



DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

**APPLICATION FOR SITE PLAN CONTROL**

**COMPLETENESS OF THE APPLICATION:**

A Site Plan Control application cannot be accepted prior to the mandatory Pre-Consultation meeting as set out in Chapter 363 of the City's Municipal Code.

The plans and studies included within this application must reflect the submission and circulation requirements identified in the Pre-Consultation meeting package.

To ensure the most efficient review of this application, please ensure that all plans are reflective of each other to ensure there are no discrepancies between plans.

If required information and/or the required application fee are not provided, the City will return the application or refuse to further consider the application until the required information and/or fee have been received.

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

**IT IS MANDATORY THAT ALL INFORMATION & MATERIAL REQUESTED BE SUBMITTED AS STATED UNDER THE *PLANNING ACT* AS AMENDED**

**APPLICANT'S CHECKLIST**

- |   |                              |
|---|------------------------------|
| Completed application form  | Yes <input type="checkbox"/> |
| Site plan (to scale) <i>All measurements are to be in metric units only</i>   | Yes <input type="checkbox"/> |
| Other plans as indicated in the application form  | Yes <input type="checkbox"/> |
| Reports as indicated in the application form  | Yes <input type="checkbox"/> |
| Payment of <b>applicable FEE(S) in accordance with Instructions for Digital Submission</b> (as indicated by the City's Tariffs & Fees By-law) | Yes <input type="checkbox"/> |

Please forward application to:

[Planning@orillia.ca](mailto:Planning@orillia.ca)

**File Numbers will be issued for all applications and should be used in all communications with the City**



DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

## APPLICATION FOR SITE PLAN CONTROL

### FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ ROLL NUMBER: \_\_\_\_\_

DATE APPLICATION DEEMED COMPLETE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

APPLICATION FILE NUMBER(S): \_\_\_\_\_

#### ARE YOU APPLYING FOR:

- **A SITE PLAN**  
(up to 10 lots/units/POTLs/blocks for residential or up to 500 m<sup>2</sup> of Gross Floor Area for ICI)
- **A SITE PLAN**  
(11 - 20 lots/units/POTLs/blocks for residential or 501 to 9,999 m<sup>2</sup> of Gross Floor Area for ICI)
- **A SITE PLAN**  
(More than 20 lots/units/POTLs/blocks for residential 10,000 m<sup>2</sup> or greater of Gross Floor Area for ICI)
- **A SITE PLAN AMENDMENT – MINOR**
- **A SITE PLAN AMENDMENT – MAJOR**
- **A CONSENT AGREEMENT OR PARKING AGREEMENT**

[See Planning Application Fees linked here for applicable fee](#)

FEE SUBMITTED: \$ \_\_\_\_\_

**1. APPLICANT / AGENT INFORMATION**

**Place check beside person to whom all correspondence is to be sent.**

*(An owner's authorization is required in Section 12 if the applicant is not the owner.)*

**1.1** Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**1.2** Name of Owner(s) : \_\_\_\_\_   
*(if different from the applicant)*

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Telephone Number: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. LOCATION OF THE SUBJECT LAND**

**2.1** Municipal Street Address: \_\_\_\_\_

Concession Number(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

Reference Plan Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

**2.2** Are there any easements or restrictive covenants affecting the Subject Land?

please circle: YES NO UNKNOWN

**If YES**, describe the easement or covenant and its effect (provide copy if available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. DESCRIPTION OF THE SUBJECT LAND

Frontage: \_\_\_\_\_m Depth: \_\_\_\_\_m Area: \_\_\_\_\_m<sup>2</sup>

Existing Use(s): \_\_\_\_\_

Date land acquired by the current owner: \_\_\_\_\_ Unknown:

Date existing buildings/structures were constructed: \_\_\_\_\_ Unknown:

Date the existing uses on the Subject Land commenced: \_\_\_\_\_ Unknown:

Proposed Use(s): \_\_\_\_\_

A Site Plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land.

### 4. SITE PLAN DRAWING REQUIREMENTS

Required information as applicable:

- Drawing to be to scale using Metric Units
- Legend including:
  - Key plan;
  - Project name and municipal address;
  - Legal Description;
  - Ownership name;
  - Drawing title, revision number and issue date;
- Zoning Matrix including:
  - Current zoning;
  - Total lot area, frontage, lot coverage and landscaped open space;
  - Minimum yards and proposed setbacks;
  - Gross floor area (by proposed use if applicable);
  - Number of units (if residential);
  - Total number of parking spaces;
  - Building height;
- Limits of proposed work (phasing limits) if applicable;
- Proposed road widenings;
- Sight triangles;
- Existing 0.3 metre reserves;
- Dimensioned driveway entrances and widths as per OPSD 350.010 (see attached);
- Dimensioned parking spaces and locations (regular, parallel, visitor and accessible);
- Dimensioned aisle widths;
- On-site traffic and parking signage;
- Identification of one-way or two-way traffic;
- Identification of main (principal) entrance and nearest hydrant or distance to nearest hydrant and proposed Siamese connection locations on the building;
- Asphalt paving and base specifications for both light and heavy duty asphalt;
- Proposed curbing;
- Specifications for sidewalks and walkways;
- Proposed boulevard treatment;

- Identification of proposed fire routes in accordance with Ontario Building Code, Section 3.2.5.6 (see attached) and fire route signage;
- Refuse vehicle access and garbage enclosures;
- Adjacent traffic islands, utility poles, transformers, fire hydrants and sidewalks (as applicable);
- Watercourse, swales, culverts, retaining walls, embankments, catch basins, utilities, and other features on or adjacent to the site;
- Existing or proposed easements and identification of whom they are in favour of;
- Location of outdoor light fixtures;
- Location of man doors and loading doors;
- Snow storage areas;
- Location of proposed commercial signage; and
- Location of privacy fencing.

## **5. LANDSCAPING PLANS**

In addition to the items listed above, the following must also be included to constitute a Landscape Plan:

- The location, size, species and condition of existing trees and shrubs;
- Identification of existing trees to be preserved, removed, or replanted, including those on the municipal right-of-way;
- Proposed landscaped areas and treatment such as berming, planting, sodding and walkways;
- A plant list stating botanical and common name, height, calliper and quantity of proposed plantings;
- Coded plant locations;
- Typical planting specifications, amenity space details, if applicable;
- Site furniture and amenities;
- Labelled sodded areas;
- Details of all proposed fencing and/or retaining walls;
- Details of any proposed tree protection measures; and
- Snow load areas and building access locations.

## **6. SITE SERVICING AND STORMWATER MANAGEMENT PLANS**

Contact the City of Orillia's Manager of Engineering & Transportation at 705-325-2211 for design standards.

## **7. ELEVATION PLANS**

Elevations Plans must be submitted illustrating all sides of the proposed building and must contain the following information:

- The compass direction of each façade and drawing scale;
- All exterior building materials;
- The height and number of floors of each building;
- The location of all wall mounted signage and lighting; and
- The location of roof-top mechanical equipment including roof-top flow control devices, if required, and details of the proposed screening.

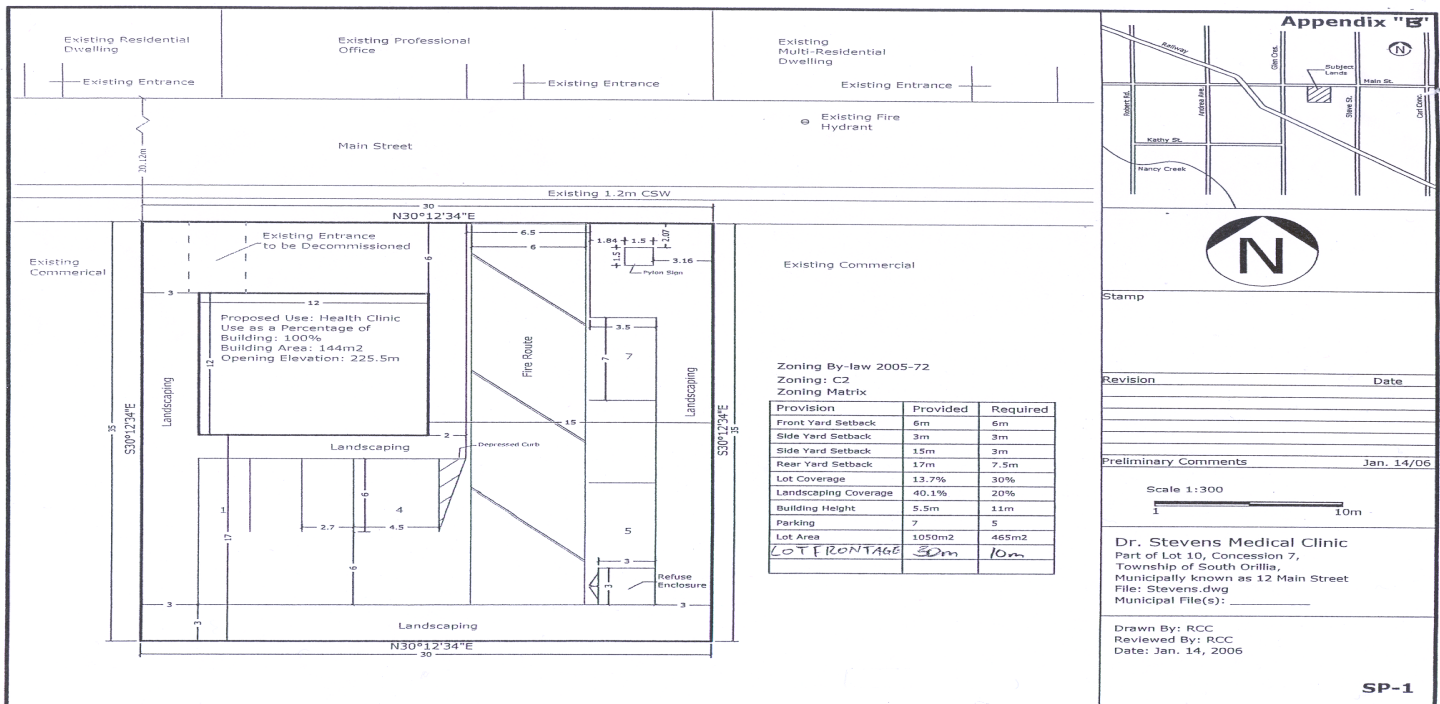
## 8. SUBMISSION REQUIREMENTS

In order to process the Site Plan Application, the applicant must submit a complete application containing the following items;

1. A completed application form.
2. Non-refundable application fee payable to the Treasurer of the City of Orillia as indicated in the Consolidated Application for Development Approval form.
3. Site Plan (number of copies determined during the Pre-Consultation meeting). PDF version also required.
4. Landscape Plan(s), and Elevation Plan(s) (number of copies determined during the Pre-Consultation meeting). PDF versions also required.
5. Site Servicing Plans (number of copies determined during the Pre-Consultation meeting). PDF versions also required.
6. Storm Water Management Report and related calculation (number of copies determined during the Pre-Consultation meeting). PDF version also required.

All plans are to be submitted in sets and folded. Rolled plans will not be accepted.

## APPENDIX B – SITE PLAN EXAMPLE



**9. APPLICANT'S CONSENT AND AUTHORIZATIONS:**

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the *Planning Act*, it is the policy of the Development Services and Engineering Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I \_\_\_\_\_, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

**AUTHORIZATION FOR SITE INSPECTION BY CITY COUNCIL, COMMITTEE OF ADJUSTMENT, AND/OR CITY STAFF**

I acknowledge that Council Members, Committee of Adjustment members, and/or City staff may conduct site inspections of my lands. By submitting this application I am hereby authorizing the members of City Council, Committee of Adjustment, and/or City staff to access my lands for the purposes of conducting the required site inspections for the limited purpose of evaluating the merits of this application. I understand that, if access to the property is by water, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

**AUTHORIZATIONS**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**10. AFFIDAVIT OR SWORN DECLARATION**

IN THE MATTER OF \_\_\_\_\_ in the City of Orillia,  
as part of the County of Simcoe, hereinafter referred to as "the property".

I, \_\_\_\_\_, of \_\_\_\_\_,

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

AND that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

DECLARED before me at the City of Orillia, in the  
County of Simcoe, in the Province of Ontario on  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature (To be witnessed by Commissioner, etc.)

\_\_\_\_\_  
A Commissioner, etc.

*NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA states under Section 131, 132 or by summary conviction Section 134 that: any person providing a false statement under oath or solemn affirmation by affidavit is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years.*