



**The Corporation of the City of North Bay**  
200 McIntyre Street East, P.O. Box 360  
North Bay, Ontario P1B 8H8  
(705) 474 – 0400

**Site Plan Control Agreement Application**

Site Plan Control Agreement – (over 10,000 square feet)	<input type="checkbox"/>	\$1,800.00
Site Plan Control Agreement – (9,999 square feet or less)	<input type="checkbox"/>	\$1,300.00
Site Plan Control Agreement Amendment – (over 10,000 square feet)	<input type="checkbox"/>	\$ 900.00
Site Plan Control Agreement Amendment – (9,999 square feet or less)	<input type="checkbox"/>	\$ 650.00

**NOTICE TO ALL APPLICANTS OF CONSENT APPLICATIONS TO THE CITY OF NORTH BAY COMMITTEE OF ADJUSTMENT**

1. Before you prepare and submit your application for Site Plan Control, it is strongly recommended that you consult with Planning Services.
2. **Security in the form of an irrevocable Letter of Credit may be required.**
3. **Development Charges may be payable before the issuance of a building permit.**

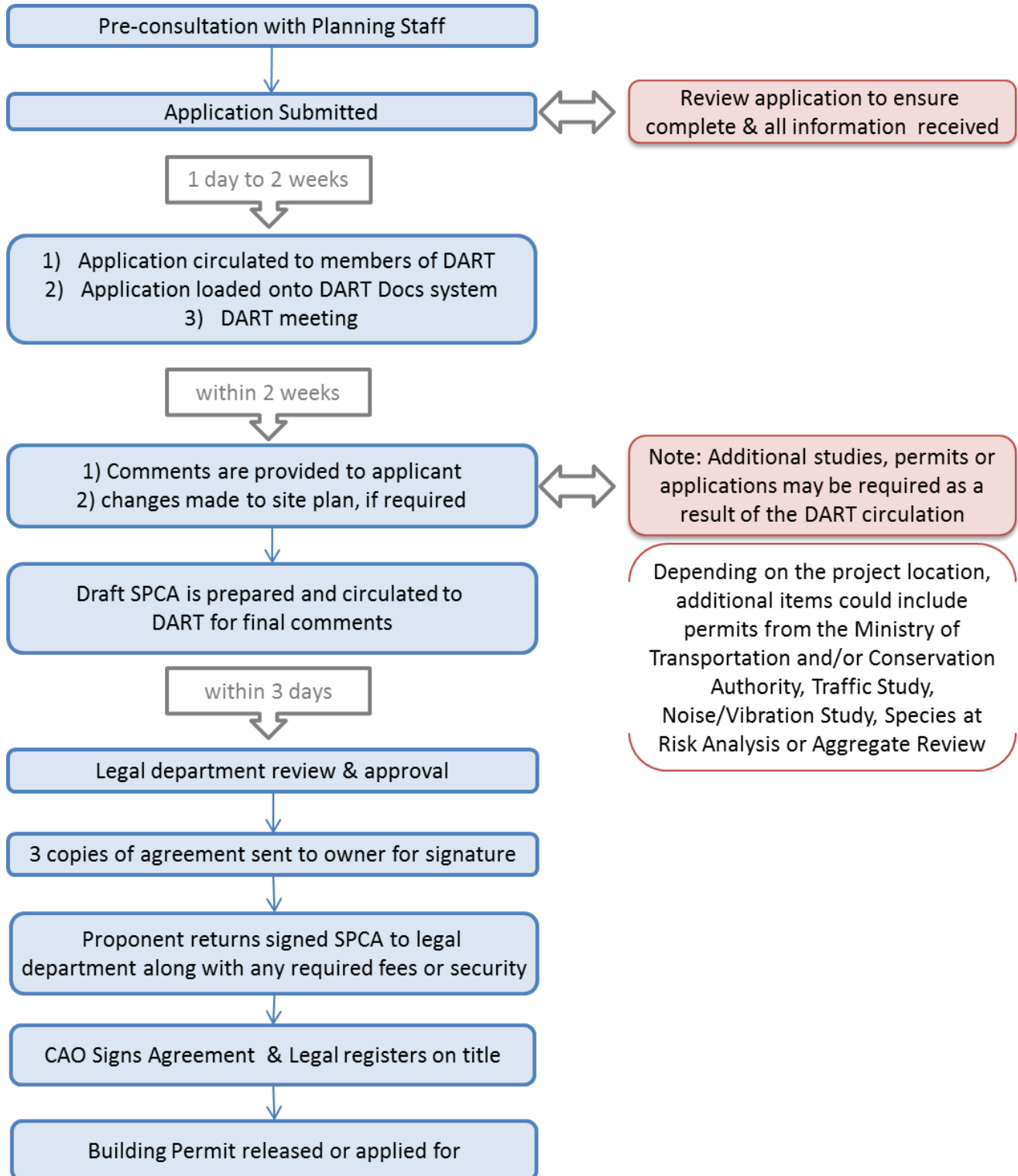
**Checklist**

- Application form (with original signatures) (all sections must be complete)
- Any required technical or justification study (1 hard copy and 1 digital copy)
- The required fee (includes fees collected on behalf of the Conservation Authority)
- Current Parcel Register or PIN Sheet as proof of ownership (obtained from Land Registry Office)
- A cover letter summarizing the purpose of the application
- If the applicant is a numbered company or in a company’s name, please provide a list of officers (President, Secretary, etc)
- 10 copies of the required sketch (drawn to scale), which must include all items identified in Section 11 of this application.
- 1 copy of the sketch is required for residential site plan control agreements on Trout Lake.
- 2 copies of a plan showing Existing Site Conditions, folded, to legal size or smaller
  - If the site details are simple, both required plans can be illustrated on one drawing. For more complex developments, the initial site plan submitted for review must be 24” by 36” in size;
  - At least one plan must be submitted on letter size (8 ½” x 11”) or legal size paper (8½” x 14”) paper and must be to the appropriate scale.
  - The Site Plan must be prepared by or based off a legal survey prepared by an Ontario Land Surveyor and must be to scale, clear and readable.

**Where to Submit Your Site Plan Application**

Completed applications, all site plans and associated fees are to be submitted to the Senior Planner, Current Operations, Planning Services Department, North Bay City Hall. The site plan control agreement application form must be completed, signed and witnessed by a Planning Services staff member. A landowner may authorize, in writing, an agent to act on their behalf.

## Site Plan Application Approval Process



**Note:** Residential Site Plan Control Agreements do not go through the DART process.

If the applicant disagrees with any of the conditions set out in the Site Plan Control Agreement, or has a concern with the Site Plan, there is opportunity to discuss this with the Development Application Review Team (DART) to resolve the issue(s). If a resolution is not reached or the application is refused the applicant has the opportunity to appeal the decision to the Ontario Municipal Board.

## **Section 6: Member Organizations and Contacts**

### **Community Development & Growth**

Beverley Hillier, Manager, Planning Services 705-474-0400 ext. 2403  
[beverley.hillier@northbay.ca](mailto:beverley.hillier@northbay.ca)

Carly Price, Chief Building Official, Building Services 705-474-0400 ext. 2410  
[carly.price@northbay.ca](mailto:carly.price@northbay.ca)

Peter Carello, Senior Planner, Current Operations 705-474-0400 ext. 2409  
[peter.carello@northbay.ca](mailto:peter.carello@northbay.ca)

Sasha Fredette, Planning Technician 705-474-0400 ext. 2401  
[sasha.fredette@northbay.ca](mailto:sasha.fredette@northbay.ca)

### **Legal Services**

Peter E.G. Leckie, City Solicitor 705-474-0400 ext. 2511  
[peter.leckie@northbay.ca](mailto:peter.leckie@northbay.ca)

Cathy Thompson, Legal Assistant 705-474-0400 ext. 2508  
[cathy.thompson@northbay.ca](mailto:cathy.thompson@northbay.ca)

### **Infrastructure & Operations**

Adam Lacombe, Senior Capital Program Engineer 705-474-0400 ext. 2370  
[adam.lacombe@northbay.ca](mailto:adam.lacombe@northbay.ca)

Nic Schiavone, Director, Public Works 705-474-0400 ext. 5234  
[domenic.schiavone@northbay.ca](mailto:domenic.schiavone@northbay.ca)

Scott Franks, Roads Manager, Public Works 705-474-0400 ext. 5205  
[scott.franks@northbay.ca](mailto:scott.franks@northbay.ca)

Mark Thomas, Manager of Parks 705-474-0400 ext. 2603  
[mark.thomas@northbay.ca](mailto:mark.thomas@northbay.ca)

Jonathan Kapitanchuk, Municipal Development Engineer 705-474-0400, ext. 2901  
[jonathan.kapitanchuk@northbay.ca](mailto:jonathan.kapitanchuk@northbay.ca)

### **Economic Development Department**

Erin Richmond, Manager 705-474-0400 ext. 2527  
[erin.richmond@northbay.ca](mailto:erin.richmond@northbay.ca)

Marcus Tignanelli, Economic Development Officer 705-474-0400 ext. 2418  
[marcus.tignanelli@northbay.ca](mailto:marcus.tignanelli@northbay.ca)

### **Financial Services**

Lisa Beaulieu, Assessment & Real Estate Specialist 705-474-0400 ext. 2259  
[lisa.beaulieu@northbay.ca](mailto:lisa.beaulieu@northbay.ca)

## **External Agency Review (as required):**

### **North Bay-Mattawa Conservation Authority**

Kevin Taylor, Senior Manager, Planning & Water Resources 705-474-5420 ext. 2018  
[kevin.taylor@nbmca.ca](mailto:kevin.taylor@nbmca.ca)

### **North Bay Hydro**

Roch Pilon 705-474-8100  
[rpilon@northbayhydro.com](mailto:rpilon@northbayhydro.com)

### **Ministry of Transportation**

Jaime Gauvreau 705-492-6410  
[jamie.geauvreau2@ontario.ca](mailto:jamie.geauvreau2@ontario.ca)

### **Ministry of Environment, Conservation and Parks**

Christopher Horne 705-471-3588  
[Christopher.Horne@Ontario.ca](mailto:Christopher.Horne@Ontario.ca)



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This application is based upon the following representation of fact which the applicant certifies to be true.

Please fill out this application and the last page attached. Please Print Clearly:

**Section 1: General Information:**

**1.1 Name of Owner(s):**

An owner’s authorization is required in Section 11.1, if the applicant is not the owner.

Name of Owner(s)		Home Telephone No.
Business Telephone No	Fax No.	Email Address
Address		Postal Code

**1.2 Agent/Applicant – Name of the person who is to be contacted, if different than the owner:**

(This may be a person or a firm acting on behalf of the owner)

Name		
Address		Home Telephone No.
Business Telephone No		Postal Code
Fax No.	Email Address	

**1.3 Communications to be between the Municipality and:**

Owner       Applicant/Agent       All

**Note:** Unless otherwise requested all correspondence will be sent to the applicant.

**1.4 Is the agreement being signed under Power of Attorney?**

No     Yes

If “Yes”, please provide a registered copy of the Power of Attorney with this Application

**Section 2: Location of the Subject Land**

**2.1 Municipal Address (if any):**

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

**2.2 Are there any easements or restrictive covenants affecting the subject land?**

No       Yes      If Yes, describe the easement or covenant and its effect:

**Section 3: Description of the Subject Land & Servicing Information**

**3.1 Site Description:**

Frontage (m)  
Depth (m)  
Area (ha)

**3.2 Use of Property:**

Existing Use(s):

Proposed Use(s):

**3.3 Access:**

- |  |  |
|--|--|
| <input type="checkbox"/> Provincial Highway                    | <input type="checkbox"/> Other public road                     |
| <input type="checkbox"/> Municipal road, maintained all year   | <input type="checkbox"/> Right of way                          |
| <input type="checkbox"/> Municipal road, seasonally maintained | <input type="checkbox"/> Water access (if so please describe): |

If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in Section 3.3, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year:

If access to the subject land is by water, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

**3.4 Potable Water Supply:**

- Publicly owned piped water system
- Privately owned individual well
- Other means:
- Lake or other water body
- Privately owned and operated communal well

**3.5 Sewage Disposal:**

- Publicly owned & operated sanitary sewage system
- Privately owned & operated individual septic system
- Privately owned & operated communal septic system
- Other means:

**3.6 Other services:**

- Electricity
- School Bussing
- Garbage Collection

**3.7 New Service Connections:**

List the new service connections which are expected to be required for the proposed development and sizes:

**3.8 Electricity:**

The applicant will be required to contact North Bay Hydro with expected service requirements. North Bay Hydro has an "Application for Connection" process for residential, commercial and industrial connections. Please contact North Bay Hydro to complete this application.

**3.9 Additional Permits:**

The applicant may be required to obtain additional permits or approvals from the North Bay-Mattawa Conservation Authority or the Ministry of Transportation.

**Section 4: Land Use**

**4.1 What is the existing Official Plan designation(s) of the subject land?**

**4.2 What is the existing Zoning(s) of the subject land?**

**4.3 Has the property ever been used for Commercial or industrial purposes?**

No  Yes

If "Yes", please advise if a **Record of Site Condition** has been completed and registered against the subject lands:

**4.4 Is the property located in vulnerable areas identified on Schedule 3B of the Official Plan?**

No  Yes

If yes, please indicate if the property is located within Intake Protection Zone 1, 2 or 3 or the Callander Issue Contributing Area (ICA).

**Section 5: Property Taxes**

**5.1 Are there any outstanding property taxes owing on the subject lands?**

No  Yes

If "Yes", please be advised that all taxes will be required to be paid as part of the Site Plan Control Agreement and prior to the issuance of a Building Permit:

**Section 6: Additional Information for Commercial and Industrial Development**

Item	Existing	Proposed	Total
Gross/Total Building Floor Area (Sq. m.)			
Building Height (m)			
Gross Leasable Commercial Space for Convenience Retail (i.e. variety store, drug store, photo depot, etc.) (Sq. m.)			
Gross Floor Area for Office use (Sq. m.)			
Gross Floor Area for Restaurant Use (Sq. m.)			
Gross Floor Area for Basement (Sq. m.)			
Gross Floor Area for Mezzanine (Sq. m.)			
Gross Floor Area for Warehouse and Wholesale Uses (Sq. m.)			
Number of Off-Street Parking Spaces			
Number of Of-Street Loading Spaces			
Number of Service Bays related to Automobile Servicing			



**Section 7: Additional Information for Residential Development**

<b>Item</b>	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
Number of Dwelling Units			
Gross/Total Building Floor Area (Sq. m.)			
Number of Parking Spaces			
Number of Storeys/Floors			
Building Height			

**Section 8: Additional Information for Institutional Development**

<b>Item</b>	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
Floor Area (Sq. m.)			
Floor Area of Basement (Sq. m.)			
Floor Area of Mezzanine (Sq. m.)			
Building Height			
Number of Off-Street Parking Spaces			
Number of Off-Street Loading Spaces			
Seating Capacity for a Church (if applicable)			
Seating Capacity for Auditorium/Hall (if applicable)			
Number of Classrooms in Educational Establishment or Church (if applicable)			

**Section 9: Additional Information for Development on Trout Lake**

<b>Item</b>	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
Building Floor Area (Sq. m.) Gross: Net:			
Number of Storeys/Floors			
Building Height (the vertical distance between the lowest finished grade elevation and the mid-point between the eave and ridge of the roof, excluding antennae, chimneys, etc.)			

**Section 10: Additional Information non-structural development (parking lots, parks etc)**

<b>Item</b>	<b>Existing</b>	<b>Proposed</b>
Dimensions and Area (m. and Sq. m.)		
Cover Material (grass, asphalt, etc)		
Location of Lighting and Type of Lighting Being Installed		
Type of Plumbing Being Installed (irrigation, drinking fountains, etc.)		

**Section 11: Checklist**

***Note: Security in the form of an irrevocable Letter of Credit may be required.***

**11.1 Items to be shown on the Existing Site Conditions Plan:**

All of the following information must be shown on the **Existing Site Conditions Plan** in order to be accepted for processing:

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
Location of existing landscaped areas and existing tree cover	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing driveways, paved areas and gravelled-surfaced areas	<input type="checkbox"/>	<input type="checkbox"/>
Location of buildings to be demolished and buildings to be retained	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing curbing and sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
Location and size of existing sewer and water mains and service connections	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing septic systems and wells	<input type="checkbox"/>	<input type="checkbox"/>
Existing topography of the land, showing contour lines or spot elevations, as appropriate. Severe slopes are to be clearly illustrated showing both top and bottom of banks	<input type="checkbox"/>	<input type="checkbox"/>
Location of utility easements and plan (other than City Plan)	<input type="checkbox"/>	<input type="checkbox"/>
Location of City easement and existing infrastructure contained therein	<input type="checkbox"/>	<input type="checkbox"/>

**11.2 Items to be shown on the New Site Plan:**

All of the following information must be shown on the **New Site Plan** in order to be accepted for processing:

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
A key map showing the location of the property, true dimensions, bearings and the property, including Lot and Concession and full legal description	<input type="checkbox"/>	<input type="checkbox"/>
The true dimensions, bearings and area of the property, including Lot and Concession numbers and full legal description of the property	<input type="checkbox"/>	<input type="checkbox"/>

**Buildings and/or Structures:**

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
The location and dimensions of all proposed buildings and structures including basements and mezzanines	<input type="checkbox"/>	<input type="checkbox"/>
The location and dimensions of proposed septic systems and wells	<input type="checkbox"/>	<input type="checkbox"/>
The dimensions of all yards (i.e. setbacks of all buildings and structures from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
Percentage lot coverage of: buildings, concrete asphalt surfaces, landscaped areas, gravel surfaced areas	<input type="checkbox"/>	<input type="checkbox"/>

**Parking and Accessibility:**

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
The location of off-street parking and loading areas including the dimensions of parking spaces, loading areas and setbacks of such areas from property lines	<input type="checkbox"/>	<input type="checkbox"/>
The width of driveways and aisles accessing parking stalls and loading areas	<input type="checkbox"/>	<input type="checkbox"/>
Location of accessible parking spaces in proximity to main building(s)	<input type="checkbox"/>	<input type="checkbox"/>
Location of curb-cuts for both rear loading and side loading vehicles	<input type="checkbox"/>	<input type="checkbox"/>
Location of accessibility ramps or grading	<input type="checkbox"/>	<input type="checkbox"/>
Location of signage/surface colouring of accessible parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
Location of curbing and proposed sidewalks and connecting pathways	<input type="checkbox"/>	<input type="checkbox"/>

**Fire Protection Requirements:**

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
Location of proposed fire routes, radii, construction material, grades and widths	<input type="checkbox"/>	<input type="checkbox"/>
Location of City fire hydrant in proximity to the subject property and any proposed private hydrants	<input type="checkbox"/>	<input type="checkbox"/>
Current test results of pressure/flow of hydrant	<input type="checkbox"/>	<input type="checkbox"/>

**Lighting and Landscaping:**

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
Location of lighting for pedestrian access around main entrance/exits, to and from parking areas and along paths	<input type="checkbox"/>	<input type="checkbox"/>
The location, height and type of proposed fencing	<input type="checkbox"/>	<input type="checkbox"/>
Location of proposed landscaped areas and existing tree cover	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new plant material (number, type and size)	<input type="checkbox"/>	<input type="checkbox"/>
Location of pedestrian walkways (landscaped)	<input type="checkbox"/>	<input type="checkbox"/>
Additional information may be required if changes are proposed to street	<input type="checkbox"/>	<input type="checkbox"/>

**Other:**

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
The dimensions detailing entrance and exit locations to and from the site	<input type="checkbox"/>	<input type="checkbox"/>
The location of outdoor containers and/or vaults, central storage and collection areas or other facilities for the storage of garbage and other waste or recyclable material and garbage truck access route radii	<input type="checkbox"/>	<input type="checkbox"/>
Proposed connections to municipal services including proposed sizes and grades	<input type="checkbox"/>	<input type="checkbox"/>
Proposed connection to utility services, including capacity requirements	<input type="checkbox"/>	<input type="checkbox"/>
Storm water management areas, if required (shown conceptually). Including the current status of lot coverage permeability; current drainage outlet, proposed drainage outlet and the submission of a stormwater management plan	<input type="checkbox"/>	<input type="checkbox"/>
Location of any proposed signs or fences	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing and/or proposed drainage systems or watercourses	<input type="checkbox"/>	<input type="checkbox"/>

**Trout Lake:**

For properties located along the unserved shoreline of Trout Lake or with frontage on a watercourse flowing into Trout Lake as identified by the North Bay-Mattawa Conservation Authority, the applicant shall:

<b>Item</b>	<b>Shown</b>	<b>N/A</b>
Provide confirmation of the lot coverage of all buildings or structures (main and accessory) through a survey prepared by an Ontario Land Surveyor. Where a new/replacement septic system is being installed on the property the exact location of the system and tile field shall be shown on the survey. Where construction does not require a new installation of a septic system, the approximate location of existing septic systems including field bed shall be shown on the survey	<input type="checkbox"/>	<input type="checkbox"/>
Provide detail location of the required vegetative buffer	<input type="checkbox"/>	<input type="checkbox"/>

Note: Additional information may be required for certain lots on Trout Lake

**Section 12 – Authorization**

**12.1 Authorization for Agent to Make the Application:**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application:

I, \_\_\_\_\_, am the owner of the land that is subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner

**12.2 Authorization for Agent to Provide Personal Information:**

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 and for the purpose of the Freedom of Information and Protection of privacy Act,

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

**12.3 Consent of Owner**

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

Consent of the Owner to the Use and Disclosure of Personal Information

I, \_\_\_\_\_, am the owner of the land that is subject of this application and for the purposes of the Freedom of Information and protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner

**Section 13 – Staff Use Only**

Received by:	Date Received:
Accepted for processing by:	Date Accepted:
Not Accepted for processing:	Date Refused: