

INFORMATION REQUIREMENTS FOR SITE PLAN APPLICATION

1. Application Review and Agreement Preparation:

NOTE: ALL INFORMATION NOTED BELOW MUST BE SUBMITTED AT THE TIME OF APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- 1 copy of a signed Pre-Consultation Checklist
- **A CD of all site plan drawings in a pdf format**
- 1 copy of the completed application form and fee
- 14 white print copies of the architectural site plan drawing* (24 x 36)
- **5 copies each of the following drawings*:**
 - building elevations
 - building sections
 - site servicing and grading plan
 - landscaping plan and details
 - site survey plan

***ALL DRAWINGS TO BE FOLDED TO 8 ½ X 14 SIZE**

- Appraisal Fee (if the development is subject to 2% parkland dedication)
- 3 completed Building Analysis forms
- Full copies of Transfer/Deeds to current owner
- Two copies of a solicitor's certificate
- Copy of abstract PIN and copy of PIN map

2. Final Submission (after satisfactory review, Step 1 above)

- A disk or CD of the site plan drawings in AutoCad 2000i or compatible format
- 7 white print copies of each drawing (24x 36)
- One (1) 11" x 17" reduced copies of each drawing
- Letter of Credit (to be submitted prior to issuance of building permit - Note: Letter of Credit format and wording must be exactly as in the sample attached - all others will NOT be accepted)

UPDATED: November 2019

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City of Niagara Falls Application for Site Plan Approval

November 2019

Select ONE of the two (2) options below:

1. NEW Site Plan Application:		Fee:
<input type="checkbox"/>	High-rise hotels	\$ 6,000.00
<input type="checkbox"/>	All other lands	\$ 4,000.00

OR

2. AMENDMENT to Site Plan Agreement:		Fee:
<input type="checkbox"/>	All lands	\$ 1,500.00

Additional Fees: Regional Planning Review
 Niagara Peninsula Conservation Authority Review
 Legal fees for the review and registration of agreements

GENERAL INFORMATION

The undersigned hereby applies for site plan approval to build according to the plans and information submitted.

Summary of Proposed Development:

Property Location and Description:

Municipal Address _____

Name of Owner of Property: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Name of Applicant: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Name of Applicant's Agent: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Registered Owner's Authorization:

I/We, the Owner(s) of the subject property, hereby endorse the applicant and appoint the agent, referred to above, to proceed with this application and agree to be bound by the findings of the application as it is processed through the proper stages. I/We hereby declare that the information on this application and the supporting plans and documents are correct.

Signing Officer's Name: (print or type) _____

Position: _____

Signature: _____ Witness: _____

SITE INFORMATION

Legal Description of Lands (lot and registered plan or concession and township lot number and PIN):

Are there any easements, restrictions or other covenants applicable to the land? If so, please describe.

No

Yes

Describe the **present** land use on all properties abutting and opposite the site (e.g. Residential, Commercial, Industrial, etc.)

N _____

S _____

E _____

W _____

Present zoning of lands _____

Has a site plan agreement been entered into previously? If yes, when?

No

Yes



BUILDING ANALYSIS FORM

**ARCHITECT (OR ENGINEER) to fill out and return to
BUILDINGS & BY-LAW SERVICES**

Site Location: _____ **Application No.** _____

CLASSIFICATION:

CODE REFERENCE:

- | | | |
|--|-------------|----------|
| 1. Project Description: New ___ ; Addition ___ ; Alteration ___ ; Change Use ___ . | Section No. | |
| 2. Major Occupancy: _____ | 3.1.2 | or _____ |
| 3. Building Area m ² : Existing _____ ; New _____ ; Total _____ | 1.1.3.2 | or _____ |
| 4. Gross Floor Area m ² : Existing _____ ; New _____ ; Total _____ | 1.1.3.2 | or _____ |
| 5. No. of Stories: Above Grade _____ ; Below Grade _____ | 1.1.3.2 | or _____ |
| 6. Height of Building m: _____ | 1.1.3.2 | or _____ |
| | 3.2.2 | or _____ |
| 7. Faces no. of Streets: _____ | 1.1.3.2 | or _____ |
| | 3.2.2.10 | or _____ |
| 8. Building Classification: _____ | | |
| 9. Sprinkler System Proposed: Entire Building ___ ; Basement only ___ | 3.2.2 | or _____ |
| In lieu of Roof Rating ___ ; Not required ___ | | |
| 10. Standpipe required: Yes ___ ; No ___ . | 3.2.9. | or _____ |
| 11. Fire Alarm required: Yes ___ ; No ___ . | 3.2.4 | or _____ |
| 12. Adequate Water Supply/Service: Yes ___ ; No ___ . | 3.2.5. | or _____ |
| 13. High Building: Yes ___ ; No ___ ; Measure _____ | 3.2.6. | or _____ |
| 14. Type of Construction: Combustible ___ ; Non-combustible ___ | 3.2.2 | or _____ |
| 15. Mezzanine/s Area m ² : _____ | 3.2.1.1 | or _____ |
| 16. Total Occupant Load: _____ persons | 3.1.16. | or _____ |
| Based on: _____ m ² per person ___ : Design of Building ___ . | | |
| 17. Barrier-free design: Yes ___ ; No ___ . | 3.8. | or _____ |
| If 'No', explain _____ | | |
| 18. Hazardous Substances: Yes ___ ; No ___ . | | |

19. Required Fire Resistance Rating (FRR.) 3.2.2.	Horizontal Assemblies FRR. (Hours)				Listed Design No. Or Description (SG-2)		
	Floors _____ Hours	Roof _____ Hours	Mezzanine _____ Hours				
	FRR. of Supporting Members				Listed Design No. Or Description (SG-2)		
	Floors _____ Hours	Roof _____ Hours	Mezzanine _____ Hours				

20. Spatial Separation - Construction of Exterior Walls: 3.2.3.

Wall	Area of EBF (m ²)	L.D (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR. (Hours)	Listed Design or Description	Comb Constr	Comb Constr Nonc. Cladding	Non-comb Constr
North										
South										
East										
West										

Signature (Architect or Engineer)

Date _____

As set out in OAA Practice Bulletin A.9

IRREVOCABLE STANDBY LETTER OF CREDIT

Amount: \$

Letter of Credit No:

Date of Issue:

Initial Expiry Date:

Beneficiary:

The Corporation of The City of Niagara Falls
4310 Queen Street
Niagara Falls, Ontario
L2E 6X5

Applicant:

[name]
[address]

TO: The Corporation of the City of Niagara Falls
4310 Queen Street
Niagara Falls, Ontario
L2E 6X5

We hereby authorize you to draw on [name of bank/credit union & address] for the account of [name of applicant] up to an aggregate of _____ (\$_____), available on demand.

Pursuant to the request of the applicant, we, [name of bank/credit union], hereby establish and give you an Irrevocable Standby Letter of Credit in your favour in the total amount of _____ (\$) which may be drawn on by you at any time, and from time to time, upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have a right as between yourself and the applicant to make such demand and without recognizing any claim of the applicant.

Provided however, that you are to deliver to [bank/credit union, branch & address] at such time as a written demand for payment is made upon us, a certificate confirming that monies drawn are pursuant to an agreement between _____ and The Corporation of the City of Niagara Falls dated _____.

The amount of this Letter of Credit may be reduced from time to time as advised by notice in writing given to us by you.

This Letter of Credit will continue up to the [date- to be one year from date of issue] and will expire on that date and you may call for payment of the full amount outstanding under this Letter of Credit at any time prior to that date, should this Letter of Credit not be renewed.

It is a condition of this Letter of Credit that that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to any such date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit renewable for any additional period. Upon receipt by you of such notice, you may draw hereunder by means of your demand accompanied by your written certificate as noted above.

Partial drawings are permitted.

DATED at this day of , 200

[Authorized Signatures]

**EXPLANATORY NOTE
FOR SOLICITOR'S CERTIFICATE**

The attached Solicitor's Certificate is to be completed and submitted as part of the application for site plan approval. The certificate certifies title information regarding the subject lands. **It is to be re-typed and completed by the owner's solicitor and two executed copies on legal-sized paper, returned to Planning and Development.** A legal description for the subject lands is to be attached as Schedule "A".

Should there be any mortgages or encumbrances, we require Postponement Agreements. Two executed copies of each agreement, in registerable form, are to be submitted with the certificate.

IN THE MATTER OF: An application by _____ (the "Owner")
for the final approval by The Corporation of the City of Niagara Falls (the "City") of a Site Plan
Agreement (the "Agreement"), dated _____, 200_ between the Owner and the City for
the lands described in Schedule "A" attached hereto.

SOLICITOR'S CERTIFICATE

I, _____, a Solicitor duly qualified to practice law in the Province of Ontario
do hereby certify that _____ is the sole owner in fee simple of the lands
in Schedule "A" attached hereto.

I further certify that there are no mortgages or encumbrances upon the said lands or any part thereof
save and except the following:

(List Here)

I further certify that _____ is the owner in fee simple of all lands to be conveyed
to the City as required under the Agreement, free from all encumbrances.

This certificate is given by me to the City for the purpose of having the City rely upon it and to act
on it approving and registering the Agreement and for certifying title.

DATED at Niagara Fall this _____ day of _____, 200_.

_____, Solicitor

TO: THE CORPORATION OF THE CITY OF NIAGARA FALLS



PLANNING, BUILDING & DEVELOPMENT DEPARTMENT

COST ESTIMATE FOR THE SITE WORKS

1. Site Location: _____

2. Applicant's Name and Address: _____

Telephone: _____

3. Summary:

(a) **Paving**

- Top course _____

- Line painting _____

Sub-total \$ _____

(b) **Curbing**

- Base preparation _____

- Concrete work _____

Sub-total \$ _____

(c) **Sidewalks**

- Base preparation _____

- Concrete work _____

Sub-total \$ _____

(d) **Landscaping**

- Garbage enclosure _____

- Plantings _____

- Sodding _____

- Amenity areas _____

- Fencing _____

Sub-total \$ _____

(e) **Lighting**

Sub-total \$ _____

TOTAL VALUE OF THE SITE WORKS \$ _____

I _____ am the authorized agent of the owner and hereby declare that the information herein is true and correct and that I have been retained by the owner to design and review the site works for the above project. The attached copies from the professional engineer and landscape architect for the site servicing and landscape works are provided with this form.

Signature: _____

Date: _____