



Town of Fort Erie

APPLICATION FOR SITE PLAN APPROVAL

Under Subsection 4, Section 41 of the Planning Act R.S.O, 1990, c.P.13, as amended and other applicable legislation

INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE ONTARIO PLANNING ACT AND WILL BE USED BY THE TOWN OF FORT ERIE IN THE PROCESSING OF THIS APPLICATION. THE INFORMATION AS WELL AS SUPPORTING STUDIES AND REPORTS MAY BE USED BY OTHER DEPARTMENTS AND AGENCIES FOR THE PURPOSE OF ASSESSING THE PROPOSAL AND PREPARING COMMENTS. THIS INFORMATION MAY ALSO BE RELEASED TO THE PUBLIC

**Planning and Development Services
The Corporation of the Town of Fort Erie
1 Municipal Centre Drive
Fort Erie, Ontario L2A 2S6**

FOR OFFICE USE ONLY

Reviewed for completeness by: _____

Date Deemed Complete: _____

Application Fee Received: yes ☐ no ☐

Receipt #: _____

"Date Received"

IMPORTANT: PLEASE CHECK ALL APPLICABLE BOXES AND SUBMIT WITH YOUR APPLICATION. KEEP COPIES FOR YOUR FILES

SUBMISSION REQUIREMENTS:

- ☐ Completed Pre-Consultation Agreement
- ☐ One (1) completed application form fully executed including required authorization
- ☐ One (1) set of Development Plans in accordance with criteria detailed in the site plan guidelines, unless otherwise specified in the Pre-consultation Agreement (folded), including:
 - Site Plan
 - Servicing and Grading Plan
 - Plan and Profile – Roads and Services (when required)
 - Stormwater Management Plan and Report (2 copies - when required)
 - Landscape Plan
 - Floor Plans and Building Elevations (2 sets)
 - Tree Preservation Plan or Environmental Impact Statement (when required)
 - Any other required plan marked “For Information Only”
 - Background Information Report (2 copies - when required)
 - Preliminary Servicing Report (2 copies - when required)
 - Archaeological Report (2 copies - when required)
 - Geotechnical Report (2 copies - when required)
 - Traffic Impact Study (minimum 2 copies - when required)
 - Water Meter Layout (2 copies)

The following legal documentation and schedules must be submitted for the preparation of a Site Plan Agreement:

- ☐ **Solicitor's Certificate of Title** which should indicate that the applicant is the owner of the lands; all encumbrances, including leases against the lands; and that there are no executions against the lands
- ☐ **Engineer's Cost Estimates for Site Works**
- ☐ **Land Appraisal** for the calculation of cash-in-lieu of parkland dedication for the site prepared by a qualified real estate appraiser approved by the Town.
- ☐ **One (1)** copies of a survey plan of the site (folded to legal size)

APPLICATION FEES:

TOWN OF FORT ERIE PLANNING, BUILDING, AND BY-LAW DEPARTMENT

The application fees are listed in the Consolidated Schedule of Fees and Charges

<https://www.forterie.ca/en/build-and-invest/planning-fee-schedule.aspx>

Regional Planning Department Review Fee

Please contact the Regional Planning Department concerning the Regional schedule of fees for subdivision and condominium applications, or as detailed in the Pre-Consultation Agreement

Niagara Peninsula Conservation Review Fee (if applicable)

Please contact the Niagara Peninsula Conservation Authority concerning the schedule of fees for subdivision and condominium applications, or as detailed in the Pre-Consultation Agreement

NOTE: APPLICANTS SHOULD REVIEW THIS APPLICATION WITH THE PLANNING DEPARTMENT BEFORE SUBMITTING.

SECTION 1—CONTACT INFORMATION

Name of Applicant: _____

Address: _____

Town/City: _____ Postal/Zip Code : _____

Telephone No.: _____ Fax No.: _____

Email: _____

Name of Owner(s) (if different from the applicant): _____

Address: _____

Town/City: _____ Postal/Zip Code : _____

Telephone No.: _____ Fax No.: _____

Email: _____

Main Point of Contact Name: _____ **Company:** _____
(this will be the person that will handle the file and liaise with the Town)

Address: _____

Town/City: _____

Postal/Zip Code : _____

Telephone No.: _____ Fax No.: _____

Email: _____

Name of Owner's Signing Officer: _____

Address: _____

Town/City: _____

Postal/Zip Code: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Lawyer's Information: _____

Address: _____

Town/City: _____

Postal/Zip Code: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Please check if the property owner should also be copied on all communication: ☐ initial _____

SECTION 2 - PROPERTY INFORMATION

Municipal Address: _____
(If no street address, specify method of access)

Legal description of the lands (Lot & Registered Plan or Concession suitable to the Registry Office):

Is a Copy of the Deed Enclosed? ☐ YES ☐ NO

Easements and/or restrictive covenants affecting the lands:

Description: _____

Effect: _____

Present use of land (including buildings) : _____

Give a brief description of the existing land use, vegetation, topography and drainage on the site:

Liens, Mortgages & Encumbrances: _____

Registration of Mortgage Date: _____ Instrument # _____

SECTION 3 - COMPLIANCE WITH PLANNING DOCUMENTS

PLANNING COMPLIANCE

a. Present Town of Fort Erie Official Plan Designation: _____

Is an amendment required? ☐ YES ☐ NO

b. Present Zoning of Property: _____

Is an amendment required? ☐ YES ☐ NO

SECTION 4 – PROPOSED DEVELOPMENT

Company Name: _____

Principal Stakeholders in the Company: _____

Type of Business (Existing): _____

Type of Business (Proposed): _____

Number of Shifts: _____

Number of Employees: Full Time _____ Part Time _____

Number of Employees per Shift: Full Time _____ Part Time _____

Floor Area of Current Building: Sq. Metres _____ Sq Feet _____

Floor Area of Proposed Expansion: Sq. Metres _____ Sq Feet _____

SECTION 5 - GOOD DESIGN

- | | | |
|---|------------------------------|-----------------------------|
| a. Are the buildings LEED rated? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. Has the site been designed with low impact SWM techniques? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Do the proposed buildings use elements of passive solar design? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. Are bicycle racks proposed? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| e. Does the site propose plantings around parking areas? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| f. Is the parking area located in the rear or side yard? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| g. Is there new lighting proposed for the site? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| h. Does this proposal exceed the maximum
parking requirements detailed in the Zoning By-law? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| i. Are walkways provided from the street and parking areas to the building? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| j. Does the principle building face the street? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| k. Is a green roof proposed? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| l. Are the paved areas permeable? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| m. Is energy generated on site from a renewable source
(i.e. Geothermal, solar, wind, etc.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| n. Does the landscape plan use drought tolerant species? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| o. Are the garbage areas enclosed? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

SECTION 6 - HISTORICAL AND CURRENT APPLICATIONS

CONCURRENT APPLICATIONS

If known (check with Town staff), is the subject land or land within 120 metres of the subject land, the subject of an application **by the applicant and/or owner** under The Planning Act for:

A Minor Variance	<input type="checkbox"/> File No. _____	Status: _____
An Official Plan Amendment	<input type="checkbox"/> File No. _____	Status: _____
A Zoning By-law Amendment	<input type="checkbox"/> File No. _____	Status: _____
A Consent (Land Division)	<input type="checkbox"/> File No. _____	Status: _____
A Site Plan	<input type="checkbox"/> File No. _____	Status: _____

PREVIOUS APPLICATIONS

If known, has the subject land ever been the subject of:

a. A Subdivision Application?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
File No. _____	Decision: _____	Date: _____	
b. A Land Severance Application?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
File No. _____	Decision: _____	Date: _____	
c. A Minor Variance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
File No. _____	Decision: _____	Date: _____	
d. A Site Plan?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
File No. _____	Decision: _____	Date: _____	
e. An Official Plan Amendment ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
File No. _____	Decision: _____	Date: _____	
f. A Zoning By-law Amendment ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
File No. _____	Decision: _____	Date: _____	
g. A Minister's Zoning Order?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
File No. _____	Decision: _____	Date: _____	

SECTION 7 ENVIRONMENTAL SITE SCREENING

SITE SCREENING

What was the previous use on the property?

Residential ☐

Industrial ☐

Commercial ☐

Farmland ☐

Vacant ☐

Other ☐

If Other (specify use) _____

a. Is there reason to believe that the lands may be contaminated based on historical land use? *

☐ **YES** ☐ **NO** ☐ **UNKNOWN** **Possible offending uses may include: disposal of waste materials, raw material storage, residues left in containers, such as gas stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present*

b. Has land filling occurred on the property or lands adjacent to the property?

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

c. Has a gas station been located on the subject land or adjacent land at any time?

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

d. Has petroleum or other fuel been stored on the subject lands or adjacent land?

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

e. If the property has in the past or is currently being used for a non-residential use, what is the nature of the use? _____

f. Is the nearest boundary line of the subject lands within 500 m (1,640 ft) of an operational or non-operational landfill or dump?

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

g. Have previous agriculture operations ever included the application of cyanide-based pesticide products or sewage sludge on the lands?

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

h. Are you aware of any underground storage tanks, or other buried waste on the property?

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

- i. If there are any existing or previously existing buildings, are there building materials remaining, which are potentially hazardous to health (asbestos, PCBs)?

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

- j. Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years? If yes, please submit it with your application.

☐ **YES** ☐ **NO** ☐ **UNKNOWN**

- k. Has an Environmental Site Assessment been submitted to the Town of Fort Erie in the past in support of a planning application on the subject lands? If yes, indicate the type if planning application(s) and file number(s)? ☐ **YES** ☐ **NO** ☐ **UNKNOWN**

1. Official Plan Amendment # _____
2. Zoning By-law Amendment # _____
3. Site Plan # _____
4. Plan of Subdivision # _____
5. Other # _____

SECTION 8-ENVIRONMENTAL EFFECTS

What measures have been taken to eliminate adverse environmental effects from the development on the surrounding area (e.g. traffic, noise, odors, pollution of nearby water bodies, run-off, etc.) and to eliminate any adverse effects from the adjacent area on the proposed development (e.g. buffering, berms, setbacks, etc.)? In agricultural areas refer to the Provincial Policy Statement and the Minimum Distance Separation Formula. Where potential adverse environmental effects are foreseen, consultation with the Niagara Regional Planning & Development Department is recommended.

ENVIRONMENTAL ACKNOWLEDGEMENT CERTIFICATE

(to be signed by Owner and Applicant)

I/We _____ the owner of (property address) _____ and the applicant _____ of the above-noted lands hereby acknowledge that it is my/our responsibility to use all reasonable efforts to identify the potential for contamination on the above-noted lands and to ensure the I/We are in compliance with all applicable laws, regulations, guidelines and other government directives pertaining to contaminated sites as well as the Town's Official Plan policies pertaining to potentially contaminated properties. I/We acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I/We further acknowledge that the Town of Fort Erie is not responsible for the identification and/or remediation of contaminated sites, and I/We agree, whether in, through, or as a result of any action or proceeding for losses or damages related to environmental contamination or clean-up of contamination, I/We will not sue or make claim whatsoever against the Town of Fort Erie, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

Affix Corporate Seal of registered owner of property.
Proceeding will not commence until this is provided.

Dated at _____ this _____ day of _____ 20_____.
(Town, City or Township)

SIGNATURE OF OWNER

(please print name)
(Affix Corporate Seal if applicable)

SIGNATURE OF APPLICANT

(please print name)
(Affix Corporate Seal if applicable)

SITE GRADING AND TREE CLEARING ACKNOWLEDGEMENT
(to be signed by Owner)

I, _____, the owner of the above-noted lands hereby agree
not to remove any woody vegetation nor conduct any grading on the subject site
(_____) until such time as final site plan approval is granted.
(Address)

Dated at _____ this _____ day of _____ 20_____.
(Town, City or Township)

Owner Signature

(please print name)
(AFFIX Corporate Seal if applicable)

SITE ACCESS CERTIFICATE
(to be signed by Owner)

I, _____, the owner of the above-noted lands hereby grant
Town of Fort Erie staff or Members of a Town Committee or any other public agency, to enter the
subject site (_____) to review and confirm the information provided with
(Address)
the application.

Proceeding will not commence until this is provided.

Dated at _____ this _____ day of _____ 20_____.
(Town, City or Township)

Owner Signature

(please print name)
(AFFIX Corporate Seal if applicable)

DECLARATION OF APPLICANT OR AUTHORIZED AGENT

THE FOLLOWING DECLARATION MUST BE SIGNED BY THE APPLICANT OR AGENT IN THE PRESENCE OF A COMMISSIONER FOR THE TAKING OF AFFIDAVITS

I, _____
(name of applicant or agent)

of the _____
(Town, City or Township)

in the _____
(Region, County or District)

solemnly declare that all the statements contained in 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 by virtue of THE CANADA EVIDENCE ACT.

Signature of Applicant or Authorized Agent

COMMISSIONER:

Declared before me at: _____
(Town, City or Township)

in the _____
(Region, County or District)

this _____ day of _____ 20____

A Commissioner, etc.

COMMISSIONER'S STAMP

AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

AUTHORIZATION: Must be filled in if by the Owner if the Applicant and/or Agent is not the registered Owner of the lands. Please provide names of all owners of the Corporation or numbered Company.

I/We, _____,
(Names of Owners)

being the registered owner(s) of the lands subject of this application hereby authorize

(Name of Person)

of the Town/City of _____
(Town, City or Township)

in the Regional Municipality of _____
(Region, County or District)

to make application on my/our behalf to the Town of Fort Erie for a Zoning By-law Amendment and/or Official Plan Amendment in accordance with Subsection 10.1, Section 34 of The Planning Act of Ontario, R.S.O. 1990, c.P. 13 as amended.

Dated at the Town/City of _____
(Town, City or Township)

in the Regional Municipality of _____
(Region, County or District)

this _____ day of _____ 20 _____

Owner Signature

Witness

Owner Signature

Witness



NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.