

Please read the following before filling out this application.

This application can be submitted digitally through the City's online application portal (APLI) on www.barrie.ca.

The City of Barrie is committed to providing applicants with the best possible customer service. In order to ensure an expeditious processing of this **Application for Site Plan Approval**, all questions on the application form must be fully answered and all background material, studies and drawings identified on the check list attached to the application must be submitted at the time of application.

Incomplete applications and/or missing information may not enable staff to serve you expeditiously and may result in delays in reviewing this application. As such, any application deemed incomplete will be returned with fees and will be accepted when the application is deemed complete.

Once the application has been deemed complete by Development Services, a technical meeting will be scheduled within four weeks.

Please confirm that all items required on the application and attached check list are provided and are complete in order to allow City staff to provide you with the best service we can.

In accordance with the provisions of the Planning Act, it is the policy of the Development Services Department to **provide public access** to all development applications and supporting documentation. In making or authorizing submission of this development application and supporting documentation, I/we, the owner or agent acting with authority on behalf of the owner hereby acknowledge the above-noted and provide my/our full consent in accordance with the provisions of applicable Provincial and Federal legislation that the information on this application and any and all supporting documentation provided by myself/ourselves, the applicant, agents, consultants and solicitors, as well as commenting letters or reports issued by the Corporation of the City of Barrie (hereinafter the "**Municipality**") and other review agencies, will be part of the public record, may be published and distributed by the municipality in any form, and will also be fully available to the general public.

ACKNOWLEDGEMENT

I have read the foregoing and acknowledge and understand the application may be returned to me, and review will be delayed if this application is not complete and does not include all the information specified in the application form.

I/we acknowledge and agree that the approval to **make all information public** also constitutes a full release to the **Municipality** of any copyright privileges and hereby undertake full responsibility for ensuring that such release is also obtained from my agents, consultants and solicitors.

I/we accordingly hereby **fully release the Municipality**, and fully indemnify the **Municipality**, from any damage, loss, claim, cause of action, responsibility or consequences whatsoever arising from publishing or releasing the application and supporting and associated information as described above.

Name: _____

Signed: _____ Date: _____



**SITE PLAN CONTROL APPROVAL
APPLICATION**

OFFICE USE ONLY

FILE: _____

FEE: _____

DATE: _____

COST RECOVERY AGREEMENT

A) APPLICATION INFORMATION

1. Name of Applicant _____ Tel. No. _____
 Address _____ Postal Code _____
 Email Address _____ Fax No. _____
2. Agent, Solicitor or Consultant _____ Tel. No. _____
 Address _____ Postal Code _____
 Email Address _____ Fax No. _____
3. Registered Owner _____ Tel. No. _____
 Address _____ Postal Code _____
 Email Address _____ Fax No. _____
4. Legal Names of All Encumbrances of Property _____ Tel. No. _____
 _____ Postal Code _____
 _____ Fax No. _____

5. All Correspondence Direct to: Owner: _____ Agent: _____

B) PROPERTY DESCRIPTION

1. Legal Description Lot _____ Registered Plan No. _____
 Lot _____ Concession _____ Township _____
 PIN (Property Identification Number) _____
2. Municipal Address _____
3. Current Property Value _____

To be used in calculation of parkland dedication (Properties valued over one million may require a property appraisal to determine the value).

4. Please supply the Pre-consultation file number if the site has been reviewed through Pre-Consultation.
 D28-_____

C) PROPOSED DEVELOPMENT/REDEVELOPMENT

<u>Building</u>			
1. Existing Gross	Residential _____ m ²	Proposed Gross	Residential _____ m ²
	Commercial _____ m ²		Commercial _____ m ²
	Industrial _____ m ²		Industrial _____ m ²
	Institutional _____ m ²		Institutional _____ m ²
Size of Property	_____ m ²		

2. Number of Dwelling Units Existing _____ Proposed _____
3. Brief Description of Proposal _____

4. Please specify the proposed tenure of ownership _____
5. Are you requesting an exemption under subsection 9(2) of the Condominium Act? Yes No
 If YES, please attach the required "Application for Plan of Condominium Approval or Exemption" and requisite fee.
6. List any amendments, exception of variances from City By-law and Regulations which may have been or will be applied for (date, application number and pertinent details).
7. Is the subject property partially or wholly within an area regulated by the Lake Simcoe Region Conservation Authority (LSRCA) or the Nottawasaga Conservation Authority (NVCA)? Yes No

This is to be confirmed by the City of Barrie prior to application submission. If yes, all applicable Conservation Authority Fees will apply.

Conservation Authority approval is required prior to registration of the site plan agreement and issuance of a building permit.

I HEREBY CERTIFY that the information and plans provided are correct and truly indicate my intentions respecting the proposed development.

 Signature of Applicant/Agent

 Signature of Owner or Letter of Authorization (if different)

NOTE:

1. Please submit completed application form and Cost Recovery Agreement **IN DUPLICATE** to the Development Services Department, together with the required fee. Cheques are to be made payable to the Treasurer of the City of Barrie.

FEES:

- a) Commercial, Institutional, Industrial and Multi-Residential development

Up to 5,000m ²	\$ 9,315.63
5,001 to 20,000m ²	\$ 12,019.63
20,001 to 35,000m ²	\$ 14,366.40
Greater than 35,000m ²	\$ 16,735.14
- b) Extension of Site Plan Control \$ 2,731.49/year
- c) Revision to existing registered site plan agreement \$ 3,654.80
- d) Conservation Authority Fees

Payment of application fees can be made by Cash, Cheque or Debit only.

Lake Simcoe Regional Conservation Authority (LSRCA)

Prior to deeming the application complete, the Applicant is required to contact the LSRCA to confirm and pay all applicable site plan review fees. All fees are to be paid directly to the LSRCA with confirmation provided to the City of Barrie.

Nottawasaga Conservation Authority (NVCA)

Prior to deeming the application complete, the Applicant is required to contact the NVCA to confirm and pay all applicable site plan review fees. All fees are to be paid directly to the NVCA with confirmation provided to the City of Barrie.

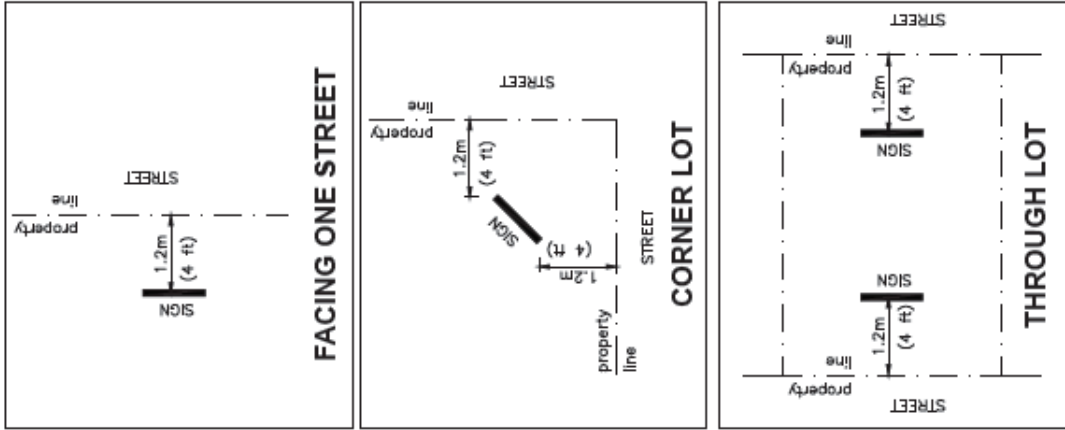
2. The following information may be required for buildings over **THREE STOREYS**:
 - a) Sun and Shadow Calculations
 - b) Wind Effects on Council's Request
 - c) Any Detriment to City Parks or Beaches
3. Please make sure a **COMPLETE** application is submitted to avoid delays in registering the required site plan agreement. **A MYLAR** and four white paper copies of each final plan that includes all revisions will be required for registration. Please ensure that **ALL INFORMATION** on Mylar is clearly legible otherwise delays will result in registering the site plan agreement. The final mylars are subject to the approval of the Development Services Department
4. Signs erected on the property are to be removed two weeks following the Site Plan Review Technical Committee meeting.

Urban Design Manual and Site Plan Application Manual are available through the Legislative & Court Services' Office or on the City's website at www.barrie.ca

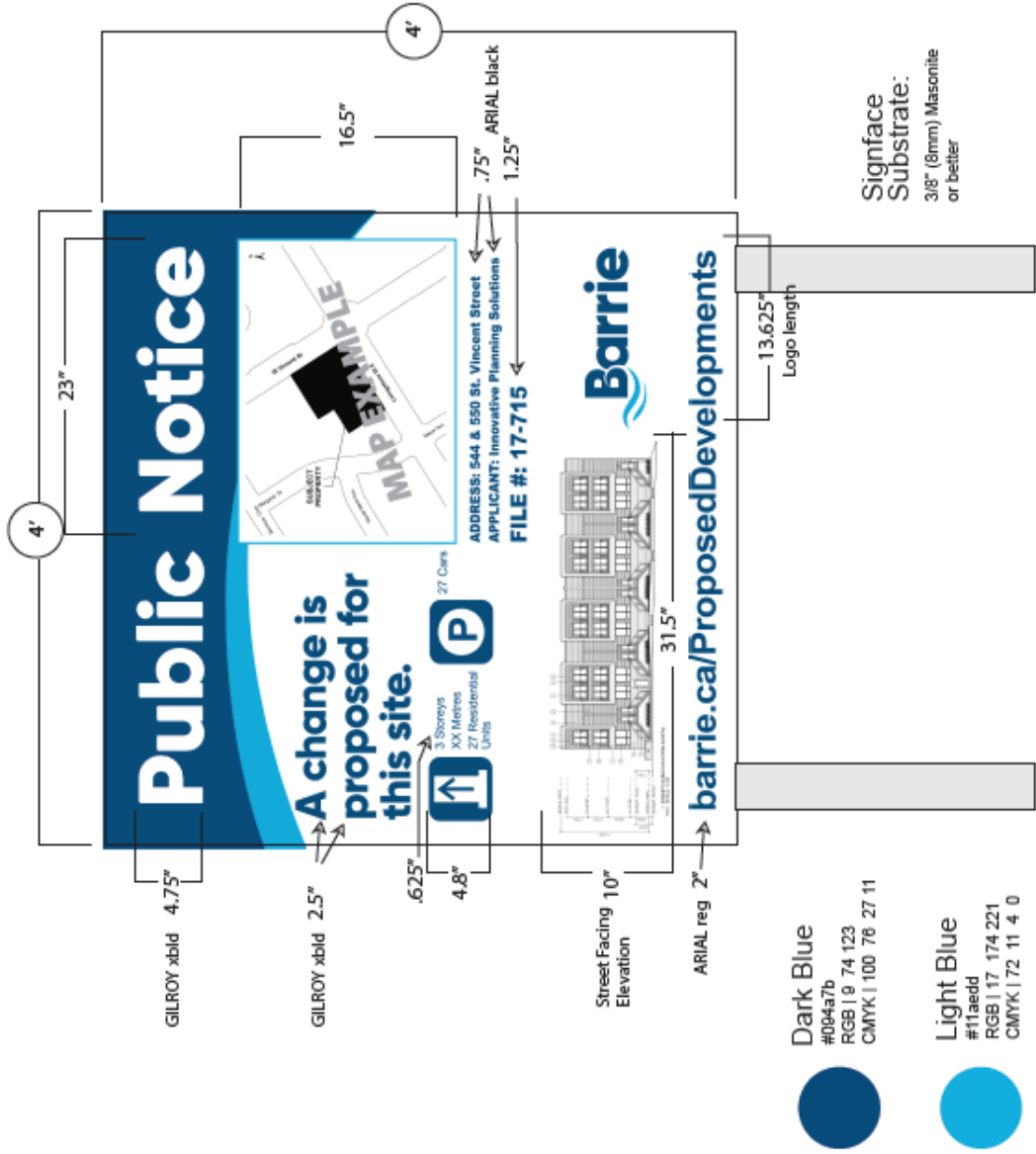
CITY OF BARRIE PUBLIC NOTICE

As part of the complete application process, a Public Notice sign is required to be posted on the subject lands. The Public Notice sign should have the information and symbols as provided by the Planning and Building Services Department. Sign details and information can be found in 'Forms & Process' at barrie.ca/planning. The applicant is responsible for all costs associated with the preparation and posting of the Public Notice. Please provide a digital photograph of the sign erected on the property to the Planning and Building Services Department.

SIGN LOCATION



SIGN LAYOUT EXAMPLE



SITE PLAN CONTROL APPROVAL REQUIREMENTS

Technical Review meetings are held on Thursdays as required. Various City departments and external agencies are circulated the submission.

The following information must be submitted as part of your application for site plan control approval:

- 1. Application form and Cost Recovery Agreement, fully completed, with applicable processing fee paid in full.
- 2. Certificate of ownership or letter of authorization.
- 3. All drawings forming part of the site plan application should bear the seal and signature of a qualified Planner, Architect or Engineer and a qualified landscape architect in order to ensure their accuracy.
- 4. Digital copies of all drawings and plans at full scale are to be submitted. **Minimum plan requirements include, a Site Plan, Building Elevation drawings, Engineering (servicing and stormwater) plans, and Landscape plan. Paper copies of drawings and reports may be required upon request. All paper copies of plans and drawings are to be folded and stapled together for circulation and filing (legal size) purposes.** Site Plans should be a minimum scale of 1:200 (metric).
- 5. **One (1) digital copy of a** 11 x 17 reduction of the Site Plan drawing is required to be submitted for all developments with a gross floor area greater than 5,000 m².
- 6. Planning Services staff advise that if a site plan is referred (“Bumped-up”) to Council for review and approval, the applicant will be required to submit a digital copy (11 x 17 reduction) of all plans and drawings, including all revisions and changes as recommended, following the Site Plan Review Technical Committee meeting.
- 7. The Plans, once approved and registered on title through a site plan agreement, will constitute a commitment on the part of the applicant and the City. These drawings must be of the finalized proposal. Any revision to those plans may require a subsequent application to the City and an amendment to the registered agreement.
- 8. No sign should be erected until the application has been submitted to the City. The applicant is required to provide a photograph of the sign erected on the property and is to be submitted within two days of receipt of the application.
- 9. The following pages provide the applicant with a checklist of the information to be displayed on the plans and drawings which represent the minimum requirements. Please ensure that each item appears on the plans and that the item has been checked off. This ensures that plans are complete and that staff have the necessary information for a full review.

SITE, SERVICING AND GRADING PLANS:

- a) Key Map (normally on the same drawing as the Site Plan) showing the location of the property in relation to major roads, natural and man-made barriers and features, immediately adjacent lots and properties and showing other adjacent lands in which the applicants have a monetary or titular interest. Scale to be approximately 1: 10,000 metric with a north arrow.
- b) Drawing title and number, date of drawing, and all revision dates.
- c) The dimensions and area of the property being developed (metric) indicating any road widenings, easements, front, side and rear yards and the distance between each building on the subject site.
- d) The proposed staging of the development of the property and of the construction of the buildings.
- e) Location of all buildings and structures indicating all building dimensions, setbacks, separations, building entrances, both pedestrian and vehicular, projections, canopies, equipment housings, dust collectors, masts, ground sign, etc.
- f) Access ramps, driveways, lay-bys, etc., indicating widths, curve radii, medians, curbs, steps, etc., and the proposed direction of traffic flow where applicable.
- g) Vehicular parking areas and stalls, dimensioned and numbered and indicating any areas to be assigned to visitors, tenants, employees, the handicapped, etc.
- h) Areas for landscaping, walkways, sidewalks, courts, entrances, walls and fences, etc., showing trees (including all existing trees and indicating those to be cut down).
- i) Location of all loading and man doors and both internal and external refuse collection areas and detail of proposed external refuse facility, if applicable.
- j) Location of all signs and any lighting thereof and location and direction of exterior lighting.
- k) Asphalt paving and base specifications for both light and heavy duty asphalt, and for all interlocking and/or decorative paving stones.
- l) Buildings on adjacent lots and generally improvements in the adjacent yards and mutual features, such as driveways, parking, etc.
- m) Existing and proposed contours and/or spot elevations, bench marks, and elevation on roads and adjacent properties.
- n) Septic tanks, outline of tile beds, soakaways, wells, telephone and other equipment kiosks, garbage collection facilities, watermains (and sizes), hydro transformer vaults and access routes or pads, firefighting, Siamese connections, underground septic, holding or petroleum tanks, etc.
- o) Abutting roads including the location and width of any traffic islands, bus shelters and sidewalks, where applicable.
- p) All existing driveway entrances to the subject property as well as existing access and driveway entrances of adjacent properties, including those of the properties on the opposite side of the road to the subject site.
- q) Location of street hydrants, hydro poles, etc., within 90m of the subject property.
- r) Sewer lines and sanitary servicing arrangements, including sizing.
- s) Land drainage and stormwater disposal arrangement, including catch basins, soakaway pits, ponding areas, swales, culverts, retaining walls, embankments and impediments to the free flow of water an indication of intended direction of surface flows.

- t) Inverts and top of grate elevations for catch basins and manholes (geodetic elevations), and limits of storm water retention.
- u) Proposed storm water management water quality techniques, and erosion and sedimentation control measures to be used during and after construction.
- v) Water and utility servicing arrangements including locations of underground utility lines, existing hydro poles, hydrants and the location and size of meter rooms, transformers, vaults valves, etc.
- w) Existing and proposed grades and floor elevations.
- x) Surfacing and grading of the property and areas such as driveways, ramps, walkways, proposed edging or curbs and details of proposed retaining walls and similar features, and localized high-point for all driveway entrances, where applicable.
- y) Street cross sections and existing or proposed road widenings, easements, right-of-ways, sight triangles and 0.3m reserves adjacent to the subject property.
- z) The following information should also be provided, preferably in chart form:
 - i) The existing (or proposed) zoning.
 - ii) Area of site covered by buildings.
 - iii) Total area of the site.
 - iv) The lot frontage.
 - v) The total number of units (residential).
 - vi) Total gross floor area of proposed buildings and existing buildings to be retained.
 - vii) Calculation of the percent of site covered by buildings.
 - viii) Calculation of the floor area ration (gross floor area divided by site area).
 - ix) Total number of parking spaces proposed.
 - x) Number of parking spaces for visitors, tenants, and employees, etc.
 - xi) Total site area to be landscaped including walkways, courts.
 - xii) Calculation of the percent of site area so landscaped.
- aa) Consulting Engineer stamp and signature.
- bb) Functional Servicing Report or Design Brief.
- cc) Traffic Analysis, if required by the Engineering Department.
- dd) Noise Study, if required by the Engineering Department.

LANDSCAPE PLANS

Landscape plans must be adequate to explain and indicate the following:

- a) A tree preservation plan (where applicable).
- b) All existing trees, accurately located on plan and clearly specified as to the type, caliper and condition. Existing trees to be removed must be indicated with a broken line.
- c) A plant list, using a key system, to indicate the full botanical name, common name, quality, caliper, height, spread and special remarks.
- d) Natural and man-made features such as sodded areas, berms, swales, ponds and ditches must be indicated and generally dimensioned.
- e) Details and specifications of the following items:
 - i) Planning details of trees, shrubs, groundcover, etc.
 - ii) Wall, fences and screening.
 - iii) Walkways, curbing, ramps, stairs and paved areas and any features of special areas.
 - iv) Any proposed tree protection measures (i.e. tree guards).
- f) Snow loading areas, building access locations, building overhangs.

ELEVATIONS

- Elevation drawings are required of exterior walls of all proposed building(s). These drawings should be sufficient to indicate the following:**
 - ❖ the exterior design concept of the building with attention to urban design streetscape details and screening of rooftop mechanical devices
 - ❖ the compass direction of each façade and drawing scale (elevation drawings are required for all sides of every proposed building)
 - ❖ details of public areas and special features
 - ❖ entrances, doors, arcades, etc.
 - ❖ provision of accessibility for persons with special needs
 - ❖ any recesses, projections, special features
 - ❖ the general finishing materials proposed
 - ❖ finished grade, floor and roof elevations, including the height and number of floors of each building
 - ❖ proposed signs, light, equipment and equipment housings
 - ❖ outline elevations of adjacent buildings drawn in correct relationship to the proposal
 - ❖ signage elevation details
- Any other material (i.e. market surveys, soils, drainage, traffic, environmental studies, etc.) considered desirable to fully justify the proposal.

Once site plan control drawings have been approved, they should be used as the basis for drawings required when applying for a building permit. In the event that conformity is not maintained, an amendment to the site plan control approval may be required.

SITE PLAN CONTROL POLICIES AND BY-LAWS

Section 41 of the Planning Act, R.S.O. 1990, c.P.13, permits Council to pass a by-law establishing a site plan control area provided the area is identified as such in the Official Plan. All lands within the City of Barrie are designated as a site plan control area pursuant to Section 6.3 of the Official Plan.

Council passed By-law Number 99-312 on December 13, 1999 and By-law Number 2002-29 on February 4, 2002 to establish various site plan control areas in the City of Barrie.

All properties that are zoned Residential Multiple Family Dwelling Second Density RM2, Apartment Dwelling First Density RA1, Apartment Dwelling Second Density RA2, Central Area Commercial C1, Transition Commercial C2, Shopping Centre Commercial C3, General Commercial C4, Convenience Commercial C5, Special Industrial M3, Environmental Protection EP and Institutional I are designated as site plan control areas.

In addition, all properties that are zoned in an Industrial category which are located adjacent to lands designated or used for residential purposes are designated as site plan control areas. Libraries, places of worship, day nurseries, rest homes, nursing homes and group homes located in any residential zone are also subject to site plan control.

All properties abutting or adjacent to the following streets and highways are designated as site plan control areas:

- (a) Highway 400
- (b) Ferndale Drive between Edgehill Drive and Tiffin Street
- (c) Dunlop Street between Ferndale Drive and the City limits
- (d) County Road 27 between Dunlop Street and the CNR line
- (e) Tiffin Street between Dunlop Street and Innisfil Street
- (f) Anne Street between Dunlop Street and Tiffin Street
- (g) Essa Road between Coughlin Road and the City limits
- (h) Harvie Road between Veteran's Road and Highway 400
- (i) Mapleview Drive West between Essa Road and Highway 400
- (j) Mapleview Drive East between Lover's Creek and Highway 400
- (k) Bayview Drive between Little Avenue and Mapleview Drive East
- (l) Big Bay Point Road between the railway tracks at Huronia Road and Highway 400
- (m) Fairview Drive between Big Bay Point Road and Little Avenue
- (n) Huronia Road between the railway line at Truman Road and the City limits
- (o) Bryne Drive between Mapleview Drive East and Essa Road
- (p) Caplan Avenue between Veteran's Drive and Bryne Drive
- (q) Hunter Road.

The properties municipally known as 60 Wellington Street West, 160 Lockhart Road, 55 Bradford Street, 471 Tiffin Street, 506 Tiffin Street, 8 Eccles Street North, 8 Frances Street, 11 Frances Street, 1 Boys Street South, 172-270 Dunlop Street West, inclusive, Part of north half of Lot 5, Concession 14, formerly Township of Innisfil, now in the City of Barrie described as Part 1 on Reference Plan 51R-16874 and Part of Lot 11, Concession 11, formerly Township of Innisfil, now in the City of Barrie described as Part 3, Reference Plan 51R-28739 are also subject to site plan control.

Copies of By-law Numbers 99-312 and 2002-29 are available for inspection in the Planning Services Branch, City Hall, during regular business hours.

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O., 1990 P. 13 and will be used to process Site Plan Control Approval applications.

Questions about this collection should be directed to: Manager of Growth and Development, City of Barrie, 70 Collier Street, P.O. Box 400, Barrie, Ontario L4M 4T5 (705) 726-4242.

SCHEDULE A
COST RECOVERY AGREEMENT
LEGAL DESCRIPTION
AND
MUNICIPAL ADDRESS

Legal Description: _____

Municipal Address: _____

This Agreement made this _____ day of _____, 20____.

COST RECOVERY AGREEMENT

B E T W E E N:

(hereinafter referred to as "the Applicant")

AND

THE CORPORATION OF THE CITY OF BARRIE

(hereinafter referred to as "the Corporation")

WHEREAS the Applicant has made application to the Corporation for planning approval necessary to develop the lands described in Schedule "A" (the "Lands");

AND WHEREAS the Applicant is the owner of the lands or has the consent of the owner of such lands to make such application;

AND WHEREAS it may be necessary to investigate and resolve planning, engineering, legal and/or other issues;

AND WHEREAS the Corporation may, at its sole discretion, find it necessary to engage professional planning, engineering, legal and other services in reviewing the application;

NOW THEREFORE in consideration of the sum of \$5 paid by the Corporation to the Applicant and in further consideration of the Corporation reviewing such application and incurring costs in so doing (the sufficiency of which is acknowledged by the Applicant), the parties agree as follows:

1. This agreement shall not be construed as the Corporation's acceptance or approval of the application.
2. The Corporation agrees to review the application and may retain such additional planning, engineering, environmental, legal and/or other consultants as are deemed necessary by the Corporation to thoroughly evaluate the application. Save and except for the legal services retainer disclosed in Paragraph 3 below, prior to retaining such additional consultants, prior to retaining such consultants, the Corporation shall advise the Applicant of its intention to do so and shall advise the Applicant as to the proposed purpose for such retainer, the proposed consultant, the proposed terms of reference and the proposed estimated costs. The Applicant may make submissions to the Corporation with respect to the foregoing information within 7 days of receipt of same. The Corporation shall consider such submissions in good faith, but shall retain its sole discretion with respect to such retainer. The Applicant shall be entitled to the provision of final reports submitted by such consultants but not to drafts, or communications which would otherwise be privileged. The Applicant agrees that with respect to legal consultants all such work shall be solicitor-client privilege to which it has no access.

3. The Corporation hereby notifies the Applicant that it intends to retain Barrie's Solicitor to provide legal services relating to the preparation and execution of an agreement contemplated by the Planning Act.
4. The Applicant shall pay all reasonable costs specific to the application as incurred by the Corporation for its solicitor (on a complete indemnity basis) and other consultants and its administrative costs (application fees authorized pursuant to the Corporation's Fees By-law) as amended from time to time prior to the date of this agreement in respect of the application, including interest on arrears if incurred as the result of delay in payment by the Applicant. Notwithstanding the foregoing, in the event proceedings are commenced by the Applicant or the Corporation with respect to the application which results in the Applicant and the Corporation advocating positions which are opposed in interest, the Corporation shall not be entitled to collect such costs or recover expenses from the Applicant in connection therewith from the date of commencement unless so ordered by the tribunal or adjudicator determining the outcome of such proceedings.
5. The Applicant shall, upon being notified from time to time, deposit sufficient funds with the City to cover the estimated expenses including all consulting fees and disbursements. In default of such deposits being made, the Corporation may refuse to continue to process the application, refuse to execute any agreement required as a condition of development approval or take such legal action against the Applicant as it deems necessary.
6. The Corporation upon completion, termination, withdrawal of the application, or the filing of proceedings being commenced as contemplated in paragraph 4 above whereby the Applicant and the Corporation are advocating positions which are opposed in interest, shall prepare and submit a final statement of account to the Applicant, including copies of all invoices submitted to it by its consultants. Surplus funds held by the Corporation shall be returned to the Applicant within sixty (60) days of such completion, termination or withdrawal. Surplus funds shall not be returned to any mortgagee or subsequent owner of the property referred to in the application except on the written direction of the Applicant or pursuant to a Court Order.
7. This Agreement shall not stand in lieu of or prejudice the rights of the Corporation to require such further and other agreements permitted by provincial or federal legislation in respect of any application that the Corporation may deem necessary.
8. This Agreement constitutes the entire agreement of the parties to date with respect to the payment of the Corporation's costs for professional planning, engineering, legal and other services required in consideration of the application. Any subsequent agreement which includes a provision relating to costs incurred by the Corporation shall be deemed to be supplementary to this agreement and shall not supersede this agreement.
9. This Agreement shall be effective from the earlier of the date of this agreement and the date the application referred to herein was submitted to the Corporation.
10. The persons signing this Agreement on behalf of the parties warrant that each person who signs this Agreement is authorized to represent that party and to bind it in this Agreement.
11. This Agreement shall enure to the benefit of and be binding upon the parties and their respective successors and assigns.
12. Should any provision or any part of any provision of this Agreement be declared null, void or inoperative, the remainder of the Agreement shall remain in full force and effect and shall be interpreted as a complete entity.
13. The Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

14. Any notice required pursuant to this Agreement shall be in writing and delivered personally, by confirmed facsimile transmissions ("fax") or sent by registered mail to the following addresses:

The Applicant:

Mailing address:

Delivery address:

Fax number:

Attention:

The Corporation:

The Corporation of the City of Barrie
Legislative & Court Services
Attention: Wendy Cooke, City Clerk
70 Collier Street, Box 400
Barrie, ON L4M 4T5 (Phone) (705) 726-4242 - (Fax) (705) 739-4243

or to such other addresses either of the Parties may indicate in writing to the other.

Any notice given in accordance with this shall be deemed to have been received:

- i) upon delivery, if delivered personally;
- ii) at the time of transmission if sent by fax between 9:00 a.m. and 4:00 p.m. EST, or, if sent before or after such times, on the next business day; or
- iii) on the fifth day after posting, if sent by registered mail, provided that if such day is a Saturday, Sunday or holiday, on the next business day thereafter.

APPLICANT

**THE CORPORATION OF
THE CITY OF BARRIE**

Per: _____ c/s

Name:
Title:

Per: _____
Wendy Cooke, City Clerk
I have authority to bind the
Corporation

Per: _____ c/s

Name:
Title:

I/We have authority to bind the corporation.