



TOWN OF MIDLAND
Application for
SITE PLAN APPROVAL

IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWN PLANNING AND BUILDING SERVICES PRIOR TO SUBMITTING YOUR APPLICATION.

APPLICATION CHECKLIST

Please ensure you have completed the following prior to submitting your application:

Fully complete all sections of the application.

Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.

Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.

Application fees attached made payable to the Town of Midland:

Major \$4,000.00

Minor \$2,000.00

Agreement Preparation \$1,500.00

Amendment to Site Plan Agreement \$1,200.00

Site Plan Drawings (in metric) and Reports in accordance with the requirements of the application form and as determined by the Town during the Consultation Meeting.. Digital copies of all drawings and reports shall also be submitted to the Town in AutoCAD 2008 .dwg and Adobe Acrobat .pdf formats. A full list of all drawings and reports shall be submitted to the Town in MS Word format.

Copy of any correspondence, approvals or permits from outside agencies/departments.

Copy of all studies and reports required to be submitted with your application.

Copy of your completed Consultation Form or Record of Meeting from Planning and Building Services.

Copy of Deed and any/all Mortgages
Copy of Survey

Council members and/or Town staff may conduct site inspections of your lands. By submitting this application you are authorizing the Town to access your lands for the purposes of conducting the required site inspection.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the *Planning Act*, the Provincial Policy Statement, and the Town of Midland Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Midland Official Plan. Planning and Building Services will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for your re-submission. We will not hold incomplete applications in our office.

The Staff Report and all written communication received by the Town regarding your application will be included in the Agenda Package for the Planning and Development Committee of Council (PDCC)/Council, as applicable. The Agenda Package is posted on the Town of Midland website the Friday prior to the applicable meeting in the Meeting/Agenda portion of the website. Staff will provide the reports and correspondence in hard copy format on request; otherwise all matters scheduled for Committee/Council consideration will be available on the website.

If you require additional assistance regarding this application please contact Planning and Building Services at:

**Town of Midland
575 Dominion Avenue
Midland, Ontario L4R 1R2
(705) 526-4275 ext. 2215
Fax: (705) 526-9971**



TOWN OF MIDLAND
Application for
SITE PLAN APPROVAL

OFFICE USE ONLY		Date of Application:
Application No.: SPA-		
File Name:		
Civic Address:		
Application Complete:	Fee Received:	
Yes	Yes	
No	No	
Property Sign given:	Notice posted:	
Date:	Date:	
ROLL # 4374- - - - 0000		

Did you consult with the Town Planning and Building Services? Yes No

If yes, please submit a copy of your completed Consultation Form or Record of Meeting“.

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only.

Primary Contact:

a) Registered Owner(s):

(List all owners and contact information if multiple exist)

Mailing Address:

Home Phone:

Cell Phone:

Business Phone:

Fax:

Email Address:

b) Agent:

Mailing Address:

Home Phone:

Cell Phone:

Business Phone:

Fax:

Email Address:

c) Planner:

Mailing Address:

Phone Number:

Fax:

Email Address:

d) Surveyor:

Mailing Address:

Phone Number:

Fax:

Email Address:

e) Solicitor:

Mailing Address:

Phone Number:

Fax:

Email Address:

f) Engineer:

Mailing Address:

Phone Number:

Fax:

Email Address:

Existing:

Building/ Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side Yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Proposed:

Building/ Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side Yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

f) Location of all buildings and/or structures on the subject land (metric)

Existing:

Building/ Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Storeys	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

**Attach separate sheet if more than 4 existing or proposed structures*

Proposed:

Building/ Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Storeys	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

g) What are the adjacent land uses:

To the north:

To the south:

To the west:

To the east:

4. ACCESS:

a) Access to the subject land is provided by:

Provincial Highway

County Road

Municipal Road (year round)

Municipal Road (seasonal)
Private Road / Right-of-Way
Water

b) If access to the subject land is by water only, indicate the following:

Provide written confirmation of parking and docking facilities.

Docking facility:

Distance from docking to subject land:

Distance from docking to nearest public road:

Parking facility:

Distance from docking to parking:

Distance from parking to nearest public road:

5. SERVICES:

a) Water is provided to the subject land by:

Town water
Private well
Privately owned/operated communal well
Lake or other water body
Other:

b) Sewage disposal is provided to the subject land by:

Town sewer
Private sewage system
Privately owned/operated communal sewage system
Other:

c) Storm drainage is provided to the subject land by:

Town storm sewers
Ditches
Swales
Natural
Other:

6. OTHER APPLICATIONS:

Indicate if the subject land has been subject to any applications under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		

Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

7. PLANS REQUIRED:

Please attach 4 copies of all drawings (site plan, grading plan etc.) site plan or survey **drawn to scale, in metric.** *One copy must be submitted on 8.5" x 11" paper and a digital copy in AutoCAD 2008 .dwg and Adobe Acrobat .pdf format shall be submitted.*

Minimum requirements will be a sketch showing the following:

The boundaries and dimensions (frontage, depth and area) of the subject land.

The location, size and type of all existing and proposed buildings and structures on the subject land and showing the location of all facilities and works to be provided. Indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.

The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

The current uses on land that is adjacent to the subject land.

The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.

If access to the subject land is by water only, the location of the parking and docking facilities to be used.

If the subject land has lake frontage, label the lake name.

The location and nature of any easement affecting the subject land.

North arrow and scale.

Location and distances from property line of all proposed and existing structures.

In addition, the following shall also be detailed on the drawings:

- Proposed widening of highways that abut the land (to be determined in discussion with road authority).
- Facilities which provide access to and from the land. (i.e.: entrance % grade, width, radius and/or culvert, ramps, curbs and traffic direction signs)

- Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways (including pavement and granular thickness).
- Walkways and walkway ramps and all other means of pedestrian access and barrier free access.
- Facilities for the lighting, including location, type and shielding.
- Snow storage areas.
- Landscaping drawing(s) detailing walls, fences, hedges, trees (to be maintained and planted), shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material (including oil/grit interceptors, drywells).
- Easements conveyed to the Municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Municipality or local board thereof on the land.
- Grading and alteration in elevation or contour of the land including any berms or buffers and provision for the disposal of storm, surface, and waste water from the land and from any buildings or structures. A stormwater management report may be required respecting quality and quantity. Drawing shall show minimum 10.0 m from property line.
- Construction mitigation facilities.
- Utilities, locations, relocations, stakeouts and easements
- Drawings shall detail all required works external to the subject property.
- Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than 25 dwelling units, which drawings are sufficient to display:
 - 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) matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design, if an Official Plan or By-law passed under subsection (2) that both contain provisions relating to such matters are in effect in the Municipality;
 - e) the sustainable design elements on any adjoining highway under a Municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if an Official Plan and a By-law passed under subsection (2) are in effect in the Municipality; and
 - f) facilities designed to have regard for accessibility for persons with disabilities.

8. AUTHORIZATION BY OWNER:

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), *Registered Owner(s)* the undersigned, being the

Registered Owner(s) of the subject land, hereby authorize *Agent*

to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner Date
(If Corporation, I have the authority to bind the Corporation)

9. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 41 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning and Building Services at the Town of Midland at (705)526-4275 ext. 2215.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

10. DECLARATION OF OWNER/AGENT:

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the

_____ of _____ in the
(Town/Township/City)

County/District/Regional Municipality of

do solemnly declare that all of the statements contained in this Application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the

_____ of _____ in the County/District/Regional
(Town/Township/City)

Municipality of _____ this _____ day of _____ .

Signature of Owner

Signature of Agent *(if applicable)*

Signature of Commissioner

Commissioner's Stamp

13. ADDITIONAL FEES:

If Planning, Engineering and/or legal fees are incurred by the Town pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

Signature of Owner(s)/Agent

Date

Please submit this application to the Town of Midland Planning and Building Services at:

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575 Dominion Avenue
Midland, Ontario
L4R 1R2
(705) 526-4275 ext. 2215
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