



**APPLICATION FOR SITE PLAN CONTROL AGREEMENT**

*Section 41 of the Planning Act, RSO 1990, as amended*

OFFICE USE ONLY	
Date Received	Application Number

**1. GENERAL INFORMATION**

**A. Application Type**

Full Site Plan <input type="checkbox"/>	Major Amendment <input type="checkbox"/>	Minor Amendment <input type="checkbox"/>
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**B. Fees**

TOTAL ESTIMATED PROJECT COST \$

**Application Fees** (based on estimated project cost)

**Site Plan Review Fee (Full)** (includes Engineering Plan Review Fee \$1,328.25)

\$2,748.25 <input type="checkbox"/> (less than \$50,000.00)	\$4,168.25 <input type="checkbox"/> (\$50,000.00 to \$500,000.00)	\$5,560.75 <input type="checkbox"/> (greater than \$500,000.00)
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**Site Plan Amendment Fee** (plus Engineering Plan Review Fee as required \$1,328.25)

\$718.00 <input type="checkbox"/> (less than \$50,000.00)	\$1,420.00 <input type="checkbox"/> (\$50,000.00 to \$500,000.00)	\$2,117.00 <input type="checkbox"/> (greater than \$500,000.00)
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**All fees must accompany the application.**

**Please make cheque payable to the Corporation of the City of Sarnia.**

**[St. Clair Region Conservation Authority to be confirmed with SCRCA](#)**

**Primary Contact**

Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>	Consultant <input type="checkbox"/>
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**C. Application Checklist**

**Items required at time of submission.**

<input type="checkbox"/> Pre-Application Meeting Meeting Date _____	<input type="checkbox"/> Plan of Survey	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Complete Application Form	<input type="checkbox"/> Site Servicing Plan	<input type="checkbox"/> Building Elevations
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Grading Plan	<input type="checkbox"/> Stormwater Management Plan

**1 digital copy of the submission required. 5 paper copies of drawings/studies required.**  
**Plans to be folded to 216mm x 356mm (8.5" x 14") with title block exposed.**  
 Please refer to the City of Sarnia  
[Site Plan Approval Policy Guidelines and Standards](#)

**2. BACKGROUND INFORMATION**

**A. Subject Lands**

Site Address/Location

Legal Description (Lot, Plan, Concession)

List any/all previously approved Site Plan Control Agreements

**B. Registered Owner**

Name & Title of Signing Officer (Print)

Mailing Address

Telephone

Email

Signature of Signing Officer

**C. Applicant Information** (Same as above )

Name & Title of Signing Officer (Print)

Mailing Address

Telephone

Email

Signature of Signing Officer

Applicant Relationship to Owner if not Owner (e.g. Agent, Lawyer, Developer)

**E. Property Transaction Details**

Closing Date

Name of Registered Owner following transaction

Mailing Address

Telephone

Email

Signature of Signing Officer

Name & Title of Signing Officer (Print)

### 3. DEVELOPMENT PROPOSAL

#### A. Site Designations & Other Applications

Project Name
Current Official Plan Designation
Current Zoning Designation
Current Use of Property
Current Committee of Adjustment Decision (if applicable)

#### B. Description of Proposal

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#### C. Proposal Data

	Existing	Proposed
Gross Floor Area (GFA) (measured within exterior walls)	m <sup>2</sup>	m <sup>2</sup>
Total Gross Floor Area (measured within exterior walls)	m <sup>2</sup>	m <sup>2</sup>
Building Height (maximum)	m	m
Building Coverage (maximum)	m <sup>2</sup> %	m <sup>2</sup> %
Landscaped Area (minimum)	m <sup>2</sup> %	m <sup>2</sup> %
Outside Storage	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking Stalls	Required Existing	Required Existing
Barrier Free Stalls (min)		
Number of Driveways		

#### D. Demolition

Will/Have any existing building(s) be/been removed from the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Total Area	m <sup>2</sup>
Will/Have any existing residential building(s) be/been removed from the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity	

#### E. Ministry Approval

**Is this site located within 45 metres of the limit of a Provincial Highway or within 395 metres of the centre point of a Provincial Highway intersection?**

Yes  No

*If yes, permit approvals will be required from the Ministry of Transportation (MTO) before development begins.*

## 4. ONTARIO BUILDING CODE

### Schedule A - Building Code Design Summary

This form must be completed by the primary design consultant and must accompany the Site Plan Approval Application for **all buildings where Part 3 of the Ontario Building Code applies**.

**Part 3** applies to all buildings occupying an area greater than ten square metres (108 ft<sup>2</sup>) and

- (a) Used for Group A (assembly), Group B (institutional) or Group F, Division 1 (high hazard industrial occupancies, and
- (b) exceeding 600 square meters (6,460 ft<sup>2</sup>) in building area or exceeding 3 storeys in building height used for major occupancies classified as Group C (residential), Group D (business and personal services), Group E (mercantile) or Group F, Division 2 and 3 (medium and low hazard industrial) occupancies.

Project Location (Municipal Address including lot & plan number)

Use/Activity for which the Structure/Building has been designed

### Design Summary

Occupancy Classification	Group		Division		
Building Area	m <sup>2</sup>	ft <sup>2</sup>	Building Height	Storey(s)	
Occupant Load	persons				
Building has full sprinkler system in accordance with NFPA 13?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Sprinkler system required for conformance to 3.2.2.17 or 18 (1)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Sprinkler system supervised by ULC central station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Basement sprinkler system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Standpipe and hose system provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Fire alarm system provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Fire hydrant located within what distance of Building Face which faces a Street and provides access to the Building.	m		ft		
Siamese connection located within 45 metres of a hydrant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Building faces how many streets? (circle one)	1	2	3	See O.B.C. 3.2.2.10	
Fire Department access routes designated to building face(s)?	N	S	E	W	See O.B.C. 3.2.5.4 - 3.2.5.6
Building construction designed to comply with O.B.C. article:	3.2.2		See O.B.C. 3.2.2.20 - 3.2.2.83		

**Note** Locations of all hydrants, Siamese connections and Fire Department access routes must be indicated on the site plan. Failure to provide the required information may delay the application process.

### Site Development Information

Site plan to indicate proposed grades, elevations of first floor of building, existing grade elevations at perimeter of property at the lot lines, existing elevations at the base of existing trees, catch basin locations and elevations, drainage patterns (including locations of swales, etc.) and elevations of centre line of public thoroughfare.

### Comments

Designer Signature	Date

## 5. DRINKING WATER SOURCE PROTECTION

1) Identify the existing and proposed use of the subject land. (Check all that apply)

- Residential
- Agricultural
- Commercial
- Mixed Use (commercial and residential)
- Industrial
- Other \_\_\_\_\_

2) Does the existing or proposed use of the subject land involve fuel handling and/or storage?

- Yes
- No

3) If "Yes", what is the total combined volume of fuel handling/storage? (Check one)

- Less than 15,000 L
- 15,000 L to less than 34,000 L
- 34,000 L or greater

4) Is the subject land located in an Intake Protection Zone (IPZ)?

- Yes
- No

If "Yes"

- |   |   |
|---|---|
| <input type="checkbox"/> IPZ 1, Score 8   | <input type="checkbox"/> IPZ 1, Score 7   |
| <input type="checkbox"/> IPZ 2, Score 6.4 | <input type="checkbox"/> IPZ 2, Score 6.3 |
| <input type="checkbox"/> IPZ 3            |   |

Is the subject land located in an Event Based Area?

- Yes
- No

To assist with these questions visit the Ministry of the Environment, Conservation and Parks (MOECP) [Source Water Protection Information Atlas](#).

(Search by address - "123 Street, Sarnia" – "location information" will appear on screen)

**6. OWNERS AUTHORIZATION**

With respect to the lands owned by:

(Print Owner(s) Name/Corporate signing authority)

known as:

(Legal Description/Municipal Address of Subject Lands)

**DECLARE** that I/We am the registered owner of the lands described in this application, have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize:

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Agent) (Name of Company)

to act on my/our behalf in this matter. I/We further consent to City of Sarnia staff or a representative thereof, to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands and structures that may be required as condition of approval and that the City of Sarnia be authorized to release municipal property tax information to the applicant/agent named within this agreement, for the specific property location referenced within this application.

I/We also acknowledge that the information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P.13, as amended and in the accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

\_\_\_\_\_  
(Date) (Signature of Registered Land Owner)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date) (Signature of Registered Land Owner)

\_\_\_\_\_  
(Print Name)

<b>7. ADDITIONAL PROJECT CONTACT INFORMATION</b>	
<b>A. Architect/Designer</b>	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
<b>B. Civil Engineer</b>	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
<b>C. Landscape Architect/Designer</b>	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
<b>D. Planner</b>	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
<b>E. Other</b>	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email