



Site Plan Application Form for:

Stamp Plan B & Site Plan Confirmation Letters

Community Services Department

Planning Division, 6th Floor

200 King Street West

Kitchener, ON N2G 4G7

Phone: (519) 741-2426 / Fax: (519) 741-2624

USING THE APPLICATION FORM:

This application form is to be used to apply for:

Stamp Plan B applies for the following situations and those of similar scope:

- Housekeeping/as-built revision of a minor nature (e.g. red-line revisions);
- Minor changes are required to the approved Site Plan to maintain in compliance with the Development Agreement;
- Plans to recognize parking layout for an existing developed site;
- Existing building conversions that require minimal site works (such as adding an additional dwelling unit to an existing building)

Site Plan Confirmation Letter:

- Formal documentation of minor site works where there is no approved site plan of record and formal site plan response letters of similar scope.

COMPLETENESS OF THIS APPLICATION:

The information requested in this application form must be provided by the applicant, and will be used to process the application. Prior to acceptance of the application, all information and drawings along with the required fee are to be submitted. If the application is incomplete, the City may return the application or refuse to consider the application further until all of the required information and fees have been provided.

Please note that this application contains two sections which must be completed by the applicant. If you have any questions on completing these sections please contact Janine Oosterveld, Manager of Site Development and Customer Service at 519-741-2200 ext. 7076.

SECTION ONE – Fees and Submission Requirements

SECTION TWO – Application Information

SITE PLAN APPLICATION PROCEDURE:

Stamp Plan B and Site Plan Confirmation Letter applications typically take 2 to 4 weeks to receive approval. The process generally involves the following steps:

1. The application is received and reviewed by the Manager of Site Development and Customer Service to ensure all required information is provided on the application form, that the appropriate fee is submitted, and that drawings are submitted in accordance with the City's requirements.
2. Planning staff will review the proposed site plan and circulate to other city departments and outside agencies as may be required. The applicant will be advised of any conditions of approval and required revisions to the site plan.
3. The applicant will revise the site plan as may be necessary and resubmit the updated site plan.
4. Following receipt of the final site plan the applicant will be formally advised in writing, as to the final disposition of the proposed development. An approval letter and approved site plan will be forwarded to the applicant.

SECTION ONE: Fees and Submission Requirements

Failure to comply with submission requirements will delay acceptance and processing of the application.

2015 FEE:

- Stamp Plan B **\$459.00**
- Site Plan Confirmation Letter **\$184.00**

NOTE: Fees are payable by cash or cheque only. Please make cheques payable to the "City of Kitchener"

OTHER FEES

The following are other fees that may apply to the application. These fees will be requested by staff, if required, and should not be submitted until requested to confirm applicable amounts.

- General Fee - **\$25.00** charged for plans which are not folded upon submission of any application
- Plan Review Fee –**5%** of cost estimate for "Site Development Works" The Plan Review Fee will only be applied where plans such as Landscape, Lighting, Irrigation, Grading and Erosion Control, Site Servicing, Fire Flow Demand Analysis, Storm Water Management, Multiple Unit Identification Signage, Building Elevations and Emergency Fire Route Plans are required prior to final site plan approval.

SUBMISSION REQUIREMENTS:

The following information is to be submitted with the application:

- Application Fee
- 1 copy of a fully completed application form including all required authorizations.
- 10 copies of the proposed Site Plan. If there is an existing approved site plan of record, please modify and submit as the proposed site plan. If the plan was done in the City's digital format, please submit a digital version with the application on CD or via email - planning-mapping@kitchener.ca.
- For applications that do not have an existing approved site plan, please provide a scaled and scalable drawing highlighting the revisions to the property.
- Please note that the Manager of Site Development and Customer Service may request additional drawings and/or reports either as a requirement of a complete application or as a condition of approval in order to process the application.

SECTION TWO: Application Information

DESCRIPTION OF PROPERTY

Municipal address: _____

Legal Description: _____

Lot area (square metres): _____ Lot width (metres): _____

Are there any known easements, right-of-ways, restrictive covenants or other rights over adjacent properties (e.g. mutual driveways), affecting the subject property?

YES NO

If yes, please identify below and show on the site plan the nature and location of the easement, right-of-way, restrictive covenant, or other rights over adjacent properties.

Does the owner of the subject property own any abutting lands?

YES NO

If yes, please identify the abutting lands: _____

CURRENT AND PROPOSED LAND USE

Official Plan Designation: _____ Zoning: _____

Current use of the land: _____

Proposed use of the land: _____

Please describe the as-built conditions, revisions or modifications that are being proposed:

REGISTERED OWNER

Name: _____

Principal of Company (If Owner is a Company Name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ Fax: _____ Email: _____

APPLICANT

If other than the registered owner, written authorization from registered owner must accompany this application – see Property Owner Authorization on page 5. The Applicant is the primary contact during the site plan process.

Name of Primary Contact: _____

Company Name: _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ Fax: _____ Email: _____

All persons or institutions who have any mortgage, charge or encumbrance on the property

Name: _____

Principal of Company (If Owner is a Company Name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ Fax: _____ Email: _____

OWNER Submission Acknowledgements & Applicant Authorization

I fully understand that:

1. This application and all studies submitted in support of this application may be made available for public review pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.
2. Information on this form is collected under the authority of the Planning Act and will be used to determine compliance with City of Kitchener by-laws.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Division, Community Services Department, 200 King Street West, Kitchener.
4. All vegetation on the subject lands must be maintained during the processing of this application.
5. No re-grading is permitted onsite during the processing of this application.
6. There may be additional approvals (i.e. building permit, etc) and additional fees and charges (i.e. building permit fee, parkland dedication fees, development charges) associated with any development approved in conjunction with this application.
7. Additional information may be required to assist the City in assessing the application and that the City may not be able to process the application unless the additional information is submitted.
8. Projects requiring site plan approval cannot obtain any building permit until final site plan approval has been granted by the City.
9. All submitted drawing(s) and information provided are to be accurate and current. Inaccurate drawings may cause a lack of compliance with City by-laws resulting in an invalid site plan approval. The City is not responsible for the accuracy of the submitted drawing(s).
10. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary for the evaluation of this application.
- 11. Further, I agree not to cut or destroy any vegetation on the subject lands (including vegetation both within and outside of woodlots) and not to re-grade the site during the processing of this application.**

12. I/we _____, the registered owner(s) of _____
 (Municipal address or legal description)

hereby authorize _____ to act as agent for the Site Plan Approval Application which relates to the above noted lands.

 Owner Name (**Please Print**)

 Signature of Owner

 Date

AFFIDAVIT OR SWORN DECLARATION

(To be completed by the owner or the agent authorized by the owner)

I, _____ of the _____
(Name of Applicant/Owner) (City/Town or Township)

in the _____ make oath and say (or solemnly declare) that the
(Region or County)

information contained in this application is true, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____ 20_____

Commissioner of Oaths

Applicant

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Manager of Corporate Records Management & Archives Services, who can be reached at 519-741-2200 ext. 7769

- Complete application form received and reviewed
- Proper application fee submitted
- Confirmation of Ownership, Address and Legal Description (via OnPoint)
- Affidavit is properly executed
- Authorization is provided (if required)
- 10 copies of the Site Plan
- 1 copy of the Digital Plan in .dwg or .dgn format (if applicable)
- 1 8½ x 11 size copy of Plan
- Additional information as requested by the Manager of Site Development and Customer Service

Application Received By:

Name: _____ Date: _____

Confirmation that the submission constitutes a ‘complete’ application:

- Yes No

Name: _____ Date: _____

Assigned To:

Name: _____

Application #: _____

Type of Application:

- Stamp Plan B
- Site Plan Confirmation Letter