



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/Agent Information

Name of Applicant/Agent:

Address (including Postal Code):

Tel No.:

Cell No.:

Fax No.:

Email:

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 applicant/agent, the application must be signed by an officer of the corporation with authority to bind the corporation.

To Whom is all correspondence to be sent? Owner Applicant/Agent Both

3.0 Pre-Consultation and Supporting Documentation

- 3.1 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? Yes No

If yes, please specify the date of the mandatory pre-consultation meeting:

Date: _____

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.

- 3.2 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. Refer to Section 6.4 of this document for submission requirements.

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.

- 3.3 Application and review fees are listed in **Appendix 1 and 2**. Confirmation of said fees should be obtained at the Pre-consultation meeting.

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: Vehicle: Bicycle:	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 with the exception of CRCA are to be confirmed at the Pre-consultation Meeting.

6.3 Authority to Enter Land and Photograph

By signing this document, you agree to grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

6.4 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 digital device (CD, USB, etc.) 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.

PLANNING FEES 2018 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 006-2018
(Effective April 1, 2018)
(all Planning Fees are tax exempt)

APPENDIX “1”

SITE PLAN CONTROL APPROVAL	
<i>Applications for Site Plan Control Approval are required to be submitted with the required fees noted below; including CRCA fees if applicable.</i>	
Fees for processing site plan applications: * Parking Lots Only All Other Site Plan Control Applications Reactivation of Application	\$480.00 per submission \$950.00, plus \$50/dwelling unit or \$0.50/sq.m. (maximum of \$3,000.00) \$950.00
Fees for engineering review of site plans: With less than 100 parking spaces With more than 100 parking spaces Minor Change – Building Minor Change – all other	\$225.00 per submission \$450.00 per submission \$ 60.00 per submission \$160.00 per submission
Cataraqui Region Conservation Authority (CRCA) Fees: CRCA reviews Site Plan applications for Multiple Residential, Commercial, Industrial and Institutional projects where applicable.	CRCA fees for review of Planning Applications are listed on Appendix 2. Payment of said fees shall be made payable to CRCA.
Lapsed Agreement: When the Corporation of the City of Brockville has entered into a Site Plan Control Agreement with a person or corporation and that Agreement has lapsed, a fee shall be payable to the Corporation of the City of Brockville for any new application for the same project or the reactivating of the original Agreement.	\$950.00
Approval of Minor Change to Site Plan	\$175.00 per submission
Amendment to Site Plan Control Agreement: * When the Corporation of the City of Brockville has entered into a Site Plan Control Agreement with a person or corporation and that Agreement requires to be amended, a fee of shall be payable to the Corporation of the City of Brockville.	\$300.00 <i>*Plus registration fee - \$120.00 (refundable if registered by Applicant)</i>

PLANNING FEES 2017 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 006-2017
(Effective April 1, 2018)
(all Planning Fees are tax exempt)

APPENDIX “2”
Schedule “B” – By-Law 006-2018
Cataraqui Region Conservation Authority (CRCA)
Plan Review Service Fee Schedule^{1 2}
(Effective March 1, 2018)

Application Type	Fee³	Notes
Official Plan Amendment	\$650.00 (minor) ⁴ \$1,080.00 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$390.00	
Consent	\$390/lot	Fees for the review of applications required to fulfill a condition of consent approval are waived.
Minor Variance	\$390.00	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control Application.
Site Plan Control	\$390.00 (minor) ⁴ \$1,140.00 (standard) ⁵ \$2,160.00 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$2,460.00	Application for Draft Plan Approval
	\$1,070.00	Application for Final Plan Approval
	\$720.00	Resubmission of lapsed Draft Plan Approval, or Amendment
Property Inquiry – no inspection	\$175.00	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.
Property Inquiry – with inspection	\$350.00	

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 CRCA Technical Report Review Services Fee Schedule for applicable fees for the review of technical reports.
- (2) Plan review fees may be reduced with the approval of the CRCA Supervisor of Development Review.
- (3) Significant amendments to an application or a resubmission within a period of 2 years will be charged a review fee of 50 percent of the current fee. A resubmission after 2 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 ha, additions up to 200 square metres).
- (6) Major refers to applications that are major development projects (e.g. multiple residential, industrial).

PLANNING FEES 2017 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 006-2017
(Effective April 1, 2018)
(all Planning Fees are tax exempt)

CRCA Technical Report Review Services
2018 Fee Schedule
Effective: March 1, 2018

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. CRCA review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee ⁵	Description
Technical Report – Brief ¹	\$350.00	Normal Review (30 days) <ul style="list-style-type: none"> • Flood plain hydrology analysis • Geotechnical (unstable soils and slopes) • Stormwater management • Environmental impact analysis (EIA) • Environmental impact statements (EIS) • Sediment and erosion control plans • Wetland hydrologic impact analysis
Technical Report – Standard ²	\$750.00	
Technical Report – Major ³	\$1,400.00	
Resubmissions / Revisions ⁴	50%	

Notes:

- (1) **Brief Reports** are typically those prepared in the form of a letter of 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 resubmission. A 50% surcharge is applied for additional submissions.
- (5) These fees are not subject to taxation.