

City of Sault Ste Marie Site Plan Control Amendment Application Form

Proposed Parking			
Uses within building	Required parking calculation	Calc. Info *	Required Spaces
<i>Ex. Retail Trade</i>	<i>4.5 spaces/100m²</i>	<i>1500m²</i>	<i>68</i>

* Calculation information is the area (in m²), occupancy, or number of units required to calculate the parking for the use.

Number of parking spaces provided (including barrier free)

Number of Barrier Free Spaces

Section 2 - Application Requirements

Yes	Alternative (for Office Use)	
		A Digital copy of all plans have been submitted for pre-consultation with Planning Technician prior to application submission
		Hard copies of required plans are to be submitted on 24" x 36" paper and the number of copies is determined by Planning Technician during pre-consultation
	__ Copies	Site Plan as per Section 3
	__ Copies	Servicing / Storm Water Management Plans as per Section 4
	2 Copies	Stormwater Management Information (ex. Report or letter)
		Amendment fee - payable to the "Corporation of the City of Sault Ste. Marie"
		Copy of deed or survey for the subject land, if available

Site Plans and Stormwater/Servicing information are required for all applications, plans such as elevations or a landscape plan may also be required based on the complexity of the project. This will be determined during pre-consultation with the Planning Technician .

Section 3 - Site Plan Requirements

All Plans must include :

	Lot lines and dimensions
	Distance between front and/or exterior lot lines to back of street curb, including any sidewalks and above ground utilities
	Civic address
	North arrow and scale

Yes	Alternative (for Office Use)	Identified Requirements (All references from Zoning By-Law 2005-150)
		Existing & proposed buildings, dimensions & setbacks
		Required road widening (Section 16)
		Total required and provided parking, including barrier free spaces, locations and dimensions (Section 5.0)
		Barrier Free elements, including walkways, ramps, slopes, detailed dimensions, material types, grade separation, curbing and signage (Section 5.5)
		Surface treatment of parking area (Section 5.2.2)
		Sidewalks and pedestrian linkages, including material types
		Vehicular access points, driveway widths and curb cuts
		Snow storage areas
		Refuse storage areas and enclosures
		Outdoor storage areas (Section 4.10)
		Location of landscape areas (can be shown on separate plan)
		Planting Details Location and type of planting material and all relevant specifications relating to size and height at the time of planting to size and height at time of maturity.
		Required buffer locations and dimensions (Section 4.9)
		Fence location, including material type and height (Section 7.0)
		Required sight triangles (Section 4.8)
		Watercourses
		Above ground utilities & lighting fixtures
		Loading areas (Section 6.0)
Additional Details		

Section 4 - Storm Water Management / Servicing Plan

Yes	Alternative (for Office Use)	Identified Requirements
		Ravine areas
		Location(s) of Conservation Authority fill regulated areas
		Storm water management report
		Lot grading
		Location of all existing and proposed easements
		Location and size of municipal and private services and laterals (water,
		Storm water management features - catch basins, storm water retention ponds, drainage direction, swales & ditches, roadside ditched

Section 5 - Contact Information

Owner *
Name:
Mailing Address:
Telephone Number(s):
Email :
Applicant (If different from Owner)
Name:
Mailing Address:
Telephone Number(s):
Email :
Architect/ Engineer*
Name:
Mailing Address:
Telephone Number(s):
Email :

On Site Inspection Waiver

As part of processing this application I acknowledge that City Staff may conduct an on site inspection of the subject property. By signing this application I grant permission for the on site inspection. This inspection will be of the exterior of your property. If an inspection of the interior of any buildings is required your specific approval will be sought.

Statement Of The Applicant

I, _____, hereby declare that the statements made herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application. I acknowledge that the information contained in this application will be on file in the Planning Division offices, it will be circulated for various departments and agencies for comments and available to the public upon request.

Signed on the ____ day of _____, 20____

Applicant Signature