



P.O Box 130, 2297 Highway 12
Brechin ON, L0K 1B0
Tel. (705) 484-5374 Fax. (705) 484-0441

APPLICATION FOR SITE PLAN APPROVAL

Pursuant to Section 41, Planning Act, R.S.O. 1990 as amended

The attached application form has been prepared to collect information required to process an application for Site Plan Approval. We want to make this process as user-friendly as possible. Provincial regulations, however, require that we ensure your application is complete before it is accepted. If this application is signed by an agent or applicant on behalf of the owner, **THE WRITTEN AUTHORIZATION** (attached to application) **BY ALL REGISTERED OWNERS MUST** accompany the application. If the owner/applicant is a Corporation, acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) should be affixed. The words, "I have authority to bind the Corporation" may be printed under the signing officer's name instead of affixing the corporate seal.

You are advised to have the [Planning Department](#) for the Township of Ramara provide you with the relevant Zoning and Official Plan information. If the proposed development does not conform to the Official Plan for the Township of Ramara, or Zoning Bylaw #2005.85 of the Township of Ramara, an application for an amendment to the Official Plan and the Zoning Bylaw should be submitted so they can be considered concurrently.

THE TOWNSHIP OF RAMARA DOES NOT ASSUME RESPONSIBILITY FOR IDENTIFYING ALL DEFICIENCIES.

PRIOR TO SUBMISSION, WE RECOMMEND A PRE-CONSULTATION MEETING WITH THE TOWNSHIP OF RAMARA AND CONSULTANT(S)

TO GET STARTED YOU WILL NEED:

Applicable Application Fee:

Refer to Bylaw # 2020.15, as amended, being a Bylaw Establishing a Tariff of Fees for the Processing of Planning Applications

Completed Application Form:

- Including sworn affidavit signed by all registered owners stating that the information provided in the application and on the required sketch is true or alternatively, written authorization given by all registered owners for another individual to sign on their behalf. Commissioners for the Taking of Oaths are available at the Township of Ramara Administration Centre.
- **FOUR** of a Site Grading Plan prepared and drawn to scale by an Ontario Land Surveyor, including all dimensions of the parcel subject to the request for site plan approval, or a sketch of the subject lands, at the discretion of the Site Plan Control Officer. Make a clear distinction of the portion of property subject to the Site Plan Approval request if application is not relevant to entire property.
- Once the application has been accepted with full payment and a file number has been assigned, a photocopy of the application will be provided upon request.

DRAWING(S) AND DETAILS

The following information must be shown on site plans for review by Staff and Consultants:

1. Key plan and boundary information and identifying drawing scale(s)
2. Proposed location, height, dimensions and uses of all buildings and structures including conceptual design and general type of building materials and the use of all remaining lands on the site
3. Facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs or lights
4. 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
5. Walkways, including the surfacing thereof, and all other means of pedestrian access
6. Facilities for the lighting, including flood-lighting, of the land or of any buildings or structures thereon
7. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands. (see landscape plan requirements in Township of Ramara Design Standards)
8. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste
9. Grading or alteration in elevation or contour of land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon (as per Township of Ramara Design Standards)
10. Road widening and/or easements required by the Municipality
11. A Zoning information chart providing information as to how requirements of the Zoning Bylaw are to be satisfied (eg. parking, building floor area, parking area, landscaped area, number of units, etc.)

PLEASE BE ADVISED THAT SITE PLAN REVIEW IS SUBJECT TO APPROVAL OF THE TOWNSHIP'S ENGINEERING CONSULTANTS, WITH THE FOLLOWING INFORMATION REQUIRED AT THE TIME OF SITE PLAN APPROVAL SUBMISSION:

1. Stormwater Management facilities, such as catchbasins, storm sewers, roof top detention, parking lot detention, or surface basins. On some sites, a detailed Stormwater Management Report must also be submitted
2. Where a private well is proposed as the water supply, a detailed Hydrogeological report indicating that sufficient groundwater is available to service the development
3. Sanitary sewers and service connections, including existing services on abutting streets (if applicable).
4. Information on sanitary and storm sewers must include invert elevations, slopes, materials and strength of pipes (if applicable).
5. Watermains, service connections and hydrants, including existing services on abutting streets (if applicable).
6. Existing and proposed elevations including elevations on adjacent lands and abutting streets.

7. If the project abuts a Provincial Highway, the applicant shall contact the Ministry of Transportation to determine whether any additional setbacks, road widening or permits, etc. will be necessary, and the Township shall be informed that any such requirements have been satisfied.
8. If the project abuts a County Road, the applicant shall contact the County Roads Engineer to determine whether any additional setbacks, road widening or permits, etc. will be necessary and the Township shall be informed that any such requirements have been satisfied.
9. If development is intended to be serviced by inground private sewage system disposal system, the applicant shall contact the Township's Building Department to determine its requirements for the design and approval of the sewage system.

Once the application has been received by the municipality and deemed a complete application, it will be circulated to the appropriate departments and agencies for comment. All comments, concerns and submissions received, will be considered and the Township's Planning Staff and Consultant's will work with the applicants in an attempt to resolve any issues. Once all issues have been satisfied, a further recommendation will be submitted to Council, to be considered for approval. During the approval process by Council, it may be directed that a Site Plan Agreement be required between the land owner and the municipality, including all necessary deposits and fees as indicated in the agreement. If no agreement is required, the Planning Department will advise of the final approval.

If you require any further information or assistance, please contact:

Deb McCabe, CPT, ACST
Planning Supervisor/Zoning Administrator
Secretary Treasurer,
Committee of Adjustment
E: dmccabe@ramara.ca

P: (705) 484-5374, ext.243

Jennifer Stong, BA
Planning Technician/Assistant Secretary Treasurer,
Committee of Adjustment
2297 Highway 12 PO Box 130 Brechin, Ontario L0K 1B0
F: 705-484-0441
E: jstong@ramara.ca

P: (705)-484-5374, ext. 251



FOR OFFICE USE ONLY

DATE RECEIVED: _____ ROLL NUMBER: _____

FILE NUMBER: _____ RECEIPT: _____

APPLICATION FOR SITE PLAN APPROVAL
Pursuant to Section 41, Planning Act, R.S.O. 1990 as amended

1. OWNER AND APPLICANT/AGENT INFORMATION

Please check beside person to whom correspondence is to be sent

An owner's authorization is required in Section 12, if the applicant/agent is not the owner

1.1 Name of Applicant/Agent: _____

Address: _____ Postal: _____

Phone Number: (____) _____ Cell: (____) _____

Email: _____

1.2 Name of Owner(s): _____

Address: _____ Postal: _____

Phone Number: (____) _____ Cell: (____) _____

Email: _____

2. PURPOSE OF APPLICATION

Type and Purpose of proposed transaction:

Please explain what you propose to do on the land/premises which makes this application necessary. (If additional space is required, please attach a separate sheet)

3. LOCATION OF SUBJECT LAND

3.1 Municipal Address: _____

Legal Description: _____

3.2 Are there any easements or restrictive covenants affecting the subject lands?

Yes _____ No _____

If yes, describe the easement or restrictive covenant and its effect:

3.3 Is this property subject to the Clean Water Act? Yes _____ No _____

4. **PROPERTY, ACCESS AND SERVICING INFORMATION**

4.1 **Description of Land subject to the SITE PLAN APPROVAL APPLICATION**

Frontage (m)	
Width (m)	
Depth (m)	
Area (m ² /hectares)	
Existing Use	
Proposed Use	
Number and type of Buildings/Structures existing on land	
Number and type of Buildings/Structures proposed on land	

4.2 Does the amendment cover the “entire” property? Yes No

4.3 **If NO - Dimensions of portion of property subject to amendment**

Frontage (m)	
Width (m)	
Depth (m)	
Area (m ² /hectares)	
Number and type of Buildings/Structures existing on land	
Buildings/Structures proposed on land	

4.4 Existing or Proposed Access to Subject Property

- | | |
|--|---|
| <input type="checkbox"/> Provincial Highway | <input type="checkbox"/> County Road |
| <input type="checkbox"/> Municipal Road | <input type="checkbox"/> Private Road* |
| <input type="checkbox"/> Private Right-of-way* | <input type="checkbox"/> Water Access** |

Road Name: _____

***If access to the subject land is by private road/right-of-way, please indicate who owns the land/road, who is responsible for maintenance and whether it is maintained seasonally or year-round.**

****If Access to Land by Water Only:**

Parking/Docking Facilities to be used	
Approximate Distance of facilities from land	
Nearest public road	

4.5 SERVICING

Water Supply (Check Applicable)

Water Supply	Proposed	Existing
Individual or Communal well		
Privately owned and operated		
Municipal Water		
Lake (or other body of water)		
Other:		

Sewage Disposal (Check Applicable)

Sewage Disposal	Proposed	Existing
Septic System (private or communal)		
Municipal Sewers		
Other:		

Storm Drainage provided *(Check Applicable)*

Storm Drainage	Proposed	Existing
Sewers		
Ditches		
Swales		
Other:		

5. LAND USE

5.1 What is the existing County of Simcoe Official Plan designation?

5.2 What is the existing Township of Ramara Official Plan designation?

5.3 What is the existing Zoning Bylaw # and Zone Category of the Subject Land?

Are there any of the following uses or features located on the subject land or within 500 metres of the subject land? (please check appropriate boxes if applicable)

Use or Feature	On property	Within 500m
Agricultural operation, including livestock facility or stockyard		
A County of Simcoe landfill		
A sewage treatment plant or waste stabilization plant		
A Provincially Significant Wetland (Class 1, 2, or 3 wetland) or other environmental feature		
Floodplain		
A rehabilitated aggregate operation		
An active aggregate operation		
An active railway line		
Erosion		

• Is the subject property susceptible to flooding? Yes No

• Is there a non-operating aggregate site within 1km? Yes No

5.4 EXISTING BUILDINGS AND STRUCTURES DETAILS:

(attach a separate page if necessary, basement not to be included) (metres)

DESCRIPTION	GROUND FLOOR AREA (m ²)	TOTAL FLOOR AREA (m ²)	NUMBER OF STOREYS	WIDTH (m)	LENGTH (m)	HEIGHT (m)
a)						
b)						
c)						
d)						

DESCRIBE PRESENT USE OF EXISTING BUILDINGS:

	USE	DATE COMMENCED
i)	_____	_____
ii)	_____	_____

DIMENSIONS OF ALL BUILDINGS AND STRUCTURES **PROPOSED** TO BE ERECTED AND/OR RETAINED ON THE SUBJECT LANDS:

(attach a separate page if necessary, basement not to be included) (metres)

DESCRIPTION	GROUND FLOOR AREA (m ²)	TOTAL FLOOR AREA (m ²)	NUMBER OF STOREYS	WIDTH (m)	LENGTH (m)	HEIGHT (m)
a)						
b)						
c)						
d)						

Proposed Parking/Loading Spaces:

Number of Parking Spaces: _____

Number of Loading Spaces: _____

Surface of Parking Area(s): (gravel/asphalt/other) _____

6. SURROUNDING LAND USE

DESCRIBE EXISTING LAND USES OF SURROUNDING LANDS:

NORTH _____

SOUTH _____

EAST _____

WEST _____

7. STATUS OF OTHER PLANNING APPLICATIONS

Has this application been made in conjunction with other planning applications?

Yes No (*If NO – Skip to 6.4*)

7.1 Is the subject property the subject of an application for an Official Plan Amendment or Zoning Bylaw Amendment that has been submitted for approval?

Yes No

If YES please provide the File Number and Status:

7.2 Is the subject land the subject of an application for a Minor Variance, Consent or Plan of Subdivision?

Yes No

If YES please provide the File Number and Status:

8. PROVINCIAL POLICY

8.1 Is the proposal consistent with the policy statements issued under Subsection 3(1) of *The Planning Act*, 1990, R.S.O. as amended?

Yes No

If no, please explain:

8.2 Is the subject land within an area of land designated under any provincial plan(s)? (i.e./ Lake Simcoe Protection Plan)

Yes No

If yes, does the application conform to the applicable provincial plan(s)?

Yes No

FREEDOM OF INFORMATION

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 any information that is collected under the authority of The Planning Act for the purposes of processing this application.

Owner/Applicant/Agent Signature

Date

Owner/Applicant/Agent Signature

Date

AUTHORIZATION

If the applicant is not the owner(s) of the land that is subject to this application, the authorization set out below must be completed by the owner.

I/WE _____ am/are the owner(s) of the land that is subject to this Site Plan Approval application. I/WE authorize _____ to make this application on my/our behalf and to provide any of my/our personal information for the processing of this application

Signature

Date

Signature

Date

Information provided in this application will become part of a public record

DECLARATION

I/WE _____ of _____
solemnly declare that:

- All the above statements and the statements contained in all of the exhibits transmitted herewith 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 it made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME AT
THE _____
IN THE _____
THIS _____ DAY OF _____ 20_____.

**TO BE SIGNED IN THE PRESENCE
OF A COMMISSIONER FOR
TAKING AFFIDAVITS**

OWNER/APPLICANT/AGENT

COMMISSIONER

OWNER/APPLICANT/AGENT

ACKNOWLEDGEMENT

I/WE, _____, hereby acknowledge receipt of a copy of Bylaw #2008.63 for the Corporation of the Township of Ramara, being a bylaw to establish a Tariff of Fees for the Processing of Planning applications, and agree to be bound by the terms thereof.

I/WE hereby agree to pay all advertising costs, consulting fees, i.e. Planning and Engineering, and any legal fees incurred by the Township of Ramara in connection with the processing of Application File #_____.

I/WE acknowledge that all expenses incurred by the Township regarding this application will be invoiced to ME/US and will be paid by ME/US within 30 days of the Township's invoice date.

DATED this _____ day of _____, 20_____.

SIGNATURE

DATE

SIGNATURE

DATE

LAKE SIMCOE REGION CONSERVATION AUTHORITY

If the property subject to the Zoning Bylaw Amendment Application has been determined to be within a regulated area of the Lake Simcoe Region Conservation Authority or subject to the Lake Simcoe Protection Plan, please be advised that under *The Planning Act* the application must be circulated to the Authority for comments.

Maps to determine if your property is regulated can be found on the LSRCA website at www.lsrca.on.ca

It will be determined by the authority if a permit under Ontario Regulation 179/06 will be required.

All planning applications submitted to the Lake Simcoe Region Conservation Authority are subject to the following review fees as per the Planning and Development Fees Policy (2021).

Planning Application	Review Fees
Zoning Bylaw Amendments	\$6000.00
Peer Review (eg. Geotechnical Study)	COST PAID BY APPLIANT