

City File #: SP- _____

Date Received: _____

PRECONSULTATION

A formal pre-consultation meeting with City Planning staff is required to take place within 1 year prior to application submission.

Pre-consultation does not imply or suggest any decision whatsoever on behalf of City staff or the City of Niagara Falls to either support or refuse the application. Pre-consultation identifies information and application requirements for application submission.

COMPLETE APPLICATION

The information requested by this application form and fees are required to constitute a “complete application”.

Until all required information and fees have been submitted to City standard, the City may refuse to accept or further consider the requested site plan application.

*FEES

Separate cheques made out to the City, Niagara Region, and Niagara Peninsula Conservation Authority (NPCA) are required.

The Region accepts online payments through their online payment portal:

<https://www.niagararegion.ca/business/payments/default.aspx>)

If fees are paid directly to the Region, then please provide a copy of receipt with application submission.

*Fees are current as of the update of this application form. Please consult with City and Agency staff, or the respective agency website, to confirm amounts identified on your pre-consultation meeting report.

City of Niagara Falls

	<u>Fee:</u>
<input type="checkbox"/> High Rise Buildings (greater than 10 storeys)	\$7,500
<input type="checkbox"/> All Other Lands	\$5,500
<input type="checkbox"/> Amendment to Site Plan	\$1,550
<input type="checkbox"/> Site Plan Re-submission (after 2 submissions within 1 year of original application)	\$3,200

Please note:

Fees collected for pre-consultation meetings held after January 01, 2023 are no longer applied to City application fees.

Additional fees will be required as part of the site plan agreement registration process as outlined in the City's Fee Guide.

Niagara Region

	<u>Fee:</u>
<input type="checkbox"/> Major Site Plans and Amendment Review	\$1,395
<input type="checkbox"/> Minor Site Plans and Amendment Review	\$570
<input type="checkbox"/> Revision to Submission	\$700
<input type="checkbox"/> Review of Waste Management only	\$450

Note: Additional fees may be required by Niagara Region - please refer to your pre-consultation meeting report.

Niagara Peninsula Conservation Authority (NPCA)

NPCA fees may be applicable to your application. Fees are listed on the NPCA website and provided on your pre-consultation meeting report.

SUBMISSION REQUIREMENTS (see Digital Files notes below)

- One (1) digital (.pdf) copy of the original completed application form.
- One (1) digital (.pdf) copy of the signed pre-consultation meeting report.
- All required application fees:
 - City of Niagara Falls
 - Niagara Region
 - Niagara Peninsula Conservation Authority (if required)
 - Appraisal Fee (if development is subject to 1 or 2% parkland dedication)
- One (1) digital (.pdf) copy of the Land Registry PIN sheet or “Final Deed” to the property.
- One (1) digital (.pdf) copy of the following: Site Plan with zoning chart, Building Elevations and Landscape Plan (to confirm zoning regulations). The plans must be to scale and show all items required by the City’s Site Plan Guidelines.
 - * Please note that measurements are to be in metric units.
 - * All road widening or day-light triangle dedications are to be shown and dimensioned.
- One (1) digital (.pdf) copy of Floor Plans showing unit numbers for addressing purposes for each building on site.
- One (1) digital (.pdf) copy of the following: Site servicing Plan, Grading Plan, Stormwater Management Plan, Sanitary Drainage Area Plan, Storm Drainage Area Plan, and Photometric Plan.
- A digital CAD (.dwg) file(s) (projected to City standards, as outlined in Appendix B) of the Site Plan and Servicing Plans.
- Additional plans as may be identified in the pre-consultation meeting report.
- One (1) digital (.pdf) copy of the completed Building Analysis Form (Appendix C).
- One (1) digital (.pdf) copy of the completed Cost Estimate for the Site Works Form (Appendix D).
- One (1) digital (.pdf) copy of the completed Letter of Credit Form (Appendix E).
- One (1) digital (.pdf) copy of each document for all required technical reports, studies, including agreed Terms of References for each report, additional plans, other information identified in the pre-consultation meeting report, and/or as outlined in the City’s Official Plan.
- One (1) digital (.pdf) copy of the approved City of Niagara Falls Zoning Compliance Certificate Form.
- Resubmit Noise and Wind Studies submitted as part of a previous associated City planning application file.

FINAL SUBMISSION REQUIREMENTS (see Digital Files notes below)

- One (1) digital (.pdf) copy of all final plans.
- A digital CAD (.dwg) files (projected to City standards, as outlined in Appendix B) of the Site Plan and Servicing Plan.
- Letter of Credit, as per City standard.

Note: Agreement Registration may require additional information at the request of the City’s Legal Department.

DIGITAL FILES

The numbering may change as required in accordance with the number of items submitted. This is intended to be a guide to ensure submissions follow the same format.

- 01 – Application Form
- 02 – Site Plan with zoning chart
- 03 – Elevations (Review of Zoning Height Regulation)
- 04 – Site Servicing Plan
- 05 – Grading Plan
- 06 – Stormwater Management (SWM) Plan
- 07 – Sanitary Drainage Area Plan (SANDA)
- 08 – Storm Drainage Area Plan (STMDA)
- 09 – Photometric Plan
- 10 – Landscape Plan (optional)
- 11 – Floor Plan (with unit numbers for addressing)
- 12 - Deed
- 13 - Building Analysis Form
- 14 - Cost Estimate for the Site Works Form
- 15 - Letter of Credit Form
- 13 - Pre-consultation meeting report (signed)

Note: Files must not be locked to provide City staff the ability to upload to the Tribunal website.

ACCESSIBILITY

The City of Niagara Falls is dedicated to ensuring that everyone will be able to access the information that they need. Reports and Studies submitted with Planning Applications may, upon the request of City Staff, be required to meet accessibility standards of WCAG 2.0 Level AA.

PUBLIC DOCUMENT

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of processing your application. If you have any questions on the gathering of personal information and the release of any personal information to any person or public body under the Freedom of Information and Protection of Privacy Act, you may contact Margaret Corbett, Freedom of Information, Records, and Elections Officer at mcorbett@niagarafalls.ca.

Date of Pre-consultation: _____

CONTACT INFORMATION:

* If a numbered company, provide the name and address of the principal owner/signing officer.
* If more than one owner, complete an additional contact for each owner.

Applicant

Applicant is: ☐ Owner or ☐ Authorized Agent of Owner
(if selected, complete and attach authorization form)

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____

Municipality _____ Postal Code: _____ Province: _____

Telephone: _____ Cell: _____ Email: _____

Owner (if different from applicant)

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____

Municipality _____ Postal Code: _____ Province: _____

Telephone: _____ Cell: _____ Email: _____

Agent

Last Name: _____ First Name: _____

Firm: _____

Street Address: _____ Unit No. _____

Municipality _____ Postal Code: _____ Province: _____

Telephone: _____ Cell: _____ Email: _____

GENERAL INFORMATION

1. Brief Description of Proposal (including proposed uses):

2. Legal Description of the Subject Lands (must meet City validation)

Municipal Address: _____

ROLL NO.: _____ PIN: _____

Township _____ Concession No.: _____ Lot No(s): _____

Registered Plan: _____ Part(s)/Lot(s)/Block(s): _____

Reference Plan: _____ Part(s)/Lot(s)/Block(s): _____

Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☐ No

If yes, please specify: _____

3. What are the current or previous uses of the subject lands?

- ☐ Residential
- ☐ Industrial
- ☐ Commercial
- ☐ Agricultural
- ☐ Parkland
- ☐ Vacant
- ☐ Other

Please complete the checklist provided in Appendix A.

4. What are the current land uses of the abutting and nearby properties to the site (i.e. Residential, Commercial, Industrial, etc.)

North

South

East

West

5. Has a site plan agreement been entered into previously on the lands? If yes, when?

- Yes ☐
- No ☐

Details:

6. What is the current designation of the subject lands in the Official Plan?

What is the current zone classification of the subject lands in the Zoning By-law?

BUILDING AND HOUSING AFFORADABILITY INFORMATION

1. Provide details of the buildings and/or structures that are proposed for the subject lands:

Type of Proposed Building	Date of Proposed Construction	Building Height (m)	Total Gross Floor Area (m²)	Total Building Area (m²)

2. Housing Affordability

For applications that including housing, complete the following chart. Information should be based on the best information available at the time of application. If additional space is needed, attach a separate page.

Housing Type	Number of Units	Unit Size (m²) and/or Lot Frontage	Estimated Selling Price/Monthly Rent (\$)
Stacked Towns			
Apartment Dwelling			
Other:			

Please Note:
The following sections include an authorization page that must be signed by the owner of the subject land to which this application applies.

If there is more than ONE owner/property, an additional authorization page must be completed and attached to the application for each owner/property.

OWNERS AUTHORIZATION:

I/We, _____
(Owner’s Name) (Owner’s Name)

Being the registered owner(s) of the subject property, hereby endorse:

Applicant: _____ Agent: _____

To proceed with this application, I/We hereby declare that the information on this application and the supporting plans and documents are correct.

Signature of Owner: _____ Signature of Witness: _____

Date: _____ Date: _____

Signature of Owner: _____ Signature of Witness: _____

Date: _____ Date: _____

PERMISSION TO ENTER

I/ we, (Owner(s)) hereby authorize Council members, City of Niagara Falls staff and/or the Region of Niagara staff and/or the Niagara Peninsula Conservation Authority staff to enter onto the subject land for the limited purposes of evaluating the merits of this application.

APPENDIX A

In order to assist in determining if the subject lands are potentially contaminated, please complete the following. It should be acknowledged that if there is reason to suspect contamination, further studies and plans will be required and that a Record of Site Condition (RSC) will also be required in the event of remediation.

Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

☐ Yes ☐ No ☐ Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

☐ Yes ☐ No ☐ Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

☐ Yes ☐ No ☐ Unknown

Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

☐ Yes ☐ No ☐ Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?

☐ Yes ☐ No ☐ Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

☐ Yes ☐ No ☐ Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?

☐ Yes ☐ No ☐ Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on the site which are potentially hazardous to public health (e.g., asbestos, PCB's)?

☐ Yes ☐ No ☐ Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

☐ Yes ☐ No ☐ Unknown

*Possible uses that can cause contamination include: operation of electrical transformer stations, disposal of waste minerals, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If current or previous use of property is industrial or commercial, or if the answer is YES to any of the above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

ACKNOWLEDGEMENT CLAUSE:

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations, guidelines and the City's Official Plan policies pertaining to contaminated sites, and to use all reasonable effort to identify the potential for contamination on the subject property. I acknowledge that as a condition of approval of this application that the City may require me to file a Record of Site Condition (RSC) signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of acknowledgement of this RSC by the Ministry of the Environment, Conservation and Parks (MECP). I acknowledge that the City may require the qualified person signing the RSC to submit to the City a Declaration acknowledging that the City may rely on the statements in the RSC. I further acknowledge that the City of Niagara Falls is not responsible for the identification and/or remediation of contaminated site, and I agree, whether in, through, or as a result of any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the City, its officers, employees or agents for or in respect of any loss, damage, injury or costs.

Date: _____ Signature: _____

APPENDIX B

City of Niagara Falls - Corporate Submission Standard

The following are standards required by applicants/consultants for submissions to the City.

The City reserves the right to deem a development application or project submission “Incomplete” if these standard submission requirements are not met.

Digital Delivery:

Digital submissions will be delivered to The City either by Secure Drop Box, Secure FTP site or by portable drive submission directly to the applicable municipal staff.

Ownership Confirmation:

“Final Deed” from the land registry office will be the only acceptable proof of ownership accepted by the City. A detailed PIN and associated PIN Map may also be required upon request.

Note: Preliminary or In-Progress deeds or Transfers are not proof of ownership and unfulfilled conditions may revert ownership modifications.

Address Validation:

Civic addressing must meet internal validation rules and match the corporate addressing database. Addressing is implemented by Information Systems – GIS division, and adheres to the most current “Civic Addressing Policy”

Photos/Pictures:

The standard format for photos and pictures without data will be either (.tif) or (.jpeg) format.

Graphical Images:

Graphical images will be accepted in (.pdf) format but are not considered true digital plans. Preliminary or conceptual plans may be in this format where indicated in writing by City staff

Plans/Drawings:

All digital plans transferred to The City are to be supplied in true spatial format as outlined below:

- Projected and tied to Geographic Coordinate System North American Datum_1983_CSRS_Universal Transvers Mercator,_Zone 17N
- Provided in one of three (3) acceptable formats including ESRI file geodatabase, shape file (.shp) Version 10.3 or higher or AutoCAD drawing file (.dwg) Version 2016 or higher, for compatibility purposes.
- Meeting the corporate CAD standard template available from:
<https://niagarafalls.ca/pdf/municipal-works/cad-manual/cad-standards-manual.pdf>
- Following proper topology rules (e.g. closed polygons, snapped lines etc.)
- Ensuring unique Identification links between the graphics and data attributes (e.g. hovers, labels, annotation and text layers do not qualify as identifying links)
- Including all support files or customizations necessary to defend and re-print the submission
- Be accompanied by MetaData and include at least the following six attributes: Last Modification Date, File Format, Data Source, Technical Contact Info, Project or File Reference Number, Unique ID Field Name

All exceptions or allowances must be agreed upon by City management staff and be stated in writing within the file.

APPENDIX C
Building Analysis Form

Project information

Street Address: Unit No. Lot/Con:
Project type: ☐ new ☐ addition ☐ alteration ☐ change of use

Major occupancy

Group / Division ☐ Group A, Div: ☐ Group B, Div: ☐ Group C ☐ Group D
☐ Group E ☐ Group F, Div:

OBC Reference:
Where more than one major occupancy is selected above please provide a Schematic Fire Layout drawing. ☐ attached ☐ N/A

Building area

Detail	Existing	New	Total
Building Area	m ²	m ²	m ²
Gross Floor Area (GFA)	m ²	m ²	m ²
Mezzanine Area	m ²	m ²	m ²

Mezzanine(s) exceeds 10% of floor area: ☐ Yes ☐ No
Type of mezzanine: ☐ open construction ☐ closed construction
Firewall(s) required to separate buildings: ☐ Yes ☐ No
Interconnected floors / atrium ☐ Yes ☐ No

Building height

Height of Building: m # of Storeys: above grade: below grade:
High Building: ☐ Yes, measure below ☐ No
High Building Measure Proposed: _____

Spatial separation

Faces Number of Streets: __ street(s) with __% of perimeter within 15 m of the street(s)

Wall	North	South	East	West
Area of Exposed Building Face	m ²	m ²	m ²	m ²
Limiting Distance	m	m	m	m
Ratio (L/H or H/L)				
Permitted Max. Percentage of Openings	%	%	%	%
Proposed Percentage of Openings	%	%	%	%
Fire Resistance Rating	hours	hours	hours	hours
Listed Design Number or Description				
Combustible Construction				
Combustible Construction with Non-combustible Cladding				
Non-combustible Construction				

Occupant Load

Occupant load of building is: _____ persons based on ☐ m² / person or ☐ other:
OBC Reference: _____

Fire separations / Resistance ratings

Building Classification: _____

OBC Reference: _____

Fire Resistance Rating (FRR) of Horizontal Assemblies

Assembly	Required	Proposed	Design No. or Description (SG-2)
Floor immediately above basement			
Floor below ground level			
Other Floor(s)			
Mezzanine(s)			
Roof			
Public Corridor			

Fire Resistance Rating (FRR) of Supporting Members

Member(s) Supporting	Required	Proposed	Design No. or Description (SG-2)
Floor immediately above basement			
Floor below ground level			
Other Floor(s)			
Mezzanine(s)			
Roof			

Type of Construction Permitted:

☐ Combustible☐ Non-combustible

☐ Both – used individually☐ Both – used in combination

Type of Construction Proposed:

☐ Combustible☐ Non-combustible

☐ Both – used individually☐ Both – used in combination

Travel Distance

Maximum permitted travel distance: ____m

OBC Reference: _____

Sprinklers / Standpipe

Sprinkler system required:

☐ Yes, as per _____☐ No

Electrical supervision required:

☐ Yes, as per _____☐ No

Sprinklers required in specific location(s): ☐ Yes, and locations are listed below, as per _____

☐ No

Specific location(s) of sprinklers:

Building is proposed to be:

☐ fully sprinklered☐ basement only

☐ in lieu of roof rating☐ not sprinklered

☐ other, listed below

Other proposed sprinkler design:

Standpipe system required:

☐ Yes, as per _____☐ No

Water supply/service adequate:

☐ Yes☐ No

Standpipe system proposed:

☐ Yes☐ No

Standpipe hose length required:

☐ Yes☐ No

Fire alarm system

Fire alarm system required: ☐ Yes ☐ No, exemption provided below ☐ Not Applicable

Exemption:

Fire alarm system provided: ☐ Yes

☐ No, explanation below

Type of alarm system provided:

- single stage

- two stage

Explanation:

Fire alarm system to be equipped with voice communication:

☐ Yes, as per ☐ No

Washroom Calculations

Sex (Gender)	Number of Persons	Min. Number of Water Closets	Min. Number of Lavatories
Male			
Female			

Required plumbing fixtures are regulated by Division B, 3.7.4 of the Ontario Building Code?

☐ Yes, calculations below ☐ No

Separate sanitary facilities are required for employees?

☐ Yes, calculations listed on drawings ☐ No, shared use is permitted

Accessibility

Building is fully barrier-free: ☐ Yes

☐ No, explanation below

Explanation:

Equivalency

Is this design based on Equivalency with Part 10 or Part 11? ☒ Yes ☐ No, explanation below

☐ No, report attached

Explanation:

Prepared by:

Last Name: _____ First Name: _____

Firm: _____

Street Address: _____ Unit No. _____

Municipality: _____ Postal Code: _____ Province: _____

Telephone Number: _____ Cell Number: _____

Email: _____

Date: _____

Signature:

APPENDIX D
Cost Estimate of 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(s) _____

- Plant material _____

- 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:** _____

Letter of Credit No:

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 , 20##

[Authorized Signature]