



Township of Lanark Highlands  
Po Box 340, 75 George Street  
Lanark, ON K0G 1K0  
T: 613.259.2398 F: 613.259.2291  
www.lanarkhighlands.ca

## APPLICATION FOR SITE PLAN CONTROL

Information and material to be provided under Section 41 of the *Planning Act*

### FOR OFFICE USE ONLY

Application Number: \_\_\_\_\_  
Assessment Roll Number: 0940 \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Date Received: \_\_\_\_\_  
Date Application Deemed Complete: \_\_\_\_\_

### NOTE:

All questions on this application **must** be answered or the application will be deemed incomplete and will be returned.

### Part 1: Applicant Information

#### Registered Owner

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Agent (if applicable)

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please specify to whom all correspondence should be sent: Owner  Agent**

*If the applicant is not the owner, the owner must appoint the applicant his/her agent see page 8.*

### Part 2: Property Information

#### Legal Description of the Property

Assessment Roll Number: \_\_\_\_\_  
Geographic Township: \_\_\_\_\_ Concession: \_\_\_\_\_ Lot: \_\_\_\_\_  
Registered Plan Number (if any): \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Civic Address: \_\_\_\_\_

**Part 3: Land Use**

Existing Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

**Official Plan**

Official Plan Designation \*: \_\_\_\_\_

Does the proposed development and use **comply with the Current Official Plan requirements** and uses for the subject land?

Yes    No (please circle one)

If **No**, has an application for an **Official Plan Amendment** been applied for? Please provide the application number of application and if approved, the by-law number. \_\_\_\_\_

\_\_\_\_\_

**Zoning**

Zoning \*: \_\_\_\_\_

Does the proposed development and use **comply with Current Zoning requirements** and permitted uses for the subject land?

Yes    No (please circle one)

If **No**, has an application for a **Zoning Amendment (rezoning) or Minor Variance** been applied for? Please provide the application number of application and if approved, the by-law number.

\_\_\_\_\_

\_\_\_\_\_

***\*If you are unaware as to the Official Plan and/or the current Zoning, please contact the Township of Lanark Highlands for this information.***

**Purpose of the Application** (describe your project)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Characteristics**

Lot Frontage (Road) \_\_\_\_\_ ft \_\_\_\_\_ m      (Water) \_\_\_\_\_ ft \_\_\_\_\_ m

Lot Depth \_\_\_\_\_ ft \_\_\_\_\_ m      Lot Area \_\_\_\_\_ ac \_\_\_\_\_ ha

**Part 4: Building or Structures for Subject Lands**

**Existing Buildings or Structures for Subject Lands** *this includes dwellings, shed, etc...*

Type of Structure	Floor Area m <sup>2</sup>	Length m <sup>2</sup>	Width m <sup>2</sup>	Height m <sup>2</sup>	Date Constructed

**Proposed Buildings or Structures for Subject Lands**

Type of Structure	Floor Area m <sup>2</sup>	Length m <sup>2</sup>	Width m <sup>2</sup>	Height m <sup>2</sup>	Date Constructed

**Existing Setbacks for all Buildings or Structures for Subject Lands** *setbacks are measured from the closest part of the structure to the nearest lot line or high watermark. (if a waterfront property, the water is considered to be the front yard)*

Type of Structure	Front Yard (m)	Rear Yard (m)	Side Yard (m)	Side Yard (m)

**Proposed Setbacks for all Buildings or Structures for Subject Lands** *setbacks are measured from the closest part of the structure to the nearest lot line or high watermark. (if a waterfront property, the water is considered to be the front yard)*

Type of Structure	Front Yard (m)	Rear Yard (m)	Side Yard (m)	Side Yard (m)

Will the proposal add any of the following:

	Yes	No
Living Area		
Bedrooms		
Bathrooms		
New Plumbing		

## Part 5: Servicing the Property

### 5.1 Access (Check appropriate box and state road name):

- Provincial Highway (#) \_\_\_\_\_
- Municipal road, maintained year round \_\_\_\_\_
- Municipal road, seasonally maintained \_\_\_\_\_
- County Road (#) \_\_\_\_\_
- Private Road \_\_\_\_\_
- Right of Way \_\_\_\_\_
- Water Access \_\_\_\_\_

### 5.2 Water Supply (Check appropriate box for type of service proposed):

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Sand point
- Lake or other water body
- Other means (*please state*) \_\_\_\_\_
- Water service not proposed

### 5.3 Sewage Disposal (Check appropriate box for type of service proposed):

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system\* (if checked please see section 4.3a)
- Privately owned and operated communal septic system\* (if checked please see section 4.3a)
- Privy
- Holding tank
- Other (*please state*) \_\_\_\_\_
- Sewage disposal service not proposed

Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:

- Title and date of servicing options report: \_\_\_\_\_
- Title and date of hydrogeological report: \_\_\_\_\_

### 5.4 Other Services (Check if the service is available):

- Electricity
- School Bussing
- Garbage Collection

### 5.5 Storm Drainage (Indicate the proposed storm drainage system):

- Storm sewers
- Ditches
- Swales
- Other (*please state*) \_\_\_\_\_

**Part 6: Additional Information**

**Existing Uses of Adjacent Lands**

To the North: \_\_\_\_\_

To the South: \_\_\_\_\_

To the East: \_\_\_\_\_

To the West: \_\_\_\_\_

The length of time the existing uses of the subject property have continued? \_\_\_\_\_

**Uses on or within 500m of subject land**

Use or feature	On the subject Land	Within 500 m of subject land, unless otherwise specified. <i>(indicate approximate distance)</i>
An agricultural operation including a livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant or sewage lagoon		
An industrial use		
A licensed pit or quarry or an aggregate reserve		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
An active rail line		
A municipal or federal airport		
A flood plain		
A natural gas or oil pipeline		
A hydro easement		
A provincially significant wetland (within 120 m)		
A designated heritage building, historic site or cemetery (within 100 m)		

## Simultaneous Applications

Is the subject land or any land within 120 m subject to any other planning applications at this time?

Yes  No *If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete following Table:*

Item	Application # 1 (type):	Application # 2 (type):	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			
Purpose			
Status			
Effect on requested amendment			

## Disclaimer

Personal Information contained on this form is collected under the authority of the Planning Act, Section 41, and will be used to determine the eligibility of the proposed site plan.

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### NOTE

**THE APPROVAL OF A SITE PLAN DOES NOT RELIEVE THE OWNER FROM THE REQUIREMENTS OF THE BUILDING CODE. ALL OTHER APPLICABLE PERMITS MUST BE APPLIED FOR BY THE OWNER.**

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## Submit your application to:

Janie Laidlaw, Planning Assistant  
Township of Lanark Highlands  
75 George Street, PO Box 340  
Lanark ON K0G 1K0

T: 613-259-2398 x 232 or 1-800-239-4695

F: 613-259-2291

E: [jlaidlaw@lanarkhighlands.ca](mailto:jlaidlaw@lanarkhighlands.ca)

**AFFIDAVIT**

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_ solemnly declare that all the above statements  
contained in the application are true, and I/We make this solemn declaration conscientiously,  
believing it to be true and knowing that this is the same force and effect as if it were made under  
oath.

Declared before me at the

\_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_ .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths

Owner/Agent Signature

**OWNERS AUTHORIZATION**

I/We, \_\_\_\_\_ being the registered owner(s)  
of the subject lands hereby authorize \_\_\_\_\_ to prepare  
and submit the application for Site Plan Control on my/our behalf to the Corporation of the  
Township of Lanark Highlands.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature(s)

\_\_\_\_\_

Date

**CONSENT OF OWNER**

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted.

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, hereby authorize and consent to the use by or the 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.

I/We also authorize and consent to representatives from the Township of Lanark Highlands and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner(s)

\_\_\_\_\_

Date

## SITE PLAN CHECKLIST

A site plan shall be submitted with this application that provides the following information **to scale.**

- The boundaries and dimensions of the subject land;
- The location size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- Any vegetation or structures within the 15m ribbon of life;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay;  
*(Note: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)*
- The current uses of land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- North arrow and scale;
- Other (as indicated by Municipality) \_\_\_\_\_

## APPLICATION FEES

### Applicable Fees:

The processing fee, made payable to the Township of Lanark Highlands, is payable at the time application is made.

Township (includes MVC review)	\$ 500.00
Planning Deposit (Professional Planner Review) <i>*Balance of deposit is refunded or costs beyond deposit is payable upon receipt of invoice</i>	\$ 1000.00
Legal Fees (registration of agreement)	\$ 227.91
<b>Sub-Total</b> (payable to Township of Lanark Highlands)	<b>\$ 1727.91</b>

### Other Possible Fees:

Health Unit Review (if applicable)	\$ 175.00
<p>Depending on the nature of the application, special background studies or reports may be required to address issues related to the application.</p> <ul style="list-style-type: none"> <li>• Agricultural Soils Assessment Report</li> <li>• Archaeological Resource Study</li> <li>• Concept Plan showing ultimate use of land</li> <li>• Engineer's Report</li> <li>• Environmental Impact Study</li> <li>• Environmental Site Audit</li> <li>• Flood Plan Study</li> <li>• Hydrogeological and Terrain Analysis Report</li> <li>• Market Study</li> <li>• Mineral Aggregate Study</li> <li>• Noise Study</li> <li>• Servicing Option Statement</li> <li>• Site Plan Control</li> <li>• Storm Water Management Report/Master Drainage Plan</li> <li>• Transportation or Traffic Study</li> <li>• Other Studies deemed necessary to support the application</li> </ul>	To be determined.

**FEE AND DEPOSIT SCHEDULE AND COSTS  
PLANNING APPLICATIONS  
TOWNSHIP OF LANARK HIGHLANDS**

**STATUTORY DECLARATION  
PAYMENT OF APPLICATION FEE, DEPOSIT AND  
ANY ADDITIONAL PROCESSING COSTS**

I \_\_\_\_\_, applicant for approval of the attached application for review and approval in accordance with the provisions of the Planning Act in respect of lands located at \_\_\_\_\_ in the Township of Lanark Highlands do herewith covenant and agree to pay the Township of Lanark Highlands the initial application fee and deposit at the time of submitting the application and all costs beyond the amount of the initial application fee and deposit associated with processing and defending this application within thirty (30) days of receipt of an itemized statement from the municipality.

IN WITNESS WHEREOF this covenant is executed under my seal and I make this 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.

Declared before me at the Township of Lanark Highlands, in the County of Lanark this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant