

Submission Requirements - Only applications determined to be complete will be processed.

Plans or studies that may be required as identified in the Pre-Consultation Meeting:

- | | |
|---|--|
| <input type="checkbox"/> Property plan of survey (1 copy) | <input type="checkbox"/> Tree Preservation Plan (3) |
| <input type="checkbox"/> Reduced copy of all plans (1 copy each at 8 ½" x 14") | <input type="checkbox"/> Traffic Impact Study (3) + PDF (1) |
| <input type="checkbox"/> Cover Letter outlining proposal (1) | <input type="checkbox"/> Parking Study (3) |
| <input type="checkbox"/> Planning Rationale (3) + PDF (1) | <input type="checkbox"/> Underground Garage Plan (3) |
| <input type="checkbox"/> Site Plan (25 copies) | <input type="checkbox"/> Environmental Impact Study (5) |
| <input type="checkbox"/> Site Plan/Plan of Subdivision in CAD format -
at approval stage (1) | <input type="checkbox"/> Environmental Site Assessment (3) |
| <input type="checkbox"/> Site Plan/Plan of Subdivision in PDF format (1) | <input type="checkbox"/> Hydrogeological Study (4) |
| <input type="checkbox"/> Floor Plans (7) | <input type="checkbox"/> Geotechnical Study (2) |
| <input type="checkbox"/> Building Elevations (7) | <input type="checkbox"/> Noise and/or Vibration Study (3) |
| <input type="checkbox"/> Grading Plan (7) | <input type="checkbox"/> Archaeological Report - Stage 1 (2) |
| <input type="checkbox"/> Servicing Plan (7) | <input type="checkbox"/> Heritage Impact Statement (2) + PDF (1) |
| <input type="checkbox"/> Demonstration Report (5) + PDF (1) | <input type="checkbox"/> Urban Design Study (2) + PDF (1) |
| <input type="checkbox"/> Stormwater Management Plan (7) | <input type="checkbox"/> Shadow Analysis Plan (2) |
| <input type="checkbox"/> Serviceability Report (3) | <input type="checkbox"/> Height Survey of adjacent buildings (3) |
| <input type="checkbox"/> Stormwater Report (4) | <input type="checkbox"/> Market Impact Study (3) + PDF (1) |
| <input type="checkbox"/> Landscape Plan (10) + PDF (1) | <input type="checkbox"/> Financial Impact Study (3) |
| <input type="checkbox"/> Tree Inventory (3) | <input type="checkbox"/> Other (specify): _____ |

All plans MUST be folded individually with the title block exposed and collated into sets of 8 ½" x 11" in size. Please note that plans that are not folded may not be accepted or will be charged a folding fee.

***Sign Requirements**

Posting of a sign on the subject property is required. The City will provide further information once a complete application is received.

***Tree By-Law (By-Law 2007-170)**

The Tree By-Law regulates tree removal in the City of Kingston. Applicants wanting to remove trees prior to receiving planning approval are required to apply for a tree permit.

***Site Alteration By-Law (By-Law 2008-128)**

The Site Alteration By-Law regulates the placing or dumping of fill, the removal of topsoil, and the alteration of the grade of land on property within the City. Applicants wanting to place fill, remove topsoil, or alter the grade of the land prior to receiving planning approval are required to apply for a site alteration permit.

***Site Plan and Subdivision Design Guidelines**

To aid in the proper submission of Site Plan Control or Plan of Subdivision applications, **Site Plan and Subdivision Design Guidelines** are available on the City of Kingston website at:

<http://www.cityofkingston.ca/business/development/index.asp>.

*** More detailed statistics may be requested on review of the application.**

For Office use Only: File No(s). _____	Date Received: _____
_____	Related File No(s). _____
_____	_____
Planner: _____	Application Fee: \$ _____ Paid <input type="checkbox"/>

Please fill out the application form below. This information is available in an alternate format upon request. If you require assistance, please contact the **Planning and Development Department** at (613) 546-4291 ext. 3180.

Check all that apply:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Official Plan Amendment | <input type="checkbox"/> Zoning By-Law Amendment | <input type="checkbox"/> Site Plan Modification | <input type="checkbox"/> Site Plan Control |
| <input type="checkbox"/> Draft Plan of Subdivision | <input type="checkbox"/> Amending Plan of Subdivision | <input type="checkbox"/> Final Plan of Subdivision | <input type="checkbox"/> H-Removal
(Sections 1, 4, 7) |
| <input type="checkbox"/> Draft Plan of Condominium | <input type="checkbox"/> Amending Plan of Condominium | <input type="checkbox"/> Final Plan of Condominium | <input type="checkbox"/> Part-Lot Control
(Sections 1, 5, 7) |

Pre-Consultation

Date of Meeting: _____ Planner: _____

Attending a pre-consultation meeting is required. Please contact the Planning and Development Department for further information.

Public Record Notice

Under the Planning Act, R.S.O. 1990, C. P. 13, s.1.0.1, all information and material that is required to be provided to the City of Kingston with regard to planning applications shall be made available to the public.

Section 1: General Information

Civic Address: _____ | Roll Number: _____

Legal Description: _____

Name(s) of Registered Owner(s) of subject Land *(if company, identify principals):*

Address: _____ | City: _____ | Postal Code: _____

Telephone No.: _____ | Fax No.: _____ | E-mail: _____

Name(s) of Applicant:

Address: _____ | City: _____ | Postal Code: _____

Telephone No.: _____ | Fax No.: _____ | E-mail: _____

Applicant is: Owner Agent | Authorization Letter from Owner(s) attached: Yes No

Name(s) and address(es) of the holders of any **mortgages, charges**, or other **encumbrances**, on the subject property:

Please list and describe any existing **easements, rights-of-ways** or **restrictive covenants** that apply to the subject property:

Please list any **previous or ongoing development application(s)** or **registered agreement(s)** that apply to the subject property:

Section 1: General Information (Cont'd)

Is the subject property currently undeveloped? Yes No

Uses

Previous Use(s) (if known): _____

Existing Use(s): _____

Proposed Use(s): _____

Reason for Application(s)

Designated Heritage Properties

Is the subject property or any existing building on the property designated under the Ontario Heritage Act? (*Contact the Planning and Development Department if status is uncertain*) Yes No

Designation By-Law Number: _____

Section 2: Official Plan and Zoning By-Law Information

Existing Official Plan Designation: _____ Proposed Official Plan Designation: _____

Official Plan Policies to be changed, replaced, or deleted: _____

Existing Permitted Land Use in Official Plan: _____

Proposed Permitted Land Use in Official Plan: _____

Zoning Information

Zoning By-Law No.: _____ Existing Zoning: _____ Proposed Zoning: _____

Existing Permitted Uses in Zoning By-Law: _____

Proposed Permitted Uses in Zoning By-Law: _____

Zoning Regulation	Required	Existing	Proposed	Relief Required
Lot Area (min or max) (m ²)				
Lot Frontage (min) (m)				
Lot Depth (min) (m)				
Gross Floor Area (m ²) (min and/or max)				
Lot Coverage Ratio* (max)				
Lot Occupancy Ratio* (max)				
Height of Structure (m)				
Front Yard Setback (m)				
Exterior Side Yard Setback (m)				
Interior Side Yard Setback (m)				
Rear Yard Setback (m)				

*Lot Coverage Ratio (Ground Floor Area ÷ Lot Area):

*Lot Occupancy Ratio (Gross Floor Area ÷ Lot Area):

Section 2: Official Plan and Zoning By-Law Information (Cont'd)

Zoning Regulation	Required	Existing	Proposed	Relief Required
Landscape Open Space (% or m)				
Amenity Area (m ²)				
No. of Residential Parking Spaces				
No. of Commercial Parking Spaces				
No. of Industrial Parking Spaces				
No. of Institutional Parking Spaces				
No. of Barrier-free Parking Spaces				
No. of Loading Spaces				
Other (1)				
Other (2)				

Adjacent Uses

North: _____ East: _____
 South: _____ West: _____

Section 3: Project Data

Project/Development Name (if applicable): _____

Does the proposed building(s) include retention of any existing floor area? Yes No

Date of construction of any existing building(s) (if known): _____ Does the proposed development include Yes No
 demolition of any buildings?

No. of buildings on property: Existing: _____ + Proposed: _____ = Total: _____

	Existing	Proposed	Total
Ground Floor Area (m ²)			
Residential Gross Floor Area (m ²)			
Non-residential Gross Floor Area (m ²)			
Total Gross Floor Area of all Buildings (m ²)			
Landscaped Open Space Area (m ²)			
Paved Surface Area (m ²)			
Height of Building(s) (m)			
Height of Building(s) (no. of storeys)			

Section 3: Project Data (Cont'd)

Breakdown of Project Components

	Residential	Retail	Office/Commercial	Parks	Institutional/Other
Gross Floor Area (m ²)					
Percentage of Project (%)					

Breakdown of Residential Components

Number of Residential Units: Existing: _____ + Proposed: _____ = Total: _____

Type of Residential Tenure: Rental Freehold Condo Other: _____

	Single-Detached Dwellings	Semi-Detached Dwellings	Row/Townhouse Dwelling	Apartment	Other
Total Number of Units					
Typical Unit Size (m ²)					
Density (units/net ha)					
No. of Bachelor Units					
No. of 1-Bedroom Units					
No. of 2-Bedroom Units					
No. of 3-Bedroom Units					
No. of ___ Bedroom Units (specify)					
No. of ___ Bedroom Units (specify)					

Location and Number of Parking Spaces

- Open Surface Spaces # _____
 Attached Garage # _____
 Detached Garage # _____
 Above-grade Parking Structure # _____
 Below-grade Parking Structure # _____
 Off-site lease # _____
 Cash-in-lieu (By-Law 88-270) # _____
 (Attach plan showing location and distance)

Road Access Provincial Highway Municipal Road Public Lane Private Right-of-Way

Servicing

- Municipal Water: Available Connected
 Municipal Sanitary Sewers: Available Connected
 Municipal Storm Sewers: Available Connected
 Stormwater Drainage: Sewers Ditches/Swales Pond Other
 Solid Waste: Municipal Garbage Collection Private Collection Other
 Private Water: Well Reservoir
 Private Sanitary: Septic Tank & Field

Section 4: Removal of Holding "H" Provision

Purpose of Removing "H" Provision:

Please list conditions required for "H" provision removal and how these have been satisfied:

Is the "H" provision removal associated with property which does not have direct access to a public road? If yes, please include a copy of the registered deed to your land which verifies your legal right of access. Yes No

Section 5: Remove Part-Lot Control

Lot Creation Lot Reconfiguration Creation of Easement

Affected Lot(s) *(Please include 5 copies of the draft Registered Plan or Reference Plan Survey that identifies the affected properties)*

Registered Plan No. 13M- _____

Lot(s): _____

Block(s): _____

Total No. of Lots/Blocks: _____ Total Area (ha): _____ OR Total Area (m²): _____

If the property is described by a Reference Plan, please provide the description below:

Reference Plan No. 13R- _____ Parts: _____

Project/Development Name: _____

Affected lot(s) currently under construction? Yes No

Zoning Compliance

Zoning of lot(s) established by By-Law No: _____ Existing Zoning Category: _____

Does the proposed lot division comply with the current zoning of the subject property? *(A Surveyor's Certificate is required to certify that the proposed lots are in compliance with the Zoning By-Law)*

Yes No *(If No, a Zoning By-Law Amendment is required. Please fill out Section 2)*

Section 6: Significant Features Checklist - *check all that apply*

(More detailed information may be requested on review of the application)

Features on Subject Property	Yes (on-site or within 500m)	No	Unknown	If Yes,
Previous commercial/industrial use				Last year of use:
Previous grade alteration				N/A
Previous gas station/stored petroleum or other fuel				Last year of use:
Previous contamination				N/A
Subject to environmental order (control, stop, preventative, clean-up, prohibition)				Explain:
Informed by Ministry of the Environment or Energy about known contamination				Explain:
Class 1 Industry ¹				proximity in metres:
Class 2 Industry ²				proximity in metres:
Class 3 Industry ³ (within 1,000m)				proximity in metres:
Landfill site				proximity in metres:
Sewage treatment pond				proximity in metres:
Waste stabilization pond				proximity in metres:
Active railway line				proximity in metres:
Existing or designated future controlled access highways or freeways				proximity in metres:
Airports where Noise Exposure Forecast (NEF) or Noise Exposure Projection (NEP) is 28 or greater				proximity in metres:
Electric transformer station				proximity in metres:
High voltage electric transmission line				proximity in metres:
Transportation and infrastructure corridors				proximity in metres:
Prime agricultural land				proximity in metres:
Agricultural operations				proximity in metres:
Mineral aggregate resource areas				proximity in metres:
Mineral aggregate operations				proximity in metres:
Mineral and petroleum resource areas				proximity in metres:
Existing pits and quarries				proximity in metres:
Significant wetlands or floodplains				proximity in metres:
Significant waterbodies or fish habitat				proximity in metres:
Significant habitats of endangered or threatened species, or areas of natural and scientific interest				proximity in metres:
Significant valleylands, woodlands, wildlife habitats or unevaluated wetlands				proximity in metres:
Significant landscapes, vistas, built heritage resources or cultural heritage landscapes				proximity in metres:
Significant archaeological resources				proximity in metres:
Erosion hazards				proximity in metres:
Hazardous sites ⁴				proximity in metres:

1. Small scale, self contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

2. medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

3. Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

4. Property or lands that could be unsafe for development or alteration due to naturally occurring hazards, which may include unstable soils or unstable bedrock.

Section 7: Agreement, Authorization and Declaration

Agreement to Indemnify:

The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the City such monies as required by the City of Kingston's Tariff of Fees By-Law, as amended, to defend appeals brought before the OMB by parties other than the Applicant/Owner or the City.

The required fee(s) for the processing of this application shall be in accordance with the City's current Tariff of Fees By-Law pertaining to planning matters. A certified cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the City prior to the submission of the application.

Agreement to Access Subject Property

The Owner/Applicant authorizes City Staff to enter the subject property to conduct site inspections related strictly to this application.

_____ Date _____ Applicant/Owner

Owner's Authorization *(if the owner is NOT the applicant. An authorization letter is required from each owner if there are multiple owners)*

The owner must complete the following (or provide similar authorization on the face of the draft plan):

I, (we) _____, being the registered owner(s) of
(name(s) of owner, individuals or company)

the subject property, hereby authorize _____ to prepare and submit
(name of agent)

_____ Date _____ Owner

Statutory Declaration

I, _____, of the _____ of _____
(name of applicant) (name of municipality)

in the _____ of _____, solemnly declare that all of the above statements
(name of county/region)

contain herein and all exhibits transmitted herewith including an application for _____

_____ dated _____ and attached hereto 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.

DECLARED BEFORE ME IN:

_____ In the _____ This _____ day of
(name of municipality) (name of county/region)

_____, 20____.

_____ A Commissioner, etc.

_____ Applicant (please PRINT name)

_____ Applicant's signature