



## Schedule I to By-law 2022-7257 Town of Parry Sound

### SITE PLAN APPROVAL AND DEVELOPMENT AGREEMENT CHECKLIST

For the applicant to complete and submit with the Application Form

<b>A) To ensure that your application is complete, identify that the following list is submitted with your application:</b>	Yes	No	N/A
1. A complete application, including the application fee and deposit.			
2. A complete pre-consultation form, including identified requirements attached.			
3. Site Plan, drawings and reports as identified in Schedule "I" of the Site Plan Control By-law are attached. Also found below under "B".			
4. Stormwater management report, completed by a professional.			
5. Construction mitigation report, completed by a professional.			
6. Engineering site servicing report, completed by a professional			
7. Explanation of ownership and maintenance of facilities designed for stormwater management, water and sewer, and garbage.			
8. Survey/Reference Plan			
9. Details regarding offsite improvements, if required.			
10. Copy of title abstract			
<b>B) A complete Site Plan contains the following information:</b>	Yes	No	N/A
1. Location of existing and proposed buildings and structures, including setbacks to the lot lines, in metric.			
2. Boundaries, abutting roads/railways and measurements of the lot, in metric.			
3. Front, side and rear lot lines designated as per the Town of Parry Sound Zoning By-law.			
4. A zoning compliance table describing the Zoning By-law requirements and the proposed development compliance with the regulations			
5. Height of building and number of storeys			
6. On and offsite facilities to provide access to and from the land such as access ramps, driveways, sidewalks, bike paths and curbing and traffic direction signs.			
7. Neighbouring property uses.			
8. Proposed and existing drainage courses and natural features.			
9. Proposed and existing easements and rights-of-way.			

10. Proposed and existing walkways, fences, driveways, parking spaces, accessible spaces, loading spaces including the type of surfacing and measurements.			
11. Proposed stormwater management features and site servicing utilities.			
12. Existing municipal infrastructure and connections (ex. Municipal water and sewer mains, stormwater catchment and fire hydrants).			
13. Location and species of existing and proposed vegetation, landscaping, and planting features. Inventory of trees proposed to be removed and table of replacement vegetation.			
14. Walkways and means of pedestrian access which offer safe access to and from site, facilities designed for persons with disabilities and type of surfacing.			
15. Garbage collection facilities and types of enclosure.			
16. Lighting identified compliance with dark sky friendly.			
17. Snow storage location or an explanation of how snow will be removed.			
<b>For Development Applications for Commercial/ Institutional/ or Residential development greater than 25 dwelling units, the following information is required:</b>	Yes	No	N/A
18. Architectural/ conceptual drawings which identify the development, building openings, massing, character and conceptual design including exterior building materials and colour.			
19. Drawings showing elevation and cross section views for each building containing more than 25 dwelling units.			
20. Phasing, if applicable.			
21. Streetscape features, such as street furniture and bicycle parking facilities.			
22. Fire route.			
23. Location of closest fire hydrant.			
24. Distance between buildings, if more than one building proposed on the lot.			
25. Ground floor elevation of buildings.			

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Owner/Agent Signature

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Date

## Schedule II to By-law 2022-7257



Office Use Only			
Roll Number:			
Permit Fee:		Receipt	
Date:			

### Town of Parry Sound SITE PLAN CONTROL APPLICATION

#### Part 1- Ownership/Applicant

##### *APPLICANT INFORMATION*

**Applicant Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

##### *PROPERTY OWNER INFORMATION*

Same as Applicant

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

#### Part 2- The Development

Describe: \_\_\_\_\_

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a) Number of dwelling units: \_\_\_\_\_

- b) Building height: \_\_\_\_\_
- c) Number of floors: \_\_\_\_\_
- d) Building coverage (ie. Ground floor area): \_\_\_\_\_
- e) Gross floor area: \_\_\_\_\_
- f) Occupancy of all floor areas defined: \_\_\_\_\_

### Part 3- Legal Description

Lot Number: \_\_\_\_\_

Plan/Concession Number: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

### Part 4- Type of Development

- Commercial
- Industrial
- Institutional
- Residential
- Residential (greater than 25 units)
- Mixed Use Building

Is this a rental development or a condominium? \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Part 5- Official Plan

Official Plan Designation: \_\_\_\_\_

Part 6- Zoning

Present Zoning: \_\_\_\_\_

Uses intended: \_\_\_\_\_

Part 7- Planning Amendments

Official Plan amendment required? \_\_\_\_\_

Zoning By-law Amendment required? \_\_\_\_\_

*Note: The owner and their consultants are responsible for satisfying themselves as to the correct Official Plan Designation and Zoning for the intended use.*

*While the Municipal staff will assist with requests for interpretation of the required planning documents, final responsibility for correctness of the Official Plan Designation and Zoning lies with the owner and his consultants.*

*Note: All fees are payable upon the submission of this application, Fees should be made payable to the "Town of Parry Sound"*

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

## Letter of Authorization

For an application by a person other than the legal owner

To: Town of Parry Sound,  
52 Seguin Street,  
Parry Sound, On,  
P2A 1B4

I, \_\_\_\_\_, being the legal owner of  
property known as (civic address or legal description): \_\_\_\_\_

\_\_\_\_\_ ,

in the Town of Parry Sound, and having Tax Assessment Roll Number: 4932- \_\_\_\_\_

\_\_\_\_\_ do hereby authorize \_\_\_\_\_

\_\_\_\_\_

to make application to the Town of Parry Sound for a Site Plan Control Agreement.

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