



SITE PLAN APPLICATION FORM

For Office Use Only		
File No:	Date Received:	Fee Paid:

For additional details on the application process, please contact:

Municipal Development Team Office
 Planning Services
 Municipality of Port Hope
 5 Mill Street South
 Port Hope, ON L1A 2S6

Tel. 905-885-2431
 Fax. 905-885-0507
 Email: planning@porthope.ca

A complete application consists of the following:	
Application Fee	Cheques can be made payable to the Municipality of Port Hope – please note that there will be other fees imposed by other agencies for their review
Application Form	One (1) original copy of the completed and signed original
Recent Survey	One (1) copy prepared by an Ontario Land Surveyor
Drawings and/or plans	Twenty (20) copies of each drawing or plan required. Drawings and/or plans shall be prepared in accordance with the Municipality of Port Hope Development Guide.
Reduced copy of drawings and/or plans	One full reduced set of all required drawings and/or plans (no larger than 11-inches x 17-inches)
Digital copy of drawings and/or plans	A digital PDF version of all required drawings and/or plans
Studies, Reports or other supporting materials identified during a pre-consultation meeting	Three (3) copies for Staff and/or agencies to undertake an adequate level of review

Fee Schedule	
<i>Note: Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of a site plan application, as determined by Municipal Council, may be charged to the applicant</i>	
Basic, or Amendment to Agreement. includes Agreement to original site plan application	\$4,000
Major (large scale residential and ICI projects) includes Agreement	\$5,500.00 + \$600 per submission >= 3 rd submission
Minor adjustments to Site Plan Control (following Council approving the by-law and/or registration of the Site Plan Agreement, includes review of the revised plans, comment and approval, as well as administration changes)	\$500

Type of Application <i>Check appropriate box</i>					
Single family/ semi-detached infill	Residential development with less than 40 dwelling units or commercial/industrial development less than 370m²	Residential development with between 41 & 75 dwelling units or commercial/industrial development between 371m² & 930m²	Residential development with more than 75 dwelling units or commercial/industrial development greater than 930m²	All other site plans	Amendment to existing site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Owner/Applicant/Agent Information <i>Particulars on the individual(s) involved in the application</i>		
Owner(s) of Subject Lands: 		
Mailing Address: 		
Telephone:	Fax:	Email:
Applicant: <input type="checkbox"/> Check if same as Owner		
Mailing Address: 		
Telephone:	Fax:	Email:
Agent: <input type="checkbox"/> Check if not applicable		
Mailing Address: 		
Telephone:	Fax:	Email:

Notification <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

Location of the Subject Lands <i>Complete applicable lines</i>			
<input type="checkbox"/> Urban (former Town of Port Hope)			
<input type="checkbox"/> Rural (former Township of Hope)			
Municipal Number:		Street Name:	
Lot Number(s):		Concession:	
Lot(s)/Block(s):		Registered Plan No:	
Part Number(s):		Reference Plan No:	

Length of Ownership <i>Number of years subject lands have been owned in its current form by the present owner</i>

Encumbrances (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements) <i>Are there any encumbrances affecting the subject lands?</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe:	

Description of Subject Lands <i>Complete applicable lines</i>			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s):			
Proposed Use(s):			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

Details of Existing Buildings/Structures <i>Provide the following information (accuracy of measurements is important)</i>		
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	

<p>Proposed Uses/Buildings <i>Indicate proposed uses/buildings on the subject lands</i></p>
<p>Details:</p>

<p>Details of Proposed Buildings/Structures <i>Provide the following information (accuracy of measurements is important)</i></p>		
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
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	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	

<p>Site Characteristics <i>Provide details of units, parking areas and dimensions as outlined below</i></p>			
Number of Commercial Units		Number of Residential Units	
Number of Parking Spaces		Dimensions of Parking Spaces	
Number of Handicapped Spaces		Parking Aisle Width	
Number of Loading Spaces		Dimensions of Loading Spaces	
Building Coverage %		Landscaped Area %	

Access <i>Access to subject lands (Check appropriate space)</i>	
Unopened road allowance	
Open Municipal Road/Street	
County Road	
Provincial Highway	
Other Public Road/Street	
Existing Right-of-Way	
Name of Road/Street	
If there is no access by public road or street, what means of access is proposed?	

Water and Sewage Services <i>Description of services intended for subject lands (Check appropriate space)</i>		
Water	Yes	No
Municipal Water System owned and operated		
Well - Privately owned and operated individual or communal		
Lake or other water body		
Other (specify)		
Sewage	Yes	No
Municipal Sanitary Sewer System owned and operated		
Septic System - Privately owned and operated individual or communal		
Privy		
Other (specify)		

Storm Drainage <i>Indicate the proposed method of storm drainage</i>	
Sewers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ditches	<input type="checkbox"/> Yes <input type="checkbox"/> No
Swales	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other, describe:	

Present Land Use <i>Indicate designation and zoning of subject lands in the applicable space below</i>	
Official Plan Designation	
Zoning By-law Designation	

Abutting Land Uses <i>Indicate uses of abutting lands in the applicable space below</i>
Details:

Status of Other Planning Applications <i>Indicate status of other applications in the applicable space below</i>			
	Yes?	No?	If Yes, please describe and indicate File Number(s)
Is the subject property currently the subject of a Plan of Subdivision application?			
Is the subject property currently the subject of a Consent application?			
Is the subject property currently the subject of a Minor Variance application?			
Apart from this current application, have you applied for an Official Plan, Zoning By-law Amendment, Plan of Subdivision, Consent, Minor Variance or Site Plan for any land that is located within 120 metres of the subject land?			

Authorization of Owner for Applicant/Agent to Make the Application

If the applicant/agent is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant/agent is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.

I,	
am the owner of the land that is the subject of this application for a Site Plan and I authorize:	
Applicant/Agent (Please Print)	
to make this application on my behalf.	
Owner's Signature	x
Date	

Authorization of Owner for Applicant/Agent to Provide Personal Information

If the applicant/agent 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.

I,	
am the owner of the land that is the subject of this application for a Site Plan and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , I authorize:	
Applicant/Agent (Please Print)	
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 this application.	
Owner's Signature	x
Date	

Consent of Owner to the Use and Disclosure of Personal Information	
<i>If the applicant is the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I,	
am the owner of the land that is the subject of this application for Site Plan and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , 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 <i>Planning Act</i> for the purposes of processing this application.	
Owner's Signature	x
Date	

Cost Reimbursement	
<i>It is required that the applicant agree to be responsible for all reasonable costs and expenses as stated below.</i>	
I,	
am the applicant and agree to reimburse the Municipality of Port Hope for all reasonable costs and expenses, as determined by Municipal Council, in excess of the application fee, which may be incurred by the Municipality in the processing of this Site Plan application.	
Applicant's Signature	x
Date	

Affidavit					
I,			of the		
		of			
in the		of			
<p>Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany 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 <i>Canada Evidence Act</i>.</p>					
Sworn (or declared) before me at					
the		of			
in the		of			
this		day of		20	
A Commissioner of Oaths, etc.		X _____ Applicant's Signature			
<i>Commissioner Stamp Here</i>					

While every attempt will be made to ensure all submission requirements have been relayed to the applicant, the Municipality of Port Hope does not constitute this application to be a “complete application.” The Council of the Municipality of Port Hope will notify the applicant that the information and material required has been provided, or has not been provided, as the case may be, and in accordance with the Planning Act.

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca