

Municipality of Trent Lakes
Application for Site Plan Approval & Holding Removal – Oak Orchard
(Under Section 36 & 41 of the *Planning Act*)

Requirements for Complete Application:

It is the responsibility of the property owner or owner's agent to ensure accuracy and completeness of the application and to supply all plans necessary. No application shall be deemed complete by the Planning Department until all the following information is received.

- Original completed application form
- Authorization form (if applicant is not the property owner)
- Archaeological Assessment document and accompanying documentation from the Ministry of Heritage, Sport, Tourism, and Cultural Industries with confirmation that contents have been entered into the Ontario Public Register of Archaeological Reports
- Two (2) paper or one (1) digital copies of the following plans:
 - Site Plan (see site plan requirements for details)
 - Grading/drainage plan (may be included on site plan)
 - Landscaping Plan (may be included on site plan)
 - Elevation drawings (if applicable)
- Any other background reports or studies as required during pre-consultation
- \$500 Application Fee

Applications must be completed **electronically if possible** or in **dark blue or black ink only** – do not use pencil. If submitting photocopies of your application, **the original copy must also be filed**. If the requested information, including the applicable fees, is not provided, the Municipality will return the application or refuse to further consider the application until the information, sketch, plan and fees have been provided.

Note to Applicants: Pre-consultation with municipal staff to discuss your proposal is strongly recommended. In some cases, it may be appropriate to obtain professional services to assist you with the completion of your application. In this form the term "subject land" means the land that is the subject of the application for the site plan approval.

Application Fees:

A **\$500** application fee required to process an application for "H" Holding Provision removal. The fee for Site Plan Approval has been waived for the Oak Orchard Plan of Condominium. The Applicant shall pay all legal fees associated with registration of documents on title.

What is a Holding provision by-law?

Section 36 (1) The council of a local municipality may, in a by-law passed under section 34, by the use of the holding symbol "H" (or "h") in conjunction with any use designation, specify the use to which lands, buildings or structures may be put at such time in the future as the holding symbol is removed by amendment to the by-law. R.S.O. 1990, c. P.13, s. 36 (1). In accordance with the requirements of the Planning Act, the Municipality will circulate the notice to abutting owners.

What is Site Plan Approval?

Section 41(2) of the Planning Act, R.S.O. 1990,c.P.13, as amended, authorizes Council to establish a site plan control area, typically by referencing land use designations set out in the Zoning By-law. By-law B2022-023 amended By-law B2002-29 being a By-law to designate a Site Plan Control Area, to include low density residential development and accessory structures. Applicants are required to submit site plans, building plans, grading and/or landscaping plans for municipal staff review and Council approval. A site plan agreement is registered on title to ensure the owner develops and maintains the site in accordance with the approved plans and terms of the agreement.

The Site Plan Control Process allows the Municipality to review and approve the following:

- Building siting and site design
- Driveways
- Landscaping – site design
- Grading and servicing

The Municipality will require the applicant to enter into a Site Plan Agreement that outlines the conditions of approval, the works and actions required during construction and continual maintenance of the property as well as any required guarantees of performance (typically financial). The approved plan and drawings form a part of the agreement and will be registered on title binding future owners of the property. The Chief Building Official (CBO) cannot issue building permits until the Agreement is signed, by-laws approved by Council and the agreement is registered on Title.

Site Plan Approval Process:

Once the Planning Department receives the completed site plan application and the applicable processing fee, a preliminary review of the application and site plan will be undertaken to ensure that all required information is provided (see requirements for complete application). The Planning Department will deem the application complete. Copies of the site plans may also be circulated to the Municipal Planning Consultant as well as other municipal departments or agencies and stakeholders such as the Curve Lake First Nation for review and comments.

Once all the applicable departments and agencies have provided comments, a report will be drafted by the Planning Department and submitted to Council based on the detailed review of the site plans. A site plan agreement will also be drafted by the Planning Department, in consultation with the Municipal solicitor (if required) and provided to the applicant for review. If the applicant is agreeable to the draft agreement, the agreement will be submitted to Council along with the report and final plans. If satisfied with the site plans and draft agreement conditions, Council will approve a by-law to authorize the signing and execution of the site plan agreement, which will then be registered on title.

Building permits may then be issued in accordance with the approved site plans and removal of the Holding Provision. Regular inspections will be completed by staff to ensure development is proceeding in full compliance with the approved site plans.

Site Plan Requirements:

- Dimensions and area of property being developed
- Location of all existing and proposed buildings/structures - including dimensions, height, setbacks, separations, building entrances (pedestrian and vehicular), and Building Code classification
- Location of well (proposed and/or existing)
- Location of septic system (proposed and/or existing) with the appropriate permit from the Peterborough Public Health
- Access ramps, walkways, decks, patios and driveways
- Vehicular parking areas and spaces
- Statistical summary in chart form including the following:
 - Lot area
 - Building coverage
 - Total gross floor area of proposed buildings and existing buildings to be retained
 - Ground floor area (including floor areas of different uses)
 - Zoning By-law compliance

Grading Plan Requirements:

- Existing and proposed contours and/or spot elevations, benchmarks, and elevations on roads and adjacent properties (7.5 metres beyond site)
- Direction of drainage flow and location of all drainage discharge points including roof drainage and parking lot drains

Landscaping / Site Alteration Plan Requirements

- Areas for landscaping, sodding, seeding, walkways, sidewalks, courts, entrances, walls and fences, etc, showing trees (including all existing trees and indicating those to be cut down), ditches, etc.
- Location of existing plant material
- Location, species and size of existing plant material to be preserved
- Location, species and size of new plant material to be added
- Berming, fencing and screening details, where applicable
- Any other information required to fully describe the project landscaping

Please make an appointment 48 hours prior to submission in order for a staff member to review your application and/or commission your signature. Planning Staff is available on Monday through Friday during regular office hours 8:30 a.m. to 4:30 p.m. by telephone (705-738-3800 ext. 246), or by appointment.

Notice of Collection Personal information contained in this form and schedules collected will be used in the administration of the application and information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions regarding this collection and its release under the Act should be directed to the Municipality of Trent Lakes, Attention: Clerk, 760 County Rd 36, Trent Lakes, ON K0M 1A0, telephone 705-738-3800 ext. 240 during business hours.