



# THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

**Department of Development Services**  
25 Fifth Avenue, PO Box 158  
SIOUX LOOKOUT ON P8T 1A4  
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## APPLICATION FOR SITE PLAN CONTROL APPROVAL

The undersigned hereby applies for Site Plan Control Approval to the approval authority Council of The Corporation of the Municipality of Sioux Lookout. This application is made under Section 41 of the Planning Act, R.S.O. 1990, as amended.

NOTE: The Applicant/Owner/Agent will be responsible for legal fees and disbursements to register the Site Plan Control Agreement on title to the property as a requirement of the Site Plan Control Process.

1. Please check application type

- a) New Site Plan Control Agreement
- b) Addendum to an existing Site Plan Control Agreement

2. Name of Applicant(s) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email/Cell \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

3. Name of Agent \_\_\_\_\_ Phone \_\_\_\_\_

(if applicable) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email/Cell \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

NOTE: All communications will be sent to the agent, if applicable, unless otherwise indicated.

4. Name of Owner(s) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email/Cell \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

5. Name of Signing Officer(s) who will execute the Agreement on behalf of the Owner/Applicant/Agent.

Name of First Officer \_\_\_\_\_ Phone \_\_\_\_\_

Title/Position \_\_\_\_\_ Email/Cell \_\_\_\_\_

Name of Second Officer \_\_\_\_\_ Phone \_\_\_\_\_

Title/Position \_\_\_\_\_ Email/Cell \_\_\_\_\_

Will this Agreement be executed with a Corporate Seal?  YES  NO

6. LEGAL DESCRIPTION OF PROPERTY

The legal description will form Schedule A to the Agreement. The legal description must be acceptable to the Land Registry Office for registration of the Site Plan Control Agreement on title to the property.

PIN: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

7. LOCATION OF PROPERTY (municipal address and/or street name)

\_\_\_\_\_

8. ARE THERE ANY EASEMENTS, RESTRICTIONS OR OTHER COVENANTS? IF SO, PLEASE DESCRIBE.

\_\_\_\_\_

9. HAS THE PROPERTY BEEN THE SUBJECT OF **ANY** PREVIOUS APPLICATION?

i) To the Committee of Adjustment  YES  NO

If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

ii) For Zoning/Official Plan Amendment  YES  NO

If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

10. LAND USE

a) Official Plan Designation \_\_\_\_\_

b) Zone \_\_\_\_\_

c) Current use of land \_\_\_\_\_

d) Is demolition required? (Please specify) \_\_\_\_\_

11. DESCRIPTION OF PROPOSAL

a) WHAT IS THE PROPOSED USE OF THE PROPERTY?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b)

SITE AND PROPOSED DEVELOPMENT INFORMATION	EXISTING	PROPOSED	ZONING BY-LAW REQUIREMENT (IF APPLICABLE)
Lot Area (m <sup>2</sup> )			
Gross Floor Area (m <sup>2</sup> ) See Section 4.83 of Zoning By-law			
Gross Retail Floor Area (m <sup>2</sup> ) See Section 4.84 of Zoning By-law			
Number of Dwelling Units			
Building Height ( no. of storeys)			
Building Height (m)			
Lot Coverage (%)			
Number of Parking Spaces			
Number of Loading Spaces			
Landscaped Open Space (%)			

c) DESCRIBE ANY PROPOSED/REQUIRED OFF-SITE WORKS IN CONNECTION WITH THIS PROJECT (road widening, sidewalks, etc.)

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12. INCLUDE ALL APPLICABLE INFORMATION AS INDICATED ON ATTACHMENT #1 - SUBMISSION REQUIREMENT

**THIS INFORMATION IS COLLECTED FOR THE PURPOSE OF CREATING A RECORD THAT IS AVAILABLE TO THE GENERAL PUBLIC**

I/WE HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ANY MAPS OR PLANS SUBMITTED ARE TRUE TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of applicant(s) \_\_\_\_\_

Dated at Sioux Lookout this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

APPLICANT'S AUTHORIZATION IF AGENT SUBMITTING THIS APPLICATION

I/we authorize \_\_\_\_\_  
(name of agent) to act on my/our behalf in submitting this application. This application has been submitted with my/our full knowledge and endorsement.

Signature of applicant(s) \_\_\_\_\_

## **SITE DESIGN REQUIREMENTS**

The following standards shall be utilized by the Municipality's Department of Infrastructure and Development in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as method of review for the reviewing authority. These standards shall not be regarded as inflexible requirements and are not intended to discourage creativity, invention and innovation.

- i) The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal and any grade changes shall be in keeping with the general appearance of neighbouring developed areas.
- ii) Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity that have a visual relationship to the proposed buildings. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, terrain features or other buildings.
- iii) With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient, and insofar as practicable, do not detract from the design of proposed buildings and structures and the neighbouring properties.
- iv) Special attention shall be given to proper site surface drainage so that the removal of surface waters will not adversely affect neighbouring properties or the public storm drainage system. Storm water shall be removed from all roofs, canopies and paved areas and carried away in an efficient and approved manner. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in the paved areas.
- v) Electric and telephone lines shall be underground where practicable. Any utility installations remaining above ground shall be located so as to have harmonious relationship to neighbouring properties and the site.
- vi) The size, location, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and the surrounding properties.
- vii) The standards of review outlined above shall also apply to all accessory buildings, structures, free-standing signs and other site features, however, related to the major buildings or structures.

## **STORMWATER MANAGEMENT**

A Stormwater Management Report shall accompany the Application for Site Plan Control Approval. The Stormwater Management Report must be prepared and sealed by a professional engineer licensed to practice in the Province of Ontario. The Report must assess pre and post development runoff flows and must quantify the impact on downstream municipal stormwater infrastructure. The results of the Stormwater Management Report shall identify any further requirements in the management of stormwater in relation to the proposed development. These requirements may include, but are not limited to, a Stormwater Management Plan, Stormwater System Design, and downstream municipal stormwater infrastructure upgrades. The extent of the requirements will depend upon the size and type of development and the impact that the development has on existing municipal stormwater infrastructure. In the event the Stormwater Management Report identifies any such further requirements, those requirements will form part of the Site Plan Control Agreement and any and all associated costs with those requirements will be the responsibility of the applicant/owner.

## **LEGAL FEES AND DISBURSEMENTS**

The Applicant/Owner/Agent will be responsible for legal fees and disbursements to register the Site Plan Control Agreement on title to the property as a requirement of the Site Plan Control Process.

## **APPLICATION FEES**

The Fee Schedule is attached/outlined in Submission Requirements. Payment must accompany the Application for Site Plan Control.

## **SUBMISSION REQUIREMENTS**

1. 1 copy of the completed application form and fee:

- New Site Plan Control Agreement - Construction Costs 0 - \$800,000.00 (\$800.00)  
Over \$800,000.00 (0.1% of costs)
- Addendum to an existing Site Plan Control Agreement (\$500)

Applicant/Owner/Agent also responsible to cover legal fees and disbursements to register the Agreement on title to the property.

2. Plan of Survey (signed by an Ontario Land Surveyor)

- Up-to-date survey plan or Reference Plan
- Registered Deed or Offer of Purchase and Sale

3. 7 full sized and 2 reduced (11x17) copies of the Site Plan clearly showing:

- Title, date, and designer's name and seal
- North arrow, scale and legend
- Landscaped areas and a legend indicating the number, size and type of each plant species. Landscaping details may be provided on a separate plan if necessary. Include location of sod.
- Conceptual drainage plan indicating major and local storm drainage routes, storm water retention/detention areas, snow storage area(s), storm water-management facilitates, catch basins, swales, etc.
- All required yards, actual setbacks and separation distances between buildings/structures
- All signs including height, orientation and lighting details
- Roadways, Driveways and Aisles including direction of ingress and egress and provide dimensions, including radii
- Parking spaces, loading areas and access to loading areas (number and provide sample dimensions)
- Fire access route (show lane widths and turning radii dimension)
- Outdoor equipment and storage (garbage, air conditioning etc.)
- Walkways, sidewalks and curbing off and on site (indicate material type, surface treatments and barrier-free details)
- Retaining wall structures (if applicable) showing height, material type and exposed face finishing appearance
- Lighting, orientation of lighting and casting with and intensities measured in lumens on the ground

surface

- Size and location of all buildings and structures (include all accessory buildings and structures).
- Label all buildings and structures (indicate number of storeys, location of entrances, use etc.)
- Elevation perspectives of all building showing cladding (type and finish), windows, doors, awnings, fixed signage and location relative to proposed landscape.
- Location of fencing and fencing details
- Delineate and dimension all lot lines
- Existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing entrances, boulevard trees, fire hydrants, hydro poles, easements etc.)
- Key map showing the entire project and its relation to surrounding properties and the existing buildings thereon.
- Proposed sewer and water facilities and connections.
- Stormwater Management Report.

Leave a 2 cm. border on the left hand side of the reduced drawings for binding.

All dimensions should be shown in METRIC.