



A Natural Attraction

FILE NO.: D11/_____
Site Plan Control Application Form
(under Section 41 of the Planning Act, RSO 1990, c.P.13, as amended)

For Office Use Only:

Date Received:	Date Complete:	File #'s:	Fee Paid - \$ Chq #: Receipt #:	Fee Paid - \$ Chq #: Receipt #:
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"This application for approval under Section 41 of the Planning Act must be **fully completed** to the satisfaction of the City of Quinte West, before the formal processing of the application will begin. The personal information on this form is collected under the Planning Act, R.S.O. 1990, as amended. The information is used for the purpose of processing the application. If you have any questions about the collection of personal information, please contact the City Clerk, City of Quinte West, at 613-392-2841. *Identifies required information in accordance with the Planning Act, R.S.O. 1990, as amended."

There are detailed "Site Plan Control Guidelines" for Planning areas within the City of Quinte West. These Guidelines provide applicants with a checklist of information requested as part of their application. This includes specifications for site plans, Letters of Credits, and a general overview of site plan procedures.

For more information, and to obtain a copy of the "Site Plan Control Guidelines" for your planning area, please visit Planning and Development Services at the Municipal Offices for the City of Quinte West located at 7 Creswell Drive in Ward 1 (Trenton). You may also view or download the information from the city's website at www.quintewest.ca.

1.0 *Applicant Information:

1.1 Name of Owner: _____

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail Address: _____

1.2 Name of Agent: _____

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail Address: _____

1.3 Holder(s) of any Mortgages, Charges or Encumbrances:

Name: _____

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail Address: _____

NOTE: All correspondence, notices, etc. initiated by the City in respect of this Application will, unless otherwise required by law, be directed to the Applicant's Agent where noted above except where no agent is employed, then it will be directed to the Applicant, where the Registered Owner is a numbered company, please indicate a project or development name.

2.0 *Location and Description of Subject Property:

Check one: Ward 1 – Trenton Ward 2 – Sidney
 Ward 3 – Murray Ward 4 – Frankford

Municipal Address: _____

Legal Description: Concession _____, Lot _____

Registered Plan of Subdivision: _____ Lot # on Plan: _____

Reference (Survey) Plan Number: _____ Part # on Plan: _____

3.0 *Land Use:

Existing Use of Lands: _____

Use of Proposed or Existing Building(s): _____

Lot area: _____ m² Lot Frontage: _____ m
Gross Building Area: _____ m² Number of Dwelling Units: _____
Landscaped Area: _____ m² Parking Area: _____ m²
Height of Proposed Building or Structures: _____ m

4.0 Indemnification for Cost Recovery

The undersigned hereby applies to the Mayor and members of Council of the City of Quinte West, under Section 41 of the Planning Act, R.S.O. 1990, as amended, as described in this application, for Site Plan Control. The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process the application. The application processing fee is non-refundable. A Trust deposit fee of \$2,000 may be required and is used to defray municipal costs related to the application. The Owner/Applicant shall replenish its' Trust Account as requested by the Municipality so that a \$1,000 deposit is constantly maintained. Failure to replenish the deposit account may result in delays in processing the application. Expenses can include administrative, technical and planning staff time, advertising fees and disbursements of consultants, engineers, and other technical advisors and legal fees and disbursements on a solicitor-client basis.

The Owner/Applicant agrees to further reimburse and indemnify the City of Quinte West of all fees and expenses incurred by the City attributable to proceedings before the Ontario Municipal Board or any court of other administrative tribunal if necessary to defend Council's decision to support the application. This includes the deposit with the City of such monies as required by the City of Quinte West's Tariff of Fees By-law as amended to defend appeals brought before the OMB by parties other than the Applicant/Owner or City.

5.0 *Authorization

Declaration of Applicant or Authorized Agent

I, _____ of the _____ of _____
_____ in the _____ of _____
solemnly declare that all 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 and by virtue of the Canada Evidence Act.

Signature of Applicant

Declared before me at the _____ this _____ day of _____,
20____ .

Signature of Commissioner, etc.

Appointment of Authorized Agent

I, _____ of the _____
of _____ in the _____ of _____
hereby authorize (full name and address including postal code):

Signature of Agent

to act as Agent on my behalf regarding _____ in _____
_____ in the City of Quinte West.

Signature of Owner

Declared before me at the _____ this _____ day of
_____, 20_____.

Signature of Commissioner, etc.