



Hamilton

Mailing Address:  
71 Main Street West, 5<sup>th</sup> Floor  
Hamilton, Ontario  
Canada L8P 4Y5

Planning and Economic Development Department  
Development Planning, Heritage and Design  
71 Main Street West, 5<sup>th</sup> Floor, Hamilton ON L8P 4Y5  
Phone: 905-546-2424 Fax: 905-546-4202

## **MINOR SITE PLAN APPLICATION Submission Requirements**

In order for your application to be considered complete, the following information must be provided before it is accepted for processing. A complete Minor Site Plan submission includes:

1. Two (2) copies of the application form with all applicable sections completed and signed (original signatures required);
2. Application fee;
3. Five (5) sets of full size plans and drawings (must be folded), including one (1) reduced copy (11" x 17") of:
  - Site Plan,
  - Building Elevations (where required, i.e. Building Addition, Accessory Buildings, Temporary Sales Pavilion / Trailer),
  - Grading Plan (existing and proposed elevations on the subject and adjacent lands to show the existing and proposed drainage patterns); and,
4. Electronic Documentation of all documents and drawings are to be submitted in pdf format.

In addition to the above, the following information may also be required prior to Minor Site Plan approval:

- Stormwater management plans prepared by a qualified consultant; and,
- Site Servicing Plans.

The Minor Site Plan must include the following information (all measurements must be provided in bold numerals, black ink, and metric units):

- Scale and north arrow
- Property boundary and dimensions
- Names of adjacent streets
- Footprint of existing and proposed buildings and structures, including dimensions
- Building setbacks to all lot lines
- Vehicular entrances (widths and radii)
- Parking area layout and dimensions of drive aisles and parking spaces
- Parking area surface treatment (all hard surface materials must be identified)
- Refuse disposal and storage areas including any related screening
- Existing and proposed landscape areas with dimensions (location of plant material, planting beds and sodded areas)
- Location of existing natural features and vegetation with drip lines

Building Elevations (all 4 sides of the building) must include the following:

- Building Height identified from grade (as defined)
- Building Entrances
- Notation of building materials and colours

## Minor Site Plan Application

City of Hamilton, Planning and Economic Development Department  
71 Main Street West, 5<sup>th</sup> Floor, City Hall, Hamilton ON L8P 4Y5  
Telephone: 905-546-2424 - Fax: 905-546-4202

File No. \_\_\_\_\_ Date received \_\_\_\_\_ Received by: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

- Application Fee for Minor Site Plan Application must be submitted.
- (An additional Conservation Authority review may be required.)
- Prior to making a Minor Site Plan Application, please consult with the City of Hamilton Planning Division to determine if a Formal Consultation is required for this application.
- An incomplete application will delay the process.

### APPLICANT:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail \_\_\_\_\_

**APPLICANT'S INTEREST:** Owner, Prospective Owner, Lessee, Agent (circle appropriate)

### CONTACT PERSON: (if other than the applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail \_\_\_\_\_

**ADDRESS OF THE PROPOSED DEVELOPMENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TYPE OF DEVELOPMENT: Check Appropriate Box

Residential  Industrial   
Commercial  Other, specify \_\_\_\_\_

**TOTAL EXISTING FLOOR AREA:** \_\_\_\_\_

**TOTAL PROPOSED FLOOR AREA (if addition):** \_\_\_\_\_

**TYPE OF PROPOSAL:** Check appropriate Box

	<b>Plan dated:</b>		<b>Plan dated:</b>
Addition	<input type="checkbox"/> _____	Parking Area (Include layout)	<input type="checkbox"/> _____
Accessory Building	<input type="checkbox"/> _____	Ramp	<input type="checkbox"/> _____
Fire Escape	<input type="checkbox"/> _____	Temporary Sales Pavilion/ Trailer	<input type="checkbox"/> _____
Outdoor Patio (include layout)	<input type="checkbox"/> _____	Secondary Suite	<input type="checkbox"/> _____

**PREVIOUS DA#** \_\_\_\_\_  
**(If any) ZA#** \_\_\_\_\_

**Applicant's Signature**

**FOR OFFICE USE ONLY:**

Approval Date \_\_\_\_\_ as per attached plans and drawings, subject to compliance with all zoning requirements of the subject lands.

<input type="checkbox"/> Yes	<input type="checkbox"/> No, Full Site Plan Control application required
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Manager of Development Planning

**COPY TO:**

<input type="checkbox"/> Applicant	<input type="checkbox"/> Building Division	<input type="checkbox"/> Growth Management Division
<input type="checkbox"/> Owner	<input type="checkbox"/> Transportation Planning	<input type="checkbox"/> Other, Specify _____

**CONSENT**

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 that the  
(Print name of Owner)

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

## 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

This letter does not exempt the owner or owner's bonded contractor from the requirement to obtain various permits/approvals normally required to complete a construction project, such as, but not limited to the following:

- Road cut permits
- Access permits
- Committee of Adjustment  
(i.e. Variances to Zoning By-law)
- Sewer permits
- Relocation of services
- Encroachment agreement

Applicant's initials

## APPROVAL LIMITATIONS

i) Proposals that require a building permit

In the event a building permit has not been issued for the proposed developed within one (1) year from the date of site plan approval, the approval shall lapse.

ii) Proposals that do not require a building permit.

In the event any required site works are not completed within one (1) year from the date of site plan approval, the approval shall lapse.

### Note:

**The City of Hamilton is in the process of creating a new comprehensive Zoning By-law for the entire City. The new Zoning By-law is being prepared in phases by Land Use topic. New Commercial, and Residential zoning may be implemented which could be different than the current zoning. Accordingly, if a Building Permit has not been issued by the City prior to the new zoning coming into effect, the approved site plan may be affected, related to zoning compliance, which may require further planning approvals (i.e. Minor Variance, Zoning Amendment, etc.).**

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 Coordinator of Business Facilitation, Planning and Economic Development Department, City of Hamilton, 71 Main Street West, 1<sup>st</sup> Floor, City Hall., Hamilton, Ontario, Telephone: 905-546-2424, ext.1284.