



## SITE PLAN APPROVAL

### TO THE APPLICANT

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the Town of Hawkesbury.

The authority for a site plan approval is set out in section 41 of the Planning Act, the Town of Hawkesbury's Official Plan and the site plan control by-law no. 47-2006. Site plan approval is required for all commercial, industrial, institutional and residential development.

To help process your application, please fill in the attached application form and submit the appropriate plans and documents. A check list is attached, which you may use to ensure that you have included all the required information. Please remember that a complete application will help us to process your request faster.

**The time required to approve your application depends on the complexity of the plans. An average of (8) week for approval may be expected. All engineering reviews are done by a professional firm. All stormwater management reports are reviewed by the South Nation conservation authority. All professional fees are the responsibility of the proponent as per By-Law no. 21-2008.**

If you have any questions, please do not hesitate to contact the Planner at (613) 632-0106, extension 2020 or Fax (613) 632-2463.



**D) SIGNING AUTHORITY**

Please indicate the name and title of the person having the authority to sign the Site Plan Agreement.: \_\_\_\_\_  
 \_\_\_\_\_

**E) PARKING SPACE CALCULATION**

	Existing Buildings	Proposed Buildings	Total
Gross Floor Area	_____ m <sup>2</sup>	_____ m <sup>2</sup>	_____ m <sup>2</sup>
No. of Spaces Required by Zoning By-Law	_____	_____	_____
No. of Handicapped spaces included in above totals	_____	_____	_____

**F) COST ESTIMATES FOR MUNICIPAL SERVICES**

Please state estimated cost of all required on site improvements (excluding building and land costs). A letter of credit for 50% of these costs is required prior to signing of the site plan agreement.

1. Sodding/seeding	\$ _____
2. Planting (trees and shrubs)	\$ _____
3. Fencing and retaining walls	\$ _____
4. Asphalt and pavement markings	\$ _____
5. Driveway access, parking and loading areas	\$ _____
6. Curbs	\$ _____
7. Sidewalks, walkways and ramps	\$ _____
8. Site lighting	\$ _____
9. Garbage vault or collection area enclosure	\$ _____
10. Water service and connection	\$ _____
11. Sanitary sewers and connection	\$ _____
12. Storm drainage facilities	\$ _____
13. Road widening and road cuts	\$ _____
14. Signs for fire route & disabled parking	\$ _____
15. Engineering costs	\$ _____
TOTAL	\$ _____

If applicable, provide a separate sheet for costs and the scope of work on Town's property (100% deposit).

**DECLARATION:**

I, \_\_\_\_\_ declare that the contents of this application and of the site plan approval are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>OFFICE USE ONLY</b>	<b>Circulation Date</b>
Administration	_____
Professional Engineer	_____
South Nation Conservation	_____
Building Official	_____
Fire Chief	_____
Public Works	_____
Water Service	_____
Payment of Application fee	\$ _____

**SITE PLAN CHECK LIST**

Please use this checklist to verify that you have included all the required information, where applicable.

**GENERAL**

- 1. Completed application form with EABO professional general review commitment 1. \_\_\_\_\_
- 2. One (1) copy of up-to-date survey plan or reference plan 2. \_\_\_\_\_
- 3. One (1) copy of registered deed 3. \_\_\_\_\_
- 4a. Five (5) paper copies (full size) and ten (5) legal size copies of the draft site plan showing the (standard metric scale): Elevations, mechanical, services, composite utility plan & landscaping 4a. \_\_\_\_\_
- 4b. Three (3) copies of stormwater management calculation report 4b. \_\_\_\_\_
- 5. A deposit of \$1,500.00 payable to the Town of Hawkesbury for professional fees 5. \_\_\_\_\_
- 6a. A letter of credit for 50% of costs. Please use attached form. Letter required before signing agreement 6a. \_\_\_\_\_
- 6b. A 100% deposit (certified cheque) is required for work on Town's property 6b. \_\_\_\_\_
- 7. A cheque to the amount of \$1,000.00 made payable to the Town of Hawkesbury for the processing of the application **or** a cheque in the amount of \$600.00 for an amendment 7. \_\_\_\_\_
- 8. One (1) copy of registered mortgage (if applicable) 8. \_\_\_\_\_
- 9. One (1) copy of final approved plans: site plan, elevations, mechanical, services, grading, landscaping and stormwater management report. 9. \_\_\_\_\_
- 10. One legal size paper of all final approved plans with a digital PDF copy. 10. \_\_\_\_\_

**SITE PLAN DETAILS**

(Note: Engineering details must be stamped by an Ontario Professional Engineer)

- 1. Lot dimensions 1. \_\_\_\_\_
- 2. Lot area 2. \_\_\_\_\_
- 3. Building dimensions 3. \_\_\_\_\_
- 4. Building setbacks (front, side, rear) 4. \_\_\_\_\_
- 5. Number of storeys 5. \_\_\_\_\_
- 6. Gross floor area for each different use or occupancy 6. \_\_\_\_\_
- 7. Number of residential units (i.e. two (2), 2 bedroom units) 7. \_\_\_\_\_
- 8. Location of building entrances 8. \_\_\_\_\_
- 9. Driveway accesses and width 9. \_\_\_\_\_
- 10. Number of parking spaces including number of handicapped spaces 10. \_\_\_\_\_
- 11. Width of parking aisles and location of fire routes 11. \_\_\_\_\_
- 12. Dimensions of typical parking space and handicapped space 12. \_\_\_\_\_
- 13. Loading spaces and dimensions 13. \_\_\_\_\_
- 14. Garbage vault or enclosure 14. \_\_\_\_\_
- 15. Location and dimensions of sidewalks, walkways and ramps 15. \_\_\_\_\_
- 16. Curbs including cross section detail 16. \_\_\_\_\_
- 17. Fencing and retaining walls 17. \_\_\_\_\_
- 18. Location of signs (ground) 18. \_\_\_\_\_
- 19. Exterior site and emergency lighting 19. \_\_\_\_\_
- 20. Location and dimension of children's play area for (R3) zone 20. \_\_\_\_\_
- 21. Sight triangles on corner lots 21. \_\_\_\_\_
- 22. Privacy yard and dimensions for (R3) zone 22. \_\_\_\_\_
- 23. Proof of available parking on lot within 150 m, where applicable 23. \_\_\_\_\_
- 24. Existing and proposed elevations of all critical points i.e. lot corners, grade points, catch basins, building lines etc. 24. \_\_\_\_\_
- 25. Arrows indicating direction of flow of all surface water 25. \_\_\_\_\_
- 26. Percentage grade of proposed slopes 26. \_\_\_\_\_
- 27. Proposed top of footing elevations 27. \_\_\_\_\_
- 28. Location, size, inverts and elevations of sanitary and storm sewer and water main connections and laterals 28. \_\_\_\_\_

- |     |                                                                          |           |
|-----|--------------------------------------------------------------------------|-----------|
| 29. | Location of service or utility easements                                 | 29. _____ |
| 30. | Location and details of swales, water courses, and surface water outlets | 30. _____ |
| 31. | Location of nearest hydrant(s)                                           | 31. _____ |
| 32. | Existing road centreline                                                 | 32. _____ |
| 33. | Proposed phasing of construction, where applicable                       | 33. _____ |
| 34. | Key plan of site location                                                | 34. _____ |
| 35. | North arrow, standard metric scale, civic address                        | 35. _____ |
| 36. | Stamp and signature of professional engineer                             | 36. _____ |
| 37. | Appended detailed design calculations, where applicable                  | 37. _____ |

**LANDSCAPING PLAN**

- |    |                                                   |          |
|----|---------------------------------------------------|----------|
| 1. | All seeded areas                                  | 1. _____ |
| 2. | All sodded areas                                  | 2. _____ |
| 3. | Proposed trees, shrubs hedges and species of each | 3. _____ |
| 4. | Percentage of lot area constituted by landscaping | 4. _____ |
| 5. | Planting strips, where applicable                 | 5. _____ |
| 6. | Location of buildings, etc.                       | 6. _____ |

**NOTE:** Landscaping plan does not require stamp of Ontario Association of Landscape Architects.

**FORM OF LETTER OF CREDIT**

NAME OF BANK: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

LETTER OF CREDIT NO. : \_\_\_\_\_ AMOUNT: \_\_\_\_\_

INITIAL EXPIRY DATE: \_\_\_\_\_

To: **The Corporation of the Town of Hawkesbury  
600 Higginson Street  
Hawkesbury, Ontario  
K6A 1H1**

**WE HEREBY AUTHORIZE YOU TO DRAW ON THE** \_\_\_\_\_  
*(Name of Bank)*

for the account of \_\_\_\_\_  
*(Name of customer)*

**UP TO AN AGGREGATE AMOUNT OF \_\_\_\_\_ DOLLARS**

(\$ \_\_\_\_\_) available on demand. **PURSUANT TO THE REQUEST OF** our customer

\_\_\_\_\_, we the \_\_\_\_\_  
*(Name of Bank)*

hereby establish and give you an Irrevocable Letter of Credit in your favor in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you, which demand we shall honor without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

**DEMANDE** shall be by way of a Letter signed by Municipality under the corporate seal attached to which shall be the original Letter of Credit. Presentation shall be made to the bank at:

\_\_\_\_\_  
\_\_\_\_\_  
(address – in the county of Prescott)

**THE LETTER OF CREDIT** we understand relates to work and services to be performed pursuant to an Agreement between the Customer and the Town of Hawkesbury, which Agreement is dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**THE AMOUNT** of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned from time to time by the Town of Hawkesbury.

**THIS LETTER OF CREDIT** will continue to be in force for a period of one year, but shall be subject to a condition hereinafter set forth:

**IT IS A CONDITION** of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any expiration date hereof, unless at least 30 days prior to any such future expiration date, we notify you in writing by registered mail, that we elect not to consider this Letter of Credit to be renewable for any additional period.

**DATED** at the Town of Hawkesbury, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**COUNTERSIGNED BY** )  
 ) PER:  
 )  
 )  
 ) *Name of Bank*