

The Corporation of Loyalist Township  
P.O. Box 70, 263 Main Street,  
Odessa, Ontario  
K0H 2H0



Tel: (613) 386-7351  
Fax: (613) 386-3833  
[www.loyalist.ca](http://www.loyalist.ca)

Please find attached a copy of Loyalist Township's **Site Plan Approval** application. The fee to submit an application is included in the application.

Before you submit your application, you are encouraged to **contact** the Approvals Planner, **David Casemore** at [dcasemore@loyalist.ca](mailto:dcasemore@loyalist.ca) (613) 386-7351, extension 129, or the Planning Supervisor, Andrea Furniss at [afurniss@loyalist.ca](mailto:afurniss@loyalist.ca) at (613) 386-7351, extension 208, at the Odessa Municipal Office. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

**Appointments are required.**

***If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday (September to April) or 8:15 a.m. – 4:30 p.m. Monday to Thursday and 8:15 a.m. – 12:15 p.m. Friday (May to August) or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).***

# Plan Review Fee Schedule

Applications made under the Planning Act,  
written comments to member municipalities.



## Plan Review Fees – Effective January 1, 2022<sup>1, 2</sup>

Planning Application Type	Fee <sup>3</sup>	Notes
Official Plan Amendment	\$720 (minor <sup>4</sup> ) \$1,195 (major <sup>6</sup> )	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$425	See above.
Consent	\$425 per lot	Fees for the review of applications required to fulfill a conditions of consent approval are waived.
Minor Variance	\$425	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$425 (minor <sup>4</sup> ) \$1,250 (standard <sup>5</sup> ) \$2,325 (major <sup>6</sup> )	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$425 (minor <sup>4</sup> ) \$1,250 (standard <sup>5</sup> ) \$2,325 (major <sup>6</sup> )	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,130 \$1,150 \$790	Application for Draft Plan Approval. Application for Final Plan Approval. Re-submission of lapsed Draft Plan Approval or Amendment.
Brief Realty or Property Development Inquiry – no inspection	\$85	Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 148/06. <sup>7</sup>
Brief Realty or Property Development Inquiry – with inspection	\$250	
Standard Legal, Realty, or Property Development Inquiry – no inspection	\$200	
Standard Legal, Realtor, or Property Development Inquiry – with inspection	\$365	

### Notes:

1. Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqi Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
2. Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
3. Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
4. Minor refers to applications that are generally minor in nature (e.g. single family residential).
5. Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
6. Major refers to major development projects (e.g. multiple residential, industrial).
7. Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqi Conservation letterhead. Additional mapping charges may apply.

# Technical Report Review Fee Schedule



## Technical Report Review Fees – Effective January 1, 2022

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. Cataraqui Conservation review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee <sup>5</sup>	Notes
Technical Report – Brief <sup>1</sup>	\$410	Normal Review (30 days) <ul style="list-style-type: none"> <li>• Floodplain hydrology analysis</li> <li>• Geotechnical (unstable soils and slopes)</li> <li>• Stormwater management</li> <li>• Environmental impact analysis (EIA)</li> <li>• Environmental impact statements (EIS)</li> <li>• Sediment and erosion control plans</li> <li>• Wetland hydrologic impact analysis</li> </ul>
Technical Report – Standard <sup>2</sup>	\$925	
Technical Report – Major <sup>3</sup>	\$1,480	
Resubmissions / Revisions <sup>4</sup>	50%	

### Notes:

1. Brief Reports: are typically those prepared in the form of a letter or opinion generally relating to the development of a single residential lot.
2. Standard Reports: are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
3. Major Reports: are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
4. The applicable report fee includes the review of one submission. A 50% surcharge is applied for additional submissions.
5. These fees are not subject to taxation.



## APPLICATION FORM FOR SITE PLAN APPROVAL

**File Number:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Planning Department**

Office Odessa (613) 386-7351

Fax (613) 386-3833

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, the undersigned thereby applies to the Corporation of Loyalist Township for site plan control approval.

This form is to be completed in all respects including the completion of all drawings and submitted to the Planning Department, Loyalist Township with the prescribed fee.

The fees payable are in accordance with the following schedule:

**Minor Site Plan**

**\$1,700 plus \$1500 deposit**

Applicable where residential development less than 40 multi-family units or commercial/industrial development less than 370 sq. m. (4,000 sq. ft.)

**Medium Site Plan**

**\$2,300 plus \$1500 deposit**

Applicable where residential development is between 41 & 75 multi-family units or commercial/ industrial development between 371 sq. m. (4,000 + sq. ft.) and 930 sq. m. (10,000 sq. ft.)

**Major Site Plan**

**\$2,800 plus \$1500 deposit**

Applicable where residential development is above 75 multi-family units or commercial/ industrial development above 930 sq. m. (10,000 sq. ft.)

As part of the deposit requirements, the owner must sign a pre-development agreement which requires the owner to pay any applicable review cost noted in the agreement. A draft copy of the agreement is attached. An original will be prepared by the Township and will be provided to the applicant for signature.

**PART 1 - GENERAL**

**1. Registered Owner**

Name

\_\_\_\_\_ (Exactly as shown at Land Registry Offices - **Attach copy of deed**)

Complete Address

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_

**2. Applicant(s) or Agent**

Name \_\_\_\_\_

Complete Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_

Communication to be sent to	Owner	<input type="checkbox"/>	or	Agent	<input type="checkbox"/>
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**3. Legal Description (exactly as shown at the Land Registry Office)**

a) Lot No. \_\_\_\_\_ Concession No. \_\_\_\_\_

b) Registered Plan or Reference No. \_\_\_\_\_

c) Road Name \_\_\_\_\_

d) Civic Address \_\_\_\_\_

**4. Additional Information.**

**Consultant:**

Name of Firm \_\_\_\_\_ Contact \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

**Architect:**

Name of Firm \_\_\_\_\_ Contact \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

**Engineer:**

Name of Firm \_\_\_\_\_ Contact \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

**Planning:**

Name of Firm \_\_\_\_\_ Contact \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

**Solicitor:**

Name of Firm \_\_\_\_\_ Contact \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

**PART II - DEVELOPMENT DETAILS**

**1. Subject Property**

- a) Present Use \_\_\_\_\_
- b) Proposed Use \_\_\_\_\_
- c) Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_
- d) Official Plan Designation \_\_\_\_\_
- e) Existing Zoning \_\_\_\_\_
- f) Proposed Zoning \_\_\_\_\_
- g) Easements/ Right-of-way/ Restrictive Covenants YES  NO

If yes, describe the purpose/effect and identify the name and address of the persons who benefit from the easement, right-of-way or covenant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- h) Have there been any previous Site Plan or Development Agreements registered against these lands?

YES  NO

Please identify year, file number, particulars or provide a copy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



i) Has a gas station been located on the subject land or land adjacent to the subject land at any time?

YES  NO  UNKNOWN

If yes, please provide a copy of the report.

j) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

YES  NO  UNKNOWN

If yes, please provide a copy of the report.

k) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

YES  NO  UNKNOWN

If yes, explain:

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l) Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?

YES  NO  UNKNOWN

If yes, explain and please provide a copy of the report or letter:

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m) Has the grading of the subject land been changed by adding earth or other material?

YES  NO  UNKNOWN

If yes, please provide confirmation or report for engineered fill:

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n) Has there been an industrial or commercial use on the subject land or adjacent land?

YES  NO  UNKNOWN

If yes, specify the use and last year of the use:

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**2. Proposed Development**

	YES	NO
a) Are the subject lands vacant?	<input type="checkbox"/>	<input type="checkbox"/>
b) Is the land to be divided for mortgage purposes?	<input type="checkbox"/>	<input type="checkbox"/>
c) Will the project be developed as a plan of condominium?	<input type="checkbox"/>	<input type="checkbox"/>
d) Is the development to be staged?	<input type="checkbox"/>	<input type="checkbox"/>

Time Period for Staging:

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<u>Intended Uses</u>	<u>Total Floor Area</u>	<u>No. of Parking Spaces</u>	<u>Building Height</u>	<u>No. of Residential Units</u>
Commercial	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Institutional	_____	_____	_____	_____
Residential (Townhouses/Apts.)	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

**3. Indicate what services are present:**

a) Water Supply

Piped Water

Private Well

Other (Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Sewage Treatment

Sewers

Septic Tank

Other (Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Storm Drainage

Sewers

Open Ditch

Other (Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Was there a hydrogeological study completed? (If applicable)**

YES

NO

UNKNOWN

If yes, please provide a copy of the report.

## **PART III - SUBMISSION**

### **1. Fees**

A fee as per Loyalist Township's Tariff of Fees By-law shall be submitted at the time of application. The exact amount can be confirmed by the Planner.

### **2. Construction Standards**

All works shall be installed in accordance with the Ontario Provincial Standard Specifications, Ontario Provincial Standard Drawings and Loyalist Township Standards unless specified to the contrary on the drawings and approved by Loyalist Township.

### **3. Site Plan Drawings**

- a) To be considered complete, a site plan control application must be accompanied by the following:
  - i) A site plan drawn to metric scale to a maximum plan size of 24"x36" (60 cm by 90 cm) and a reduction to 8"x14" (21.6 cm by 35.6 cm).
  - ii) Twelve (12) paper prints of all plans at a size of 24"x36" (60 cm by 90 cm),
  - iii) An electronic copy, in AutoCAD format, of the Site Plan Drawings shall be provided to the Township.
  - iv) All plans (except one paper copy) shall be folded no larger than 11"x17". Reduced prints (8"x14") shall not be folded.

### **4. The site plan shall accurately display the following information:**

- a) **General**
  - i) **SCALE** - a scale at either 1:200m 1:500 or 1:1,000 unless otherwise authorized prior to submission.
  - ii) **ARROW** - a north arrow shall be positioned in the top right corner of the title box of the drawing, and North must be to the top or the left of the page.
  - iii) **DIMENSIONS** - complete boundary details and area shall be included in either m or mm.

- iv) ELEVATIONS - elevations must be geodetic and in metres. The geodetic requirement may be relaxed in rural areas with the approval of the Director of Engineering Services.
- v) KEY PLAN - a key plan, indicating the location of the subject property in relation to adjacent properties and streetlines.

b) **Site Specific Details**

- i) Location, size and type of existing and proposed buildings and structures, including floor area, number of storeys, width, length, height and number of dwelling units.
- ii) Exterior building elevations of all proposed and existing buildings, including description of finishing and signage.
- iii) Perpendicular distances from lot line to the nearest walls of existing and proposed buildings and building spacing (where applicable).
- iv) Location and width of existing and proposed access to public streets.
- v) Internal road pattern, including aisles, ramps, loading bays and parking spaces with dimensions. A table of parking calculations and parking for handicapped persons must be shown on the plan. Show traffic flow, all pavement widths and curve radii.
- vi) Distance from front lot line to centreline of public streets.
- vii) Location and details of existing and proposed signs.
- viii) Location and types of fencing and lighting.
- ix) Location and details of existing and proposed garbage storage facilities; enclosure(s) to be 2m high, architectural masonry, or metal, or pressure treated wood screening, gate(s) to be provided with minimum 2m height.
- x) Location of fire hydrants and light standards.
- xi) Location of all sidewalks and pedestrian links abutting and on site.
- xii) Location and dimensions of all loading bays and drive-thrus, including queuing spaces.

- xiii) Location and dimensions of all proposed yards and landscaped open spaces.
- xiv) Location and type of curbs and retaining walls, indicating dimensions if not standard.
- xv) Location and dimensions of all existing and proposed yards and landscaped open spaces.
- xvi) Location of handicapped amenities in the form of curb cuts, ramps, handrails and railings.
- xvii) Pedestrian and vehicular access to building(s).
- xviii) Details of parking area linkage to adjacent properties.
- xix) Location of any existing and proposed streetlights, on-site lighting, exterior building lighting. At the request of the Township an illumination plan shall also be provided detailing type of lighting, lighting patterns and illumination.

**5. Grade Control, Drainage and Site Servicing Plan**

- a) A grade control, drainage and site servicing plan drawn to the same scale as the site plan shall be submitted as follows:
  - i) Twelve (12) paper prints of this plan.
  - ii) An electronic copy, in AutoCAD format, shall be provided to the Township. A cross section of servicing will be required.
  - iii) All plans (except one paper copy) shall be folded no larger than 11"x17". Reduced prints (8"x14") shall not be folded.
- b) The grade control, drainage and site servicing plan shall accurately display the following information:
  - i) Existing elevations, which are to be geodetic, on subject and adjacent lands and along course of adjacent public streets and sidewalks, elevations provided should clearly indicate the lay of the land for the subject property and adjacent lands, and that drainage from adjoining property is not impeded and that drainage from the site does not adversely affect the abutting properties.
  - ii) Cross-sections shall be provided for all swales and ditches showing side slopes, depths and treatment of the slopes.

- iii) Location of any creeks, ravines or watercourses with elevations and contours.
- iv) Finished elevations at the building lines at all critical points, such as catch basins and adjacent lands.
- v) Contour lines at 0.3 metres intervals.
- vi) Arrows indicating the proposed direction of flow of all surface water.
- vii) Location and details of all swales including inverts.
- viii) Location and details of all surface water outlets.
- ix) Indicate catch basin position and grate elevations, manhole position, proposed pipe diameters, and slope with length and invert elevations, location and diameter of any culverts, indicate drainage outlet.
- x) For sanitary system, indicate any manhole or cleanout location, pipe diameter and slope with length and invert elevation, show discharge point. If on a private system, indicate location and dimensions of septic tank and weeping tile bed showing elevations.
- xi) For water service, give diameter, location, type of pipe to be used, location of meter and appurtenances and design flow (if required); show the diameter and location of watermain to be connected to and location and size of tap desired. If on private services, indicate location of well.
- xii) Type, size and location of telephone, hydro, gas and other services.
- xiii) Location and width of any existing or proposed rights-of-way and easements on or over the subject or abutting lands including any road widening.
- xiv) Location of any hydro poles, fire hydrants or other installation including those on adjacent lands.
- xv) A benchmark is to be indicated.
- xvi) Location of flood plain line, fill line and/or high water mark.
- xvii) Location of all retaining walls including elevation views.

Such plan shall be completed and sealed by a recognized Professional Engineer of Ontario (P.E.O.) unless otherwise approved by the Director of Infrastructure Services.

## **6. Storm Water Management Plan**

- a) A storm water management plan shall be completed for any development over 0.3ha (0.74 acres). Developments under 0.3ha (0.74 acres) may require a storm water management plan upon the request of the Director of Infrastructure Services.
- b) Specialty controls may be required for areas that have higher potential for spills (such as gas stations).
- c) A financial contribution in-lieu of on-site controls may be required upon the request of the Director of Infrastructure Services.
- d) The storm water management plan should be completed in accordance with the current version of the MOEE Storm Water Management Practices Planning & Design Manual.

Such plan shall be completed and sealed by a recognized Professional Engineer of Ontario (P.E.O.) unless otherwise approved by the Director of Infrastructure Services.

## **7. Landscaping Plan**

- a) A landscape plan drawn to the same scale as the site plan shall be submitted as follows:
  - i) Twelve (12) prints of the plan.
  - ii) An electronic copy, in AutoCAD format, shall be provided to the Township.
  - iii) All plans (except one paper copy and all mylar copies) shall be folded no larger than 11"x17". Reduced prints (8"x14") shall not be folded.
- b) A landscape plan shall accurately display the following information:
  - i) All buildings, parking areas and driveways, together with physical features of the site for the purpose of establishing the location and related construction.
  - ii) All grassed areas showing all swales, embankments and overload flood direction.



- iii) All existing and proposed trees and shrubs, indicating the location, identification and caliper or height plus details.
- iv) A plant material list shall be indicated for the explanation of the symbols used. Give size, quality or other pertinent description common to the trade. Use both common and botanical plant names.
- v) Show all retaining walls, fences (including elevation and materials), tennis or basketball courts, swimming pools, etc.
- vi) Indicate any other detail pertaining to the aesthetic development of the site such as berms, planters, street furniture (benches, bike racks, garbage receptacles, etc.).
- vii) Recreational facilities shall be indicated, such as play areas, equipped play lots, swimming pools, tennis courts, etc). If required, a park plan shall be prepared to the satisfaction of the Township's Director of Recreation.
- viii) All ornamental structures such as patios, earth mounds, steps, retaining walls, fences, garden walls, sculptures and any other exterior constructions shall be shown.

Such plan shall be completed and sealed by a member of the Ontario Association of Landscape Architects (O.A.L.A.) unless otherwise approved by the Planner.

## **8. Architectural Drawings**

- a. An architectural drawing drawn to the scale of 1:100 shall be submitted as follows:
  - i. Twelve (12) prints of the plan.
  - ii. An electronic copy, in AutoCAD format, shall be provided to the Township.
  - iii. All plans (except one paper copy) shall be folded no larger than 11"x17". Reduced prints (8"x14") shall not be folded.

- b. An architectural drawing shall accurately display the following information:
- i. Elevations  
Elevations of all sides (or a fully representative section) of all main and accessory buildings, showing all roof structures (vents, air conditioning, etc.) with measurements. If the height of the building exceeds 10 metres (32.8 feet) and is near a residential area, a shadow study shall be conducted.
  - ii. Floor Plans  
For all buildings and all floors except where repetitive (interior layouts are used for information only and are exempt from the site plan agreement).
  - iii. Signs  
Plans showing intended location (i.e. ground, roof or fascia) and dimensions (in metres or millimeters). This shall include a plan of the sign face, to scale and shall show materials and colours.
  - iv. Exterior Materials and Colours  
Details shall be submitted and approved by the Township.
  - v. Lighting  
Plans showing the location and design of all exterior lighting including lighting specifications.
  - vi. Streetscape  
Where the proposed development includes a group of buildings, a “street elevation” showing all elevations from the street side may be requested.

## **9. Survey Plan**

A survey plan clearly showing lot dimensions and existing structures or elements of the property may be required. Such plan shall be completed recently (within 5 years) and will be completed and sealed by a recognized Ontario Land Surveyor (O.L.S.).

**10. Presentation Drawings**

It would be helpful and may expedite the processing of the application if coloured presentation drawings are prepared by the applicant and submitted prior to consideration of the plan by the Council. These drawings should be submitted the week prior to the date of the Council meeting.

**11. Other Governmental Bodies**

Frequently other bodies require permits. The following is an information list:

<b><u>ZONING INFORMATION</u></b>	<b><u>AGENCY</u></b>
The Ontario Building Code	Loyalist Township Building Department 263 Main Street Odessa, Ontario Phone: (613) 386-7351
Signs Permit	Loyalist Township Building Department 263 Main Street Odessa, Ontario Phone: (613) 386-7351
Provincial Signs, Building Location and Entrance Permits (Provincial Highway)	Corridor Control Section Ministry of Transportation Ontario Postal Bag 4000 1355 John Counter Blvd. Kingston, Ontario K7L 5A3 Phone: (613) 544-2220
Sign and Entrance Permits (County Road)	County of Lennox and Addington 97 Thomas Street Napanee, Ontario, K7R 4B9 Phone : (613) 354-4883
Entrance Permits and Road Widening (Township)	Loyalist Township Engineering Dept. 263 Main Street Odessa, Ontario Phone: (613) 386-7351
Fill Permits and Shoreline Construction Permits	Ministry of Natural Resources Ontario Government Building 51 Heakes Lane Kingston, Ontario K7M 9B1 Phone: (613) 531-5700

Fill and Fish Habitat  
Authority Evaluation Permits

Cataraqui Region Conservation  
P.O. Box 160  
1641 Perth Road  
Glenburnie, Ontario, K0H 1S0  
Phone: (613) 546-4228

Labour Approvals

Ministry of Labour  
Beachgrove Complex  
51 Heakes Lane  
Kingston, Ontario K7M 9B1  
Phone: (613) 545-9831

Exhaust Air Approvals

Ministry of the Environment  
P.O. Box 22032  
1259 Gardiners Road  
Kingston, Ontario K7P 3J6  
Phone: (613) 549-4000

Septic and Holding Tank  
Approvals, Restaurant and  
Public Use Approvals

Kingston, Frontenac, Lennox and  
Addington Public Health  
41 Dundas Street West  
Napanee, Ontario K7R 1Z5  
Phone: (613) 354-3357

Hydro One

Hydro One Network Inc.  
483 Bay Street  
12<sup>th</sup> Floor  
Toronto, Ontario M5G 2P5  
1-888-664-9376

Bell Canada

Bell Canada  
450 Princess Street, Floor 2  
Box 460  
Kingston, Ontario K7L 1C2  
Phone: (613) 389-4000

Cable Television

COGECO  
170 Colborne Street  
Kingston, Ontario K7L 5M7  
Phone: (613) 544-6350

Office of the Fire Marshall

Office of the Fire Marshall  
5775 Yonge Street  
Toronto, Ontario M2M 4J1  
Phone: 1-800-565-1842

C.N.

Manager, Community Planning and  
Development  
CN Business Development and Real  
Estate  
1 Administration Road  
Concord, Ontario L4K 1B9  
905-760-5007

Electrical Safety Authority

1-877-372-7233

**PART IV - CERTIFICATE**

I/We certify that, to the best of my/our knowledge and belief, the particulars given in this application and accompanying plans are accurate. The applicant(s) also Agree(s) to bear all relevant costs associated with this application.

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Signature of Applicant and/or Owner and Full Name and Position

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Date

**AGENT OF RECORD**

I/We hereby authorize the above-noted agent to act on my/our behalf during the processing of this application and agree that all communication shall be addressed to him or her unless otherwise requested.

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Signature of Registered Land Owner(s) and Full Name and Position

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Date

## **SITE PLAN GUIDELINES – FOR DEVELOPERS**

Following a pre-consultation meeting and a site plan application has been submitted for approval, the owner/developer should be aware of the following:

1. The submission shall be reviewed for completeness. If deemed incomplete, the submission will not be processed and the applicant will be advised what additional information is required.
2. Once deemed complete, the site plan will be submitted to Township departments, such as Infrastructure Services and Emergency Services Departments, and usually to other government agencies such as the Cataraqui Region Conservation Authority or the County of Lennox and Addington and pertinent utilities.
3. The site plan must be submitted at least two months in advance of the Council meeting or the project will be deferred to the next Council meeting. In some cases site plan approval has been delegated to the Director of Planning and Development Services.
4. If all agency comments are not provided two weeks prior to the meeting date, the site plan may be deferred until all comments have been received.
5. Where the submission is not subject to staff delegation, the plan will be presented to Council. The applicant may appear as a delegation at the beginning of the meeting to discuss the application.
6. The approval by staff or Council will be subject to conditions.
7. Once all conditions are met, the Township's solicitor will draft a site plan agreement. The agreement shall be forwarded to the owner for execution.
8. After the agreement is executed, it will be forwarded to the Township's solicitor for registration. All legal and administrative costs incurred in this process shall be paid by the owner/developer.
9. At the time the owner/developer applies for a building permit the following will be supplied prior to any permit being issued:
  - i) The on-site security requirement is 20% of the cost of all site works which includes landscaping, paving, water and sewer, signage, curbing, etc. except for structures.
  - ii) Security shall be in the form of cash or letter of credit, and will require the approval of the Director of Finance. For off-site works 100% securities are required. development charges will be paid in full.
  - iii) Please contact the Planning Department for the relevant charge.

10. The owner/developer will be aware that the minimum time period before a building permit can be issued is at least two weeks from receipt of a **complete** building permit application to the Building Department.
11. Security will be released when all works called for in the site plan agreement have been completed to the satisfaction of the Township, subject to holdback provisions.
12. If costs are incurred by the Township due to any of the preceding steps, the owner/developer will pay all such costs.
13. The owner/developer will be aware that all conditions for site plan approval must be satisfied within one year from the approval date. After such time, the conditions are deemed to have lapsed and the owner/developer must re-apply.
14. After the owner/developer has signed the site plan agreement, the owner/developer will have one year to complete all works. If this is not feasible, a written request to Council for a time extension will be required.

I, \_\_\_\_\_, Owner of lands affected by  
 An application for Site Plan Control, understand all the information included in  
 this checklist.

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

\_\_\_\_\_  
 Date

**ACCESS TO LAND**

I authorize Township staff to enter onto my property to conduct a site inspection related strictly to this application.

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

\_\_\_\_\_  
 Date



**An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.**

**STATUTORY DECLARATION**

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

I, \_\_\_\_\_  
of the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality/City)

in the \_\_\_\_\_ of \_\_\_\_\_ acknowledge  
(County/Region)

statements contained 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 and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Commissioner, etc.

\_\_\_\_\_  
Signature of Applicant, Solicitor,  
or Authorized Agent

**AGREEMENT TO INDEMNIFY**

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OMB by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A certified cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant/Owner

**EXAMPLE ONLY**

**PREDEVELOPMENT AGREEMENT**

**THIS AGREEMENT** made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

between:

THE CORPORATION OF LOYALIST TOWNSHIP

(Hereinafter called the "Municipality")

PARTY OF THE FIRST PART

- AND -

\_\_\_\_\_  
(hereinafter called the "Owner")

PARTY OF THE SECOND PART

**WHEREAS** the Owner proposes to develop certain lands within the Municipality and the proposed development will involve, inter alia, the review and negotiation of subdivision draft plan conditions and of a subdivision agreement or site plan approval and the preparation of a site plan agreement;

**AND WHEREAS** the Municipality deems it necessary and advisable to retain its own staff and/or consultants to advise on legal, planning, engineering and related matters with respect to the Owner's development proposal;

**AND WHEREAS** the Owner agrees to reimburse the Municipality for all legal, planning, engineering, administrative and other costs incurred by the Municipality relating to the Owner's proposed development;

**NOW THEREFORE** in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties hereto, the parties agree as follows:

1. In consideration of the provisions of Paragraph 2 and 3 of this Agreement, the Municipality hereby agrees to instruct its staff, solicitor, and planning and engineering consultant to negotiate, review, prepare, comment on and/or amend (on behalf of the Municipality) all applications, plans, diagrams, specifications, by-laws, reports, studies documents, agreement and other things and matters relating to the Owners development proposal or any part or parts thereof including without limitation, preparation for and attendance at any and all hearings convened before any tribunal having jurisdiction.
2. The Owner hereby covenants and agrees to reimburse the Municipality forthwith on demand for all fees, costs or other expenses whatsoever incurred by the Municipality relating to or arising out of the Owner's development proposal and the matters generally described in paragraph 1 of this Agreement.
3. The Owner hereby agrees to deposit with the Municipality, at the time of signing this Agreement, a certified cheque in the amount of \$\_\_\_\_\_ payable to the Municipality as a Security Deposit to be used in the event of non-payment of any fees, disbursements and costs.
4. The Municipality shall invoice the owner upon receipt of any such accounts for fees, disbursements and costs.
5. The Owner shall upon receipt of such invoice from the Municipality pay to the Municipality the amount due within 30 days.
6. In the event the Owner does not pay the amount due, the said amount shall be deducted from the security deposit and all work on the application shall cease until such Security Deposit is reimbursed to the initial sum of \$\_\_\_\_\_.
7. The Security Deposit or any portion thereof shall be retained by the Municipality until all accounts, statements, invoices, etc., submitted to the Municipality and relating to the Owner's application have been paid in full and all matters relating to the Owner's application have been completed. In the event that either party hereto indicates that it desires to cease all work relating to the Owner's application in the matters generally described in Paragraph 1 of this Agreement, then the balance, if any, of the Security Deposit shall be returned by the Municipality to the Owner without interest after the payment of all accounts, statements, invoices, etc., submitted or to be submitted to the Municipality and relating to the Owner's application have been paid in full. Interest at the rate of 2% per month shall be payable by the Owner to the Municipality on all sums of money payable to the Municipality pursuant to their Agreement which are not paid on demand or otherwise satisfied from the Security Deposit calculated from the date of such demand.

8. This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

**IN WITNESS WHEREOF** the parties hereto have hereunto affixed their corporate seals by the hands of their officers duly authorized in that behalf.

**SIGNED, SEALED AND DELIVERED**  
in the presence of

**THE CORPORATION OF**  
**LOYALIST TOWNSHIP**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWNSHIP CLERK

\_\_\_\_\_  
PER:

\_\_\_\_\_  
PER: