



**Information to Applicants:**

The Application must be complete at the time of submission. Use dark blue or black ink only when completing the application - do not use pencil. If submitting photocopies of your application, the original copy must also be filed. A checklist is provided within this Application which lists the necessary attachments. Incomplete Applications will not be accepted. Applications to the Planning Committee are processed in accordance with Provincial Legislation and information provided by the applicant(s). It is therefore the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings at the meeting or in the future.

All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.

The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

**For Assistance:**

The applicable Official Plan and Zoning By-law should be consulted by the applicant when preparing an application for Condominium Conversion.

For additional information, please contact the City of Kawartha Lakes Development Services Department - Planning Division, 2nd Floor, 180 Kent Street West, Lindsay, Ontario K9V 2Y6 or by telephone at (705) 324-9411 extension 1331 during regular office hours between 8:30 a.m. and 4:30 p.m.

The undersigned hereby applies to the City of Kawartha Lakes under Section 41 of the *Planning Act*, R.S.O. 1990, c.P. 13.

Section 1: Date

**Date of Application:**

Section 2: Owner Information

**Registered Owner:**

**Mailing Address:**

**Telephone Number:**

**Email:**

Section 3: Applicant/Agent Information

**Name of Applicant:**

**Mailing Address:**

**Telephone Number:**

**Email:**

**Please indicate to whom all communications should be sent to:**

Registered Owner

Agent, Solicitor, or Planning  
Consultant

Ontario Land Surveyor

Section 4: Location/Details of the Subject Lands (lands subject of the Site Plan Approval):

**Municipal Address:**

**Former Municipality:**

**Lot/Block Number:**

**Concession:**

**Plan:**

**Roll Number:**

**Lot Area (meters squared):**

**Lot Depth:**

**Lot Frontage (m):**

Section 5: Zoning and Official Plan Provisions of the Subject Lands

**What is the present zoning of the subject lands?**

**Is the proposal in compliance with the zoning?**

Yes

No

**Is a zoning by-law amendment required?**

Yes

No

**Has an amendment been applied for?**

Yes

No

**What is the present Official Plan Designation of the subject lands?**

**Is the proposal in compliance with the Official Plan?**

Yes

No

**Is an Official Plan amendment required?**

Yes

No

**Has an amendment been applied for?**

Yes

No

Section 6: Use of Subject Lands

**What is the current use of the subject lands? (Please be specific i.e. residential, single-detached dwelling)**

**In what year did the current use commence?**

**What was the previous use of the subject land?**

**What year was the subject land acquired by the owner?**

**What year were the existing buildings or structures constructed?**

**What are the proposed use(s) of the subject land? (i.e. warehouse, restaurant, residential apartment, etc.)**

#### Section 7: Existing and Proposed Buildings

Architectural elevations of all proposed buildings (including extensions or enlargements) must be included with this application if available.

**What is the gross floor area of each building (in meters squared) on site, both existing and proposed? (Attach further details if necessary)**

Residential Development (if applicable)

**Number of Units:**

**Number of Storeys:**

**Type and Number of Units: (ie. bachelor, 1 bedroom, 2 bedroom, etc.)**

**Number of Surface Parking Spaces:**

Commercial/Industrial Development (if applicable)

**Number of Parking Spaces:**

**Number of Loading Areas:**

Institutional Development (if applicable)

**Number of Parking Spaces:**

**Number of Fixed Seating:**

**Number of Classroom/Teaching Areas:**

Section 8: Municipal Services

**What type of Road Access is Proposed? (check appropriate space)**

Provincial Highway

Municipal Road

Private Road

Right of Way

Unopened Road Allowance

Other Public Road

Water Access

**How is the road access maintained?**

Public

Private

Year Round

Seasonal

Unmaintained

**If you selected "Other Public Road" please provide additional detail:**

Where access to the subject land is by water only, on a separate page describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Also describe boat docking facilities on the mainland.

**What type of water supply is proposed? (check appropriate space)**

City-owned/operated piped water system

Privately-owned/operated individual well

Privately-owned/operated communal well

Lake or other water body

Other

**If you selected "Other" please provide additional detail:**

**What type of sewage disposal is proposed? (check appropriate space)**

City-owned/operated piped sewer system

Private individual septic tank

City-owned/operated communal sewage system

Private communal sewage system

Privy

Other means

**If you selected "Other Means" please provide additional detail:**

A certificate of approval for the septic system from the District Health Unit submitted with this application will facilitate the review.

**What type of storm drainage is proposed? (check appropriate space)**

Sewers

Ditches

Swales

Other means

**If you selected "other means" please provide additional detail:**

**Other (check appropriate space if service is available)**

Electricity

Telephone

Cable

School Bussing

Garbage Collection

Recycling

Section 9: Previous Application

**Has the subject property been subject to a previous site plan application? If yes, please provide the date of the application.**

**Has the subject property been subject to a land severance or a plan of subdivision? If yes, please provide the date and file number for the application.**

Section 10: Affidavit or Sworn Declaration

Affidavit or Sworn Declaration

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at the \_\_\_\_\_, in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Commissioner of Oaths:**

**Applicant:**

**Applicant:**

Section 11: Authorizations

Consent of the Owner(s) for the Applicant to Make Application

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/We, \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and I/We authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the process of the application.

**Date:**

**Signature of Owner:**

**Date:**

**Signature of Owner:**



## Consent of the Owner(s) to the Use and Disclosure of Personal Information

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for Condominium Conversion and for the purposes of the Municipal Freedom and Protection of Privacy Act I/We 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.

**Date:**

**Signature of Owner:**

**Date:**

**Signature of Owner:**

### Section 12: Applicant's Checklist

Please ensure that you provide the following when the application is submitted:

**Appropriate Planning Application fee:** Please refer to the City of Kawartha Lakes "Planning Application Fees" list.

**Appropriate Conservation Authority fee:** Staff will assist you in determining which Conservation Authority is involved. Please note that the Conservation Authority may also charge additional review fees beyond the application fees.

**Appropriate Building Division review fee:** The Building Division will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment approval. Please note that the Building Division may also charge additional review fees beyond the application fees.

**Completed Application Form:** It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings.

**A Location Plan:** (completed as 8 1/2" x 11" or as key on site plan).

**15 Full-Size Copies of Each of the Site Plan, Grade Control & Drainage Plan and Landscape Plan:** (On smaller projects information required on Site, Grade Control & Drainage and Landscape plans may be combined on a single drawing). All drawings submitted are to be in a metric scale, folded to 8 1/2 " x 11" with the title block exposed and are to clearly indicate, where applicable:

- A legible chart summarizing
- total property area;
- total building area;
- building coverage as a percentage of total property area;
- height of building;
- floor area of each storey;
- total number of off-street vehicular loading and parking facilities, either covered or uncovered; and,
- for residential buildings - the number of units, unit size and the number of bedrooms.
- The location and dimensions of all existing and proposed buildings and accessory facilities.
- The dimensions and bearings of front, side and rear yards of the building(s) on the subject site.

- The size and location of existing and proposed watermain and sanitary sewer, whether on or abutting the property.
- The location of any existing hydrants within 100 m (328 ft) of the proposed building face and the proposed location of any additional hydrant, whether on public or private land.
- Existing and proposed contours and spot elevations on both the site and adjacent properties with reference to a geodetic benchmark.
- The location of watercourses, swales, culverts, retaining walls, embankments, catch basins and other man-made or natural features on or adjacent to the site.
- Existing easements or right-of-ways are to be shown and identified as to whom the easement or right-of-way is in favour of, and what restrictions on planting, building, etc. are in force.
- All existing and proposed driveways on the subject property.
- The location of walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
- The location and design details of garbage disposal facilities.
- The location of all signs other than regulatory or traffic control signs.
- The location and detail of existing and proposed lighting facilities.
- All existing and proposed trees, hedges and shrubs shall be indicated. A plant list attached to the drawing shall indicate the common name, Latin name, quantity and size (or caliper) of all proposed trees, hedges and shrubs.
- All plant material shall be hardy and nursery grown, complying with the "Guide Specification for Nursery Stock" of the Canadian Nursery Trades Association. Only plant material that is adaptable to the soil conditions and special configurations of the site shall be acceptable. Plant materials are not to interfere with utilities, exterior/street lighting, sidewalks or parking.
- All existing and proposed sodded and seeded areas are to be clearly indicated on the site plan. New sod proposed on the subject property shall be No. 1 Nursery sod type and will be staked on slopes of 3:1 or greater.
- All ground cover material is to be indicated (i.e. asphalt, concrete, crushed gravel, decorative stone, planters, sod, grass, etc.).
- Proposed walls and fences are to be detailed and shown.
- All proposed and/or existing utility connections to structures on the subject site.
- The location of any park areas.g)

**One Reduced Copy (11" x 17") of the Site Plan:** Measurements on the sketch **shall** correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable. Note: In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.

**Parcel Register:** One (1) copy of the parcel register for each lot(s) and/or block(s) to be affected by the site plan application.

**Official Plan Policy and Zoning By-law Checklist:** One (1) copy of the Official Plan Policy and Zoning By-law Checklist for each lot(s) and/or block(s) to be affected by the site plan application.

Personal information contained on this form is collected pursuant to the *Planning Act* and will be used for the purpose of responding to the initial application. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.

# Thank You

Change the text for this message.