



TOWN OF FORT FRANCES

Planning and Development Division

320 Portage Avenue
 Fort Frances, ON P9A 3P9
 807.274.5323 ext. 1216

APPLICATION FOR SITE PLAN CONTROL APPROVAL

Section 41 of the Planning Act, R.S.O., 1990 (as amended)

Notice of Public Record: All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of The Planning Act, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection of Personal Privacy: Personal information on this form is collected under the Authority of The Planning Act and will be used to process this application.

1. APPLICATION TYPE						
a) New Site Plan Control Agreement: <input type="checkbox"/>						
b) Amendment to existing Agreement: <input type="checkbox"/> Authorizing By-Law Number _____						
2. PROPERTY INFORMATION						
a) Address						
b) Tax Roll No. 59 - 12 - 0__0 - 00__ - _____						
c) Legal Description						
d) Dimensions						
	Frontage		Depth		Area	
3. APPLICANT INFORMATION						
a) Applicant						
Phone						
b) Mailing Address						
Postal Code						
c) Email						
4. AGENT INFORMATION (if applicable)						
a) Agent Name						
Phone						
b) Mailing Address						
Postal Code						
c) Email						
5. OWNER (If different from 3 above)						
a) Owner						
Phone						
b) Mailing Address						
Postal Code						
c) Email						
Note – All communication will be sent to Application Contact unless otherwise requested						

6. MORTGAGEES, HOLDERS OF CHARGES OR OTHER ENCUMBRANCES			
a) Institution			
b) Contact/Reference		Phone	
c) Mailing Address		Postal Code	
d) Email			
7. OTHER APPLICATIONS (Complete if applicable)			
a) File Type & No.			
Details			
b) File Type & No.			
Details			
8. LAND USE			
a) Official Plan			
b) Current Zoning			
c) Current Land Use			
9. BUILDINGS & STRUCTURES			
	Existing	Proposed	Required
a) Width			
b) Length			
c) Ground Floor Area			
d) Gross Floor Area			
e) Storeys (#)			
f) Dwelling Units(#)			
g) Building Height			
h) Lot Coverage (%)			
i) Landscaped Area (%)			
j) Parking Spaces(#)			

10. APPLICANT DECLARATION

The undersigned hereby applies for Site Plan Control Approval pursuant to section 41 of the Planning Act, and hereby certifies that the information provided, together with any attachments, are true to the best of my/our knowledge, and acknowledge that all information contained herein is collected for the purpose of creating a record that is available to the general public.

Dated at Fort Frances this ____ day of August 20__

(Signature of Owner or Agent)

(Signature of Owner or Agent)

11. APPLICANT'S AUTHORIZATION IF AGENT SUBMITTING THIS APPLICATION

I/We authorize _____ (name of agent) to act on m/our behalf in submitting this application. This application has been submitted with my/our full knowledge and endorsement

(Signature of Owner or Applicant)

NOTE

APPROVAL OF A SITE PLAN DOES NOT RELIEVE THE OWNER TO SATISFY REQUIREMENTS OF THE ZONING BY-LAW OR BUILDING CODE. THE OWNER MUST APPLY FOR ALL OTHER APPLICABLE PERMITS.

ATTACHMENT # 1

SUBMISSION REQUIREMENTS CHECKLIST

A. 1 copy of completed application with fee:

- New Site Plan Control Agreement (\$_____)
- Amendment to Site Plan Control Agreement (\$_____)

B. Site Plan prepared by professional architect or engineer with following information

- The boundaries and dimensions of the subject land.
- North arrow, scale and legend.
- Buildings to be erected or enlarged labelled with # of storeys, the size, height and location of entrances, uses, etc.
- Setbacks and separation distances between buildings/structures and lot lines
- All Parking area, spaces and aisles, loading areas and access to loading areas including number of spaces, dimensions, surface treatment, etc.
- Distance from parking areas to buildings and lot lines
- Walkways, sidewalks and curbing
- Driveways and aisles including direction of ingress and egress with dimensions
- Fire Access Route
- Lighting and orientation of lighting
- Outdoor equipment and storage (ie garbage, air conditioning, etc.)
- Location of fencing and/or screening features and details for existing or proposed
- All signs, including height and orientation
- Landscaped areas including existing landscaping features such as trees, shrubs, etc. and any landscaping proposed.
- Conceptual drainage plan indicating storm drainage routes, storm water retention areas, snow storage area(s), storm water management facilities, catch basins, swales, etc.
- Existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing entrances, boulevard trees, fire hydrants, hydro poles, easements, etc.)