



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:

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.

To Whom is all correspondence to be sent? Owner Applicant

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. One (1) paper copy and one (1) digital (.pdf) copy of each document is required to be provided with the application.

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 fees are shown on Page 3 of this application form. 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:	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 Application and Review Fees

City of Brockville – Planning Department

The current (Apr 2016 – March 2017) fees for an Application for Site Plan Control :

Parking Lots Only:	\$445.00 per submission
All Other Site Plan Control Applications	\$885.00, plus \$50/dwelling unit, or \$0.50/sq.m. (maximum of \$3,000.00)
Reactivation of Application	\$880.00

City of Brockville - Engineering

- with less than 100 parking spaces \$215.00 per submission
- with more than 100 parking spaces \$430.00 per submission

Cataraqui Region Conservation Authority:

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 of a site plan control application, payable to CRCA (separate cheque):

\$305.00 (minor) - Minor refers to single residential or small single-unit commercial applications.
\$1,295.00 (major) - Major refers to all larger-scale applications.

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

6.2 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.