



THE CITY OF ORILLIA

PLANNING AND DEVELOPMENT DEPARTMENT

SITE PLAN APPROVAL & UNDERTAKING AGREEMENTS

COMPLETENESS OF THE APPLICATION: *This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

ARE YOU APPLYING FOR A:

- **A SITE PLAN (up to 10,000 m² of Gross Floor Area) (\$2,500.00)**
- **A SITE PLAN (greater than 10,000 m² of Gross Floor Area) (\$3,500.00)**
- **A SITE PLAN AMENDMENT (\$500.00)**
- **AN UNDERTAKING AGREEMENT (\$500.00)**

APPLICANT'S CHECKLIST:

- 1 copy of the completed application form? **Yes**
- 10 copies of the Site Plan? (to scale) (60cm x91cm) **Yes**
- 5 copies of the Landscaping Plan, Site Servicing Plans & Elevation Plans (60cm x 91cm) **Yes**
- 10 copies of a reduced Site Plan (28cm x 43cm) **Yes**
- 5 copies of the Landscaping Plan, Site Servicing Plans & Elevation Plans (28cm x 43cm) **Yes**
- 3 copies of the Stormwater Management Report and related calculation **Yes**
- All Measurements are to be in metric units only**
- 8 copies of the information/reports as indicated in the application form? **Yes**

THE REQUIRED FEE(S)

A cheque or money order (payable to the City of Orillia) **Yes**

Forward to: **City of Orillia, Planning Department, Orillia City Centre**
50 Andrew Street South, Orillia, ON, L3V 7T5

File Numbers will be issued for all applications and should be used in all communications with the City.

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PLANNING AND DEVELOPMENT DEPARTMENT
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OFFICE USE ONLY: DATE RECEIVED: _____
DATE APPLICATION DEEMED COMPLETE: _____

APPLICATION FILE NUMBER(S) _____
ROLL NUMBER(S): _____

DATE OF APPLICATION: _____

1. APPLICANT / AGENT INFORMATION: Place check beside person to whom all correspondence is to be sent.

1.1 Name of Applicant: _____
Address: _____ PC. _____
Telephone number: (____)____ - ____ Fax number: (____)____ - ____
Email Address: _____

1.2 Name of Owner(s): _____ (if different from the applicant)
Address: _____ PC. _____
Telephone number: (____)____ - ____ Fax number: (____)____ - ____
(An owner's authorization is required in Section 14.1, if the applicant is not the owner.)
Email Address: _____

2. LOCATION OF THE SUBJECT LAND

2.1 City Street Address: _____
Concession Number(s) _____ Lot number(s): _____
Registered Plan Number: _____ Lot(s)/Block(s): _____
Reference Plan Number: _____ Part Number(s): _____
Roll Number: _____ (from tax notice)

2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No
If Yes, describe the easement or covenant and its effect:

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3. DESCRIPTION OF SUBJECT LAND

3.1 Description of land:

- Frontage:_____m Depth:_____m Area:_____sq.m_____ha
- Existing Use(s):_____
- Date Land Acquired by the Current Owner: _____ Unknown:
- Date any existing buildings or structures on the subject land were constructed: _____ Unknown:
- Date the existing uses on the subject land commenced: _____ Unknown:
- Proposed Use(s):_____
- Number and use of buildings and structures on and proposed to be placed on the land (required site plan must include type of buildings or structures, setbacks from all lot lines, height and each floor area) :
- Existing:_____
- Proposed:_____

4. SITE PLAN DRAWING REQUIREMENTS

All plans and drawings must be submitted using metric units, preferably using the following scales 1:100, 1:200, 1:250, 1:300, 1:400, 1:500, 1:750, and the following detail shall be incorporated:

- key plan, ownership name, project name, municipal address, legal description, drawing title and number;
- clear property boundaries (i.e. heavy line);
- north arrow and scale;
- date of drawing, revision box, and revision dates, if applicable;
- all existing or proposed street widenings, sight triangles, 0.3 metre reserves adjacent to the subject land;
- abutting roads including the location and width of any traffic islands, utility poles, fire hydrants and sidewalks, where applicable;
- all existing driveways and access entrances from right-of-ways and adjacent private property, including those entrances on properties across the road;
- all watercourses, swales, culverts, retaining walls, embankments, catch basins, utilities, locations of sump pump discharges and other man made or natural features on or adjacent to the site; and
- any easement(s) and whom the easement(s) are in favour of.

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5. SITE PLANS

Site Plans must provide the following information in addition to the items listed above:

1. A zoning matrix identifying the applicable Zoning By-law and including:
 - the existing zoning;
 - the total lot area;
 - the lot frontage;
 - the minimum yards;
 - the total building coverage;
 - the total gross floor area (by proposed use);
 - the total number of units (residential);
 - the total parking spaces;
 - the total landscaped area and percentage;
 - the building height;
2. Dimensions of the front, side and rear yards and the distance between proposed and existing building(s) and structure(s) from the property lines;
3. The layout and dimensions of all parking spaces (including disabled parking), loading spaces, aisles spaces, driveways, curve radii;
4. A clear delineation of the fire route;
5. The layout and dimensions of sidewalks, walkways leading into the subject lands;
6. The location of both internal and external refuse collection areas and detail of proposed internal refuse facility;
7. The location of existing and proposed internal and external transformers;
8. The position of all outdoor light fixtures (free standing and wall mounted);
9. The location of all man doors and loading doors;
10. Asphalt paving and base specifications for both light and heavy duty asphalt;
11. The proposed curbs, including depressed curbs for pedestrian and disabled person(s) access;
12. Specification for all interlocking and/or decorative brick paving stones;
13. The proposed boulevard treatment;
14. The limits of the proposed work (phasing limits), if applicable;
15. Location of snow loading areas;
16. Location of all proposed signage, refer to City of Orillia Sign By-law.

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6. LANDSCAPING PLANS

In addition to the items listed above the following must also be included to constitute a Landscape Plan:

1. The location, size, species and condition of existing trees and shrubs;
2. Identification of existing trees to be preserved, removed, or replanted;
3. Proposed landscaped areas and treatment such as berming, planting, sodding and walkways;
4. A plant list stating botanical and common name, height, calliper and quantity of proposed plantings
5. Coded plant locations;
6. Typical planting specifications, amenity space details, if applicable;
7. Site furniture and amenities;
8. Labelled sodded areas;
9. Details of all proposed fencing and/or retaining walls;
10. Details of any proposed tree protection measures;
11. Snow load areas and building access locations

7. SITE SERVICING AND STORMWATER MANAGEMENT PLANS

Contact the City of Orillia Manager of Development for design standards

8. ELEVATION PLANS

Elevations Plans must be submitted illustrating all sides of the proposed building. Elevation Plans must contain the following information:

1. The compass direction of each façade and drawing scale;
2. All exterior building materials;
3. The height and number of floors of each building;
4. The location of all wall mounted signage and lighting;
5. The location of roof-top mechanical equipment including roof-top flow control devices, if required, and details of the proposed screening.

9. SUBMISSION REQUIREMENTS

In order to process the site plan application the applicant must submit a complete application. The following items compose a complete application;

1. A completed application form
2. Non-refundable application fee payable to the Treasurer of the City of Orillia as indicated in the Consolidated Application for Development Approval form;

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3. Ten (10) copies of the Site Plan on 60cm x 91cm
4. Five (5) copies of the Landscaping Plan, Site Servicing Plans, and Elevation Plans on 60cm x 91cm;
5. Ten (10) reduced copies of the Site Plan on 28cm x 43cm;
6. Five (5) reduced copies of the Landscaping Plan and Elevation Plans on 28cm x 43 cm;
7. Three (3) copies of the Stormwater Management Report and related calculation;

In addition to the items above, site plans created on a CAD system shall be submitted electronically either on a 3.5" floppy disk or on a CD-ROM. The file should be saved in a .dwg ACAD release 14 or later format.

All plans are to be submitted in sets and folded. Should plans not be submitted in this form the application will not be processed until such time the plans are organized and folded by the applicant.

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10. ENVIRONMENTAL SCAN

- I, the undersigned _____, am the owner/authorized agent of the owner named in the planning application(s) for (address) _____ and I certify the truth of all statements or representations contained herein and therein.
- The property municipally known as (address) _____:
 - i) **is** / **is not** land or the site of any building or structure upon, into or through which waste (i.e. as defined by Section 25 of the Environmental Protection Act, R.S.O. 1990 Chapter E.19 or EPA) has been deposited, disposed of, handled, stored, transferred, treated or processed. "Waste" is defined by Section 25 of the EPA as including ashes, garbage, refuse, domestic wastes, industrial waste, or municipal waste and other such materials as are designated in the pertinent regulations; and
 - ii) **is** / **is not** land where above ground and/or underground storage tanks exist or have been placed.
- I have provided to the City of Orillia with the submitted application(s) a copy of any environmental site assessment document, record of site condition and/or certificate of property use as well as any other environmentally related documentation (i.e. including a history of uses on site) prepared for the property.

Dated at _____ Ontario _____, 2007

Signature of Owner/Authorized Agent

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11. Consent of the Owner to the Use and Disclosure of Personal Information

I, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

.....
Date Signature of Owner

12. AUTHORIZATIONS

12.1 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 or the authorization set out below must be completed by the owner.

I,....., am the owner of the land that is the subject of this application and I authorizeto make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

.....
Date Signature of Owner

13. AFFIDAVIT OR SWORN DECLARATION

13.1 Declaration For the Information Provided in this Application:

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 application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

Sworn (or declared) before me at the.....in the.....

this day of 20.....

.....
Commissioner of Oaths Applicant(s)