



Site Plan Approval and Development Agreement Checklist

For the applicant to complete and submit with Application Form

Does the Site Plan contain the following information?	Yes	No	N/A
1. Location of existing and proposed buildings and structures on the property			
2. For commercial, institutional and residential development of 25 units or more: a) Massing, and conceptual design of the proposed building b) Relationship of building to the street and public access areas			
3. The boundaries and measurements of the lot in metric.			
4. Setback of any buildings from the lot lines.			
5. Facilities to provide access to and from the land such as access ramps and curbings and traffic direction signs.			
6. Off-street vehicular loading, parking areas, bike lanes, bike stalls, access driveways, including driveways for emergency vehicles, and the type of surfacing.			
7. The location, amount and dimension of parking spaces, including barrier free spaces.			
8. Walkways and means of pedestrian access which offer safe access to and from site, facilities designed for persons with disabilities and type of surfacing.			
9. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.			
10. The type and location of lighting (must be dark sky friendly).			
11. Existing municipal infrastructure and connections (ex. Municipal water and sewer mains, stormwater catchment			

Yes No N/A

and fire hydrants).

12. Location and design of facilities and enclosures for the storage of garbage.

13. Metric Scale.

Was the following information submitted?

Yes No N/A

1. Three large sized copies of the site plan.
2. Nine reduced sized copies of the site plan (minimum size 11x17 inches).
3. Three copies of a stormwater management report, completed by a professional. This report should specify grading, and provisions for the disposal of storm and surface flow from the land and from any structures.
4. An engineering report site servicing report completed by a professional which contains detailed information regarding private and municipal infrastructure (ex. Sidewalks, roads and water, sewer and wastewater mains).
5. An explanation of the ownership and maintenance of facilities designed for stormwater management, water and sewer and snow removal.
6. Digital submission formats of the reports and plans identified in 3 and 4. The digital submission should be in a GIS and/or AutoCAD format.
7. Identify any existing easements and their purpose.
8. Any information in regards to off-site improvements.
9. Will any easements be conveyed to the municipality for construction, maintenance or improvement of watercourses, ditches, land drainage works, municipal water and sanitary sewage facilities, and other public utilities?

Yes No N/A

10. Survey / Reference Plan.

11. Copy of deed / title abstract.

12. Completed Site Plan Approval and Development Agreement
Application.

13. The application fee and deposit.

**Preconsultation with Town staff is encouraged to aid the applicant and help identify which of the above is necessary.*

Owner/Agent's Signature

Date

For Use by Town Staff Only

Town Staff's Signature

Date



Site Plan Approval and Development Agreement Application

For Staff Use Only

Application Number: _____ Site Plan Application Fee: _____

Date Received: _____

Site Plan Requirements

1. Survey/Reference Plan
2. Site Plan - 3 full size copies and 9 reduced sized for the municipality plus a digital copy in a PDF format or Auto Cad 2000 or older.
3. Specifics - scale (metric only please) abutting streets, buildings, north arrow, parking, snow storage, driveways, sidewalks, all with dimensions, existing, adjacent and proposed buildings, landscaping/buffer zone, lot grading, garbage facilities, lighting, fences, and closest existing or proposed fire hydrant, front, side and rear yard dimensions, storm water management plan.
4. Drawings for exterior design (character, scale, design features) when applicable.

Note: Site Plan and Building locations must comply with Zoning By-Law requirements

Part 1 - Ownership/Applicant

Registered Owner: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____ Fax #: _____

Email: _____

Applicant (if not the registered owner): _____

Address: _____

Telephone #: _____

Position: _____ Email: _____

*Note: If the applicant is not the registered owner, a letter of authorization is required.
(See last page)*

Part 2 - The Development

Describe: _____

a) Number of dwelling units: _____

b) Building height: _____

c) Number of floors: _____

d) Building coverage (ie. Ground floor area): _____

e) Gross floor area: _____

f) Occupancy of all floor areas
defined: _____

Part 3 - Legal Description

Lot Number: _____

Plan/Concession Number: _____

Municipal Address: _____

Part 4 - Type of Development

Commercial

Industrial

Residential

Residential 25 units or more

Is this a rental development or a condominium? _____

Explain: _____

Part 5 - Official Plan

Official Plan designation: _____

Part 6 - Zoning

Present zoning: _____

Uses Intended: _____

Part 7 - Planning Amendments

Official Plan amendment required? _____

Zoning By-Law amendment required? _____

Note: The owner and their consultants are responsible for satisfying themselves as to the correct Official Plan Designation and Zoning for the intended use.

While the municipal staff will assist with requests for interpretation of the required planning documents, final responsibility for correctness of the Official Plan Designation and Zoning lies with the owner and his consultants.

Note: all fees are payable upon submission of this application. Fees should be made payable to the "Town of Parry Sound".

Owner/Agent's Signature

Date

Authorization by Owner

I, _____ the undersigned owner hereby

(Owner's Name)

authorize _____

(type or print name of agent)

to execute this application on my behalf.

Owner's Signature

Date