

**OFFICE USE ONLY**

Application Number: \_\_\_\_\_ Ward Number: \_\_\_\_\_ File Lead: \_\_\_\_\_

Application Received (dd/mm/yyyy): \_\_\_\_\_

Client Service Centre Staff: \_\_\_\_\_ Fee Received: \$

Provide a copy of the completed form and payment receipt to [planningcirculations@ottawa.ca](mailto:planningcirculations@ottawa.ca)



## SITE PLAN CONTROL

### APPLICATION FORM

*Section 41 of the Planning Act, RSO 1990, as amended*

#### 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 and Technical Support Services, Planning, Development and Building Services Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 52815.

### SECTION 1: BACKGROUND INFORMATION

*\* Mandatory Field*

**\*Site Address or Location:**

Have you pre-consulted with City Staff?

☐ Yes ☐ No

If **yes**, please indicate the date of the pre-consultation. (dd/mm/yyyy)

Have you pre-consulted with the Urban Design Review Panel?

☐ Yes ☐ No

If **yes**, please indicate the date of the Urban Design Review Panel. (dd/mm/yyyy)

**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:

m<sup>2</sup>

**OR**

Lot area: (irregular lot)

m<sup>2</sup>

Does the site have Full Municipal Services:

☐ Yes

☐ No

## PROPOSAL DETAILS

**\*Type of development proposed (new buildings or additions, land use(s), number of unit(s), proposed tenure, etc.):**

What is your anticipated date for start of construction? Date (dd/mm/yyyy):

Will the roadway be modified as a result of this proposal?

☐ Yes

☐ No

### Development Information

1. Indicate the [gross floor area](#) of all newly proposed buildings/additions.

 m<sup>2</sup>

2. Indicate the [gross floor area](#) of all existing buildings.

 m<sup>2</sup>

3. Indicate the combined number of parking spaces (existing and proposed).

 spaces

4. What is the maximum building height proposed?

 m

5. How many storeys are proposed?

 storeys

6. Indicate the proposed lot coverage (total area of all building footprints divided by total lot area x 100%)

 %

7. If applicable, indicate the percentage of landscaped area within all parking lots (area of landscaping within parking lots divided by parking lot area x 100%).

 %

8. Indicate the percentage of the total site that is occupied by vegetation and landscaping (total area of all landscaping and vegetation divided by lot area x 100%).

%

9. Does the application include affordable units that will require an agreement registered on title, in order to benefit from the [Affordable Housing Community Improvement Plan \(TIEG\)](#) and/or [Exemptions and discounts from municipal development-related charges](#)

☐ Yes ☐ No

For additional information on either of these benefits, please contact [affordablehousingunit@ottawa.ca](mailto:affordablehousingunit@ottawa.ca)

#### COMMUNITY NOTIFICATION

Is this application subject to [public consultation](#)?

☐ Yes ☐ No

If Yes:

Have you contacted the Ward Councillor to explain this proposal?

☐ Yes ☐ No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal?

☐ Yes ☐ No

If Yes, indicate the name of the Registered Community Organization(s):

## SECTION 2: APPLICATION TYPE AND FEES

Please visit the City's website for additional information on Site Plan Control.

Fees must be paid in full at the time of application submission.

Please select and fill in only one of the three options for fee payment below.

☐ **Application for New Development**

- |   |             |
|---|-------------|
| <input type="radio"/> 1. Complex                                | \$77,608.10 |
| <input type="radio"/> 2. Master, Initial Fee for Draft Approval | \$53,750.66 |
| <input type="radio"/> 3. Standard Non-Rural                     | \$32,180.44 |
| <input type="radio"/> 4. Standard Rural                         | \$28,257.44 |
| <input type="radio"/> 5. Rural Small                            | \$1,308.00  |

**PLUS Initial Engineering Design Review and Inspection Fee (only if 1, 2, 3 or 4 above is selected)**

- |   |                    |
|---|--------------------|
| <input type="radio"/> Value of Infrastructure and Landscaping < \$50,000            | <b>\$1,000.00</b>  |
| <input type="radio"/> Value of Infrastructure and Landscaping \$50,000 to \$300,000 | <b>\$5,000.00</b>  |
| <input type="radio"/> Value of Infrastructure and Landscaping > \$300,000           | <b>\$10,000.00</b> |

**PLUS Initial Conservation Authority Fee (only if 1, 2, 3 or 4 above is selected)**

- |  |            |
|--|------------|
| <input type="radio"/> Central Planning Area - Wards 7, 8, 9, 12, 13, 14, 15, 16, 17, 18. | \$125.00   |
| <input type="radio"/> Remainder of City  | \$1,120.00 |

Conservation Authority will invoice for any additional fees and technical report review as required.

**OR**

☐ **Revision of an Existing Application**

- |  |             |
|--|-------------|
| <input type="radio"/> Revision – Complex             | \$52,270.20 |
| <input type="radio"/> Revision – Standard, Non-Rural | \$14,802.54 |
| <input type="radio"/> Revision – Standard, Rural     | \$1,308.00  |

**OR**

☐ **Extension of an Existing Application**

- |   |            |
|---|------------|
| <input type="radio"/> Extension – Non-Rural | \$6,050.00 |
| <input type="radio"/> Extension – Rural     | \$1,308.00 |

(Initial Engineering Design Review and Inspection fee and Initial Conservation Authority fee not applicable)

Committee of Adjustment, Zoning By-law Amendment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

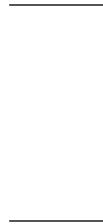
Fees Total:

### SECTION 3: SUBMISSION REQUIREMENTS

**Study and plan requirements are outlined for the applicant during Pre-Consultation. If your application is not subject to Pre-Consultation you are strongly encouraged to contact the Planning, Development and Building Services 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 (mandatory submission requirements)

- Site Plan
- Landscape Plan
- Grading and Drainage Plan
- Site Servicing Plan
- Plan of Survey



*Landscaping and site servicing information may be combined on one plan.*

#### Potential Studies and Plans (may be required at submission or prior to final approval)

##### Engineering

- Geotechnical Study
- Hydrogeological and Terrain Analysis
- Noise Control Study
- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Rail Proximity Study
- Site Servicing Study
- Slope Stability Study
- Transportation Impact Assessment
- Water Budget Assessment
- Wellhead Protection Study

##### Planning / Design

- Archaeological Assessment
- Building Elevations
- Heritage Act Acknowledgement Report
- Heritage Impact Assessment
- Impact Assessment Study - Mineral Aggregate
- Impact Assessment Study - Mining Hazards
- Impact Assessment Study - Waste Disposal Sites/ Former Landfill Sites
- Minimum Distance Separation
- Preliminary Construction Management Plan
- Public Consultation Strategy

- Urban Design Brief
- Urban Design Review Panel Report
- Wind Analysis
- Zoning Confirmation Report
- Street level visualization of the proposed development (.jpg or .pdf format) - Optional

### **Environmental**

- Environmental Impact Study
- Tree Conservation Report

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

### **Technical Requirements**

- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400 or 1:500). A scale of 1:200 is recommended for the Site and Landscape Plans.
- Note that many of the plans and studies collected with 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, site plan and landscape plan 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. These documents will be made publicly available on the City's Development Application Search Tool.

### **Financial Requirements**

- When an application requires public notice, a large sign describing the proposal is posted on the subject property. The fee for this service is included as part of the application cost \$1023.78. However, additional signage, if required will be invoiced to the applicant at a cost of \$510.76 per sign.
- 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, 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

### Consent - Development Application Client Satisfaction Survey - Optional

I,  consent to the City of Ottawa conducting a Client Satisfaction Survey by

☐ mailing to me a paper questionnaire at the following address:

☐ e-mailing me an electronic questionnaire at

The purpose of this voluntary survey is to measure my level of satisfaction with the development application process and assist the City of Ottawa to improve services. The survey is anonymous. My name will not appear on the questionnaire nor will my responses be linked to my identity. The survey will take approximately 15-20 minutes to complete and be mailed to me after the development application process is complete

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Affidavit or Sworn Declaration that the Information is Accurate

The person carrying out the application (Registered Property Owner or Applicant) must complete the sworn declarations in this section:

I, , of the City of  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*.

#### 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 and the General Statements, regardless of whether a Phase 1 ESA has been completed for the site.

Where an ESA is required, the Owner or Applicant must complete both Sections A and B below.

General Statements - Please check what statements apply

- ☐ The land is adjacent to City owned land
- ☐ The proposal includes plans to convey land to the City.

#### 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.

Name:

Address:

\_\_\_\_\_  
Signature of Applicant or Owner

Date (dd/mm/yyyy):

#### 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 as part of application.

Name:

Address:

\_\_\_\_\_  
Signature of Applicant or Owner

Date (dd/mm/yyyy):



**Part 2A - Statement of Principal Consultant Concerning Environmental Site Assessment**

General Statements - Please check all that apply

- ☐ As part of the proposal the subject property is going to be used for a more sensitive land use that requires filing an RSC.
- ☐ There is a former or existing waste disposal site within 500 metres of the subject property.

Phase One Environmental Site Assessment Statements - Please Check all that apply

- ☐ An HLUI and an ERIS report are included in the Phase One ESA
- ☐ The Phase One report complies with all requirements of O. Reg. 153/04, as amended.
- ☐ There are PCA identified on the phase one property.
- ☐ The Phase One ESA is based on current work as defined by O. Reg. 153/04.
- ☐ A Phase Two ESA is Recommended, proceed to complete following section on Phase Two ESA.

Phase Two Environmental Site Assessment Statements - Please check all that apply

- ☐ The Phase Two report is in compliance with all requirements of O. Reg. 153/04, as amended.
- ☐ The Phase Two ESA is based on current work as defined by O. Reg. 153/04.
- ☐ There is contamination in soil or groundwater identified exceeding the applicable provincial site condition standards.
- ☐ The lateral and vertical extent of impacts is fully delineated.
- ☐ There are exceedances identified within 3m of property boundaries.
- ☐ Any possibility of contamination migrating off-site has been identified.
- ☐ Please indicate what recommendations are included in the Phase Two ESA:
  - ☐ No contamination identified, thus no further action.
  - ☐ Further supplemental investigations (delineation).
  - ☐ Site remedial activities.
  - ☐ Completion of a risk assessment / risk management activities.
  - ☐ Others, please indicate:

SECTION 5: ENVIRONMENTAL SITE ASSESSMENT (continued)

Part 2B: 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 # of consultant:

## SITE PLAN APPROVAL GREEN CHECKLIST

Name of File Lead:

Checklist Completion Date(dd/mm/yyyy):

Site Address or Location:

1.

Does the project proponent intend to seek LEED certification for this project?

☐ Yes

☐ No

☐ Unknown

If yes, which level of LEED certification is the project intended or designed to meet:

☐ Certified

☐ Silver

☐ Gold

☐ Platinum

Will this project be seeking certification under another third-party green building rating system? (e.g. Green Globes, Passive House, etc.)

☐ Yes

☐ No

☐ Unknown

If yes, which system and level of certification?

2.

Will this project include renewable energy facilities and pursue a FIT or MicroFIT contract under the Ontario Power Authority's Feed-in Tariff program?

☐ Yes

☐ No

☐ Unknown

3.

Please indicate which of the following features the project is designed to incorporate:  
(check all that apply)

☐ Graywater reuse for non-potable water fixtures

☐ Rainwater capture for non-potable water fixtures

☐ Green roof

☐ Cool roof

☐ Geothermal (ground-source) heat pump

☐ Air-source heat pump

☐ Solar hot water heater(s)

☐ Indoor bicycle lockers

☐ Permeable paving surfaces in all or part of the parking or loading area

☐ Bicycle parking in excess of the minimum required by the Zoning By-law

☐ Other (please specify)

4.

Please describe any other features of this project that are designed to reduce the project's environmental impact relative to comparable projects: