

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 Preconsultation Checklist
- **All site plan drawings in a pdf format**
- 1 copy of the completed application form and fee
- 12 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 form.
- Full copies of completed Transfer to current owner - Final Deed.
- 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)

- All site plan drawings in AutoCad format, meeting the specifications outlined in the City's Corporate Submission Standard – Appendix "A".
- 7 white print copies of each drawing. (24x 36)
- Six (6) 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: January 2020



City of Niagara Falls Application for Site Plan Approval

February 2022

Select ONE of the two (2) options below:

1. NEW Site Plan Application:	Fee:
<input type="checkbox"/> High-rise hotels	\$ 6,200.00
<input type="checkbox"/> Testamentary Devise Lot	\$ 1,550.00
<input type="checkbox"/> All other lands	\$ 4,100.00

OR

2. AMENDMENT to Site Plan Agreement:	Fee:
<input type="checkbox"/> All lands	\$ 1,550.00

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. Information must be supplied to the City in accordance with the Corporate Submission Standard – Appendix A

Summary of Proposed Development:

Property Location and Description: (Must meet City validation)

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: _____

NOTE: By signing this application, the applicant acknowledges and gives permission to staff of the City of Niagara Falls to enter onto the property for the purpose of a site visit in conjunction with the review of this application and to provide opportunity for said staff to photograph the property as necessary.

SITE INFORMATION

Legal Description of Lands:

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

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

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

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

