



APPLICATION TO PRESENT TO THE PLANNING REVIEW TEAM

PRE-CONSULTATION: Any person wishing to submit an application for site plan control or subdivision is required to attend a **pre-consultation** meeting with the Planning Department and members of various departments. **The meetings occur twice a month.** Please contact the Department to set up a time to review the project.

If you have any questions regarding your application, please feel free to contact Dominique Tremblay at the Township of Russell Planning Department by phone at 613-443-3066, ext. 2317 or by fax at 613-443-1042.

SECTION 1: BACKGROUND INFORMATION

*Mandatory Field

*Site address or location:

Indicate either an exact address, range of addresses, or provide a geographical reference (for example: north side of Ste-Marie Road, west of Eadie Road, South of de la Rive)

For any and all previously approved, and concurrent development application(s), please list application numbers:

Application #'s:

Enter all application number(s) here

Applicant/agent information

Name:

Enter name of applicant

Mailing address:

Enter mailing address

Telephone:

Enter telephone

Email address:

Enter the Email address of the applicant

Registered Property Owner information:

Same as above

Name:

Enter name of owner

Mailing address:

Enter mailing address

Telephone:

Enter telephone

Email address:

Enter the Email address of the owner

Type(s) of development application being requested (select one or more of the following):

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Site plan control (subject to public consultation | <input type="checkbox"/> Plan of Subdivision | |
| <input type="checkbox"/> Major Zoning By-law Amendment | <input type="checkbox"/> Official Plan Amendment | |
| <input type="checkbox"/> Plan of condominium | <input type="checkbox"/> Not sure | |
| <input type="checkbox"/> Antenna system | | |
| <input type="checkbox"/> Vacant Land | <input type="checkbox"/> Common Elements | <input type="checkbox"/> Conversion |

- What is the current use of the land?
- | | | | |
|-------------|--------------------------|---------------|--------------------------|
| Residential | <input type="checkbox"/> | Vacant | <input type="checkbox"/> |
| Commercial | <input type="checkbox"/> | Institutional | <input type="checkbox"/> |
| Mixed use | <input type="checkbox"/> | Industrial | <input type="checkbox"/> |

SITE DETAILS

Legal Description: Include the Property Identification Numbers and the Registerable Description of the subject property.

What is the land currently used for? If applicable, describe current and past land uses/buildings. Indicate whether existing buildings will be demolished or retained.

Lot frontage: m Lot depth: Lot area: m²

OR Lot area: (irregular lot) m²

Describe the current building(s) that exist on the subject property:

Briefly describe the current building(s) that exist on the site.

Describe the current land uses on the subject property:

Briefly describe the current land uses on the subject property.

SECTION 2: PROPOSAL DETAILS

1. Please describe the proposal:

Briefly describe the proposal development.

Is a drive-through being proposed? Yes No

Is the project part of a phased development? Yes No

2. A) If you are planning on building residential (number of units, type, height):

Briefly describe the proposed residential uses.

2. B) If you are planning on building non-residential (number of units, type, height):

Briefly describe the proposed non-residential uses.

3. Will the propose land use generate stationary noise (heating, ventilating and air conditioning (HVAC) equipment, rotating machinery, generators, etc.)?

(*note: Additional stationary noise sources and facilities known to generate stationary noise can be found in the Ministry of Environment, [Annex to Publication LU-131](#))

Yes No Unknown

4. What is the total number of parking spaces proposed? spaces

The number of parking spaces required can be found in the "[Zoning By-law](#)".

5. Describe land uses surrounding the subject property:

North:

Briefly describe the land to the North.

South:

Briefly describe the land to the South.

East:

Briefly describe the land to the East.

West:

Briefly describe the land to the West.

6. Are there trees on the subject property?

- Yes No

If yes, please describe (number, type):

Briefly describe the trees on the property.

7. Will the public roadway be modified as a result of the proposal?

- Yes No Unknown

8. Will a road cut be required?

(example: for a connection to municipal services)

- Yes No Unknown

9. Does the site have direct access to a public road that is maintained year round?

- Yes No Unknown

10. Do any easements, rights of way or restrictive covenants affect the land?

- Yes No Unknown

If yes, please describe:

Briefly describe how this land is affected.

11. Has this land ever been subdivided previously by a plan of subdivision (Planning Act, Section 51) or by consent (Planning Act, Section 53)?

- Yes No Unknown

If yes, please explain:

Briefly describe how this land was ever subdivided previously by a plan of subdivision.

If known, please describe historical land uses:

Briefly describe the historical land uses (if known).

12. If this is a residential proposal, is it near an active farm operation?

- Yes No Unknown

13. Proximity to a watercourse (includes designated and non-designated municipal drains).

- a) Is there a watercourse located on or near the site Yes No Unknown

If Yes, what is the name of the watercourse?

Enter the name of the watercourse here.

- b) Is there a municipal drain located on or near the site? Yes No Unknown

If Yes, what is the name of the drain?

Enter the name of the drain here.

14. Availability of water, sewer, wastewater, and stormwater services.

- a) Will the proposal include on-site sewage system (septic system/holding tank)?

- Yes No Unknown

- b) Will the proposal include private individual wells?

- Yes No Unknown

- c) Is the land currently serviced by an on-site sewage system or private water well?

- Yes No Unknown

- d) Are new urban services being proposed?

- Yes No Unknown

- e) Is stormwater management being proposed?

- Yes No Unknown

- f) Do the following services front onto the site?**

- Water Yes No Unknown

- Storm Sewer Yes No Unknown

Sanitary Sewer Yes No Unknown

Combined Sewer Yes No Unknown

g) Do the services present have adequate capacity for the proposed development?

Yes No Unknown

REQUIREMENTS FOR THE MEETING

Submission and plan requirements are outlined for the applicant during pre-application consultation with Township Staff.

Requirements:

Site Plan electronically submitted the Friday before the meeting.

Township use:

Once we receive the application, you will be contacted to confirm the time.

SECTION 3

The applicant requests that the information submitted on this form be kept confidential. It is understood, however, that an access request may be filed under the Municipal Freedom of Information Act, R.S.O. 1990, c.M.56, as amended, and information may be subject to release, notwithstanding the request to keep information confidential.

I certify that, to the best of my knowledge, the information contained in this form is accurate and complete.

Enter name of applicant

Date (dd/mm/yyyy):

Name of applicant

Personal information contained in this form is collected pursuant to Section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended. The information will be used for the purpose of administering the Township of Russell's pre-consultation process on development applications, and for the creation of a Study and Plan Identification List for Applicants. Questions about this collection can be directed to the Director of Planning responsible for the Township of Russell.

