



Application Form: Site Plan Control

File Number:

Date Received:

Property Tax Roll:

Application Fee:

Staff Member initials:

Fee Paid: Yes No

Payment Method: Cash Cheque Interac FIN Code:

Under Section 41 of the Planning Act, R.S.O. 1990 C. P.13, as amended.

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of the Planning Act, R.S.O. 1990 C. P.13. Personal information on this form is collected under the Authority of the Planning Act and will be used to process this application.

In addition to completing this form, the Applicant may be required to submit supplementary information and materials. Consultation is not mandatory but is strongly recommended.

As per the Township of Champlain's current User Fee By-law, the following costs associated with the processing of planning applications are payable by the applicant:

- Legal costs related to the preparation and registration of agreements and by-laws to be registered on title;
- Engineering costs; and
- All other technical review costs as may be required by Champlain Township.

I/we acknowledge and understand that I/we am/are responsible for all applicable legal, engineering, and technical review costs as determined by the Township of Champlain.

I/we acknowledge that, Dormant Planning Files that have remained inactive for three years for Committee of Adjustment applications and five years for all other planning applications will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any costs paid in the past.



Additionally,

I/We acknowledge that, with respect to this application, it is the responsibility of the applicant to determine whether the United Counties of Prescott and Russell require any additional review processes. Furthermore, I/We understand that all applicable fees associated with such reviews are the sole responsibility of the applicant.

Section 1: Property Owner (s) / Authorized Agent Information

Property Owner(s) Information:

List ALL registered property owners (First and Last Names):

Corporation Name or Partnership (if applicable):

Contact Name:

Title:

Property Address:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:

Mailing Address (if different than above):

Phone Number:

Email Address:

Have you consulted with Champlain Township's Planning Department? Yes No

If yes, please indicate the date of the consultation meeting:

For all previously approved, and concurrent development application(s), please list application numbers:



Section 2: Property Information and Characteristics

Civic Address of Subject Property:

Legal Description of Subject Property:

Land Use Designation:

Zoning Category:

Describe the current use of the property:

Are there any easements or restrictive covenants affecting the subject land? Yes No

Lot characteristics:

Lot Frontage (meters)

Lot Area (meters)

Lot depth (meters)

Water frontage (meters)

Access:

Provincial Highway

Private Road

County Road

Right-of-way

Municipal Road

Water Frontage

Services:

Existing Private Water Supply:

Yes

No

Existing Private Sewage Disposal:

Yes

No

Municipal Water:

Yes

No

Municipal Sewer:

Yes

No



Section 3: Proposal Details

Which of the following categories does your proposal fall under?

- Commercial Industrial Institutional
 Residential On-Farm Diversified

Description of the proposal: (Building(s) use(s), type, tenure)

What is the anticipated date for start of construction?

Will the roadway be modified as a result of this proposal? Yes No

Proposed Development Program:

Floor Area (Total of all existing and proposed buildings) m²

Proposed Density (dwelling units per hectare):

Proposed Lot Coverage (total area of all building footprints divided by total area x 100%):

%

Maximum Building Height:

Number of Storeys:

Number of Dwelling Units:

Number of Parking Stalls:

Number of Accessible Parking Stalls:

Number of Bicycle Stalls:

Number of Loading Stalls:



Landscaped Area: m²

If applicable, indicate the percentage of landscaped area within all parking lots (area of landscaping within parking lots divided by parking lot area x 100%): %

Indicate the percentage of the total site that is occupied by vegetation and landscaping (total area of all landscaping and vegetation divided by lot area x 100%): %

Will the development require a new private sewage disposal system? Yes No

Will the proposed development result in the production of more than 4500 meters of effluent a day? Yes No

If yes, a servicing options report and a hydrogeological report will be required to support the application.



**Section 4: Supporting Information
 (as outlined in the Information and Materials By-Law No. 2023-71)**

Please select the information and materials that are being submitted alongside this application form, or at the time of submission as required by the Township.

Table 1 Information and Materials to be provided with the application

Document Type	To be provided with the submission
Application form(s)	
Agrology and Soil Capability Study	
Archaeological Assessment	
Building Elevations	
Environmental Impact Study	
Environmental Site Assessment (Phase 1&2)	
Geotechnical Study	
Grading and Drainage Plan	
Heritage Impact Assessment	
Hydrogeological and Terrain Analysis	
Impact Assessment – Mineral Aggregate	
Impact Assessment – Mining Hazards	
Impact Assessment – Waste Disposal Site(s)/Former Landfill Site(s)	
Landscape Plan	
Minimum Distance Separation	



Noise Control Study	
Plan of Survey	
Planning Rationale	
Plan of Subdivision	
Plan of Condominium	
Rail Proximity Study	
Shadow Analysis	
Site Plan	
Site Servicing Study	
Slope Stability Study	
Transportation Impact Assessment	
Tree Conservation Report	
Urban Design Brief	
Water Budget Assessment	
Wellhead Protection Study	
Wind Analysis	

Additional information and materials may be required by Champlain Township to support the application. The application may not be considered a complete application unless this information and these materials have been completed.



Section 6: Authorization of Property Owner(s) (to name Authorized Agent)

If someone other than the registered owner(s) of the property are making this application, then this section must be completed. Each registered owner shall sign this section of the application form. Authorization is required from each individual or corporation.

I/We (name(s))

the undersigned, hereby authorize,

(Full name, including company, if any), to submit the enclosed application to Champlain Township, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by Champlain Township relevant to the application.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed:



Section 7: Permission and Disclosure

Permission is hereby granted to Champlain Township staff and consultants to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

I/we (Name(s)) _____,

the undersigned, am/are the owner(s) of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed:

