

Office Use Only

Application Number: _____ Ward Number: _____ File Lead: _____

Application Received: (dd/mm/yyyy): _____ Fee Received:

Client Service Centre Staff: _____



Front Ending Application

Application Form

Section 51 of the Planning Act, RSO 1990, as amended (O.Reg. 544/06)

Notice of Public Record

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.

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business Support Services, Planning, Real Estate and Economic Development Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 24075.

Section 1: Background Information

Site Address or Location: (required)

Have you pre-consulted with City Staff? Yes No

If Yes, please indicate the date of the pre-consultation(yyyy-mm-dd):

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

Application numbers:

Applicant/Agent Information:

Company name:

Contact name:

Mailing Address:

Telephone: Email Address:

Registered Property Owner Information: Same as above

Name:

Mailing Address:

Telephone: Email Address:

Site Details

Legal Description:

What is the land currently used for?

Lot frontage:

m

Lot depth:

m

Lot area:

m²

Or

Lot area: (irregular lot)

m²

Proposal Details

Proposal details:

Proposed items to be front ended. Check **all** that apply:

- Arterial Road
- Collector Road
- Intersection
- Sewage Pumping Reservoir and/or Pumping Station
- Stormwater Management Facility
- Water Booster Station and Reservoirs
- Erosion Control Measures
- Other front ended item

If other, please add

Section 2: Application Type and Fees

Please don't hesitate to visit the [Development Charge Background Study](#) website for more information. Fees must be paid in full at the time of application submission.

Please select and fill in only one of the two options for engineering design review and inspection fee below.

Front Ending Application

1. Front Ending Application (includes legal fee for preparation of Agreement) \$34,710.24

Plus Initial Engineering Design Review and Inspection Fee

- Value of Infrastructure and Landscaping < \$50,000 \$1,000
- Value of Infrastructure and Landscaping \$50,000 to \$300,000 \$5,000
- Value of Infrastructure and Landscaping = > \$300,000 \$10,000

Fees Total: _____

Applications may also be subject to an on-site signage fee. The fee is approximately \$1,265.60 and will be invoiced directly by the signage company to the applicant. The cost is deemed as development charges eligible and can be included as part of the recovery package.

Section 3: Submission Requirements

Study and plan requirements are outlined for the applicant during Pre-application Consultation. You are strongly encouraged to contact the Planning, Real Estate and Economic Development Department to discuss study and plan submission requirements. If you fail to consult with staff, the City cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays. A [help guide](#) can be viewed in order to prepare studies and plans, as well as gather information on general development considerations.

Standard Plans and Studies (mandatory submission requirements)

- Plan of survey
- Electronic copies of the Survey Plan in AutoCAD or MicroStation CAD format. (See Technical Requirements below.)

Potential Plans and Studies (may be required at time of submission or as a condition of approval)

Engineering

- Grading and Drainage Plan
- Site Servicing Plan
- Composite Utility Plan
- Site Servicing Study
- Stormwater Management Report / Brief

Planning / Design

- Landscape Plan

Environmental

- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Record of Site Condition
- Tree Conservation Report
- Environmental Impact Study

If a Tree Conservation Report and Environmental Impact Study are required, the Tree Conservation Report should be included within the Environmental Impact Study

Note: Other studies/reports/assessments may be required prior to approval at the sole discretion of the city.

Technical Requirements

- Many of the plans and studies collected in support of this application must be signed, sealed and dated by a qualified engineer, architect, surveyor, planner or designated specialist. The City will not review a plan or study if it is missing this information.
- Electronic copies of all required studies and plans must be supplied in Adobe .PDF format and accompany your application submission. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file.
- Electronic document names should match the study/plan names contained in Section 3 of this form.
- The Legal Plan must be referenced to the Horizontal Control Network and signed by the property owner.
- The Legal Plan, and any subsequent revisions must be supplied in AutoCad or MicroStation CAD (computer aided design) format, in metric units, with reference bearing identified and labeled. If possible, the Plan must also be georeferenced and provided in grid format i.e. coordinated in MTM zone 9, NAD83. Linework must clearly indicate perimeter of subdivision and each lot, block or part internal to the subdivision with clear text labels.

- The Surveyor must incorporate the City's signature block onto the Legal Plan. The block should read as follows:

Subject to the conditions, if any, set forth in our letter dated (day, month, year)

This legal plan is approved by the City of Ottawa under section 51 of the planning act.

This date (day, month, year)

Name of Manager

Development review planning,
Real Estate and economic development department
City of Ottawa

- Prior to approval the applicant will be requested to submit one full-sized Mylar copy of the Legal Plan, as well as two reduced Mylar copies 21.6 cm x 27.9 cm (8 ½" x 11").

Financial Requirements

- Additional fees may be required throughout the development review process, including, but not limited to, parkland dedication, peer review of technical reports, Conservation Authority fees, if required, agreements and associated fees and applicable securities.

Section 4: Declarations

Authorization by the Owner allowing the Applicant to submit the Application

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

If the application is to be signed by an Applicant on behalf of the Owner, the following authorization must be completed or the owner must submit a letter of authorization. Declarations included within this section must contain original signatures and seals.

I, am the owner of the land that is subject of this application and I authorize to make this application on my behalf.

Date (dd/mm/yyyy):

Signature of Owner

Affidavit or Sworn Declaration that the Information is Accurate

I, , of the City of agree to abide by all City and Planning Act requirements in consulting with the public and do solemnly declare that all of the above statements contained in the application 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 and by virtue of The Canada Evidence Act. I acknowledge that all information provided on this form (with the exception of personal information), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review.

Sworn (or declared) before me

At

This day of , .

Commissioner of Oaths

Signature of Applicant or Owner

Section 5: Environmental Site Assessment

Part 1: Statement of the Site Owner Concerning Environmental Site Assessment (ESA)

The Owner / Applicant must complete Section A, regardless of whether a Phase 1 ESA has been completed for the site.

Where an ESA is required, the Owner or Applicant and the Consultant responsible for preparing the study, must complete both Sections A and B below.

Section A:

I acknowledge that the City of Ottawa is not responsible for the identification and / or remediation of contaminated sites. I also agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise related to the site or any other lands impacted by the site, that I will not make any claim whatsoever against the City of Ottawa, its respective directors, officers, employees, or agents, or any of the foregoing, for or in respect of any loss, damage, injury or costs.

Section B:

This is to certify that as the Owner / Applicant of the site, I have hired:

as the principal consultant to undertake a Phase 1 Environmental Assessment. I have undertaken reasonable inquiry into the previous ownership and uses of the property and to the best of my knowledge I have provided to the principal consultant, information relevant to the principal consultant's investigation of the environmental condition of the site. I agree to provide copies of the said Phase 1 Environmental Site Assessment on request.

Name:

Address:

Signature of Applicant or Owner

Date (dd/mm/yyyy):

Part 2: Affidavit of Principal Consultant Concerning Environmental Site Assessment

I, [] , of the City of []

Make oath and say as follows:

[] I am a qualified person as defined by Ontario Regulation 153/04, as amended

I am the [] , of []

and have personal knowledge of the matters set out below.

I, [] , was retained or employed as the principal environmental consultant to undertake or supervise the Phase 1 Environmental Site Assessment of the site located at []

The assessment activities at the site have been completed in accordance with Ontario Regulation 153/04, as amended.

- I am employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.
I am not employed or retained by the Owner/Applicant, or the company operating on the site in another capacity.

Findings of the said Phase 1 Environmental Site Assessment are that:

There are no issues of actual or potential environmental concern with respect to soil and / or groundwater quality or potentially contaminating activities as defined by O. Reg 153/04 as amended and a Phase 2 Environmental Site Assessment will not be required; or

There are issues of actual or potential environmental concern with respect to soil and / or groundwater quality and/or potentially contaminating activities as defined by O. Reg 153/04 as amended, and a Phase 2 Environmental Site Assessment is required to investigate the identified issues.

Sworn (Or Declared) Before Me

At the [] , of [] ,

In the [] ,

This [] day of [] , []

Commissioner of Oaths

Signature of Consultant

Address of consultant: []

Telephone number of consultant: []