

Application for Site Plan Agreement Municipality of Highlands East

Office Use Only:
 Date of Receipt of Application: _____
 Date of Receipt of Payment: _____
 Preconsultation completed? Yes No File Number: _____
 Application Number: HE-SPA- _____ - 20 _____

This is an application for site plan agreement for the Municipality of Highlands East under Section 41 of the *Planning Act*.

1. Property Owner Information

Registered Owner's Name: _____
 Mailing Address: _____

 Telephone Number: _____
 E-mail Address: _____
 Would you prefer to receive notices via email or by mail? Email Mail
 Date Property Was Acquired by Property Owner: _____

2. Agent Information (if required)

Agent's Name: _____
 Mailing Address: _____

 Telephone Number: _____
 E-mail Address: _____
 Would you prefer to receive notices via email or by mail? Email Mail
 Where is correspondence to be directed? Agent Property Owner

3. Property Information for Subject Property

Civic Address (911 Address if assigned): _____
 Tax Roll Number: 46 – 01 - _____ - 000 - _____ - 0000

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Legal Description:

Lot(s): _____ Concession(s) or Registered Plan Number: _____

Part(s) _____ on Plan 19R- _____

Former/Geographic Township of: Bicroft Cardiff Glamorgan Monmouth

Frontage (Road): _____ Frontage (Water): _____

Depth: _____ Lot Area: _____

Is the property subject to any easements or rights-of-way? Yes No Unknown

If yes, please provide information on the nature of the easements or rights-of-way: _____

Are there any agreements, restrictive covenants or encumbrances (mortgages, charges, liens) registered against the title for the property?

Yes No

If yes, please provide information on the nature of the agreements, covenants or encumbrances:

4. Planning Information

Current Zoning: _____

Current Official Plan Designation: _____

What is the current use of the property? _____

Date that current use was established: _____

Proposed Use: _____

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Is the subject property currently subject to an application for consent, subdivision or condominium? Yes No

If yes, please provide the file number: _____

Is the subject property currently subject to an application for zoning by-law amendment, minor variance or official plan amendment? Yes No

If yes, please provide the file number: _____

5. Access to the Subject Property

- | | | |
|---|---|---|
| <input type="checkbox"/> Municipal Road
(Year Round) | <input type="checkbox"/> Municipal Road
(Seasonal) | <input type="checkbox"/> Municipal Road
(unmaintained) |
| <input type="checkbox"/> Provincial Highway | <input type="checkbox"/> County Road | <input type="checkbox"/> Private Right of Way |
| <input type="checkbox"/> Water Access Only | <input type="checkbox"/> Crown Land | |

Name of Street or Road: _____

If Water Access, please provide information regarding the mainland docking and parking location and the distance from the water access point to the subject property:

If via private road or Crown land access, does the property have a legal right of way (please provide details about access)?

6. Site Servicing for the Subject Property

Sewage:

- Existing Proposed
- Municipal Sewers
- Communal Private Septic System
- Private Septic System

Drinking Water:

- Existing Proposed
- Municipal Water Supply
- Communal Private Water Supply
- Private Water Supply

Storm Water Management:

- Existing Proposed
- Storm Sewer
- Ditches / Swales
- Storm Water Pond

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If sewage servicing is private, please provide information on the existing or proposed system (type of system, age, capacity):

If the water servicing is private, please provide information on the existing or proposed system (type of system, capacity, and source):

7. Site Plan Submission

All applications must be accompanied by a site plan that provides the prescribed information below in metric units:

- a. the boundaries and dimensions of the subject land;
- b. the location, size and type of **all existing and proposed** buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c. the straight-line setback distance from all existing and proposed buildings and structures to the high water mark of any abutting waterbody or watercourse, including those located on abutting lands if they are within 30 m of the structure;
- d. the location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are located on the subject land.
- e. the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f. the location of any parking spaces that service the development;
- g. if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- h. the location and nature of any easement affecting the subject land.

8. Additional Submission Requirements

Additional information, such as a plan of survey, may be required to properly process the application, and will be requested if necessary. Site plan requirements may be outlined and provided during pre-consultation. Where this is the case, applications shall not be considered complete until the required materials have been provided.

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9. Buildings and Structures on the Subject Property

Please fill in the following information for all existing or proposed structures and buildings on the property. Please add an additional sheet if there is not enough space.

	Existing	Proposed
Number of Buildings/Structures on the Property		
Date of Construction of Buildings/Structures on the Property		Not Applicable
Type and Use of Buildings / Structures		
Height, Dimensions and Floor Area of Buildings/Structures		
Setback from the Property Boundaries (Include distances from the front, side and rear for each building and structure as well as a distance to the high water mark for properties abutting lakes or rivers)		

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10. Authorized Agent

Please fill in this section if you are authorizing anyone other than the registered owners of the property to submit an application on your behalf. This must be signed by all registered owners.

I / We _____ **am / are** the registered owner(s) of the property to which this application applies. **I / We** hereby appoint _____ to act on **my / our** behalf for all matters regarding this application.

(date) (signature of registered owner)

(date) (signature of registered owner)

11. Consent of the Owner

I / We, _____ **am / are** the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, **I / we** hereby 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. **I / We** also authorize and consent to representatives of Council, committee members, municipal staff, staff of other public agencies and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

(date) (signature of registered owner)

(date) (signature of registered owner)

12. Affidavit

Either the registered owners or the authorized agent must sign the following affidavit in front of a commissioner for oaths in Ontario or a notary public.

I / We, _____ of the Municipality /
Town / City of _____ in the County / District /
Region of _____ solemnly declare that all of
the above statements contained in this application are true and I / we 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 _____
of _____
this _____ day of _____,
20__.

Signature of Registered Owner or Authorized Agent

Signature of Registered Owner or Authorized Agent

Signature of the Commissioner

13. Planning Services Acknowledgement

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein. Where the applicant is not the registered owner(s), the owner will be responsible for any and all outstanding costs related to the processing of this application.

Applicant’s Responsibility:

1. The Applicant agrees to provide the Municipality with the following:
 - a. Any information in the Applicant’s possession concerning all planning matters with respect to this application.

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- b. All surveys, drawings, sketches or plans as required to process this application.
 - c. The required application fee as determined by the Municipality's Fees and Charges bylaw.
 - d. The required legal fee deposit as determined by the Municipality's Fees and Charges bylaw.
2. The Applicant understands and agrees that where the services of the Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
3. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
4. The Owner(s) acknowledges that Municipal staff may be required to visit the property which is the subject of this application in order to process this application. The Owner(s) consents to such site visits as may be required.
5. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Owner(s) consents to such pictures as may be required.
6. The Owner(s) acknowledges and agrees that the site plan agreement shall be registered on title on the subject property at their expense.

Municipality's Responsibility:

7. The Municipality agrees to process the application in accordance with the provisions of the Planning Act, R.S.O. 1990,c..p.13, as amended.
8. The Municipality agrees to register the executed agreement and provide a copy to the property owners.

Deposits:

9. The Municipality may require the payment of deposits upon submission of any application. Deposits may be applied to cover peer review fees, professional fees should the Municipality require the expertise or advice of a third party consultant, as well as any legal costs incurred. Where the Municipality finds it necessary to make use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of

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the application will not continue until the deposit is received by the Municipality. The deposit will be requested upon submission of the application.

Should fees exceed the initial deposit received, the Municipality shall request further deposits or payments of invoices. Additional funds may be requested from time to time, to fully cover the municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

The Municipality will keep an accurate record of all costs incurred with respect to planning applications. Upon completion of the processing of an application, the Municipality will reconcile the account for the applications where a deposit has been paid. A refund of the deposit will be made with the exception of those costs incurred by the Municipality.

The applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which has been made by the Municipality or invoices for which have been received by the Municipality.

Witnessed By:

(signature of witness)

(signature of registered owner)

(date)

(signature of registered owner)