

Office Use Only

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

Application Received (dd/mm/yyyy): _____

Client Service Centre Staff: _____

Fee Received:

\$



Sandy Hill Special Site Plan Control Area

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 of *The Planning Act* and will be used to process this application.

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.

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

Yes No

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

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

Application Numbers:

Applicant/Agent Information:

*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

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.

 m²

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

 m²

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%).

 %

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

For more information please review the [Criteria for Identifying Site Plan Control Application Types](#).

Please visit the City's website for additional information on [Site Plan Control and Sandy Hill Special Site Plan Control Area](#).

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

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

Application for Development in Sandy Hill Special Site Plan Control Area

- | | |
|--|-------------------|
| <input type="radio"/> Any alteration to the front, corner side or other street facing façade | \$515.00 |
| <input type="checkbox"/> Is this property designated under Part IV or V of the Ontario Heritage Act? | \$0.00 |
| <input type="radio"/> Application for 1 dwelling unit or 1-2 rooming units | \$515.00 |
| <input type="radio"/> Application for 2 dwelling units or 3-4 rooming units | \$1,030.00 |
| <input type="radio"/> Application for 3 dwelling units or 5-6 rooming units | \$1,545.00 |
| <input type="radio"/> Application or new construction that results in a building of 275 square metres gross floor area or less | \$0.00 |
| <input type="radio"/> Application or new construction that results in a building of greater than 275 square metres gross floor area, but not more than 350 square metres gross floor area | \$525.00 |
| <input type="radio"/> Application or new construction that results in a building of greater than 350 square metres gross floor area | \$2,615.00 |

Are multiple Applications being submitted?

Yes No

Each planning fee will be reduced by 10% if two or more planning applications are submitted at the same time and for the same lands. Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction. If "Yes" is checked, the fee will be adjusted accordingly.

Fees Total: _____

Section 3: Submission Requirements

Study and plan requirements are outlined for the applicant during [Pre-application Consultation](#). If your application is not subject to Pre-application Consultation (i.e. it does not require public consultation) you are strongly encouraged to contact the Planning and Growth Management 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)

(eight (8) copies of each of the following items plus an electronic version)

1. A one (1) page planning rationale providing a summary of the nature and intent of the proposed development or redevelopment;
2. A site plan showing site layout, the location of the building and all its entrances, details of landscaping, and the layout/location of any on-site motor vehicle and bicycle parking;
3. In the case of additions resulting in buildings of 275 square metres gross floor area and greater, a grading and drainage plan prepared by a certified professional engineer licensed to work in Ontario;
4. Elevation drawings and three-dimensional colour renderings (at a scale of 1:50) of the building before (in the case of redevelopment or additions) and after development or redevelopment;
5. Details on cladding materials, windows, and other architectural elements proposed or, in the case of an existing building proposed to be modified, details on how these materials are being changed or replaced;
6. Floor plans of each floor of the building showing the use of all space, consistent with Building Permit application, including all rooms with their intended purpose, vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.

Legal Requirements

- All signatures requested through this document must be hand-written.

Financial Requirements

- When an application requires public notice, a large black and white sign describing the proposal is posted on the subject property. The fee for this service is included as part of the application cost (\$565). However, additional signage, if required will be invoiced to the applicant at a cost of \$282.50 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, 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 []

Sworn (Or Declared) Before Me:

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)

- | | | |
|---|---|--|
| <input type="checkbox"/> Graywater reuse for non-potable water fixtures | <input type="checkbox"/> Geothermal (ground-source) heat pump | <input type="checkbox"/> Permeable paving surfaces in all or part of the parking or loading area |
| <input type="checkbox"/> Rainwater capture for non-potable water fixtures | <input type="checkbox"/> Air-source heat pump | <input type="checkbox"/> Bicycle parking in excess of the minimum required by the Zoning By-law |
| <input type="checkbox"/> Green roof | <input type="checkbox"/> Solar hot water heater(s) | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Cool roof | <input type="checkbox"/> Indoor bicycle lockers | <input type="text"/> |

4.

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