



City of Brockville

Application for Site Plan Control

Commercial, Industrial, Institutional

TO BE COMPLETED BY THE PLANNING DEPARTMENT:

Date Submitted:	Date Complete:	Fee Rec'd:	File No.:
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1.0 Owner Information			
Name of Property Owner(s):			
If a Corporation, name and position of Principals:			
Address (including Postal Code):			
Tel No.:	Cell No.:	Fax No.:	Email:

2.0 Applicant Information			
Name of Applicant:			
Address (including Postal Code):			
Tel No.:	Cell No.:	Fax No.:	Email:
<p>Note: If this application is signed by an applicant/agent on behalf of an owner, the owner's written authorization under section 5.0 of this application must be completed. If the owner is a corporation acting without agent, the application must be signed by an officer of the corporation with authority to bind the corporation.</p> <p>To Whom is all correspondence to be sent? Owner Applicant</p>			

3.0 Pre-Consultation and Supporting Documentation		
3.1	<p>Have you scheduled and completed a mandatory pre-consultation meeting with the City of Brockville Planning Staff as required under City of Brockville By-law 039-2012?</p> <p style="text-align: right;">Yes No</p> <p>If yes, please specify the date of the mandatory pre-consultation meeting:</p> <p>Date: _____</p> <p>If not, please contact the Planning Department, Andrew McGinnis, Planner II – (613) 342-8772, ext. 4421; or email to: amcginnis@brockville.com, to arrange a pre-consultation meeting prior to submitting an Application for Site Plan Control.</p>	
3.2	<p>With respect to the submission of this application, the required supporting studies, additional information and materials required to be submitted are those that were discussed and listed as a requirement during the pre-consultation process. Please attach a list of the documents being submitted with the application. One (1) paper copy and one (1) digital (.pdf) copy of each document is required to be provided with the application.</p> <p>Should any of the required documents (as referenced above) not be available at the time of submission of your application, please indicate on the list the reason it is not available and a date when the City can expect to be in receipt of the document. Note: The application may not be considered to be complete until all reports have been received.</p>	
3.3	<p>Application and review fees are listed in Appendix 1 and 2. Confirmation of said fees should be obtained at the Pre-consultation meeting.</p>	

4.0 Details of Proposed Development		
Project Title:		
Type of Development:		
Site Location (address):		
Legal Description:		
Current Zoning of Site:		
Construction Value for Project:	Total Area of Site: (m ²)	Total Area of Building(s): (m ²)
% of Site covered by Building(s):	Landscaped Area: (m ²)	No. of Storeys:
Paved Area: (m ²)	Paved or Hard Surfaced Area: (m ²)	Height of Building(s):
Type of Use by Storey:	1 st storey:	2 nd storey:
	3 rd storey:	4 th storey and higher:
Number of Parking Spaces:	Number of Barrier Free Parking Spaces:	Loading Spaces:
Method of Snow Removal:		
Method and location of Garbage Storage:		
Method of Garbage Removal:		
Other Special Facilities Provided:		
Is the Building to be a Condominium:		
5.0 Certification of Completeness – Site Plan Control Application		
This is to certify that this application for Site Plan Control Approval provides all of the information required by the City of Brockville, as specified in the Site Plan Control Manual, and is in conformity with the provisions of Zoning By-law 050-2014 (as amended). It is understood that in the event that any further information is required by the City of Brockville for consideration of the application, and where I/we are so advised by the City, the approval process shall be suspended until such required information is provided.		
Signatures:	[Owner]:	Date:
	[Applicant/Agent]:	

6.0 Notes Respecting Submission of Application:

6.1 The current application fee for Site Plan Control can be found attached in Appendix 1.

6.2 Review by the Cataraqui Region Conservation Authority (CRCA) is required for amendments affecting sites within Environmental Protection and Waterfront Categories as depicted on Schedule "B" to the Official Plan for the City of Brockville.

The fee for review, as shown in Appendix 2 must be submitted with the application for amendment in order to be considered a complete application. The CRCA fee should be provided in a separate cheque made payable to the Cataraqui Region Conservation Authority.

All fees are to be confirmed at the Pre-consultation Meeting.

6.3 Requirements for Submission:

- One (1) complete copy of the Application for Site Plan Control;
- Eight (8) paper copies of drawings (full size – 24" x 36);
- One (1) paper copy of drawings reduced to 11" x 17";
- One (1) digital copy (.pdf) of drawings - emailed, or copied onto a CD and submitted with application;
- One (1) paper copy and one (1) digital copy of all documents as required in Section 3.2.
- Required fees (as noted in 6.1 above) are to be submitted to the Planning Department for review and processing (fees to be confirmed at the pre-consultation meeting).

Drawings must be submitted in collated sets.