking stalls and/or 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 and channels
- ☐ Applicable storm water management report, plans and calculations (pre to post)
- ☐ Retaining walls
- ☐ Catch basins
- ☐ 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 and restoration details
- ☐ Manholes, catch basins, water valves and fire hydrants
- ☐ Culverts
- ☐ Applicable storm water management devices and/or areas
- ☐ All work in the Corporation's right-of-way to be completed by City of Timmins 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 (as per the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32)
 - Note: Any water service 100 mm in diameter or larger and longer than 6.0 metres will require an Engineered stamped water disinfection plan, to be submitted to the Corporation as per the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32
- ☐ Sanitary and storm sewer, and storm water management will require approval, as per the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40.

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:

<https://www.timmins.ca/cms/one.aspx?portalId=11976429&pageId=15488939>



**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)
