

The Corporation of the City of Stratford



SITE PLAN APPLICATION FORM

Information and Material to be Provided Under Section 41 of the Planning Act

INSTRUCTIONS

REQUIREMENTS:

PART I & II: GENERAL INFORMATION AND PROPOSED DEVELOPMENT

This Site Plan Application will require a Site Plan Agreement. As the Site Plan Agreement will be registered against title to the lands, the "Registered Owner's Name" must be identical to how title will be held. This information must be complete, as all subsequent documentation shall be prepared on the basis of the information provided under Registered Owner's Name.

Should the financial securities required by any Agreement, be provided to the City in the form of a Letter of Credit, then the name(s) of the Owner/Person/Corporation on the Letter of Credit must be identical to the name(s) of the Owner/Person/Corporation executing the Agreement.

The Agent may be the person acting on behalf of the Registered Owner to obtain final approval. Consultant identification is required, such as engineers, surveyors, planners, etc.

PART III: PREVIOUS USES

This section must be completed. Attach supplementary reports where applicable.

PART IV DRAWING REQUIREMENTS

This section outlines the items that must be shown on the drawings.

PART V ATTACHMENTS

Enclose all required plans and drawings in the form specified.

PART VI REQUIRED STUDIES

Enclose all required studies with the application

PART VI: AGREEMENT TO INDEMNIFY

This section must be signed by the owner/applicant.

ADDITIONAL INFORMATION

Comments or questions concerning this application can be directed to:

City of Stratford Building & Planning Department

82 Erie Street, 2nd Floor

Stratford ON N5A 2M4 - Telephone (519) 271-0250 ext. 218 or 266, Fax (519) 271-5966.

The Corporation of the City of Stratford



SITE PLAN APPLICATION FORM

Office Use Only

File Number _____ Date Accepted _____

Related Files Number: _____

PART I: GENERAL INFORMATION

1.1 Ownership Information

- Site Plan applications require an Agreement between the Owner of the land(s) and the City of Stratford. You must accurately identify the legal property owner as described on title to the lands affected by this proposal.
- **Legal property description and the P.I.N must accompany the application. This confirmation is to be provided by the company or individual in the form of a copy of the "Parcel Register for Property Identifier" This is obtained from the Land Titles Office located behind the Perth County Court House on Huron Street. This printout shows the proper name of the legal owner of the land, the legal property description and the P.I.N assigned to each parcel of land.**

Registered Property Owner's Name

Agent's Name

Agent's Firm Name

Address	Address

Telephone:	Telephone:
Fax:	Fax:
EMAIL	EMAIL

Communications are to be sent to

Owner

Agent

LOCATION OF THE SUBJECT LAND (Complete applicable lines)

Municipality _____ Concession _____

Registered Plan No. _____ Lot(s) No. _____

Reference Plan No. _____ Part(s) No. _____

Name of Street _____ Street No. _____

Note: If this application is signed by an agent on behalf of an applicant, the owner's written authorization must accompany the application.

1.2 Contact Information

Consultant:

Name of Firm	Contact
Address	Telephone:
	Fax: #
	EMAIL

Engineering:

Name of Firm	Contact
Address	Telephone:
	Fax: #
	EMAIL

Architect:

Name of Firm	Contact
Address	Telephone:
	Fax: #
	EMAIL

Planning:

Name of Firm	Contact
Address	Telephone:
	Fax: #
	EMAIL

1.3 Please identify the names and addresses of the holders of any mortgages, charges or other encumbrances on the subject lands.

1.4 Are there any easements, rights-of-way or restrictive covenants affecting the subject lands?

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.

1.5 Have there been any previous Site Plan or Development Agreements registered against these lands?

Yes No

Please identify year, file number, particulars:

PART II: PROPOSED DEVELOPMENT

2.1 Nature of Proposed Development / Use

- Commercial Industrial Residential
 Office Institutional
 Other _____

2.2. FOR PROPOSED RESIDENTIAL USES ONLY:

Housing Type:

- Owner occupied Residential Care Facility/Community Home
 Rental Condominium

For Condominium: Have you filed an application for Condominium Approval?

- Yes No

Type and number of units:

Townhouses Apartments

Bachelor _____ 1 Bedroom _____ 2 Bedroom _____
3 Bedroom _____ Other (Describe) _____

2.3 Are the subject lands currently vacant? Yes No

2.4 Does the proposed development include the demolition of existing buildings or parts thereof?

- Yes No

Describe briefly: _____

2.5 Is the proposal an addition to existing building? Yes No

Describe briefly: _____

2.6 Are any of the existing buildings designated as being architecturally and/or historically significant?

- Yes No

2.7 Site Development Data – Please include chart on Site Plan Drawings

Proposed Use(s): _____

Is the proposed use(s) permitted by the Zoning By-law? Yes No

Detail	Proposed	Existing	Total	Req'd by ZBL
Lot Area	m ²	m ²	m ²	m ²
Lot Frontage	m	m	m	m
Setback	m	m	m	m
Lot Depth	m	m	m	m
Side Yard Width	m	m	m	m
Rear Yard Depth	m	m	m	m
Lot Coverage	%	%	%	%
Landscaped Open Space	%	%	%	%
Accessory Building Area	m ²	m ²	m ²	m ²
Building Area (Ground Floor Area)	m ²	m ²	m ²	m ²
Gross Floor Area (Total All Floors)	m ²	m ²	m ²	m ²
No. of Parking Spaces				
No. of Handicapped Spaces				
No. of Loading Bays				
Building Height	m	m	m	m
No. of Storeys				
No. of Residential Units				
Driveway Width at Property Line	m	m	m	m
Open / Outdoor Storage	m ²	m ²	m ²	m ²

2.8 Has an application been submitted for rezoning or minor variance in order to permit this proposal?

Yes No

PART III: PREVIOUS USES

A Record of Site Condition (RSC) may be required prior to site plan approval in accordance with Section 3.5 of the City of Stratford Official Plan.

3.1 Has there been an industrial or commercial use on the subject land or adjacent lands?

Yes No

If Yes, specify the use and the last year of that use _____

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

Yes No Unknown

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

Yes No Unknown

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

Yes No Unknown

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

Yes No Unknown

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

Yes No

If Yes, explain: _____

3.7 **Have you ever been advised either formally or informally by the Ministry of Environment and Energy or another source that the property is or may be contaminated?**

Yes No

If Yes, explain: _____

3.8 **What information did you use to determine the answers to the above questions?**

If Yes to 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, or 3.7 a previous use inventory is needed, showing all former uses of the subject land, or if appropriate, the adjacent land.

Report attached: Yes No

PART IV: DRAWING REQUIREMENTS

All plans and drawings submitted in accordance with a site plan agreement application shall be prepared by a registered professional architect or professional engineer and, where appropriate, an Ontario Land Surveyor.

4.1 Site Plan Requirements

The site plan drawings shall include a symbol key with legend and the following information and requirements (clearly show what is existing and what is proposed):

- a) north arrow;
- b) standard scale in metric;
- c) Site Development Data Chart from Section 2.7;
- d) the dimensions of the site as taken from a survey or legal description of the property;
- e) street name(s);
- f) the location and use of all existing and proposed buildings and structures on the site;
- g) finished floor elevations of buildings;
- h) location of closest fire hydrant(s) (state whether existing or proposed);
- i) designated fire routes with the notation "fire route to be posted and designated under municipal by-law";
- j) maximum dimensions of buildings;
- k) minimum distance between buildings;

- l) traveled portions of roadways, access driveways, parking area layout, ramps (all showing minimum dimensions or typical dimensions and surface material);
- m) calculation used to determine parking requirements;
- n) location of any walkways, stairs and building entrances, including barrier free access to building and parking areas;
- o) amenity areas;
- p) location, height and type of all proposed fencing and curbing;
- q) location of all existing and proposed poles, transformers, hydrants, sidewalks, walkways and the location of all site lighting;
- r) location and type of all existing and proposed easements and rights-of-way;
- s) location and type of enclosure to be used for storage of garbage and other waste material;
- t) location of any lands to be dedicated for public purposes;
- u) setbacks of structures (buildings, signs, parking) from property lines in all cases;
- v) total existing and proposed building size in square meters, lot area, total number of parking stalls, total number of units;
- w) state whether building is to be sprinklered or not sprinklered, whether the building has a standpipe and hose system or does not have a standpipe and hose system and show location of fire department connections (sprinkler/siamese).

4.2 Grading/Service Plan Requirements

The grading / servicing drawings shall include the following information, symbol key and legend (clearly show what is existing and what is proposed)

- a) existing and proposed grade elevations (referenced to Benchmark elevation);
- b) residential developments to include top of footing, underside of footing and top of foundation elevations;
- c) existing services (storm, water, sanitary);
- d) location, size and depth of cover of storm, water and sanitary services;
- e) % slope of storm and sanitary services;
- f) statement if existing services are to be used or if services are proposed;
- g) direction of surface drainage flow through use of drainage arrows;
- h) proposed and existing structures and buildings;
- i) if catchbasins are to be used, show proposed storm sewer hookups and storm laterals size and location, catchbasin rim elevation;

- j) if storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm;
- k) existing and proposed driveway entrances and curbs;
- l) type of surfacing (i.e. sod, gravel, asphalt, etc.);
- m) relative street grade elevations fronting site, property lines;
- n) swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections). NOTE: Drainage must remain internal to the site unless approved by the City of Stratford Engineering and Public Works Department;
- o) elevations of individual internal driveways where a depressed driveway may exist;
- p) manholes;
- q) location of closest fire hydrant(s) (existing and proposed);
- r) location of existing and proposed siamese or standpipe connection;
- s) hydro poles and transformers;
- t) invert of storm, sewer and water laterals at point of connection;
- u) location of existing and proposed easements and rights of way, road dedications/widenings;
- v) locations of any lands to be dedicated for public purposes;
- w) site lighting.

4.3 Building Elevation Requirements

Applicants are required to provide drawings showing plan, elevation and cross-section views for each building to be erected, including the following information:

- a) The massing and conceptual design of the proposed building;
- b) The relationship of the proposed building to adjacent buildings streets, and exterior areas to which members of the public have access;
- c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- d) The height of all buildings, structures and free-standing signs proposed on the said lands;

4.4 Landscape Plan Requirements

Landscape drawings shall show a legend with key symbol and the following information:

- a) existing and proposed buildings;
- b) location of existing plant material to remain;

- c) location of vegetation to be removed;
- d) location of all proposed plant material, planting beds, and seeded or sodded areas;
- e) PLANT LIST showing key, numbers of plants, botanical and common names and plant size at installation date;
- f) location and surface treatment of pathways, play areas, special activity areas, open space areas, building entrances and doorways;
- g) location of outdoor lighting;
- h) location and treatment of garbage collection areas;
- i) existing and proposed curbing, sidewalks and hard surface areas;
- j) location, height and type of proposed and existing fencing.

PART V: REQUIRED STUDIES

The scale of the development may require that various studies be submitted with the application to allow for the evaluation of the proposed development. These studies may include but are not limited to:

- Servicing Studies
- Noise and Vibration Studies
- Traffic Impact Studies
- Planning Impact Studies
- Record of Site Condition (RSC)

Contact the Building and Planning Department prior to submitting your application to determine if additional studies will be required.

PART VI: OTHER FEES

In addition to the application fee where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees, which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

The applicant is hereby notified that in the event the City of Stratford Council approves the application and the matter is appealed to the Ontario Municipal Board, the applicant may be required to enter into a financial agreement to bear all legal and consulting costs incurred by the City with regard to its preparation for and attendance at such hearings, including all prehearing conferences and all hearing related matters.

PART VII: ATTACHMENTS

Have you enclosed the appropriate number of all of the following?

- | | |
|----------------------------------|-----------------------------------|
| Property Identifier – 1 | Building Elevations - 2 |
| Site Plan to scale – 8 | Landscape Plan - 2 |
| Lot Grading and Site Services –8 | Legal Description of Property - 1 |
| Application Fee | Storm Water Management Report - 2 |

PART VIII: AFFIDAVIT OR SWORN DECLARATION

Declaration For the Prescribed Information

I, _____ of the _____

in the _____

make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above Sections is true.

Sworn (or declared) before me:

at the: CITY OF STRATFORD

in the: COUNTY OF PERTH

this _____ day of _____ 20_____

Commissioner of Oaths

Applicant

PART IV: AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT
TO MAKE THE APPLICATION

I, _____ am the owner of the land that is the
subject of this application for site plan and I authorize

_____ to make this application on my behalf.

Date

Signature of Owner

<p>NOTICE OF COLLECTION</p> <p>Personal information on this form is collected under the authority of the <u>Planning Act</u>. All names, addresses and comments will be included in material available to the public accordance with the provisions of the <u>Municipal Freedom of Information and Protection of Privacy Act</u> (MFIPPA). Questions regarding this collection and its release under the act should be directed to the City Clerk, 1 Wellington Street, P.O. Box 818, Stratford ON N5A 6W1, telephone 519-271-0250 ext. 235 during business hours.</p>
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