

**TOWN OF THE BLUE MOUNTAINS
APPLICATION FOR REVIEW / APPROVAL**



32 Mill Street
Box 310
Thornbury, Ontario
N0H 2P0

Ph. (519)599-3131
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The following is required to be completed for the Municipal review and approval of all Subdivision, Condominium and Site Plan Applications:

SUBDIVISION / CONDOMINIUM		SITE PLAN APPROVAL	
REVIEW FEE		REVIEW FEE	
AGREEMENT FEE		AGREEMENT FEE	
AGREEMENT SECURITY		AGREEMENT SECURITY	
MASTER DEVELOPMENT AGREEMENT			

**** Please see Application Fees attached ****

- Please complete Parts A, B, C and D for all applications.
- Please complete applicable Schedules for the relevant applications.
- Applicants are encouraged to pre-consult with Municipal Staff concerning any other additional requirements or standards.
- Minor Site Plan consists of additions not exceeding the lesser of 50% or 1,500 square metres
- Additional Fees or conditions may apply. Please refer to Town Fees and Charges By-law.
- Security Deposits - The Developer agrees to pay to the Town the cost of the Town consultants involved in processing and professional review of this application, including but not limited to the cost of the Town Lawyer for preparation of an Agreement and the cost of the Town Engineer for checking of Plans and specifications and for supervision and inspection on behalf of the Town, and in this regard to pay to the Town the applicable Security Deposit under this application of which shall be applied to the account of such cost. As accounts are received from the Town consultants, they will be paid by the Town and then submitted to the Developer for reimbursement so that the initial deposit will again be built up to enable the Town to pay the next accounts as they are received. It is further agreed that default on any payment not made within 30 days of being invoiced by the Town shall be liable for the payment of interest thereon at the same rate as tax arrears, and shall be considered as default of this Application.

Towards the end of the one year period after the Town Final Certificate has been issued and all other securities have been released, the Developer shall make a written request to the Town for the release of the balance of the cash (if any) deposited in accordance with this application and/or future Agreement. The Town will forthwith discharge the cash to the original Developer or as the original Developer directs. If no such request to return the cash is received by the Town within this one year period, then the Developer agrees to forfeit the cash to the Town by way of liquidated damages to cover the increased expense of holding, tracking, and administering the deposit.

PART A APPLICANT INFORMATION

- (a) Registered Owner's Name(s) _____
 Mailing Address _____
 Postal Code _____ Tel: () _____ Fax: () _____
 Date Acquired by Current Owner(s): _____

(b) Authorized Applicant's Name (Complete only if different than (a) above) _____
 Mailing Address _____
 Postal Code _____ Tel: () _____ Fax: () _____

Applicant's Relationship to Subject Lands

- Registered Property Owner
- Holder of Option to Purchase Subject Lands
- Signing Officer of Corporation
- Other (specify) _____

(c) Authorized Agent's Name _____

Profession Planner Lawyer Engineer Architect Surveyor
 Other (specify) _____

Mailing Address _____

Postal Code _____ Tel: () _____ Fax: () _____

(d) Send all correspondence to: (one only) Applicant Agent

Note: All applicable authorization must be completed in accordance with Appendix "D".

PART B PROPERTY INFORMATION

2. Location of the Lands Subject to this Application (Subject Lands)

Municipal Address: _____

Lot(s) _____ Registered Plan _____

Part(s) _____ Ref. Plan _____

Lot(s) _____ Concession _____

3. Description of Entire Property

(i) Lot Frontage _____ metres _____ feet

(ii) Lot Depth _____ metres _____ feet

(iii) Lot Area _____ sq. metres _____ sq. feet

4. Description of the Area Affected by this Application if Only a Portion of the Entire Property

(i) Lot Frontage _____ metres _____ feet

(ii) Lot Depth _____ metres _____ feet

(iii) Lot Area _____ sq. metres _____ sq. feet

5. Abutting And Nearby Lands Uses

(a) Interest in Abutting Lands

Does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? If yes, describe to what extent.

YES

NO

(b) Use of Abutting And Nearby Lands

Describe the present use on all properties abutting and opposite the subject lands.

North: _____

East: _____

South: _____

West: _____

6. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:
(See Section 8 of the Official Plan)

Wetlands

Streams, Ravines Floodplains and

Floodplains

Lakes

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Groundwater and Watershed Management | <input type="checkbox"/> | Cultural Heritage Resources |
| <input type="checkbox"/> | Wooded Areas and Forest Management | <input type="checkbox"/> | Lands used for Former Orchard Production |
| <input type="checkbox"/> | Fisheries, Threatened and Endangered Species and Significant Wildlife | <input type="checkbox"/> | Area of Natural and Scientific Interest (ANSI) |
| | | <input type="checkbox"/> | Aggregate Resources |
| | | <input type="checkbox"/> | Thin Overburden-Karst Topography |
| | | <input type="checkbox"/> | Solid Waste Management Buffer |
| | | <input type="checkbox"/> | Sewage Treatment Plant Buffer |
| | | <input type="checkbox"/> | Niagara Escarpment Plan |

7. Indicate the Applicable Water Supply and Sewage Disposal:

(a) WATER	Municipal Water	Communal Water	Private Well	Other specify
Existing	Δ Δ	Δ Δ	Δ Δ	_____
Proposed	Δ Δ	Δ Δ	Δ Δ	_____
(b) SEWAGE	Municipal Sewers	Communal Sewers	Private Septic	Other specify
Existing	Δ Δ	Δ Δ	Δ Δ	_____
Proposed	Δ Δ	Δ Δ	Δ Δ	_____

8. Storm Water Management

(i) Describe Any Alterations Proposed for Grading, Drainage and Storm Water Management Purposes (Use Site Plan Where Appropriate):

(ii) INDICATE THE TYPE OF DRAINAGE FOR THE PROPERTY

	Sewers	Ditches	Swales	Other (specify)
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

9. Indicate the Type of Road Access:

- Provincial Highway Access
- County Road
- Open and Maintained Municipal Road Allowance
- Non-maintained/Seasonally Maintained Municipal Road Allowance
- Private Right-of-way

10. Mortgages, Restrictions, Covenants, Etc.

(a) Names and address of all mortgages, holders of charges or other encumbrancers with respect to the subject lands:

Name _____

Mailing Address _____

Postal Code _____

Name _____

Mailing Address _____

Postal Code _____

(b) Is there an existing Site Plan Control Agreement in effect on any portion of the subject lands?

YES []

NO []

(c) Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan if applicable.)

YES []

NO []

PART C - CURRENT PLANNING STATUS

11. Zoning

(a) Present Zoning Category _____ By-law No. _____

(b) Has an Amendment been processed to permit the development? Yes _____ No _____
_____. If so please provide the By-law Amendment Number if available?
_____.

(c) If this proposal does not conform to the relevant Zoning By-law, has application been made to the Town to amend the By-law? Yes _____ No _____. If yes please provide particulars of Amendment Requested.

12. Official Plan

(a) Official Plan Designation _____ Official Plan _____

(b) Has an Amendment been processed to permit the development? Yes _____ No _____
_____. If so please provide the Official Plan Amendment Number if available? _____.

(c) If this proposal does not comply with the Official Plan, has application been made to the Town to amend the By-law? Yes _____ No _____. If yes please provide particulars of Amendment Requested.

(d) Has all required supporting information as identified in the Official Plan be submitted in support of this application (ie Development Report, Traffic Study, Hydrogeologic Assessment, Landscape Analysis, etc.) Yes _____ No _____.

PART D

AFFIDAVIT

Note: This Section must be signed in the presence of a Commissioner of Oaths.

I _____ of the _____ of

_____ in the County / Region of _____ solemnly declare that all the statements contained in this application and all the information provided is 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**.

It is understood and agreed that the fee submitted with this application covers only routine processing costs (ie. review by municipality). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (ie: Planning, Legal or Engineering Fees, O.M.B. Hearing Costs, Agreements, Special Studies, other Approvals or Applications, and any other related matters), will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.

Declared before me at the _____ of _____ in the

County/Region of _____ this _____ day of _____, 20_____.

Signature of Authorized Applicant or Authorized Agent

Date

Signature of Commissioner of Oaths

Date

Applicant Authorization

This Authorization must be completed:

- (a) if the proponent is other than the registered owner(s) of the subject lands (excluding Agents)
- (b) if there are two or more registered owner(s)

To: The Mayor and Council
Town of The Blue Mountains
32 Mill Street
P.O. Box 310
Thornbury, Ontario
N0H 2P0

I/We, _____ being the
registered owner(s) of _____
(property description)
in the Town of The Blue Mountains hereby Authorize _____

to act on our behalf as Authorized Applicant in this Amendment Application.

Date: _____ Signature _____

Date: _____ Signature _____

Note:

In all cases, the registered owner(s) of the subject lands is considered the Applicant(s), however, an Authorized Applicant may be designated to submit this application on behalf of the owner(s). A single registered owner is assumed to be the Authorized Applicant, unless otherwise designated under this Schedule. Where there are two or more registered owners, only one Authorized Applicant must be designated to represent all other registered owners for the purposes of correspondence under Part A and the Affidavit under Part D of the Application. An Authorized Applicant may also be a proponent who is not a registered owner, such as a holder of an option to purchase the subject lands, provided this Schedule is completed.

If the Amendment application involves two or more separate properties under separate ownership, separate authorization must be provided from each registered owner and be attached.

An Agent is not the Applicant, and cannot be designated as an Authorized Applicant. An Agent may only be Authorized under Appendix "D-2" to represent the registered owner(s) and/or Authorized Applicant.

Where an Authorized Agent is designated by the registered owner(s) under Appendix "D-2" for the purposes of correspondence under Part A and the Affidavit under Part D of the Application, it is not necessary to designate an Authorized Applicant.

Applicant Authorization under this Appendix is not required for a signing officer duly authorized by a corporation.

Agent Authorization

This Authorization must be completed if an Agent is representing the registered owner(s) and/or Authorized Applicant

To: The Mayor and Council
Town of The Blue Mountains
32 Mill Street
P.O. Box 310
Thornbury, Ontario
N0H 2P0

I/We, _____ being the

registered owner(s) or Authorized Applicant of

_____ in the Town of The Blue Mountains hereby
(property description)

Authorize _____ to act on our behalf as Authorized Agent

in this Amendment Application.

Date: _____ Signature _____

Date: _____ Signature _____

Note: An agent may provide technical assistance and represent the interests of the proponent, but is not the registered owner(s) or Authorized Applicant.

Schedule A

Site Plan Control

The following Section and checklist must be completed for the Municipal Review and Approval of a Site Plan. This will include all applications for Commercial, Industrial, and Multi-Residential including Condominiums. Please ensure that all sections are complete or explanation why it has not been completed

A. Site Description

(a) Existing Land Use

Building Area _____ Parking Area _____

Landscaped Area _____ Open Storage _____

Vacant _____

Total Area _____ Lot Coverage _____

(b) Existing Floor Area

Use _____ Gross Floor Area _____

B Proposed Development

(a) Proposed Land Use

Building Area _____ Parking Area _____

Landscaped Area _____ Open Storage _____

Vacant _____

Total Area _____ Lot Coverage _____

(b) Proposed Floor Area

Use _____ Gross Floor Area _____

(c) Proposed Parking Spaces _____

(d) Proposed Tenure Type - Condominium _____

- Rental _____

- Freehold _____

(e) Please provide any further details of proposal that would assist in the review (ie. number of units and type, designed maximum seating capacity, classrooms, etc.). If necessary attach a separate sheet.

C SITE PLAN CONTROL CHECK LIST

To assist applicants in applying for site plan control approval, the following Checklist is provided. Before submitting an application for site plan approval, please make sure that all items are considered. If any of the abovementioned information is not provided, please detail the reason. Otherwise, the application is not complete and will not be processed.

- | Yes | No | |
|--|-----|--|
| ___ | ___ | 1. 3 copies of the Site Plan. _____ |
| ___ | ___ | 2. 3 copies of the building plan. _____ |
| NOTE: please provide #'s 1 & 2 on a disk as well. | | |
| ___ | ___ | 3. 1 copy of a reduced site plan (maximum size 8 1/2" x 14"). |
| ___ | ___ | 4. 3 copies of a Justification Report (if required) |
| ___ | ___ | 5. Scale on Site Plan. _____ |
| ___ | ___ | 6. North Arrow. _____ |
| ___ | ___ | 7. Key map showing the location and extent of the subject property.
_____ |
| ___ | ___ | 8. Title block showing the name of the firm or person who prepared the plan.
_____ |
| ___ | ___ | 9. The property limits and dimensions of the subject property and location and width of any road widening that is required.
_____ |
| ___ | ___ | 10. A legal survey, prepared by an O.L.S. to accompanying the site plan.
_____ |
| ___ | ___ | 11. Show the location of all existing buildings on the subject property.
_____ |
| ___ | ___ | 12. Show all existing natural features such as trees, water courses, drainage ditches, environmental constraints, etc.
_____ |
| ___ | ___ | 13. Show all proposed buildings giving their dimensions, height, use and size.
_____ |
| ___ | ___ | 14. Show "site statistics" to confirm compliance with zone requirements for gross floor area, % building coverage, % landscaped area.
_____ |
| ___ | ___ | 15. Setbacks to and between main buildings and accessory buildings.
_____ |

Yes

No

16. Show the location and size of the proposed:

- a) sanitary sewer service
- b) storm sewer service including manholes, catch basins, surface detention areas and drainage ditches/channels/ swales
- c) water supply service
- d) electrical service (and transformers if required)
- e) gas service (if applicable)?

17. Show the location of all existing and proposed, fire hydrants, on or near the subject property. _____

18. Show the location of all proposed parking areas, indicating the size of each individual parking space and the total number of parking spaces provided, including the proposed surface treatment (eg. gravel, pavement, concrete, etc)

19. Show all internal driveways and points of ingress and egress to the subject property from adjoining streets. _____

20. All loading area(s) including their length and width.

21. Show the location and dimensions of all walkways, sidewalks and curbs.

22. Show the location of garbage collection and/or storage areas.

23. Show the location of all loading zones (if required) indicating the size of each loading zone. _____

24. Show the location of all landscaped buffer areas and plant materials (if applicable). _____

25. Show all finished ground grades. _____

26. Show original ground grades. _____

27. Flow arrows to indicate the direction of surface water flow in the pre and post-development condition. _____

28. Show the location and design of all signs including the dimensions and colour of the sign (if applicable). _____

29. Show the location and design of all exterior lighting (if applicable).

30. Show all fences required to appropriately screen the property and their height and construction material (wood, chain link, etc.).

31. Show the phasing of development and the extent and order of development for each phase. _____

- | Yes | No | |
|-------|-------|---|
| _____ | _____ | 32. Building elevations and the massing of buildings on the site from the street.
_____ |
| _____ | _____ | 33. Include any necessary documents from the Ministry of Environment & Energy, Bruce/Grey/Owen Sound Health Unit, Ministry of Transportation, Conservation Authority, County of Grey and/or Ministry of Natural Resources.
_____ |
| _____ | _____ | 34. Show any improvements to existing municipal infrastructure (ie. Roads, Water, Sewer, etc.)_____. |
- < Consideration must be given to the applicable Zoning Provisions in preparing the Site Plan. Please note any By-law variances and submit the necessary applications for approval.
- < A Site Plan Agreement may be required prior to approval of the Site Plans and to the issuance of a Building Permit. This shall be determined by the Town.
- < All of the Town's costs related to preparation of a Site Plan Agreement shall be paid by the applicant.

SCHEDULE "B"

Subdivision / Condominium

The following Section and checklist must be completed for the Municipal Review of a Subdivision or Condominium Application that has been made to the County of Grey, who are the approval. Please ensure that all Sections have been completed.

- | Yes | No | |
|-------|-------|---|
| _____ | _____ | County of Grey File Number 42_____ |
| _____ | _____ | Copy of the County Application attached Yes_____No_____.
_____ |
| _____ | _____ | Provide 3 copies of the proposed Draft Plan. |

SCHEDULE “C”

SUBDIVISION/ CONDOMINIUM/ MULTI DEVELOPMENT SITE PLAN AGREEMENTS

In order to facilitate this process in a timely manner, the submission of information for review must be complete. The following is the minimum list of items that constitute a complete application:

Item	Provided (X)
Legal Plan	
Draft Plan of Subdivision	
Draft Plan Conditions	
General Plan Showing all Services	
Lot Grading Plan	
Erosion Control Plan	
Landscaping Plan	
Geotechnical Report	
Street lighting and signage plan complete with all utilities including hydro, Bell, cable TV and gas	
Plan profiles of all major infrastructure, those being watermain, sanitary sewer, and storm sewer.	
Standard detail drawings that includes the typical road cross section	
Detailed drawings showing any special features such as stream crossings, pedestrian bridges or underpasses, special structures etc.	
A walkway plan	
A storm water management plan and report, complete with all design calculations.	
Sanitary design calculations	
Draft MOE Applications for Approval for storm, sanitary and water works	
Planning Report as per Note 5 Below	

If any of the abovementioned information has not been provided, please indicate reason:

NOTES:

- 1 Depending on the type of Development proposed other requirements may be requested such as a traffic report, structural design calculations etc. These should be identified in the Planning Report or Draft Plan Conditions
- 2 Submissions shall be reviewed for completeness, acknowledgement of the submission will be forwarded from the municipality’s engineer to the developer’s engineer, including notification of additional information required prior to the commencement of the review by the municipality.
- 3 The above does not preclude the need for the developer and/or the developers engineer from requesting preliminary meetings with the municipal engineer and staff to discuss general concepts and servicing aspects of the development prior to a formal submission.
- 4 All required info must comply with the applicable engineering standard of the municipality.
- 5 A Planning Report Shall detail how the proposal complies with any parent agreements (ie. Master Development Agreement) and Zoning By-law. Any revisions to previous approvals or submissions must be clearly identified on the Plans.