



APPLICATION FOR SITE PLAN APPROVAL
 Under Section 41 of the *Planning Act*

For Office Use Only	File No.: _____
	Date Application Received: _____
	Reviewed By: _____
	Date Application Deemed Complete: _____

SITE PLAN CONTROL

Full Application (check one)

- Urban or Non-Farm based Rural – DA
- Farm based Rural – DAR

Amendment to Approved Site Plan (check one)

- Urban or Non-Farm based Rural – SPA
- Farm based Rural – SPAR

PART ONE	FORMAL CONSULTATION
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(Formal Consultation is required prior to submitting an application, unless waived)

Has a formal consultation been completed prior to submitting this application?
 Yes No If yes, attach Formal Consultation Document to application.

Has this proposal been waived from formal consultation?
 Yes No If yes, attach Waiver Letter.

Have the required studies, plans or reports as outlined in the Formal Consultation Document or Waiver Letter been submitted?
 Yes No

PART TWO	APPLICANT
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(Full and correct name of applicant(s), whether a Corporation or an individual, must be provided)

Name _____

Address _____

Address _____

Postal Code _____ **Telephone** _____

Fax _____ **Email** _____

PART THREE	LAWYER
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(Full and complete name of applicant's lawyer, for the purpose of forwarding all legal documentation for registration, transfer, etc.)

Name _____

Firm _____

Address _____

Address _____

Postal Code _____ Telephone _____

Fax _____ Email _____

PART FOUR	AGENT
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(All correspondence will be submitted through the Agent and the information provided should be of the authorized Agent or other person acting on behalf of the Applicant)

Name _____

Address _____

Address _____

Postal Code _____ Telephone _____

Fax _____ Email _____

PART FIVE	APPLICANT'S INTEREST
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(Consent or authorization MUST accompany this application)

State whether the applicant is owner/prospective owner/lessee

Or, owner is under Offer to Purchase dated _____

If the applicant is not the owner:

- (a) Has the owner consented to the application? Yes No
- (b) State the owner's name and address:

Name _____

Address _____

Address _____

Postal Code _____ Telephone _____

Fax _____ Email _____

PART SIX	DEVELOPMENT PROPOSAL
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Provide a complete written description of the nature of the application with details of the proposed development including, but not limited to: proposed use(s), development details (i.e. height/storeys, floor area(s), number of parking/loading spaces, lot coverage, landscape area, etc.) If additional space is needed, attach a separate page.

PART SEVEN	LAND AFFECTED
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1. Survey plan **MUST** accompany this application.
2. State municipal number, address, former municipality and give description of the land for which the plans and drawings are proposed.

Lot	Concession	Former Township/Municipality
Registered Plan No.	Lot(s)	
Reference Plan No.	Part(s)	
Municipal Address		Parcel No.

PART EIGHT**PRESENT ZONING AND LAND USE**

State the present zoning of the land, including By-law number and former municipality:

Is the subject property located within or adjacent to an Environmentally Sensitive Area of Major Open Space Area:

For what purpose(s) is the land (including buildings) now used:

For what purpose(s) will the land (including buildings) be used:

PART NINE**ADDITIONAL INFORMATION PERTAINING TO THE DEVELOPMENT PROJECT**

Name of Owner

Company Name

Principal Stakeholders in the Numbered Company

Type of Business (Existing)

Type of Business (Proposed)

Number of Shifts

Number of Employees

Full Time _____ Part Time _____

Number of Employees Per Shift

Full Time _____ Part Time _____

Floor Area of Current Building

_____ Square Metres _____ Square Feet

Floor Area of Proposed Expansion

_____ Square Metres _____ Square Feet

PART TEN	HISTORY
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Has the site been the subject of any of the following (state file number if known):

- Zoning Application _____
- Plan of Subdivision _____
- Site Plan Control Application _____
- Committee of Adjustment _____
- Land Division Committee Application _____
- Official Plan Amendment _____

PART ELEVEN	This information is required in accordance with the Condominium Conversion Policy
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Is this residential development intended to become a condominium?

Yes No

PART TWELVE	PREVIOUS USE OF PROPERTY
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- Residential Industrial Commercial
- Agricultural Vacant Other _____

(a) If Industrial or Commercial, specify use _____

(b) Has the grading of the subject land been changed by adding earth or other material, i.e. has filling occurred?

Yes No Unknown

(c) Has a gas station been located on the subject land or adjacent lands at any time?

Yes No Unknown

(d) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

Yes No Unknown

(e) Are there or have there ever been underground storage tanks or buried waste on the subject lands or adjacent lands?

Yes No Unknown

(f) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands?

Yes No Unknown

(g) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the fill area of an operational/non-operational landfill or dump?

Yes No Unknown

(h) If there are existing or previously existing buildings, are there any building materials remaining on site that are potentially hazardous to public health (e.g., asbestos, PCB's)?

Yes No Unknown

(i) Is there reason to believe that the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No Unknown

(j) What information did you use to determine the answers to 10(a) to 10(i) above?

(k) If previous use of property is industrial or commercial, or if YES to any of 10(b) to 10(i), a previous use inventory showing all former uses of the subject land, or if appropriate, the land adjacent to the subject land, is needed.

Is the previous use inventory attached? Yes No

PART THIRTEEN**ACKNOWLEDGEMENT CLAUSE**

I acknowledge that the City of Hamilton is not responsible for identification and remediation of contamination on the property which is the subject of this Application - by reason of its approval to this Application.

Date

Signature of Owner

PART FOURTEEN**AFFIDAVIT OR SWORN DECLARATIONS (Please use a separate page for each owner if more than one.)**

This declaration to be sworn by a Commissioner of Oaths. A Commissioner is available at the following Departments:

- Planning and Economic Development Department, 5th Floor
- Building Division, 3rd Floor
- City Clerk's Division, 1st Floor

I, _____ of the _____
in the _____ make oath and say (or solemnly declare) that to the best of my knowledge and belief that the particulars given in this application are correct and in accordance with the requirements of Section 41 of the *Planning Act*, R.S.O., 1990 for site plan control.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____, _____.

Commissioner of Oaths

Applicant

PART FIFTEEN

AUTHORIZATIONS (Please use a separate page for each owner if more than one.)

- a) If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I/we, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize _____ to submit this application as my agent.

Date Signature of Owner

Date Signature of Owner

- b) If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 I authorize

_____,
as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date Signature of Owner

PART SIXTEEN**CONSENT OF THE OWNER**

Complete the consent of the owner concerning personal information set out below.

Consent of Owner to the Disclosure of Application Information and Supporting Documentation

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13. In accordance with that Act, it is the policy of the City of Hamilton to provide public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, _____, the Owner, hereby agree and acknowledge
(Print name of Owner)

that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, I hereby consent to the City of Hamilton making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Date

Signature of Owner

NOTE: Where owner or applicant is a corporation, full name of Corporation and name and title of signing officer to be set out.

PART SEVENTEEN**COLLECTION OF INFORMATION**

The personal information contained on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, and will be used for the purpose of processing the application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the general Planning Division email at pdgening@hamilton.ca or 905-546-2424, ext.1355.