

**THE TOWNSHIP OF THE ARCHIPELAGO
DEVELOPMENT APPLICATION FOR LANDS
SUBJECT TO SITE PLAN CONTROL**

Information for Applicants

The Township strongly encourages applicants to consult staff in the Township's Planning Department prior to the submission of an application. Staff information can be obtained from the Township's website at www.thearchipelago.on.ca or phone 705-746-4243 Ext. 304.

Applications will be considered by Council at a regularly scheduled monthly meeting, generally held on the third Friday of each month. An application must be submitted in sufficient time to enable Planning staff to undertake a review of the application and to prepare a report to Council.

Township staff may conduct a site inspection of your property. By submitting this application, you are authorizing the Township to access your property for the purpose of conducting a site inspection. Please note that staff may be unable to perform site inspections during the winter months on properties which are accessed by water or by seasonally-maintained municipal or private roads. As such, consideration of the application by Council may be delayed until such time as safe access to the property can be obtained.

1. **Completion of the Application**

All applicable information requested on the application form and the required application fee must be provided before the application will be deemed to be complete and can be scheduled for consideration by Council.

2. **Submission of the Application**

Every application should be directed to the Township's Planner and must include:

- a) the completed application form;
- b) a copy of the Transfer/Deed of land, if required
- c) if the owner or applicant/agent is a corporation, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed;
- d) application fee (cheques to be made payable to "*The Township of The Archipelago*" in the amount of the applicable application fee);

Commercial properties with a registered agreement	\$1,600.00
Residential property with a registered agreement	\$1,200.00
Amendment to existing registered agreement	\$500.00
Deposit (unused portion returned)	\$1,000.00

- e) a location plan and a site plan (Section 10);
- f) an Affidavit / Sworn Declaration before a Commissioner or other person empowered to take affidavits (Section 11);
- g) Authorization of the Owner(s) for an Agent to act on his/her behalf, if applicable (Section 12);
- h) Consent of the Owner(s) with respect to Personal Information (Section 13).

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

3. **Costs**

Pursuant to By-law 06-2025, site plan development application fees are non-refundable. The application fee does not include any costs which may be incurred for additional public meetings, the processing of objections or any functions relating to a Ontario Land Tribunal (OLT) hearing.

Costs incurred by the Township for the engagement of professional services in respect of an application, including planning consultants, environmental consultants, lawyers, surveyors, draftspersons and engineers, are not covered by the application fee. Applicants will be invoiced for the full amount of any accounts rendered by such professionals for the provision of their services, unless, at the discretion of the Township's Planner, such an account or any portion thereof, is deemed to be an expense of the Township.

9 James Street
 Parry Sound, Ontario
 P2A 1T4
 Phone: 705-746-4243
 Fax: 705-746-7301
 Web: www.thearchipelago.on.ca

Development Application

For Lands Subject to Site Plan Control
 under Section 41 of the Planning Act R.S.O. 1990,
 c.P. 13, as amended

OFFICE USE		
Date Received:	Complete Application:	Application No.
Date Accepted:	Applicable Fee Paid:	

1. Applicant/Agent Information		
Name of Applicant/Agent:		
Address		
City:	Province/State:	Postal/Zip Code:
Phone Number:	Email:	

2. Owner(s) Information		
Name of Applicant/Agent:		
Address		
City:	Province/State:	Postal/Zip Code:
Phone Number:	Email:	
Please advise to whom all communication should be directed <input type="checkbox"/> Owner <input type="checkbox"/> Applicant / Agent		

3. Purpose of Application (check appropriate box)
<input type="checkbox"/> construction of new building(s) <input type="checkbox"/> convert use of existing building(s) <input type="checkbox"/> enlarge existing waterlot and/or docking facilities <input type="checkbox"/> establish new use <input type="checkbox"/> other :
Describe the nature and purpose of the proposed development:

4. Location and Description of the Subject Land (please provide a copy of the transfer/Deed of land)	
Assessment Roll number 4905-	Municipal Address (if applicable)
Legal Description:	
Concession(s):	Lots:
Registered Plan No.:	Reference Plan No.:
Parcel No.	Other Description:

Building and Structures on adjacent Crown Lake Bed (including docks and boathouses)												
PROPOSED – List all proposed buildings and structures							PROPOSED DISTANCE FROM LOT LINES (metres)					
Building/ Structure Type	# Boat Slips	# of Storeys/ Height	Width in metres	Length in metres	Ground Floor Area (m ²)	Total Ground Floor Area (m ²)	# Boat Slips	# of Storeys/ Height	Width in metres	Length in metres	Ground Floor Area (m ²)	Total Ground Floor Area (m ²)

8. Current Applications

Is the land currently the subject of an application for an Official Plan amendment, Zoning By-law amendment, Minor Variance, Consent or approval of a Plan of Subdivision or Condominium?

Yes No If yes, please provide Application No., if known

9. Other Information

Is there any other information that you think may be useful to the Township in reviewing the application? If so, explain below or attach a separate page.

10. Plans (to assist in the preparation of plans, please refer to the attached sameple sketch)

Site Plan
 Every application shall be accompanied by a site plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- The boundaries and dimensions of the subject land and the part that is the subject of this application;
- The location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
- The approximate location of all natural and artifical features on the subject land and adjacent lands that, in the opinion of the application, may affect the application, such as railways, roads, watercourses, drainage ditches, river or streak banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways, and walkways;
- The existing uses on the adjacent lands;
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way;
- If access to the subject land is by water only, the location of the parking and boat docking facilities used;
- The location and nature of any easement affecting the subject land.

Additional information, including architectural drawings and elevations, shall be provided by the applicant at the request of the Township.

11. Affidavit or Sworn Declaration

Dated at the _____ this _____ day of _____, 20__

I, _____ of the _____
in the

County/District/Regional Municipality of _____ solemnly declare that all the statements contained in 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 **CANADA EVIDENCE ACT.**

DECLARED BEFORE ME at the _____ of _____

In the _____ of _____ this _____ day of _____, 20__.

A Commissioner of Oaths

Signature of Owner or authorized Applicant/Agent

11. Authorization of Owner(s) for Agent to Make the Application

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize _____ to make this application on my/our behalf.

Date _____ Signature of Owner _____

12. Authorization of Owner(s) for Agent to Provide Personal Information

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to provide personal information, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be given by all registered owners of the subject property.

I/We, _____, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize _____ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____ Signature of Owner _____

13. Consent of the Owner(s) to the Use and Disclosure of Personal Information

All registered owners of the subject property must provide their consent concerning the disclosure of personal information, as set out below.

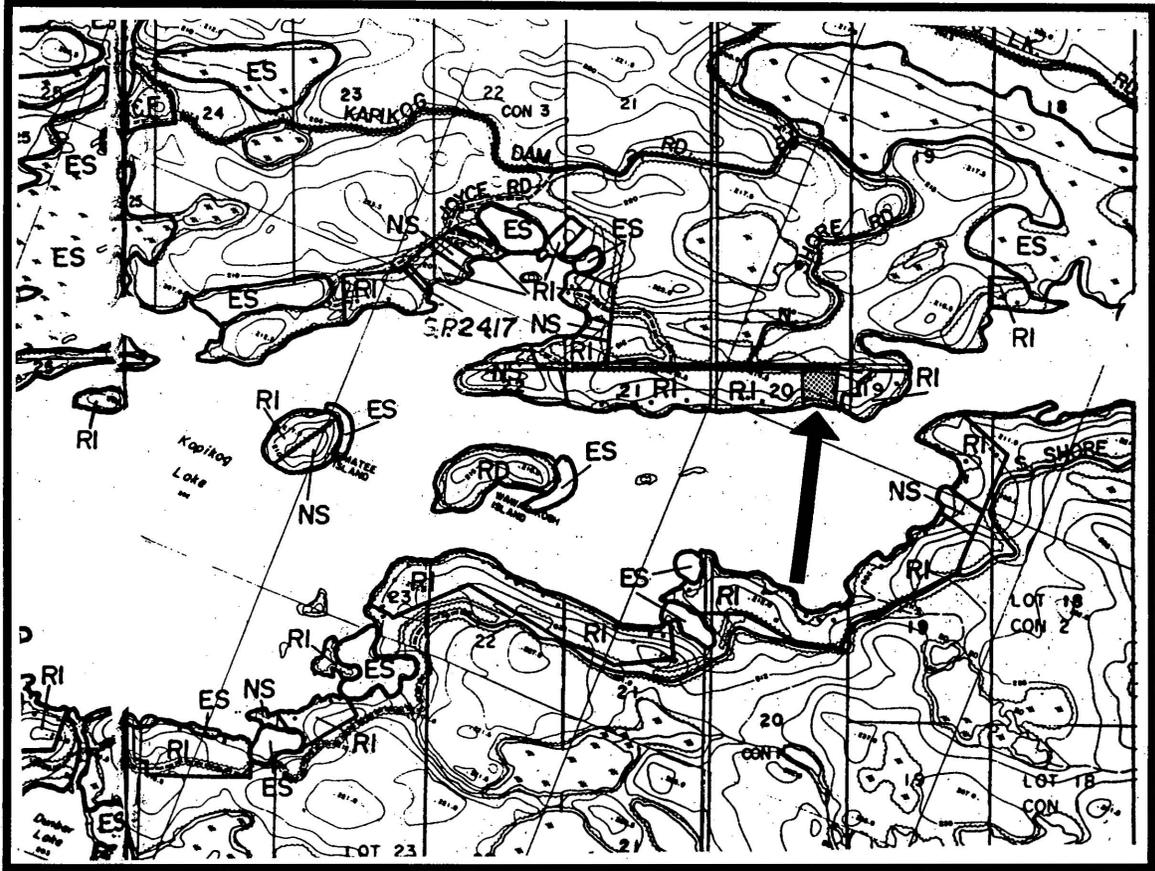
I/We, _____, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date _____ Signature of Owner _____

Date _____ Signature of Owner _____

Date _____ Signature of Owner _____

SAMPLE LOCATION PLAN



SAMPLE SITE PLAN

