

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 amendment(s).

**PUBLIC CONSULTATION**

Applicants and/or their agents are required to participate in open houses and public meetings hosted by City staff to inform surrounding property owners about proposed development that could result from the proposed amendments.

**FEES**

Separate cheques made out to the City, Region, and NPCA are required.

The Region accepts on-line payments through their on-line payment portal:  
<https://www.niagararegion.ca/business/payments/default.aspx>

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

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

<u>City of Niagara Falls</u>	Fee:
<input type="checkbox"/> Official Plan Amendment	\$13,000
<input type="checkbox"/> Zoning By-law Amendment	
<input type="checkbox"/> high-rise buildings (greater than 10 storeys)	\$15,750
<input type="checkbox"/> complex	\$13,000
<input checked="" type="checkbox"/> standard	\$6,100
<input type="checkbox"/> request to lift a holding (H) regulation	\$2,000
<input type="checkbox"/> Official Plan & Zoning By-law Amendment (combined)	
<input type="checkbox"/> high-rise buildings (greater than 10 storeys)	\$17,500
<input type="checkbox"/> all other proposals	\$14,600

*Please note: Fees collected for pre-consultation meetings held after January 1, 2023 are no longer applied to City application fees.*

Niagara Region (2022 rate- 2023 rate to be set March 2023) Fee:

<input type="checkbox"/> Major Official Plan Amendment Review	\$10,015
<input type="checkbox"/> Minor Official Amendment Review	\$5,340
<input checked="" type="checkbox"/> Zoning By-law Amendment	\$1,345
<input type="checkbox"/> Zoning By-law Amendment (Agricultural Purposes Only)	\$435
<input type="checkbox"/> Removal of Holding Symbol	\$675

*Additional fees may be required by Niagara Region—please consult your pre-consultation meeting report.*

Niagara Peninsula Conservation Authority (NPCA)

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

**SUBMISSION REQUIREMENTS (see Digital Files notes below)**

- One (1) digital (pdf) and (1) paper copy of the original completed application form.
- One (1) digital (pdf) and (1) paper copy of the signed pre-consultation meeting report.
- All required application fees
  - City of Niagara Falls
  - Niagara Region
  - Niagara Peninsula Conservation Authority (if required)
- One (1) digital (pdf) and (1) paper copy of the Land Registry PIN sheet or “Final Deed” to the property.
- One (1) digital (pdf), CAD .dwg file (projected to City standards-outlined in Appendix 1), and (1) paper plan of a survey or reference plan of the property. For lands which are the whole of a lot or block in a registered plan of subdivision, a survey or reference plan may not be required—please confirm with Planning staff.
- One (1) digital (pdf) and (2) paper site plans, drawn on a single sheet and to scale. The sketch must show all items required by Ontario Regulation 543/06 (Official Plan Amendment) and/or 545/06 (Zoning By-law Amendment) and the items listed below.

\* Please note that measurements are to be in metric units.

\*All road widening or day-light triangle dedications are to be shown and dimensioned.

## (a) Detail of Development

Lot Area (Square Metres)  
 Building Coverage (Square Metres and Percentage of Lot Area)

Total Building Size (Square Metres)  
 Building Height (Metres and Storeys)  
 Landscaped Area (Square Metres and Percentage of Lot Area)  
 Number of Units and/or Total Gross Floor Area  
 Number of Parking Spaces and Dimensions

## (b) Design Details (Basic Information)

- Future road widenings
- Property boundaries (plan to show dimensions)
- Location of proposed and existing buildings (plan to show dimensions from property boundaries)
- Maximum dimensions of buildings (size and type)
- Distance between buildings

- Cross-section of buildings over 4 floors or those that provide underground parking
  - Layout and dimensions of roadways, including their name and status, driveways, ramps and parking areas that are on or adjacent to the subject lands or may affect this application
  - Location of natural features such as existing trees and watercourses, etc., and artificial features such as wells or septic tanks that are on or adjacent to the subject lands or may affect this application
  - North arrow (preferably the drawing shall be oriented to have a vertical north line)
  - Metric scale (preferably 1 to 100, 200 or 400)
  - All printing shall be clear and legible
  - Existing and proposed ground elevations
  - General location map
  - Existing and proposed utility features on road allowance (fire hydrants, sidewalks, poles, etc.)
  - If access is by water only, the location of the parking and docking facilities to be used
  - Current land uses on adjacent lands
  - The location and nature of any easement affecting the subject land
  - Natural/built drainage features
- All required technical reports and studies, including agreed Terms of Reference for each report, additional plans, other information identified in the pre-consultation meeting report, and/or as outlined in the City's Official Plan, in digital (pdf) and paper format— one (1) copy of each document.

#### ADDITIONAL INFORMATION REQUIRED FOR BUILDINGS IN EXCESS OF 4 STOREYS IN THE TOURIST COMMERCIAL DISTRICTS (BY-LAW NO.99-183)

- One (1) digital (pdf), CAD .dwg file (projected to City standards-outlined in Appendix 1), and (1) paper copy of a site survey.
- One (1) digital (pdf) and (1) paper copy of a context plan.
- One (1) digital (pdf) and (1) paper copy of a concept plan/massing drawing.
- One (1) digital (pdf) and (1) paper copy of a landscape plan.
- One (1) digital (pdf) and (2) paper copies of floor and roof plans.
- One (1) digital (pdf) and (2) paper copies of elevations.
- One (1) digital (pdf) and (2) paper copies of a chart providing site statistics: including site area, total gross floor area, gross floor area of building footprint, maximum height, number of parking spaces, and required existing and proposed modifications to the requested zone classification.

#### ADDITIONAL INFORMATION REQUIRED FOR BUILDINGS IN EXCESS OF 10 STOREYS IN THE TOURIST COMMERCIAL DISTRICTS (BY-LAW NO.99-183)

- One (1) digital (pdf) and (1) paper copy of sun/shadow drawings
- One (1) digital (pdf) and (1) paper copy of the pedestrian-level wind study
- One (1) digital (pdf) and (1) paper copy of the transportation impact/parking impact study
- One (1) digital (pdf) and (1) paper copy of the servicing study
- One (1) digital (pdf) and (1) paper Architectural Design Review completed form. The form link: <https://niagarafalls.ca/pdf/planning/architectural-design-review.pdf>
- If a zoning by-law amendment application, one (1) digital (pdf), CAD .dwg file (projected to City standards-outlined in Appendix B) and (1) paper Schedule B to the Zoning By-law Amendment that illustrates: the property boundaries, any required road widening/day-light triangles, building footprints with height levels differentiated, and measurements for property lines, setbacks, and building dimensions (rounded to whole number).

#### 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/Draft Plan of Condominium/Draft Plan of Subdivision
- 03 – Any additional drawings numbered as required (i.e. 03 – Elevations, 04 - Site Servicing Plan, 05– Grading Plan, etc.)
- 04 – Planning Justification Report
- 05 – Any additional reports submitted with the application (i.e. 06 – Municipal Servicing Study, 07 - Noise Study, 08 – Traffic Impact Study, etc.)
- 06 – Miscellaneous materials (i.e.09-Deed, 10-Pre-consultation Report, etc.)

*\*\* Files are not to be locked to provide City staff the ability to upload to the Tribunal website.*

**ACCESSIBILITY**

0.38

The City of Niagara Falls is dedicated to ensuring that everyone will be able to access the information they needed. Reports and Studies submitted with Planning Applications may, upon the request of City Staff, be required to meet the accessibility standard 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](mailto:mcorbett@niagarafalls.ca).

**PRE-CONSULTATION:**

Date of Pre-consultation: August 4, 2022

**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: Mills First Name: Rob  
Corporation or Partnership: Blythwood Homes Inc.  
Street Address: [REDACTED] Unit No. [REDACTED]  
Municipality [REDACTED] Postal Code: [REDACTED] Province: [REDACTED]  
Telephone: [REDACTED] Cell: [REDACTED] Email: [REDACTED]

**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: Laman First Name: Ethan  
Firm: Upper Canada Consultants  
Street Address: [REDACTED] Unit No. [REDACTED]  
Municipality [REDACTED] Postal Code: [REDACTED] Province: [REDACTED]  
Telephone: [REDACTED] Cell: [REDACTED] Email: [REDACTED]

**GENERAL INFORMATION**

1. Brief Description of Proposal (Including the proposed uses):  
Proposed private road development comprised of 3 blocks of townhouses containing 12 primary dwelling units  
6 second (basement) units and visitor parking

2. Legal Description of the Subject Lands (Must meet City validation)  
Municipal Address: 5558 Drummond Road  
ROLL NO.: 272506000603700 PIN: 64319-0295 (LT)  
Township \_\_\_\_\_ Concession No.: \_\_\_\_\_ Lot No(s): \_\_\_\_\_  
Registered Plan: \_\_\_\_\_ Part(s)/Lot(s)/Block(s): \_\_\_\_\_  
Reference Plan: 59R-17721 Part(s)/Lot(s)/Block(s): 2 and 3

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

Yes  No

If yes, please specify: \_\_\_\_\_

3. Names and addresses of mortgages, holders of charges or other encumbrances with respect to the subject land(s):  
Penfinancial Credit Union

4. What is the current use of the subject lands? Vacant

If unknown, how long has this use continued? \_\_\_\_\_

5. On what date was the property acquired by the current owner (if known)? 2019/09/11; 2023/08/22

6. Details of the subject lands:

Frontage: 36.58 (m) Depth: 91.11 (m) Lot area: 0.38 (m<sup>2</sup> or **ha**)

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

Residential

Land uses currently permitted:

Dwelling units of all types catering to a wide range of households

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

Residential Two (R2)

Land uses currently permitted:

detached dwelling, semi-detached dwelling, duplex, accessory buildings and uses

9. 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.*

10. Are the subject land(s) or any land(s) within 120 metres, the subject of a Planning Application by the applicant/owner? If yes, please complete the following:

Application	File No.	Lands	Purpose	Status	Effects on Subject Application
Minor Variance					
Consent	B-2022-031	5558 Drummond Road 6141 North Street	Boundary Adjustment	Approved	Consolidated subject lands
Official Plan Amendment					
Zoning By-law Amendment					
Plan of Subdivision/ Condominium	N/A	Subject lands	DPVLC	Concurrent	Applies to proposed development
Site Plan					
Minister's Zoning Order (Including					

Application	File No.	Lands	Purpose	Status	Effects on Subject Application
Ontario Regulation Number)					
Regional Policy Plan Amendment					

11. Is the proposal consistent with the Provincial Policy Statement? Does the proposal conform or not conflict with provincial plans (i.e. Growth Plan)? Provide an explanation below or within the submitted Planning Justification Report.

See Planning Justification Report

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Should the application be approved, when do you intend to commence construction?

As soon as possible

13. Provide the proposed strategy for consulting with the public with respect to the application.

Public information meeting and statutory public meeting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Servicing:

Water to be provided to the subject land:

- piped, publicly owned and operated
- privately owned and operated      individual or      communal well
- other (lake, water body) \_\_\_\_\_

Sewage disposal to be provided to the subject land:

- publicly owned and operated system
- privately owned and operated                                          individual or      communal
- other (privy) \_\_\_\_\_

If the development will produce more than 4,500 litres of effluent when completed, you must submit a hydrogeological report and a servicing options report.

Storm drainage to be provided:

- sewers
- ditches
- swales
- storm water management facilities
- other (lake, water body) \_\_\_\_\_

**OFFICIAL PLAN AMENDMENT APPLICATION: Complete this section only if applicable**

1. Type of Amendment

- Change to Policy \_\_\_\_\_
- Replacement of Policy \_\_\_\_\_
- Delete Policy \_\_\_\_\_
- New Policy

*Provide the text of the requested amendment (attach to application)*

- Change or Replacement of a land use designation  
Designation to be changed or replaced:

\_\_\_\_\_

*If the requested amendment changes or replaces a schedule in the Official Plan, please attach the requested schedule and accompanying text.*

- Does the requested amendment alter all or any part of the boundary of an area of settlement or establish a new area of settlement?  Yes  No

If "Yes", provide the Official Plan policy reference, if any, dealing with the alteration or establishment of an area of settlement:

\_\_\_\_\_

- Does the requested amendment remove the subject land from an area of employment?  Yes  No

If "Yes", provide the Official Plan policy reference, if any, dealing with the removal of land from an area of employment:

\_\_\_\_\_

2. What is the purpose of the proposed amendment?

\_\_\_\_\_  
\_\_\_\_\_

3. What land uses will be permitted through the amendment?

\_\_\_\_\_  
\_\_\_\_\_

**ZONING BY-LAW AMENDMENT APPLICATION: Complete this section only if applicable**

1. Type of Amendment

- Change in zone classification  
From: R2 To: R4

- Additional use(s) to be included under existing zone classification. Provide details:  
Second Units

\_\_\_\_\_  
\_\_\_\_\_

- Modifications or amendments to zone regulations.  
Provide details in the chart below or attach a separate chart to the application:



Zoning Regulations	Existing Regulations	Proposed Modification
Minimum Lot Area	See Planning Report and Draft	Zoning By-law
Minimum Lot Frontage		
Minimum Front Yard Depth *(incl. special setback)		
Minimum Rear Yard Depth		
Minimum Side Yard Width - Interior - Exterior		
Maximum Lot Coverage		
Minimum Landscaped Open Space		
Maximum Landscaped Open Space		
Maximum Height of Building		
Number of Storeys		
Minimum Floor Area		
Maximum Floor Area		
Maximum Number of Dwellings		
Maximum Number of Buildings		
Minimum Distance Between Building on Same Lot		
Maximum Gross Leasable Floor Area		
Minimum Number of Parking Spaces		
Loading Area Requirements		

Note: The above chart may not list all the zoning regulations or all the amendments required to the By-law. It is your responsibility to ensure that all the existing regulations and proposed modifications to the By-law are listed. Please round to the nearest whole number or 0.5 for your proposed modifications.

2. Explain how the application conforms to the policies of the Official Plan.

See Planning Justification Report

3. Additional Information:

Is the subject land within an area where the City has pre-determined the minimum and/or maximum density requirements or height requirements?  Yes  No

If yes, please complete the following chart:

	Existing Requirements		Proposed	
	Minimum	Maximum	Minimum	Maximum
Density (units/ha)	20	40		32.38
Height (m)				
Number of Storeys				

If applicable, please explain why the requirements cannot be met:

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4. Does the requested amendment alter all or any part of the boundary of an area of settlement or establish a new area of settlement?  Yes  No

If yes, provide details of the Official Plan/Official Plan amendment that deals with the matter:

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5. Does the requested amendment remove the subject land from an area of employment?  Yes  No

If yes, provide the Official Plan policy reference or amendment that deals with the matter:

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6. Why is the zoning amendment being requested?

To facilitate the comprehensive development of the site

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7. If the subject land is within an area where zoning with conditions may apply, provide an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.

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8. Detail the buildings and/or structures that exist on the subject lands:

Type of Building and Date of Construction	Setbacks from lot lines (m) (Provide the shortest setback from the building to lot line)				Building Height (m)	Total Gross Floor Area (m <sup>2</sup> )	Total Building Area (m <sup>2</sup> )	Total Parking Spaces
	Front	Rear	Interior	Interior or Exterior				

9. Detail the buildings and/or structures that are proposed for the subject lands:

Type of Proposed Building and Date of Proposed Construction	Setbacks from lot lines (m) (Provide the shortest setback from the building to lot line)				Building Height (m)	Total Gross Floor Area (m <sup>2</sup> )	Total Building Area (m <sup>2</sup> )	Total Parking Spaces
	Front	Rear	Interior	Interior or Exterior				
Block Townhouse	2.99m	3.0m	2.9	3.28m	10.5m	1112	1112	22

10. 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 (Sq. metres) and/or Lot Frontage	Estimated Selling Price/ Monthly Rent
Detached			
Semi-Detached			
On-Street Towns			
Block Towns	18 (6 second units)		\$700-799k (second units to be rented)
Stacked Towns			
Back-to-Back Towns			
Apartment Dwelling			

11. Access to the subject land:

- Provincial highway
- Municipal road       Regional or  City
- Maintained year round
- Maintained seasonally
- Unopened right-of-way
- Water (provide details on parking and docking facilities including the approximate distance from the subject land and the nearest public road)

NOTE: The following sections include several declarations and authorizations 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 declaration and authorization page must be completed and attached to the application for each owner/property.

**OWNERS AUTHORIZATION:**

I/We, Rob Mills \_\_\_\_\_  
(Owner's Name) (Owner's Name)

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

Applicant: \_\_\_\_\_ Agent: Upper Canada Consultants \_\_\_\_\_

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.

Signature of Owner: \_\_\_\_\_ Signature of Witness: Ethan Laman \_\_\_\_\_

Signature of Owner: [Handwritten Signature] \_\_\_\_\_ Signature of Witness: \_\_\_\_\_

**DECLARATION:**

I/We Ethan Laman \_\_\_\_\_  
Of the City/Town/Township of St. Catharines \_\_\_\_\_  
In the County/District/Regional Municipality of Niagara \_\_\_\_\_

solemnly declare that all of the statements contained in this application are true, and I/We make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the \_\_\_\_\_ )  
City \_\_\_\_\_ of St. Catharines \_\_\_\_\_ )  
in the Regional Municipality of Niagara \_\_\_\_\_ )  
this 27 day of November \_\_\_\_\_ )  
A.D. 2023 \_\_\_\_\_ )

TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

Ethan Laman \_\_\_\_\_  
Signature of applicant(s), solicitor or authorized agent

[Handwritten Signature] \_\_\_\_\_  
A Commissioner, etc.,  
Hannah Kay Gracey, a Commissioner, etc.,  
Province of Ontario, for Upper Canada  
Planning & Engineering Ltd.  
Expires November 28, 2025.

**AGENT'S ACKNOWLEDGEMENT:**

I note that as the applicant or their authorized agent, I must be in attendance at all open houses and public meetings for which notice has been given regarding any and all matters of this application.

Name: Ethan Laman

Date: 11/27/23

Signature: Ethan Laman

**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 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 signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the City of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the City may require the qualified person signing the Record of Site

Condition 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 of Niagara Falls, its officers, employees or agents for or in respect of any loss, damage, injury or costs.

Date: 11/27/23 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 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 City staff. A detailed PIN and associated PIN Map may also be required upon request.

(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 .tif or .jpeg

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
- Be provided in one of three 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.
- Meet the corporate CAD standard template available from <https://niagarafalls.ca/pdf/municipal-works/cad-manual/cad-standards-manual.pdf>
- Follow proper topology rules (closed polygons, snapped lines etc)
- Ensure unique Identification links between the graphics and data attributes (hovers, labels, annotation and text layers do not qualify as identifying links)
- Include all support files or customizations necessary to defend and reprint 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.