

**The Corporation of the Municipality of
Temagami**



Application for Site Plan Control

PLEASE READ BEFORE COMPLETING THIS APPLICATION

In addition to this form, the Applicant will be required to submit the appropriate fee, site plan, and any additional information required to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required please use additional sheets.

All additional expenses associated with the application will be the responsibility of the applicant. A deposit of \$500.00 will be required as part of the application submission, which will be used for any additional cost associated with the process. These additional costs may include, but are not limited to: Advertising, Registration Fees, Legal Fees, Planning Consultant Fees, etc. Any unused funds will be reimbursed to the applicant at the end of the process and if additional funds are needed to complete the process an additional deposit will be required.

OFFICE USE ONLY	
Date Received: _____	One copy of original Sketch: _____
Application Number: _____	Site Inspection: _____
Fee \$ _____	Fee Received: _____

Please Print and Complete or (✓) Appropriate Box (es)

SECTION 1 – APPLICANT INFORMATION		
1.1 Owner Information		
Name of Owner(s) 		
Home Telephone Number	Business Telephone Number	
Fax Number	Email Address	
Mailing Address		Postal Code

<p>If the owner is a corporation, please provide the name of the person who has the authority to bind the corporation and who will sign the legal agreement on behalf of the Corporation</p> <p>Name(s): _____</p> <p>Position(s): _____</p>		
<p>1.2 Agent Information (Who is making the application on behalf of the owner)</p>		
<p>Name of Agent / Contact Person:</p>		
Home Telephone Number	Business Telephone Number	
Fax Number	Email Address	
Mailing Address		Postal Code
<p>1.3 Please specify to whom all communications should be sent</p> <p><input type="checkbox"/> Owner (s)</p> <p><input type="checkbox"/> Agent</p> <p><input type="checkbox"/> Both Owner and Agent</p>		
<p>SECTION 2 – LOCATION OF THE SUBJECT LAND</p>		
<p>2.1 Location of Land</p>		
<p>Municipal Address</p>		
<p>Legal Description</p>		
<p>SECTION 3 – AUTHORIZATION</p>		

3.1 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 authorization set out below must be completed.

AUTHORIZATION OF OWNER (s) FOR AGENT TO MAKE THE APPLICATION

I (We), _____, am the owner (s) of the land that is subject of this application and I/We authorize _____ to make this application on my behalf.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

3.2 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 (s) FOR AGENT TO DISCLOSE PERSONAL INFORMATION

I (We), _____, am the owner (s) of the land that is subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act I/We authorize _____ to make this application on my behalf.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

3.3 Consent of Owner – Complete the consent of the owner concerning personal information set out below

CONSENT OF THE OWNER (s) TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I (We), _____, 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/We 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.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

3.4 Consent of Owner – Site Visit

I (We), _____, am the owner of the land that is the subject of this application and I/We authorize municipal staff and committee of adjustment members to enter onto the property to gather information necessary for assessing this application.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

SECTION 4 – CHECK LIST

Have you remembered to attach the following

- ☐ 1 copies of the completed application form
- ☐ 1 copies of the required sketch
- ☐ 1 copies of any required technical or justification study
- ☐ The required fee (cheque payable to the Municipality of Temagami)

SECTION 5 – DESCRIPTION OF THE PROJECT

5.1 Project Description

Nature and extent of project

Description of any proposed buildings/structures

Description of any proposed uses

SECTION 6 – AFFIDAVIT OR SWORN DECLARATION (to be completed by each owner)

I/We, _____
(full name)

of the _____
(city, town)

in the _____
(region, county, district)

Make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the _____
(city, town)

in the _____
(region, county, district)

this _____ day of _____, 20____

(Commissioner, etc.)

Owner

SITE PLAN REQUIREMENTS

The application shall be accompanied by 1 copy of a site plan showing the following:

Site Plan Requirements:

- ☐ **The boundaries and dimensions of the subject land;**
- ☐ **The location, size, and type of all existing and proposed buildings and structures on the subject land, indentifying which buildings and structures are existing and which are proposed. Also, indicating the distance of the buildings or structures from the front lot line, rear lot line, and the side lot lines;**
- ☐ **A description of the type of development;**
- ☐ **The location of any permitted outdoor storage, handling and processing areas;**
- ☐ **Identification of any abutting roads, and other relevant conditions on adjacent properties - such as land uses;**
- ☐ **Identification of any existing or proposed grading, drainage, utilities, lighting, easements, and significant features of the site (such as walls, fences, hedges, large trees, or other ground cover or facilities for the landscaping of the lands and any adjacent public streets);**
- ☐ **Vehicular areas, walkways, and pathways;**
- ☐ **If applicable, existing grades defined by contour lines or spot elevations;**
- ☐ **A Title Block which includes:**
 - ☐ **Identification of the proposed use of the site**
 - ☐ **Name and address of the person or organization submitting the site plan**
 - ☐ **Municipal address and legal description**
 - ☐ **Date prepared**
 - ☐ **Legend**
 - ☐ **Metric scale**
 - ☐ **Key plan indicating general location of the development with respect to the lake or street**
 - ☐ **North arrow**
- ☐ **Additional information for waterfront properties:**
 - ☐ **Show the 15 metre vegetative buffer from the high water mark;**
 - ☐ **Within the 15 metre vegetative buffer (Shoreline Activity Area) show the following:**
 - ☐ **Meandering pathways or access points to the shoreline – no wider than 2 metres – constructed of permeable material;**
 - ☐ **Pruning of trees for ventilation clearing around buildings limited to 3 metres;**
 - ☐ **Pruning of trees for viewing corridor limited to 6 metres;**
 - ☐ **Removal of trees permitted for safety reasons – indicate which trees will be removed and which trees will be maintained**
 - ☐ **Existing and proposed structures**