



Instructions

Specific information requested within this application is critical to provide, as it is identified in authorizing By-Law No. 1177-09. This information must be provided with the appropriate fee, and the Site Plan. If any information is missing the Municipality may refuse to accept or further consider the application.

Early Consultation

Prior to formally submitting an application, the applicant and/or agent are encouraged to contact staff of the Municipal Office to discuss the development proposal. Early consultation is beneficial, as the applicant can review the proposal with Municipal staff and discuss details of any information that may be required.

Submission of the Application

The Municipality requires:

- ✓ A copy of the Parcel Identification Number Abstract from the Kenora Land Titles office or Terranet dated not older than 6 months; and Assessment Roll (Tax Bill) for proof of ownership
- ✓ The original signed, and witnessed copy of the application. Note: the Secretary-Treasurer (Planning Administrator) is a Commissioner for Taking Affidavits.
- ✓ Measurements in metric units (i.e. centimeters, metres, kilometers; 1 foot = 0.308 metres)
- ✓ The application to be completed in blue or black ink only
- ✓ Colour photos of the subject location from the ground (not aerial), if available
- ✓ The application fee

If you are unfamiliar with making *Planning Act* applications or have difficulty with the application process you are encouraged to retain a planning consultant.

Contact information:

Planning Department
Corporation of the Municipality of Red Lake
2 Fifth Street
P.O. Box 1000
Balmertown, ON P0V 1C0
Phone: (807) 735-2096 ext. 236
Fax: (807) 735-2286
Email: planning@red-lake.com



FILE NUMBER

MUNICIPALITY OF RED LAKE APPLICATION FOR SITE PLAN APPROVAL

Planning Act, R.S.O. 1990, c. P13, s. 41, as amended.

APPLICATION FEE ENCLOSED – \$550.00 (NON-REFUNDABLE)

THE INFORMATION IN THIS APPLICATION AND ALL OTHER INFORMATION, STUDIES, REPORTS AND COMMENTS RECEIVED RELATIVE TO THE PROCESSING OF THIS APPLICATION IS COLLECTED FOR THE PURPOSE OF CREATING A RECORD THAT IS AVAILABLE TO THE GENERAL PUBLIC.

NAME OF OWNER(S)/ APPLICANT(S)		NAME OF AGENT, SOLICITOR OR PLANNING CONSULTANT (ALL COMMUNICATIONS WILL BE SENT TO THE AGENT, IF APPLICABLE.)	
STREET ADDRESS	POSTAL BOX	STREETADDRESS	POSTAL BOX
POSTAL/ ZIP CODE	PROV./ STATE	POSTAL/ ZIP CODE	PROV./ STATE
TELEPHONE		TELEPHONE	
EMAIL		EMAIL	
NAME AND POSITION OF SIGNING OFFICER WHO WILL EXECUTE THE AGREEMENT ON BEHALF OF THE APPLICANT (IF APPLICABLE)			
STREET ADDRESS		POSTAL BOX	
POSTAL/ ZIP CODE		PROVINCE/ STATE	
TELEPHONE			
EMAIL			

APPLICATION TYPE

NEW SITE PLAN CONTROL AGREEMENT

ADDENDUM TO AN EXISTING SITE PLAN CONTROL AGREEMENT

IF EXISTING, PLEASE PROVIDE THE AUTHORIZING BY-LAW NUMBER AND DATE OF LATEST AGREEMENT _____, _____

DOES ANY OTHER PARTY HAVE INTEREST IN THE PROPERTY, SUCH AS CHARGE, MORTGAGE, OR EASEMENT?

PLEASE PROVIDE THE NAMES AND ADDRESSES FOR THESE PARTIES

PROPERTY INFORMATION

LEGAL DESCRIPTION OF THE SUBJECT LAND, SUCH AS MINING PLAN DESCRIPTION, REGISTERED PLAN AND LOT OR PART NUMBERS. PLEASE PROVIDE SUFFICIENT DETAIL TO ALLOW THE SITE PLAN CONTROL AGREEMENT TO BE REGISTERED ON TITLE. THE LEGAL DESCRIPTION MUST BE ACCEPTABLE TO THE LAND TITLES OFFICE.

CIVIC ADDRESS INCLUDING STREET AND TOWN SITE NAME

CURRENT DESIGNATION WITHIN THE RED LAKE OFFICIAL PLAN? HAS A SITE SPECIFIC DESIGNATION BEEN APPLIED, AND IF SO, WHAT LAND USES ARE PERMITTED OR NOT PERMITTED?

CURRENT ZONING WITHIN THE ZONING BY-LAW? HAS SITE SPECIFIC ZONING BEEN APPLIED, AND IF SO, WHAT LAND USES ARE PERMITTED OR NOT PERMITTED?

DATE SUBJECT LAND WAS ACQUIRED ON:

ARE THERE ANY RESERVATIONS ON THE PATENT OR TITLE OF THE SUBJECT LOCATION?

IF FRONTED BY WATER, IS THE SHORELINE RESERVE PATENTED OR CROWN LAND? IF CROWN, HOW WIDE IS THE RESERVATION?

OTHER APPLICATIONS – if known, indicate if the subject land is or will be the subject of an application under the Act for:

approval of a plan of subdivision (under section 51) File Status

If Yes please describe in detail: _____

consent (under section 53) File Status

If Yes please describe in detail: _____

zoning by-law amendment (under section 34) File Status

If Yes please describe in detail: _____

PROPOSAL INFORMATION:

WHAT IS THE PROPOSED USE OF THE PROPERTY?

SITE AND PROPOSED DEVELOPMENT INFORMATION, AS APPLICABLE

LOT AREA (HA)	EXISTING	PROPOSED	ZONING BY-LAW REQUIREMENT
GROSS FLOOR AREA			
GROSS RETAIL FLOOR AREA			
NUMBER OF DWELLING UNITS			
BUILDING HEIGHT (# OF STOREYS)			
BUILDING HEIGHT (METRES)			
LOT COVERAGE			
PARKING SPACES/ LOADING SPACES			
LANDSCAPED OPEN SPACE (%)			
OFF-SITE WORKS IN CONNECTION WITH THIS PROJECT (SERVICING UPGRADES, SIDEWALKS)			

SITE PLAN SKETCH:

PLEASE INCLUDE (5) FULL SIZED AND (2) REDUCED (11 X 17) COPIES OF THE SITE PLAN CLEARLY SHOWING THE FOLLOWING (ALL DIMENSIONS TO BE PROVIDED IN METRIC)

- Title, date and author of the drawing
- North arrow, scale and legend
- Landscaped areas and a legend indicating the number, size and type of each plant species or other ground cover. Landscaping details may be provided on a separate plan if necessary. Include location of sod.
- Conceptual drainage plan indicating major and local storm drainage route, storm water retention areas, snow storage area(s), storm water management facilities, lot grades, catch basins, swales, and direction of surface water flow, etc.
- All required yards, actual setbacks and separation distances between buildings/ structures
- All signs including height and orientation. Provide images if possible.
- Dimensions and location of all proposed internal roads, driveways, and aisles, including direction of ingress and egress.
- Parking spaces, loading areas and access to loading areas (number and provide sample dimensions).
- Description of the surfacing of any interior roads, driveways and parking spaces
- Fire access route
- Outdoor equipment and storage (bear proof garbage containers, air conditioning, etc).
- Walkways, walkway ramps, sidewalks, curbing and all means of pedestrian access
- Facilities for lighting such as output, orientation and design, including floodlighting of the land or buildings
- Size and location of all buildings and structures (include all accessory buildings and structures)
- Label all buildings and structures (indicate number of storey's, location of entrances, etc.)
- Location of fencing and fencing details
- Delineate and dimension all lot lines
- Existing Municipal infrastructure onsite and immediately adjacent to the site (water lines, sanitary sewers, storm sewers, roads, lanes, sidewalks, existing entrances, boulevard trees and sod, fire hydrants, hydro poles, easement, etc.)
- Include standard signing block (see below)

SAMPLE SIGNING BLOCK

The following signing block must be included on the site plan:

This is schedule "B" to the agreement between the Corporation of the Municipality of Red Lake and (owner name or corporate name) Dated this _____ Day of _____, 20__.	
In the presence of:	The Corporation of the Municipality of Red Lake
_____	_____
Witness	Mayor
_____	_____
Witness	Clerk
_____	_____
	Owner name or applicable corporate name as registered on title

	Name and position of signing Officer (if applicable)

AUTHORIZATION OF THE OWNER FOR AN AGENT TO MAKE APPLICATION

I/We the undersigned, being the owner of the subject land, hereby authorize
to be the applicant in the submission of this application. This application has been submitted with my/our full knowledge and
endorsement.

Signature of 1st Owner or Signing Officer

Signature of Witness

Signature of 2nd Owner or Signing Officer

Date

AFFIDAVIT OR SWORN DECLARATION FOR THE PRESCRIBED INFORMATION

I/We, _____ of the _____ of
(Municipality/ City)
_____ in the _____ of _____
(Province)

solemnly declare that the statements and any maps or plans submitted with this application are true, and I/We 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 and by virtue and provided by me are true and I make this solemn of the Canada Evidence Act.

Sworn (or declared) before me at the _____ of _____

in the _____ of _____

This _____ day of _____, _____.

Commissioner for Taking Affidavits

1st Owner/ Signing officer/ Authorized Agent

Affix commissioner stamp here:
[Dashed box for stamp]

2nd Owner/ Signing officer/ Authorized Agent

This section for Red Lake Municipal Planning Department office use only:
After review of all requested information, date the complete application was received: _____