

Planning Department Office Use Only

Application No. SPA/_____/2021/HTE

Date Received: _____, 2021

Roll #: 4442-_____-_____-_____

Deemed Complete: _____, 2021

Receipt: _____



Application for Site Plan Approval

Complete this form for approval of the physical layout of a development within the Town of Huntsville.

Applicants are required to request a pre-consultation with Planning Department staff to gain preliminary planning review and direction prior to the submission of a major site plan application or application for an addition to a commercial or multiple-residential building.

Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Delays in processing the application may result if the application is determined to be incomplete and/or inaccurate.

Requirements

Please ensure that your application contains the following information. Insufficient information will result in the application being returned to you.

- Completed application form, along with a digital or scanned copy, emailed with attachments to planning@huntsville.ca
- Record of pre-consultation (for major site plan applications and additions to commercial or multiple-residential buildings)
- Commissioned signatures of Owner and/or Agent
- Title Abstract from Land Registry office (dated within 14 days of submission of application)
- Fees:**

Accessory structure/minor addition/amendment \$820.00

Amendment to existing site plan for technical reasons \$235.00

Minor (single family dwelling, addition to commercial building) \$1,165.00

Major (industrial, commercial, multi-residential) \$3,120.00

- Financial Securities (as advised by staff – minimum \$2,000.00)
- Four (4) copies of applicable drawings. ([Applicable Drawings](#))
- Written description summarizing the proposal

Supplemental information, as noted in Section 13.23 of the Huntsville Official Plan, may be requested upon further review of the application.

Prior to construction or a building permit being issued, the Site Plan Agreement must be registered on title and 100% of the securities submitted to the Town of Huntsville.

The undersigned hereby applies to the Planning Committee of the Corporation of the Town of Huntsville under Section 41 of the *Planning Act*, R.S.O. 1990, as amended, for Site Plan Approval, as described in this application.

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and will be used in processing this application. Questions regarding the collection of this information should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or planning@huntsville.ca.

1. Applicant/Agent Information

Name of Applicant: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

Name of Owner: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

2. Location of Subject Land

Civic (911) Address: _____

Concession: _____ Lot: _____ Former Geographic Township: _____

Reference Plan: _____ Part(s): _____

Assessment Roll Number: 4442- _____ - _____

3. Official Plan and Zoning Information

Official Plan Designation: _____

Existing Zoning: _____

Existing Use: _____

Proposed Use: _____

4. Description of Subject Land

Frontage (road): _____ Frontage (water): _____

Depth: _____ Area: _____

Date Land Acquired by Current Owner: _____

Are there any easements or restrictive covenants affecting the subject land?

Yes No Unknown If yes, please explain: _____

5. Services

Check the appropriate box for each category:

Access

- Municipal Road (Year-round maintained)
- Municipal Road (Seasonally maintained)
- District Road
- Existing Private Road
- Provincial Highway
- Other _____
- Water*

*If access is by water only, please indicate the parking and docking facilities to be used and the approximate distance of those facilities from the subject land and nearest public road.

Water Supply

- Municipally owned & operated piped water
- Lake/River
- Well
- Other (specify) _____

Sewage Disposal

- Municipally owned and operated sanitary sewers
- Septic Tank and Tile Field
- Privy Pit
- Other (specify) _____

Storm Water Drainage

- Municipally owned and operated sewers
- Ditches
- Swales
- Other (specify) _____

6. Parking

Number of parking spaces required: _____

Number of loading spaces: _____

Surface of parking area (Gravel/asphalt/other dustless surfaces): _____

7. Structures

Existing Structures

List all structures existing on the property:

Existing Structures	Footprint Area	Gross Floor Area	Number of Stories	Date Constructed	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Height	Dimensions	Zone Compliance
Example: Dwelling										

Proposed Structures

List all proposed structures for the property:

Proposed Structures	Footprint Area	Gross Floor Area	Number of Stories	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Height	Dimensions	Zone Compliance
Example: Dock									

8. Planning History

Is or has the subject land ever been the subject of an application for Consent, Plan of Subdivision, or Minor Variance under the Planning Act?

Yes No Unknown If yes, please provide file numbers and the status of the decision:

9. Authorizations

The applicant hereby acknowledges and agrees:

- 1) to reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee;
- 2) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of the application to cover anticipated professional and other processing costs beyond normal application requirements;
- 3) to pay all costs, legal and otherwise, that may be incurred by the Municipality with respect to a Local Planning Appeal Tribunal Hearing that may be held as a result of this application;
- 4) to grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review, pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, s.1.0.1 and the *Municipal Freedom of Information and Protection of Privacy Act*;
- 5) there may be additional approvals (i.e., minor variance application, building permit, etc.) and additional fees and charges (i.e., building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application; and
- 6) they may be required to provide additional information that will assist the Town in assessing this application. Applicants and agents acknowledge that the Town may not be able to process the application unless the additional information is submitted.

Consent of Owner for Use and Disclosure for Personal Information

I, _____ am the Owner of the land that is the subject of this application and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* I authorize and consent to 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

Authorization of Owner for Agent

If the Applicant is not the Owner of the land that is subject of this application, the written authorization of the Owner that the applicant is authorized to make the application must be completed below.

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

Date

Signature of Owner

Authorization of Owner for Access

I, _____ hereby authorize Town of Huntsville staff, and its representatives, to enter upon the premises for the purpose of evaluating the merits of the application for the time this application is under consideration by the Town.

Date

Signature of Owner

Affidavit or Sworn Declaration

I, _____ do solemnly affirm and declare that all of the statements contained in this application and in all exhibits and attachments transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing 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 _____

in the _____

this ____ day of _____, 2021.

Signature of Applicant, Agent or Owner

A Commissioner, etc.

10. Applicable Drawings

Supplemental information and plans may be requested upon review of the application.

Site Plan

The following information must be shown on site plans for review by the Town:

- Proposed location, height, dimensions and uses of all buildings and structures, including general type of building materials and the use of all remaining lands on the site;
- All exterior lighting shall be “dark sky friendly”.
- Retaining walls, fences, hedges, trees, shrubs, or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands (e.g., planting and landscaping strips, etc.);
- Grading or alteration in elevation or contour of the land and provisions for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
- A zoning information matrix providing information as to how applicable requirements for the zoning by-law are to be satisfied (e.g., parking, building floor area, parking area, landscaped area, yard requirements, lot coverage, number of units, etc.).

Elevation Plans

Drawings illustrating the design of all sides of the development.

Site Servicing, Grading and Drainage Plans

The following information must be submitted to the Town for the review and approval and may be included on the Site Plan or on a separate plan:

- Private well (if applicable);
- Sanitary sewers and service connections, including existing services or abutting streets (if applicable);
- Private sewage disposal system (if applicable);
- Water mains, service connections and hydrants, including existing services or abutting streets (if applicable)

Re-vegetation Guidelines

Site Assessment and Design:

- What are the physical properties of the soil? (Drainage patterns, water holding capacity, porosity, stability, pH)
- Diagnose the different growing conditions on the site (eg. wet, seasonally flooded or saturated soils with poor drainage or dry, sandy soils with rapid drainage)
- Plant selection (What is the function of the planting? Erosion control, shade, visual/windscreen, wildlife habitat etc.)

Planting:

- Site Preparation
- Proper Installation (staking, soil erosion control, mulching etc.)
- Timing (Spring vs Summer vs Fall)

Maintenance

- Weeding, Mulching, Watering
- Mitigation against damage by wildlife and disease

Landscape Plan

As part of the site plan, or on a separate schedule, landscape plan details are also required. Location, types and sizes of all plants shall be indicated, and areas to be sodded, seeded, retained in a natural state, etc. should be clearly delineated. Any fencing and/or retaining walls shall also be shown.

The following plan has been prepared to assist you in the preparation of your own site plan, and as a guide to the dimensions required to evaluate your request for site plan approval.

Sample Site Plan

