



Effective: November 21, 2011

CORPORATION OF THE TOWN OF GRAVENHURST
SITE PLAN AGREEMENT APPLICATION

The fee for a site plan agreement application to the Corporation of the Town of Gravenhurst
for the zone classifications of By-law 10-04, as amended,
shall be determined as follows:

\$810.10 (\$516.50 for a site plan agreement amendment)

R-3, RM-1, RM-2, C-1, C-1A, C-1B, C-2, C-2A, C-3, C-4, CC-5, CC-5A, CC-5B, C-6, CR-7, CW-8,
CW-8A, CR-9, B-1, M-1, M-2, M-3, INST, REC. INST, MH, WL

payable at the time a **complete application** is submitted.

If the application fee is being paid by cheque or money order,
such cheque or money order shall be made payable to:

"Town of Gravenhurst"

Note: A development charge may be payable prior to the issuance of a building permit.

APPLICATION FOR A SITE PLAN AGREEMENT TO THE CORPORATION OF THE TOWN OF GRAVENHURST

Submission of an application must be complete and shall consist of the following:

1. The applicable application fee in cash or cheque/money order payable to the "Town of Gravenhurst".
2. One (1) original application form. ***All questions on the application form must be answered and the Planning Services Agreement must be signed. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of a site plan (8-1/2" x 11") to scale is required. Please note that some applications may require larger full-size drawings detailing architectural plans and elevations, landscaping plans, drainage and servicing plans, etc. The submission of the larger full-size drawings will be determined by the staff of the Corporation of the Town of Gravenhurst. Surveys or reference plans may be used as the basis for the site plan. Site plans should not refer to a building permit.

Site plans must be prepared in accordance with the Town of Gravenhurst Development Standards (By-law 2006-17). For convenience, please refer to Section 10 of the Development Standards if you are preparing a residential site plan, or to Section II of the Development Standards if you are preparing a Commercial, Industrial or Institutional site plan. For a full copy of the Development Standards, please visit www.gravenhurst.ca

5. ***If a complete application (all questions answered on the application form, signatures on the planning services agreement, one (1) copy of a site plan, and the applicable application fee) is not provided, the application will be returned until it is complete.***
6. ***Please be advised that depending on the nature of the application, a performance deposit or a letter of credit will be required as a guarantee that the site will be developed in the manner specified in the site plan agreement between the applicant and the Corporation of the Town of Gravenhurst.***

ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE CORPORATION OF THE TOWN OF GRAVENHURST PLANNING DEPARTMENT



APPLICATION FOR:

MINOR VARIANCE _____
SITE PLAN AGREEMENT _____

ZONING AMENDMENT _____
DEEMING BY-LAW _____

FOR OFFICE USE ONLY:	DATE STAMP - RECEIVED
Application No. _____	
Roll No. _____	
Official Plan Designation: _____	
Zoning: _____	
Application Fee: _____	
Received by: _____	
Assigned to: _____	

All application questions must be answered and the planning services agreement must be signed by all registered owners. Incomplete applications shall be returned to the applicant (please type or print in ink).

1. Registered Owner(s): _____
2. Address: _____
3. Phone: (res.) _____ (bus.) _____ (fax) _____ (email) _____
4. Agent: (if applicable) _____
5. Address: _____
6. Phone: (res.) _____ (bus.) _____ (fax) _____ (email) _____
7. Name of any mortgages, charges, or other encumbrances in respect of the subject lands: *(applicable for zoning amendment and deeming by-law applications only)*

- 7(a). Address: _____
8. Nature and extent of i) relief from zoning by-law or ii) rezoning being requested: *(applicable for minor variance and zoning amendment applications only)*

9. Reason why relief from zoning by-law or rezoning is being requested: *(applicable for minor variance and zoning amendment applications only)*

10. Legal description of subject lands: (lot, concession, township, registered or reference plan, municipal address)

11. Dimensions of subject lands: *(complete with either imperial or metric units)*

Area _____ Frontage _____ Depth _____

12. Access to subject lands: _____

13. If access is by water: (parking and docking facilities used or to be used *and* distance of such facilities from subject lands)

14. Existing use(s) of subject lands: _____

15. Particulars of existing building(s) on subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and height) *(this information may be indicated on a site plan - please use imperial or metric units)*

16. Proposed use(s) of subject lands: _____

17. Particulars of proposed building(s) on subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and height) *(this information may be indicated on a site plan - please use imperial or metric units)*

18. Date the subject lands were acquired by the current owner: _____

19. Date the existing building(s) was constructed on the subject lands: _____

20. Length of time the existing use(s) on the subject lands have continued: _____

21. a) Municipal services provided: (please state water source, sewage disposal system, and storm drainage system)

b) **Please provide the following information if on existing or proposed private sewage disposal system:**

1. Existing or proposed building floor area: _____

2. Total number of bedrooms: _____

3. Total number of plumbing fixtures: _____

NOTE: (1) The provision of this information does not ensure the issuance of a septic approval permit.

(2) If the above information is not completed, the site assessment will be based on a proposed building consisting of: 4 Bedrooms, 20 Fixture Units (Maximum), & 200 Square Metres Finished Floor Area (Maximum).

22. If known, have these lands been subject to any of the following development applications:

Minor Variance; Zoning Amendment; Deeming By-law; Site Plan Agreement; Shore Road/Road Closing; Plan of Subdivision / Condominium; Severance/Consent; Building Permit.

If so, please specify type of application and File No.: _____

AUTHORIZED AGENT

I/We _____ am/are the owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date

Signature of Owner(s)

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We _____ of the Town / City of _____ in the District / County of _____

solemnly declare that all of the above statements and the statements contained in all of the exhibits submitted herewith as part of this application are true, and I/we 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.

Declared before me at the Town / City of _____ in the District / County of _____ this _____ day of _____ 20____

A Commissioner of Oaths, etc.

Signature of Owner(s) or Authorized Agent

This information has been collected in accordance with Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13, and Sections 74(1) and 75(4) of the Municipal Act, R.S.O. 1990, Chapter M.45. This information is to be used solely for the purpose of administering this application. For further information, please contact the "Head" of the Institution at 3-5 Pineridge Gate, Gravenhurst, Ontario, P1P 1Z3 (Office: Tel. (705) 687-3412 & Fax (705) 687-7016).

PERMISSION TO ENTER

I hereby authorize the members of the Town of Gravenhurst Council, and members of the staff of the Town of Gravenhurst to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Signature of Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.

The planning services agreement must be signed by the owner(s) of the subject lands.

PLANNING SERVICES AGREEMENT

Between

The Corporation of the Town of Gravenhurst (hereinafter called the Town)

-and-

Owner(s) (hereinafter called the Applicant)

WHEREAS THIS AGREEMENT is entered into pursuant to the provisions of By-law 97-32 of the Corporation of the Town of Gravenhurst:

1. THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:

The Applicant agrees to provide the Town with the following:

- (a) any information in the Applicant's possession concerning the planning aspects of the application;
- (b) all surveys, drawings, sketches, or plans, as required for the processing of the application; and
- (c) the applicable application fee(s) as prescribed by By-law 97-32.

2. WHEREAS AN APPEAL HAS BEEN RECEIVED FROM AN APPELLANT OTHER THAN THE APPLICANT TO ANY OF THE FOLLOWING:

an application for a minor variance, a zoning by-law amendment, an official plan amendment, a consent application, a site plan agreement, or a deeming by-law; **AND** if an Ontario Municipal Board Hearing is required, **THEN** a deposit of \$1 000.00 shall be submitted to the Town by the Applicant prior to the submission of the request for approval to the Ontario Municipal Board (this amount shall be for all fees and disbursements paid to the Town's solicitor and expert witnesses called to testify by the Town and for all disbursements incurred by the Town in connection with the application). Any surplus funds shall be refunded to the Applicant following final approval of the application. Should the costs referred to above exceed \$1 000.00, the Applicant shall reimburse the Town for all such costs.

3. The Town agrees to process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.

4. Where the Town finds it necessary to make extensive use of professional assistance in preparation for an Ontario Municipal Board Hearing, or where the Hearing is of more than two (2) days in duration, the Town may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Town, payment for which have been made by the Town or invoices for which have been received by the Town.

IN WITNESS WHEREOF the Applicant and the Town has caused its corporate seal to be affixed over the signature of its respective signing officers.

SIGNED, SEALED, AND DELIVERED in the presence of:

_____)	Per: _____
Witness)	
_____)	Per: _____
Witness)	Signature of Owner(s)
_____)	
Date)	The Corporation of the Town of Gravenhurst
_____)	Per: _____
Date)	Manager of Development Services

(REQUIRED to be on Letterhead)

LETTER OF CREDIT FORM

NAME OF BANK: _____ Date Issued: _____

Letter of Credit No. _____ Amount: _____

Initial Expiry Date: _____

Issued subject to the Uniform Customs and Practices for Documentary Credits being ICC Publication UCP 500.

TO: _____

ADDRESS: _____

WE HEREBY AUTHORIZE YOU TO DRAW ON THE

(Name of Financial Institution)

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 Financial Institution)

hereby establish and give you an Irrevocable Letter of Credit in your favour 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 honour 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.

Continued

THE LETTER OF CREDIT we understand relates to those Municipal services and financial obligations set out in an Agreement between the customer and the Municipality and referred to as

_____ (Name of Project)

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

THIS LETTER OF CREDIT will continue in force for a period of one year, but shall be subject to the 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 future expiration date hereof, unless at least 30 days prior to the present or any 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 _____, Ontario, this _____ day of _____, 20__

COUNTERSIGNED BY:

(Name of Financial Institution)

Per: _____
