

TOWN OF THE BLUE MOUNTAINS

APPLICATION FOR REVIEW / APPROVAL



32 Mill Street
Box 310
Thornbury, Ontario
N0H 2P0

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The following is required to be completed for the Municipal review and approval of all Site Plan Applications:

SITE PLAN APPROVAL	
REVIEW FEE	
AGREEMENT FEE	
AGREEMENT SECURITY	
MASTER DEVELOPMENT AGREEMENT	

- Please complete Parts A, B, C and D for all applications.
- Please complete applicable Schedules for the relevant applications.
- Applicants are required to pre-consult with Municipal Staff concerning any other additional requirements or standards.
- Please review the current Planning Matters and Engineering Services Fees By-Law for all related fees
- 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

1.

(a) Registered Owner’s Name(s) _____
Mailing Address _____
Postal Code _____ Tel: _____ Email: _____
Date Acquired by Current Owner(s): _____

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

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

☐ Applicant ☐ Agent

Note: All applicable authorization must
be completed in accordance with
Appendix “D” and the Applicant
Authorization or the Agent Authorization

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: _____

February, 2022

West: _____

6. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:
(Also see Constraint Mapping, Appendix 1)

	Wetlands
	Floodplains
	Groundwater and Watershed Management
	Wooded Areas and Forest Management
	Fisheries, Threatened and Endangered Species and Significant Wildlife
	Cultural Heritage Resources
	Lands used for Former Orchard Production
	Streams, Ravines Floodplains and Lakes
	Area of Natural and Scientific Interest (ANSI)
	Aggregate Resources
	Thin Overburden-Karst Topography
	Solid Waste Management Buffer
	Sewage Treatment Plan Buffer
	Niagara Escarpment Plan

7. Indicate the Applicable Water Supply and Sewage Disposal:

(a) WATER	Municipal Water	Communal Water	Private Well	Other specify
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) SEWAGE	Municipal Sewers	Communal Sewers	Private Septic	Other specify
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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:

<input type="checkbox"/>	Provincial Highway Access
<input type="checkbox"/>	County Road
<input type="checkbox"/>	Open and Maintained Municipal Road Allowance
<input type="checkbox"/>	Non-maintained/Seasonally Maintained Municipal Road Allowance
<input type="checkbox"/>	Private Right-of-way

10. Mortgages, Restrictions, Restrictive 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 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 to represent the registered owner(s) and/or Authorized Applicant.

Where an Authorized Agent is designated by the registered owner(s) 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 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	
<input type="checkbox"/>	<input type="checkbox"/>	1. 3 copies of the Site Plan. _____
<input type="checkbox"/>	<input type="checkbox"/>	2. 3 copies of the building plan. _____
NOTE: please provide #'s 1 & 2 electronically as well.		
<input type="checkbox"/>	<input type="checkbox"/>	3. 1 copy of a reduced site plan (maximum size 8 1/2" x 14").
<input type="checkbox"/>	<input type="checkbox"/>	4. 3 copies of a Justification Report (if required)
<input type="checkbox"/>	<input type="checkbox"/>	5. Scale on Site Plan. _____
<input type="checkbox"/>	<input type="checkbox"/>	6. North Arrow. _____
<input type="checkbox"/>	<input type="checkbox"/>	7. Key map showing the location and extent of the subject property. _____
<input type="checkbox"/>	<input type="checkbox"/>	8. Title block showing the name of the firm or person who prepared the plan. _____
<input type="checkbox"/>	<input type="checkbox"/>	9. The property limits and dimensions of the subject property and location and width of any road widening that is required. _____
<input type="checkbox"/>	<input type="checkbox"/>	10. A legal survey, prepared by an O.L.S. to accompanying the site plan. _____
<input type="checkbox"/>	<input type="checkbox"/>	11. Show the location of all existing buildings on the subject property. _____
<input type="checkbox"/>	<input type="checkbox"/>	12. Show all existing natural features such as trees, water courses, drainage ditches, environmental constraints, etc. _____
<input type="checkbox"/>	<input type="checkbox"/>	13. Show all proposed buildings giving their dimensions, height, use and size. _____
<input type="checkbox"/>	<input type="checkbox"/>	14. Show "site statistics" to confirm compliance with zone requirements for gross floor area, % building coverage, % landscaped area. _____
<input type="checkbox"/>	<input type="checkbox"/>	15. Setbacks to and between main buildings and accessory buildings. _____

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	16. Show the location and size of the proposed: <div> 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)? </div>
<input type="checkbox"/>	<input type="checkbox"/>	17. Show the location of all existing and proposed, fire hydrants, on or near the subject property. _____
<input type="checkbox"/>	<input type="checkbox"/>	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) _____
<input type="checkbox"/>	<input type="checkbox"/>	19. Show all internal driveways and points of ingress and egress to the subject property from adjoining streets. _____
<input type="checkbox"/>	<input type="checkbox"/>	20. All loading area(s) including their length and width. _____
<input type="checkbox"/>	<input type="checkbox"/>	21. Show the location and dimensions of all walkways, sidewalks and curbs. _____
<input type="checkbox"/>	<input type="checkbox"/>	22. Show the location of garbage collection and/or storage areas. _____
<input type="checkbox"/>	<input type="checkbox"/>	23. Show the location of all loading zones (if required) indicating the size of each loading zone. _____
<input type="checkbox"/>	<input type="checkbox"/>	24. Show the location of all landscaped buffer areas and plant materials (if applicable). _____
<input type="checkbox"/>	<input type="checkbox"/>	25. Show all finished ground grades. _____
<input type="checkbox"/>	<input type="checkbox"/>	26. Show original ground grades. _____
<input type="checkbox"/>	<input type="checkbox"/>	27. Flow arrows to indicate the direction of surface water flow in the pre and post-development condition. _____
<input type="checkbox"/>	<input type="checkbox"/>	28. Show the location and design of all signs including the dimensions and colour of the sign (if applicable). _____
<input type="checkbox"/>	<input type="checkbox"/>	29. Show the location and design of all exterior lighting (if applicable). _____
<input type="checkbox"/>	<input type="checkbox"/>	30. Show all fences required to appropriately screen the property and their height and construction material (wood, chain link, etc.). _____
<input type="checkbox"/>	<input type="checkbox"/>	31. Show the phasing of development and the extent and order of development for each phase. _____

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	32. Building elevations and the massing of buildings on the site from the street. _____
<input type="checkbox"/>	<input type="checkbox"/>	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. _____
<input type="checkbox"/>	<input type="checkbox"/>	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.

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
- 2 Submissions shall be reviewed for completeness, acknowledgement of the submission will be forwarded from the municipality’s Planning Services Department to the Applicant/Agent, including notificationof additional information required prior to the commencement of the review by the municipality.
- 3 All required information must comply with the applicable engineering standard of the municipality.
- 4 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.