

Site Plan Application

Please complete the following form for Site Plan Application.

For additional details on the application process please contact:

Planning Division
Tel. 905-885-2431
Email: planning@porthope.ca
5 Mill Street South
Port Hope, ON L1A 2S6

**[Office Use Only] File
No.:**

**[Office Use Only]
Date Received:**

**[Office Use Only]
Deemed Complete:**

**[Office Use Only] Fee
Paid:**

[Office Use Only] Received by:

General Information

Application Fees

The application fees can be found on the [Fees and Charges](#) page in the **'Site Plan'** table.

Note: Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of a Site Plan application, as determined by Municipal Council, may be charged to the applicant

Please indicate which application you are applying for.

- Single family/semi-detached infill
- Residential development with less than 40 dwelling units or commercial/industrial development less than 370 m²
- Residential development with between 41-75 dwelling units or commercial/industrial development between 371-930 m²
- Residential development with more than 75 dwelling units or commercial/industrial development greater than 930 m²
- All other site plans
- Amendment to existing site plan

Owner/Applicant/Agent Information

Owner(s) of Subject Lands:

Mailing Address:

Telephone number

Fax:

Owner's Email:

Applicant:

Check if different than owner

Applicant name:

Mailing Address:

Telephone:

Fax:

Applicant's Email:

Agent:

Check only if applicable

Agent name:

Mailing Address:

Telephone:

Fax:

Agent's Email:

Who would you like the communications to be sent to? (Check all that apply)

Owner

Applicant

Agent

Description of the Subject Land

Location of the Subject Lands

Urban (Roll # starts with 1423-125)

Rural (Roll # starts with 1423-223)

Municipal Number:

Street Name:

Lot Number(s):

Concession:

Lot(s)/Block(s):

Registered Plan No:

Part Number(s):

Reference Plan No:

Length of Ownership:

Are there any encumbrances affecting the subject lands? (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements)

Yes

No

If yes, please describe:

Description of Subject Lands

Provide all measurements in metric units.

Frontage:

Area:

Average Width:

Average Depth:

Existing Use(s):

Abutting land uses (surrounding properties that share a common boundary with the subject land)

Official Plan Designation

Zoning By-law Designation

Site Characteristics (if applicable)

Provide details of units, parking area and dimensions as outlined below.

Number of commercial units:

Number of residential units:

Number of parking spaces:

Dimensions of parking spaces:

Number of barrier free spaces:

Parking aisle width:

Number of loading spaces:

Dimensions of loading spaces:

Building coverage percentage (%):

Landscaped area percentage (%):

Existing Building(s) of Structure(s)

If there are any existing buildings or structures, please complete the details below. If there are no existing buildings or structures, please continue to the next section 'Proposed Uses, Building(s) or Structure(s)'.

1. Type of building or structure

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

2. Type of building or structure

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

3. Type of building or structure

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

Proposed Uses, Building(s) or Structure(s)

Complete the section below to describe proposed changes to the uses, building(s) or structure(s) on the subject land, including new builds.

1. Type of building or structure

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

2. Type of building or structure

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

3. Type of building or structure

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

Access and Services

What form(s) of access are available to the subject land? Select all that apply.

- Unopened road allowance
- Open municipal road/street
- County road
- Provincial highway
- Other public road/street
- Existing right-of-way
- No access

Specify location:

Water and Wastewater/Sewage Disposal Services

Indicate which water supply service is currently available on the subject land. Select all that apply.

- Municipal Water System
- Well-Privately owner and operator, individual or communal
- Other
- No water supply service currently available

If you selected 'other', provide details. If you selected 'no water supply service currently available', indicate the proposed service type and approximate date of installation.

Indicate which wastewater/sewage disposal service is currently available on the subject land. Select all that apply.

- Municipal sanitary sewage system
- Septic system: privately owned and operated
- Privy
- Other
- No wastewater/sewage disposal service currently available

If you selected 'other', provide details. If you selected 'no wastewater/sewage disposal service currently available', indicate the proposed service type and approximate date of installation.

Indicate which storm drainage service is currently available on the subject land. Select all that apply.

- Sewers
- Ditches
- Swales
- Other
- No storm drainage service currently available

If you selected 'other', provide details. If you selected 'no storm drainage service currently available', indicate the proposed service type and approximate date of installation.

Status of other Planning Applications

Is the subject land currently the subject of a Plan of Subdivision application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Consent application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Minor Variance application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Site Plan application?

Yes

No

If yes, please indicate the file number(s).

Apart from this current application, have you applied for an Official Plan, Zoning By-law amendment, Plan of Subdivision, Consent, Minor Variance or Site Plan for any land that is located within 120 metres of the subject land?

Yes

No

If yes, please indicate the file number(s).

Signature Pages

Applicant is not the owner: complete the 'Authorization of Owner for Applicant to Submit Application' forms and the 'Affidavit'.

Applicant is the owner: complete the 'Owner Authorization to Submit Application' forms and the 'Affidavit'.

Authorization of Owner for Applicant to Submit Application

If the owner is not the applicant, please print and have the owner sign the following forms:

- [Application Authorization](#)
- [Applicant Disclosure of Personal Information](#)
- [Cost Reimbursement](#)

The original forms can be submitted either in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Owner Authorization to Submit Application

If the applicant is the owner, please print and sign the following forms:

- [Disclosure of Personal Information](#)
- [Cost Reimbursement](#)

The original forms can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Affidavit

The [Affidavit](#) must be signed in front of a Commissioner of Oaths or lawyer. For your convenience, there are staff members at the Municipality of Port Hope that are able to commission documents. Please contact us at 905-885-2431 or via email at planning@porthope.ca to book an appointment.

The original form can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Application Submission Checklist

The application and supporting documentation can be submitted in one of the following ways:

- In person at 5 Mill Street South, Port Hope, ON L1A 2S6
- Mail to 56 Queen Street, Port Hope, ON L1A 3Z9
- Email to planning@porthope.ca

Please confirm you will be submitting the following documents in person, by mail or via email to planning@porthope.ca:

- Application Fee - Cheques can be made payable to the Municipality of Port Hope (please note that there will be other fees imposed by other agencies for their review)
- Application Form
- Signature pages and affidavit
- Recent Survey - One (1) copy prepared by an Ontario Land Surveyor
- Drawings and/or plans
- Reduced copy of drawings and/or plans - No larger than 11-inches x 17-inches
- Digital copy of drawings and/or plans - A digital PDF version of all required drawings and/or plans
- Studies identified during the pre-consultation meeting
- Planning Justification Report
- Other supporting materials as deemed necessary by the Municipal Planner

If you need to provide any comments regarding the checklist above, please provide them in the space below.