

# THE TOWNSHIP OF THE ARCHIPELAGO DEVELOPMENT APPLICATION FOR LANDS SUBJECT TO SITE PLAN CONTROL

## Information Sheet for Applicants

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Council generally meets the third Friday of each month. An application must be submitted in sufficient time to enable Township staff to undertake a review of the application, a site inspection and to prepare any reports or recommendations to Council.

### 1. COMPLETION OF APPLICATION

All applicable information requested on the application form must be provided before the application will be considered by the Township. The Township will return the application or refuse to further consider the application until the required information and application fee have been provided. In the absence of this information, the application may be deemed to be incomplete and it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

### 2. SUBMISSION OF APPLICATION

Every application should be directed to the Township's Chief Planner and must include:

- **the completed application form;**
- **a location plan**, drawn to an appropriate scale, properly dimensioned and which illustrates the items set out in Section 9.1 of the application form;
- **a site plan** (based on a boundary survey plan of the subject lands prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and which illustrates the items set out in Section 9.2 of the application;
- **a cheque in the amount of the required application fee, as follows:**

- Residential properties without registered agreement	\$100.00
- Residential properties with registered agreement	\$750.00*
- Commercial properties with registered agreement	\$900.00*

**\* If a registered agreement is required by the Township, a copy of the property transfer/deed must be submitted with the application**

### 3. COSTS

Pursuant to By-law No. 08-31, site plan development application fees are **non-refundable**.

Costs incurred by the Township for the engagement of professional services, including planning consultants, environmental consultants, lawyers, surveyors, draftsmen or engineers in respect of any application, **are not covered** by the fees submitted by the applicant. Applicants will be invoiced **for the full amount** of any accounts rendered by such professionals for the provision of their services, unless, at the discretion of the Chief Planner, such an account or any portion thereof is deemed to be an expense of the Township.

The fees prescribed herein do not include extra public meetings, the processing of objections or any functions relating to an Ontario Municipal Board hearing.

### 4. ADDITIONAL INFORMATION

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

### 5. DECLARATION REQUIRED

The contents of the application and appendices must be validated by the applicant in the form of an Affidavit / Sworn Declaration before a Commissioner or other person empowered to take affidavits as set out in Section 10 of the application.

### 6. CONSENT OF THE OWNER

- In order for the application to be processed, the consent of the owner for the use of personal information contained in this application form must be given as set out in Section 12 of the application.
- If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorizations must be given as set out in Section 11 of the application.
- If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.



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 Parry Sound, Ontario  
 P2A 1T4  
 (705) 746-4243

# Development Application

**For lands subject to Site Plan Control**  
 Under Section 41 of the Planning Act  
 R.S.O. 1990, c.P. 13, as amended

## 1. Applicant Information

1.1	Name of Applicant	Home Telephone No.	Business Telephone No.
	Address		Postal Code
1.2 Name of Owner(s) (If different from the applicant). <b>An owner's authorization is required in Section 11.1, if the applicant is not the owner.</b>			
	Name of Owner(s)	Home Telephone No.	Business Telephone No.
	Address		Postal Code
1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)			
	Name of Contact Person	Home Telephone No.	Business Telephone No.
	Address	Postal Code	Fax No.

## 2. Purpose of this Application

2.1 Type and purpose of proposed development (check appropriate box.)

Construction of new building(s)     
  Addition to existing building(s)     
  Convert use of existing building(s)     
  Establish new use  
 Enlarge existing waterlot and/or docking facilities     
  Construct new docking facilities     
  Other \_\_\_\_\_

2.2 Describe the nature and purpose of proposed development.

\_\_\_\_\_

\_\_\_\_\_

## 3. Location of the Subject Land (Complete applicable boxes)

		Assessment Roll Number	
3.1	County/Region/District	Local Municipality/Unorganized Twsp.	Former Municipality
	Concession Number(s)	Lot Number(s)	Registered Plan Number
	Reference Plan Number	Part Number(s)	Island Number
			Section or Mining Location Number
			Lot(s)/Block(s)
			Parcel

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

No     
  Yes If YES, describe the easement or covenant and its effect. \_\_\_\_\_

## 4. Servicing Information (Complete each subsection.)

4.1 **Access** (✓ appropriate space)

Provincial Highway     
  Municipal road, maintained all year     
  Municipal road, maintained seasonally  
 Other public road     
  Right of way     
  Water Access (if so, describe below)

If access to the subject land is by private road, or if "other public road" or "right of way" indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

Describe the parking and docking facilities and the approximate distance of these facilities from the subject land and the nearest public road

\_\_\_\_\_

4.2 **Sewage Disposal**

If proposed development will increase the number of bedrooms or fixtures or the number of seats of a restaurant a certificate of approval from the Director having jurisdiction under Part VIII of the E.P.A. submitted with this application will facilitate the review. (Contact Township of The Archipelago Waste Water Management Department)

## 5. Land Use and Zoning

5.1 What is the existing zoning of the subject land?

\_\_\_\_\_

5.2 What are the existing uses on the subject land? Date Use Established

\_\_\_\_\_

What are the proposed uses on the subject land? Proposed Commence Date

\_\_\_\_\_



**7. Current Applications**

7.1 Is the subject land currently the subject of an application for an official plan amendment, zoning by-law amendment, minor variance, consent or approval of a plan of subdivision?

Yes  No  Unknown If YES, and if KNOWN, specify the appropriate file number and status of the application.

**8. Other Information**

8.1 Is there any other information that you think may be useful to the Township or other agencies in reviewing this application? If so, explain below or attach a separate page.

**9. Plans** (To help you prepare the plans, refer to a Sample Sketch)

**9.1 Location Plan**

Every application shall be accompanied by a location plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of this application, the location of all adjacent properties and/or islands, transportation routes, etc;
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- existing and proposed uses on the subject lands (e.g. residential, agricultural, cottage, commercial, etc.);
- existing uses of all lands within 120 meters (400 feet) of subject lands.

**9.2 Site Plan**

Every application shall be accompanied by a site plan (based on a boundary survey plan of the subject lands prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries and dimensions of the subject land and the part that is the subject of this application;
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
- the location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways;
- the existing use(s) on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled 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 boat docking facilities used;
- the location and nature of any easement affecting the subject land.

**Additional Information**

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

**10. Affidavit / Sworn Declaration**

➤ 10.1 The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_ in the

County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all 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 \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day

of \_\_\_\_\_ 20 \_\_\_\_\_ .

\_\_\_\_\_

A Commissioner of Oaths

\_\_\_\_\_

Signature of Applicant or Agent

**11. Authorizations**

- 11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be completed.

**Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

- 11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

**Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize \_\_\_\_\_, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date \_\_\_\_\_ Signature of the Owner \_\_\_\_\_

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**12. Consent of the Owner (this section must be completed for the application to be processed)**

Complete the consent of the owner concerning personal information set out below.

**Consent of the Owner to the Use and Disclosure of Personal Information**

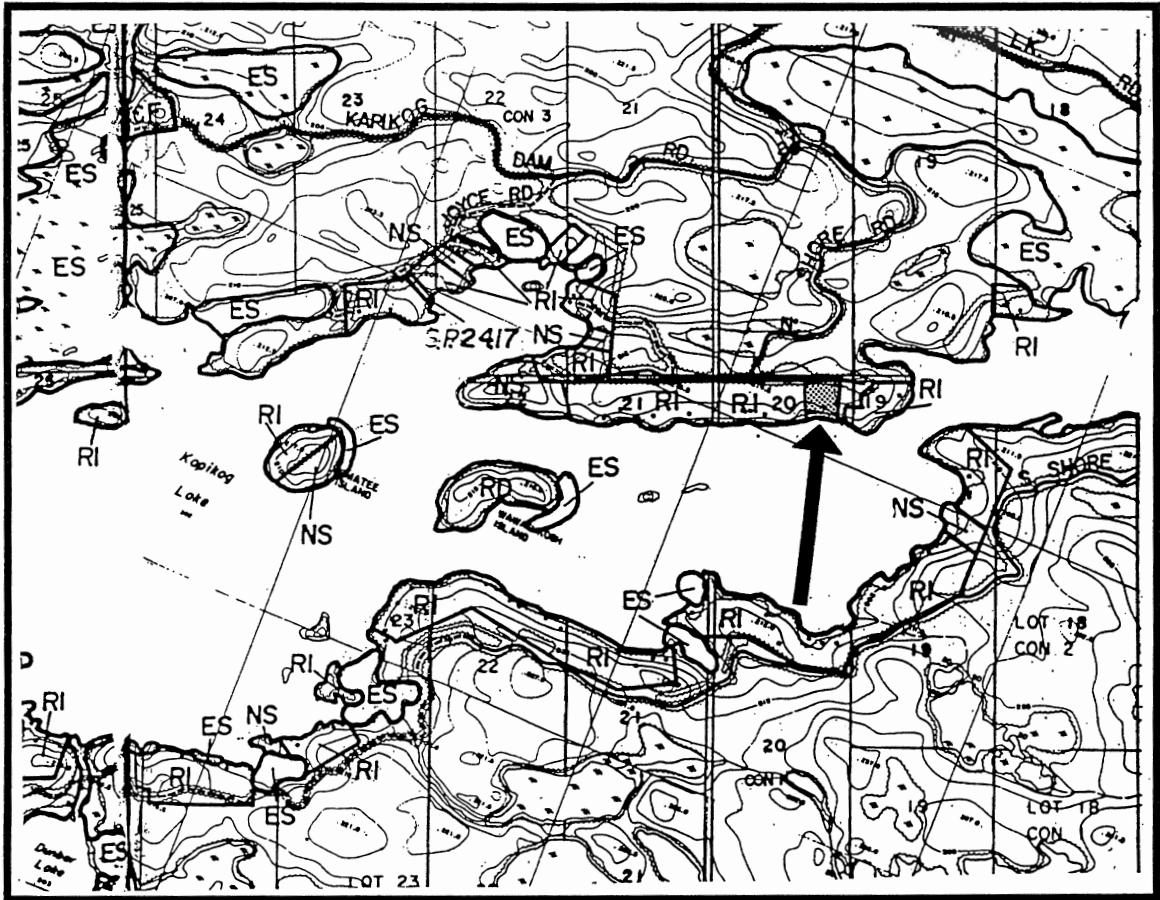
I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application.

Questions about this collection of personal information should be directed to the Chief Administrative Officer.

Date \_\_\_\_\_ Signature of the Owner \_\_\_\_\_

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## SAMPLE LOCATION PLAN



## SAMPLE SITE PLAN

