

INFORMATION REQUIREMENTS FOR SITE PLAN APPLICATION

1) Application Review and Agreement Preparation:

NOTE: ALL INFORMATION NOTED BELOW MUST BE SUBMITTED AT THE TIME OF APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- 1 copy of a signed Preconsultation Checklist.
- 1 copy of the completed application form and fee.
- 10 white print copies of the architectural site plan drawing*.
- 5 copies of the following drawings*:
 - building elevations
 - building sections
 - site servicing and grading plan
 - landscaping plan and details
 - site survey plan

***ALL DRAWINGS TO BE FOLDED TO 8 ½ X 14 SIZE**

- An email submission of the above drawings in AutoCad 2000i or compatible format. The submission is to be set to print on paper no larger than 36" and is not to have any layers in blue.
- Completed building analysis form.
- Full copies of Transfer/Deeds to current owner.
- Two copies of a solicitor's certificate.
- Copy of abstract PIN and copy of PIN map.
- (Where applicable) full copies of licence agreements where the current owner is the licensee of licensed lands and location noted on colour coded copy of the site plan drawing as above.

2) Final Submission (after satisfactory review, Step 1 above)

- A disk or CD of the site plan drawings in AutoCad 2000i or compatible format.
- 7 white print copies of each drawing.
- Eight 11" x 17" reduced copies of each drawing.
- Letter of Credit (to be submitted prior to issuance of building permit - Note: Letter of Credit format and wording must be exactly as in the sample attached - all others will **NOT** be accepted).
- Appraisal fee (to be submitted prior to issuance of building permit).

Updated: September 2009



City of Niagara Falls Application for Site Plan Approval

Select ONE of the two (2) options below:

1. NEW Site Plan Application:		Fee:
<input type="checkbox"/>	High-rise hotels	\$ 3,000.00
<input type="checkbox"/>	All other lands	\$ 2,000.00

OR

2. AMENDMENT to Site Plan Agreement:		Fee:
<input type="checkbox"/>	All lands	\$ 750.00

Additional Fees: Regional Planning Review
 Niagara Peninsula Conservation Authority Review
 Legal fees for the review and registration of agreements

GENERAL INFORMATION

The undersigned hereby applies for site plan approval to build according to the plans and information submitted.

Summary of Proposed Development:

Property Location and Description:

Municipal Address: _____

Name of Owner of Property: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Name of Applicant: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Name of Applicant's Agent: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Registered Owner's Authorization:

I/We, the Owner(s) of the subject property, hereby endorse the applicant and appoint the agent, referred to above, to proceed with this application and agree to be bound by the findings of the application as it is processed through the proper stages. I/We hereby declare that the information on this application and the supporting plans and documents are correct.

Signing Officer's Name: (print or type) _____

Position: _____

Signature: _____ Witness: _____

SITE INFORMATION

Legal Description of Lands (lot and registered plan or concession and township lot number and PIN):

Are there any easements, restrictions or other covenants applicable to the land? If so, please describe.

No
Yes

Describe the **present** land use on all properties abutting and opposite the site (e.g. Residential, Commercial, Industrial, etc.)

N _____

S _____

E _____

W _____

Present zoning of lands _____

Has a site plan agreement been entered into previously? If yes, when?

No
Yes



BUILDING ANALYSIS FORM

**ARCHITECT (OR ENGINEER) to fill out and return to
BUILDINGS & BY-LAW SERVICES**

Site Location: _____ **Application No.** _____

CLASSIFICATION:

CODE REFERENCE:

- | | | |
|--|-------------|----------|
| 1. Project Description: New ___ ; Addition ___ ; Alteration ___ ; Change Use ___ . | Section No. | |
| 2. Major Occupancy: _____ | 3.1.2 | or _____ |
| 3. Building Area m ² : Existing _____ ; New _____ ; Total _____ | 1.1.3.2 | or _____ |
| 4. Gross Floor Area m ² : Existing _____ ; New _____ ; Total _____ | 1.1.3.2 | or _____ |
| 5. No. of Stories: Above Grade _____ ; Below Grade _____ | 1.1.3.2 | or _____ |
| 6. Height of Building m: _____ | 1.1.3.2 | or _____ |
| | 3.2.2 | or _____ |
| 7. Faces no. of Streets: _____ | 1.1.3.2 | or _____ |
| | 3.2.2.10 | or _____ |
| 8. Building Classification: _____ | | |
| 9. Sprinkler System Proposed: Entire Building ___ ; Basement only ___ | 3.2.2 | or _____ |
| In lieu of Roof Rating ___ ; Not required ___ | | |
| 10. Standpipe required: Yes ___ ; No ___ . | 3.2.9. | or _____ |
| 11. Fire Alarm required: Yes ___ ; No ___ . | 3.2.4 | or _____ |
| 12. Adequate Water Supply/Service: Yes ___ ; No ___ . | 3.2.5. | or _____ |
| 13. High Building: Yes ___ ; No ___ ; Measure _____ | 3.2.6. | or _____ |
| 14. Type of Construction: Combustible ___ ; Non-combustible ___ | 3.2.2 | or _____ |
| 15. Mezzanine/s Area m ² : _____ | 3.2.1.1 | or _____ |
| 16. Total Occupant Load: _____ persons | 3.1.16. | or _____ |
| Based on: _____ m ² per person ___ : Design of Building ___ . | | |
| 17. Barrier-free design: Yes ___ ; No ___ . | 3.8. | or _____ |
| If 'No', explain _____ | | |
| 18. Hazardous Substances: Yes ___ ; No ___ . | | |

19.	Required Fire Resistance Rating (FRR.)	3.2.2.
	Horizontal Assemblies FRR. (Hours)	Listed Design No. Or Description (SG-2)
	Floors _____ Hours Roof _____ Hours Mezzanine _____ Hours	
	FRR. of Supporting Members	Listed Design No. Or Description (SG-2)
	Floors _____ Hours Roof _____ Hours Mezzanine _____ Hours	

20. Spatial Separation - Construction of Exterior Walls: 3.2.3.

Wall	Area of EBF (m ²)	L.D (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR. (Hours)	Listed Design or Description	Comb Constr	Comb Constr Nonc. Cladding	Non-comb Constr
North										
South										
East										
West										

Signature (Architect or Engineer) _____

Date _____

As set out in OAA Practice Bulletin A.9

**EXPLANATORY NOTE
FOR SOLICITOR'S CERTIFICATE**

The attached Solicitor's Certificate is to be completed and submitted as part of the application for site plan approval. The certificate certifies title information regarding the subject lands. **It is to be re-typed and completed by the owner's solicitor and two executed copies on legal-sized paper, returned to Planning and Development.** A legal description for the subject lands is to be attached as Appendix "A".

Should there be any mortgages or encumbrances, we require Postponement Agreements. Two executed copies of each agreement, in registerable form, are to be submitted with the certificate.

IN THE MATTER OF: An application by _____ (the "Owner")
for the final approval by The Corporation of the City of Niagara Falls (the "City") of a Site Plan
Agreement (the "Agreement"), dated _____, 200_ between the Owner and the City
for the lands described in Schedule "A" attached hereto.

SOLICITOR'S CERTIFICATE

I, _____, a Solicitor duly qualified to practice law in the Province of Ontario
do hereby certify that _____ is the sole owner in fee simple of the lands
in Schedule "A" attached hereto.

I further certify that there are no mortgages or encumbrances upon the said lands or any part thereof
save and except the following:

(List Here)

I further certify that _____ is the owner in fee simple of all lands to be conveyed
to the City as required under the Agreement, free from all encumbrances.

This certificate is given by me to the City for the purpose of having the City rely upon it and to act
on it approving and registering the Agreement and for certifying title.

DATED at Niagara Fall this _____ day of _____, 200_ .

, Solicitor

TO: THE CORPORATION OF THE CITY OF NIAGARA FALLS

FOR OFFICE USE ONLY	(1) Registry <input type="checkbox"/> Land Titles <input checked="" type="checkbox"/>	(2) Page 1 of 1 pages
	(3) Property Identifier(s) Block Property	Additional: See Schedule <input type="checkbox"/>
	(4) Nature of Document POSTPONEMENT OF CHARGE - Section 78(6) - The Land Titles Act <u>P.S.O. 1990</u>	
	(5) Consideration Nil Dollars \$ nil	
	(6) Description	
	(7) This Document Contains: (a) Redescription New Easement Plan/Sketch <input type="checkbox"/> (b) Schedule for: Description <input type="checkbox"/> Additional Parties <input type="checkbox"/> Other <input type="checkbox"/>	Additional: See Schedule <input type="checkbox"/>

INSERT PIN

INSERT DESCRIPTION AS IN PIN.

New Property Identifiers Additional: See Schedule

Executions Additional: See Schedule

(8) This Document provides as follows:
The ABC Bank is the registered owner of Charge registered on the xxx day of xxxxxx, as instrument number LT-xxxxxxx against the lands described in this document, hereby postpones and subordinates the said Charge to the **SITE PLAN AGREEMENT** made between (insert name of **OWNER**) and THE CORPORATION OF THE CITY OF NIAGARA FALLS registered on the xxxx day of xxxxxxxx, 199x, as Instrument No. LT-xxxxxxx.

CITY WILL INSERT DATE AND REGISTRATION NUMBER OF THE SITE PLAN AGREEMENT.

Continued on Schedule

AMEND ACCORDINGLY

(9) This Document relates to instrument number(s) LT-(mortgage registration No.) and LT-

(10) Party(ies) (Set out Status or Interest) Name(s)	Signature(s)	Date of Signature Y M D
ABC BANK (Postponing Chargee)	Name: Title	199x xx xx
"I have authority to bind the corporation"		

AMEND ACCORDINGLY

(11) Address for Service Address of Bank

(12) Party(ies) (Set out Status or Interest) Name(s)	Signature(s)	Date of Signature Y M D
THE CORPORATION OF THE CITY OF NIAGARA FALLS (Postponee)		

(13) Address for Service 4310 Queen Street, Niagara Falls, Ontario L2E 6X5

(14) Municipal Address of Property	(15) Document Prepared by: INSERT SOLICITOR'S NAME AND ADDRESS.	Fees and Tax
INSERT PROPERTY ADDRESS.		Registration Fee
		Total

INSERT PROPERTY ADDRESS.

INSERT SOLICITOR'S NAME AND ADDRESS.

FOR OFFICE USE ONLY