



**CITY OF QUINTE WEST
SITE PLAN CONTROL CHECKLIST**

(Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended)

A Natural Attraction

In April, 1998, the City of Quinte West passed a By-law which allows the City to control development through Site Plan Control. To assist applicants in applying for Site Plan Control approval, the following Checklist is provided. Before submitting an application for Site Plan approval, please make sure that all questions on this Checklist are checked "Yes". If not, the application is not complete and will not be processed.

For additional detailed information on Site Plan Control within the City of Quinte West, please refer to the document "Site Plan Control Guidelines" or contact the City of Quinte West Planning and Development Services at 7 Creswell Drive, Trenton ward, (613) 392-2841.

CHECKLIST

YES	NO	
		1. Are all sections of the Site Plan Control application form filled in?
		2. Have ten (10) paper copies of the Site Plan been provided?
		3. Have three (3) copies of the building plan been provided?
		4. Has one (1) copy of a reduced site plan (maximum size 8½ "x 14") been provided?
		5. Does the full size site plan have a scale?
		6. If the scale is in metric measurement is it: 1:200, 1:250, 1:300, 1:400, 1:500? If the scale is in imperial measurement is it: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50'?
		7. Does the site plan have a North arrow?
		8. Does the site plan have a key map showing the location and extent of the subject property?
		9. Does the site plan have a title block showing the name of the firm or person who prepared the plan?
		10. Does the site plan show the property limits and dimensions of the subject property?
		11. Does the site plan show the location of all existing buildings on the subject property?
		12. Does the site plan show all natural features such as trees, water courses, drainage ditches, etc.?
		13. Does the site plan show all existing utilities and engineering services (ie: water, hydro, sanitary sewer, storm sewer)?
		14. Does the site plan show all proposed buildings giving their dimensions, height, use and size?

