



21 Church Street  
 Dunchurch, Ontario  
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**Site Plan/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

<b>1. Applicant Information</b>			
1.1	Name of Applicant(s)	Home Telephone No.	Business Telephone No.
	Address	Home Fax No.	Business Fax No.
			Email:
1.2	Name of Owner(s) (if different from the applicant). An owner's authorization is required in Section 11.1, if the applicant is not the owner.		
	Name of Owner(s)	Home Telephone No.	Business Telephone No.
	Address		Email:
			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(s)	Home Telephone No.	Business Telephone No.
	Address		Email:
		Postal Code	Fax No.
<b>2. Purpose of this Application</b>			
2.1	Type and purpose of proposed development (check appropriate box)		
	<input type="checkbox"/> Construction of new building(s) <input type="checkbox"/> Addition to existing building(s) <input type="checkbox"/> Convert use of existing building(s) <input type="checkbox"/> Establish new use(s) <input type="checkbox"/> Enlarge existing docking facilities <input type="checkbox"/> Construct new docking facilities <input type="checkbox"/> Other (describe) _____		
2.2	Describe the nature and purpose of proposed development.		
<b>3. Location of the Subject Land (Complete applicable boxes)</b>			Assessment Roll No.
3.1	Geographic Township	Concession Number(s)	Lot Number(s)
	Registered Plan Number	Lot(s)/Block(s)	Island Number(s)
	Reference Plan Number	Part Number(s)	Parcel
3.2	Are there any easements or restrictive covenants affecting the subject land?		
	<input type="checkbox"/> No <input type="checkbox"/> Yes    If Yes, describe the easement or covenant and its effect. _____		
<b>4. Servicing Information (Complete each subsection)</b>			
4.1	Access (✓ appropriate space)		
	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal road, maintained all year <input type="checkbox"/> Municipal road, maintained seasonally <input type="checkbox"/> Other public road <input type="checkbox"/> Right-of-way <input type="checkbox"/> 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.		



**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, specific he 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 Municipality or other agencies in reviewing this applications?  
If so, explain below or attach a separate page.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Plans**

9.1 Location Plan

Every application shall be accompanied by a location plan, drawn to an appropriate scale, property 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 municipal 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 metres (400 feet) of the subject lands.

9.2 Site Plan

Every application shall be accompanied by the deposit fee of \$1,000.00 (actual costs billed) together with 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 distance 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 uses on adjacent lands;
- the location, width and name of any roads within or abutting he 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 Municipality.

**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 for 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 person 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 Owner \_\_\_\_\_

**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 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 Owner \_\_\_\_\_

**MUNICIPALITY OF WHITESTONE  
DEVELOPMENT APPLICATION FOR LAND  
SUBJECT TO SITE PLAN CONTROL**

**Information Sheet for Applicants**

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The Planning and Development Committee of the Municipality of Whitestone generally meets the third Tuesday of each month. An application must be submitted in sufficient time to enable Municipal staff to undertake a review of the application, a site inspection and to prepare any reports or recommendations to the Committee.

**1. COMPLETION OF APPLICATION**

All applicable information requested on the application form must be provided before the application will be considered by the Municipality. The Municipality will return the application or refuse to further consider the application until the required information and deposit 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. **\*\* Please also provide a photocopy of your Deed/Transfer of Land\*\***

**2. SUBMISSION OF APPLICATION**

Every application should be directed to the Municipality's Building Department 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 payable to the Municipality of Whitestone in the amount of \$1,000.00** deposit - actual costs billed.

**3. COSTS**

Pursuant to By-law No. \_\_\_\_\_, any and all costs which may be incurred by the applicant or the Municipality, including any planning consultant and legal costs deemed necessary by the Municipality, which exceed the fee prescribed for a particular planning application **shall be borne by the applicant**. The rates to be charged for disbursements in processing the application are set out in By-law No. 15-2013. Where the cost of processing an application exceeds the amount of the deposit collected by more than \$1,000.00, the applicant will be invoiced the difference between the amount of the fee paid and the actual cost of processing the application. Costs incurred may include, but are not limited to, such items as photocopying, advertising, postage, site inspections, letters, reports, registration fees and any fees incurred should it be necessary to use the services of a draughtsman, planning consultant, solicitor, surveyor or engineer in the processing of the application or preparation of the amendment. Where it is deemed necessary by the Municipality to involve outside planning, legal, surveying or engineering services, all accounts rendered for such services shall be paid from the deposit submitted unless such accounts rendered by the Municipality's hired professionals exceed \$125.00 for the particular planning application, in which case the applicant will be invoiced for the full amount of the professional services rendered, in addition to the initial deposit.

**4. ADDITIONAL INFORMATION**

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

**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.



**MUNICIPALITY OF WHITESTONE**  
**SITE PLAN REQUIREMENTS CHECK LIST**

- A. The following items are required:
- i) All plans in black line (no colours). (If colour coded 15 copies are required)
  - ii) Title, location, and name of owner.
  - iii) A north arrow and scale.
  - iv) Key plan showing nearest main road or highway.
  - v) An accurate plan of the entire property drawn to scale with no survey bars, (not a plan of survey). No larger than 8 1/2 X 14.
  - vi) Dimensions of the entire property; if large property, show enlargement of area to be developed (with dimensions of enlarged area).
  - vii) Location and size of existing buildings/docks and distances to adjacent buildings, streets, property boundaries and waterways.
  - viii) Location and size of proposed buildings/docks and distances to adjacent buildings, streets, property boundaries and waterways.
  - ix) Location of adjoining lands and buildings.
- B. The following items are required where applicable:
- i) Location and dimensions of access driveways.
  - ii) Location and dimensions of docks and slips.
  - iii) Parking and Loading spaces and their dimensions.
  - iv) Type of ground treatment for parking areas and entranceways.
  - v) Widths of traffic flow areas.
  - vi) Location of existing rights-of-way or easements.
  - vii) Location of waterways and extent of floodplain.
  - viii) Proposed drainage patterns.
  - ix) Location of prominent existing tree cover.
  - x) Location of paths and walkways.
  - xi) Location, extent, and type of proposed final tree cover.
  - xii) Existing and proposed elevation where there will be a significant alteration to the existing grade.
  - xiii) Location of area for septic system, well and/or water intake
  - xiv) Proposed snow storage areas.
  - xv) Garbage storage location and type.
  - xvi) Location and height of exterior lighting, including orientation.
  - xvii) Sign location and content.
  - xviii) Elevation drawings of proposed buildings, showing height, building openings, massing and conceptual design.