



SITE PLAN APPLICATION INSTRUCTIONS

Planning Services • Municipality of Brighton • 67 Sharp Road • Brighton, ON, K0K 1H0
 Tel: 613-475-1162 • Fax: 613-475-2599 • Email: planning@brighton.ca

A complete application consists of the following:

1. **Application Form** - One (1) original copy of the completed and signed original.
2. **Application Fee** - Cheques can be made payable to the Municipality of Brighton, Non-Refundable. Please note that there will be other fees imposed by other agencies for their review.
3. **Recent Survey** - One (1) copy prepared by an Ontario Land Surveyor
4. **Drawings and / or plans** - Ten (10) copies of each drawing or plan required. Drawings and/or plans shall be prepared in accordance with the Municipality of Brighton Engineering Design Guidelines.
5. **Reduced copy of drawings and/or plans** – One full reduced set of all required drawings and/or plans (no larger than 11-inches x 17- inches)
6. **Digital copy of drawings and/or plans** - A digital PDF version of all required drawings and/or plans
7. **Studies, Reports or other supporting materials identified during a pre-consultation meeting** - Three (3) copies for Staff and/or agencies to undertake an adequate level of review.
8. **Prohibit Site Alteration Agreement** - The applicant must sign the Prohibit Site Alteration Agreement.

Fee Schedule	
<i>Note: Any further costs and expenses which may be incurred by the Municipality of Brighton in the processing of a site plan application, as determined by Municipal Council, may be charged to the applicant</i>	
Major Residential (20+ units)**	\$3,500.00 + \$40.00 per unit + \$1,000.00 Trust Deposit*
Major Commercial**	\$5,500.00 + \$1,000.00 Trust Deposit*
Other/Minor**	\$3,000.00 + \$1,000.00 Trust Deposit*
Amending an Approval**	\$1,900.00 + \$1,000.00 Trust Deposit*

**For Trust Deposit Fees and Refund Policies, please refer to the Planning and Building Services Charges By-law for the Municipality of Brighton.*

***Additional reviewing fees may be required by the County of Northumberland and Lower Trent Conservation Authority.*



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For Office Use Only		
Date Application Received:	Received by (and date of pre-con if applicable):	Fee Paid: Municipal _____ <input type="checkbox"/> paid LTC _____ <input type="checkbox"/> paid
Application Reviewed by: Planning _____ initials & date	Date Application Deemed Complete:	Application File No:

Type of Application <i>Check appropriate box</i>					
Single family / semi-detached infill	Residential development with less than 40 dwelling units or commercial / industrial development less than 370m²	Residential development with between 41 & 75 dwelling units or commercial/ industrial development between 371m² & 930m²	Residential development with more than 75 dwelling units or commercial/ industrial development greater than 930m²	All other site plans	Amendment to existing site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Owner / Applicant / Agent Information <i>Particulars on the individual(s) involved in the application</i>		
Owner(s) of Subject Lands:		
Mailing Address:		
Telephone:	Fax:	Email:

Site Plan Application Form

Applicant: <input type="checkbox"/> Check if same as Owner		
Mailing Address:		
Telephone:	Fax:	Email:

Agent: <input type="checkbox"/> Check if not applicable		
Mailing Address:		
Telephone:	Fax:	Email:

Notification <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

Location of the Subject Lands <i>Complete applicable lines</i>			
<input type="checkbox"/> Urban (within the urban settlement area)			
<input type="checkbox"/> Rural			
Municipal Number:		Street Name:	
Concession:		Roll Number:	
Lot(s)/Block(s):		Registered Plan No:	
Part Number(s):		Reference Plan No:	

<p>Length of Ownership <i>Number of years subject lands have been owned in its current form by the present owner</i></p>

<p>Encumbrances (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements) <i>Are there any encumbrances affecting the subject lands?</i></p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If Yes, please describe:</p>	

<p>Do your drawing adhere to the Municipality of Brighton Engineering Design Guidelines? <i>The Engineering Design Guidelines can be found on the municipal website.</i></p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>Description of Subject Lands <i>Complete applicable lines</i></p>			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s):			
Proposed Use(s):			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

Details of Existing Buildings / Structures

Provide the following information (accuracy of measurements is important)

**** If more space is required for additional buildings/structures, please attach a separate sheet**

<p>1. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i></p> <p>_____</p>	Date constructed	
	Existing use	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Ground floor area	
	Gross floor area	
<p>2. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i></p> <p>_____</p>	Date constructed	
	Existing use	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Ground floor area	
	Gross floor area	
<p>3. Type of Building/Structure: <i>(describe below in this box i.e. house, garage, shed, etc.)</i></p> <p>_____</p>	Date constructed	
	Existing use	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Ground floor area	
	Gross floor area	

Proposed Uses / Buildings

Indicate proposed uses / buildings on the subject lands

Details:

Details of Proposed Buildings/Structures

Provide the following information (accuracy of measurements is important)

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	Existing use	
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	Rear lot line setback	
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	Existing use	
	Front lot line setback	
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	Height of building	
	Dimensions	
	Ground floor area	
	Gross floor area	

Site Characteristics <i>Provide details of units, parking areas and dimensions as outlined below</i>			
Number of Commercial Units		Number of Residential Units	
Number of Parking Spaces		Dimensions of Parking Spaces	
Number of Handicapped Spaces		Parking Aisle Width	
Number of Loading Spaces		Dimensions of Loading Spaces	
Building Coverage %		Landscaped Area %	

Access <i>Access to subject lands (Check appropriate space)</i>	
Unopened road allowance	
Open Municipal Road/Street	
County Road	
Provincial Highway	
Other Public Road/Street	
Existing Right-of-Way	
Name of Road/Street	
If there is no access by public road or street, what means of access is proposed?	

Water Services <i>Description of services intended for subject lands (Check appropriate space)</i>		
	Yes	No
Municipal Water System owned and operated		
Well - Privately owned and operated individual or communal		
Lake or other water body		
Other (specify)		

Sewage Services		
<i>Description of services intended for subject lands (Check appropriate space)</i>		
	Yes	No
Municipal Sanitary Sewer System owned and operated		
Septic System - Privately owned and operated individual or communal		
Privy		
Other (specify)		

Storm Drainage		
<i>Indicate the proposed method of storm drainage</i>		
Sewers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ditches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Swales	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other, describe:		

Present Land Use	
<i>Indicate designation and zoning of subject lands in the applicable space below</i>	
Official Plan Designation	
Zoning By-law Designation	

<p>Abutting Land Uses <i>Indicate uses of abutting lands in the applicable space below</i></p>
<p>Details:</p>

<p>Status of Other Planning Applications <i>Indicate status of other applications in the applicable space below</i></p>			
	Yes?	No?	If Yes, please describe and indicate File Number(s)
Is the subject property currently the subject of a Plan of Subdivision application?			
Is the subject property currently the subject of a Consent application?			
Is the subject property currently the subject of a Minor Variance application?			
Apart from this current application, have you applied for an Official Plan, Zoning By- law Amendment, Plan of Subdivision, Consent, Minor Variance or Site Plan for any land that is located within 120 metres of the subject land?			

Consent of Owner to the Use and Disclosure of Personal Information <i>If the applicant is the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I / We,	
I am the owner of the land that is the subject of this application for Site Plan and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , I authorize and consent to the use by or the disclosure to, any person or public body of any personal information that is collected under the authority of the <i>Planning Act</i> for the purposes of processing this application.	
Owner's Signature	x
Date	

Cost Reimbursement <i>It is required that the owner / applicant agree to be responsible for all costs and expenses as stated below.</i>	
I / We,	
I am the owner / applicant and agree to reimburse the Municipality of Brighton for all reasonable costs and expenses, as determined by Municipal Council, in excess of the application fee, which may be incurred by the Municipality in the processing of this Site Plan	
Applicant's Signature	x
Date	

Authorization of Owner for Applicant / Agent to Make the Application <i>If the applicant / agent is <u>not</u> the owner of the land that is the subject of this application, the written authorization of the owner that the applicant / agent is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.</i> <i>If the applicant / agent is <u>not</u> the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below:</i>	
I / We,	
I am the owner of the land that is the subject of this application for a Site Plan and I authorize:	
Applicant / Agent (Please Print)	
to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the processing of this application.	
Owner's Signature (apply Corporate seal if applicable)	x
Date	

Affidavit			
Signatures must be hand written and completed in the presence of Commissioner			
I / We,		, of the	
		of	,
in the		of	.
<p>Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany this application are true and I 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 <i>Canada Evidence Act</i>.</p>			
Sworn (or declared) before me at			
the		of	,
in the		of	,
this		day of	20 .
_____ Signature of Commissioner of Oaths, etc.		_____ Applicant's Signature	
<i>Commissioner Stamp Here</i>			

While every attempt will be made to ensure all submission requirements have been relayed to the applicant, the Municipality of Brighton does not constitute this application to be a “complete application.” The Council of the Municipality of Brighton will notify the applicant that the information and material required has been provided, or has not been provided, as the case may be, and in accordance with the Planning Act.

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 613-475-0670, ext. 215 or cdoiron@brighton.ca