

# MUNICIPALITY OF CASSELMAN

## BY-LAW: 2020-052

**BEING A BY-LAW TO REGULATE ALL THE NEW DEVELOPMENTS, THE SITE PLAN AGREEMENT, TO ESTABLISH PROCEDURES AND APPLICATION FEES AND TO OBTAIN THE NECESSARY GUARANTEES, PURSUANT TO SECTION 41(3) OF THE PLANNING ACT.**

**WHEREAS** *subsection 41(2) of the Planning Act (R.S.O. 1990, c. P. 13), as amended* stipulates that, where in an official plan, an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situated may, by by-law, designate the whole or any part of such area as a "site plan control area";

**AND WHEREAS** *subsection 41(3) of the Planning Act (R.S.O. 1990, c. P. 13), as amended*, stipulates that, where a zoning by-law is in effect, the municipality may designate a "site plan control area" by reference to one or more land uses;

**AND WHEREAS** it is desirable and timely to designate some parts of the municipality as a "site plan control area";

**NOW THEREFORE**, the Council of the Municipality of Casselman enacts as follows:

1. This by-law is entitled "Site Plan By-law."
2. In this By-law "development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in *subsection 164(4) of the Municipal Act, 2001* or of sites for the location of three or more mobile homes or of sites for the construction, erection or location of three or more land lease community homes as defined in *subsection 46(1) of the Planning Act R.S.O. 1990, c. P.13, s. 41(1), as amended*.

The definition of "development" does not include the placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.

3. The lands identified in the following zones are included in the site plan control area pursuant to *subsection 41(3) of the Planning Act (R.S.O. 1990, c. P. 13)*, as amended.

3.1	Medium Density Residential	R3 and R3-X
3.2	General Commercial	GC and GC-X
3.3	Highway Commercial	HC and HC-X
3.4	Highway Commercial Restricted	HCR and HCR-X
3.5	Highway Commercial Special	HCS and HCS-X
3.6	Local Commercial	LC and LC-X
3.7	Mixed Use Industrial	M and M-X
3.8	Institutional	I and I-X

4. The following are not subject to site plan approval required in this by-law:

- 4.1 The construction, erection or placing on land of,
  - 4.1.1. a residential construction containing two units or less;
  - 4.1.2. a building or structure accessory to a non-residential use if the gross floor area of the accessory building or structure is less than 150 square metres;
  - 4.1.3. a building or structure for which a temporary permit is issued;
  - 4.1.4. a transit way building or structure;
  - 4.1.5. a communication tower not exceeding 15 metres above ground level and/or located on a property owned by the Municipality of Casselman;
  - 4.1.6. a pumping station or utility installation;
  - 4.1.7. garden suites;

- 4.1.8. buildings and structures required for agricultural operations;
  - 4.1.9. a home occupation or home business;
  - 4.1.10. a community building in a park.
- 4.2 The making of an addition to,
- 4.2.1. a building or structure accessory to a non-residential use if the gross floor area of the accessory building or structure after the making of the addition is less than 150 square metres;
  - 4.2.2. a building or structure of 200 square meters or less in gross floor area where the building footprint does not change and no additional parking is required under the provisions of the applicable zoning by-law;
  - 4.2.3. A building or structure where the building footprint changes and no additional parking is required under the provisions of the applicable zoning by-law.
- 4.3 The making of an alteration to a building that has the effect of changing the use of the building provided the change in use does not result in,
- 4.3.1. a requirement under the applicable Zoning By-law for the provision of more than 5 additional parking spaces on the lot, excepting the conversion to restaurant use.
  - 4.3.2. The establishment of more than 5 additional parking spaces, excepting the conversion to restaurant use, or the establishment of an automobile drive-through.
  - 4.3.3. The establishment of a cannabis growing facility, which is either an
    - i. Industrial Cannabis Production Facility;means lands, buildings or structures used for producing, processing, testing, destroying, packaging and/or shipping of cannabis which is authorized by a valid Federal license.

ii. Agricultural Cannabis Production Facility;

means lands, buildings or structures used for producing and destroying of cannabis which is authorized by a valid Federal license.

iii. Medical Cannabis Production Site

means the use of land, buildings or structures for the purpose of producing, processing, testing, destroying, packaging and/or shipping of cannabis which is authorized by a valid Federal license.

4.4 Despite section 3 of this By-law, the parking requirements as set out in the Municipality of Casselman Zoning By-law shall not apply within the General Commercial (GC) Zone for that area of the Municipality located between the South Nation River and St-Isidore Street.

5. No person shall undertake any development in an area designated under Section 3 unless the council of the Municipality of Casselman, or the L.P.A.T. where a referral has been made under *Section 41(12) of the Planning Act*, has approved, as the council may determine, one or both of the following:

5.1 Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 9 hereto, including facilities designed to have regard for accessibility for persons with disabilities.

5.2 Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than twenty-five dwelling units, which drawings are sufficient to display,

5.2.1. The massing and conceptual design of the proposed building;

5.2.2. The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;

- 5.2.3. The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
  - 5.2.4. Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design, if an official plan and a zoning by-law that both contain provisions relating to such matters are in effect in the municipality;
  - 5.2.5. The sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if an official plan and a by-law passed under subsection 5.2 are in effect in the municipality; and
  - 5.2.6. Facilities designed to have regard for accessibility for persons with disabilities.
- 6. Within the zones set out in Section 3 of this by-law, any application for a building permit to modify, renovate, or restore a main building, for which a general plan already exists, must be authorized by a site plan amendment in order to reflect the changes approved by the municipality.
  - 7. Applicants are required to consult with the municipal Planner and review the Site Plan Application Guidelines prior to submitting an application for Site Plan approval. Any person who is required to enter into a site plan agreement must complete the site plan application form and pay the fees relevant to the application.
  - 8. Any duly completed application for the approval of a site plan agreement must be accompanied by the following documents:
    - 8.1 Two (2) recent copies of the location plan or reference plan.
    - 8.2 One (1) copy of the registration document.

- 8.3 Five (5) copies (full size) and five (5) copies (11" X 17" format) of the preliminary version of the "general plan" depicting the proposed improvements (landscaping, parking, lighting, and other), elevations, surface water drainage, and municipal services hook-up (where the plan contains an excess of information, provide attachments to the "general plan");
- 8.4 One (1) 8½" x 10" mylar copy and three (3) copies of each final plan (these plans and copies should not be submitted before the Municipality of Casselman reviews the preliminary plans);
- 8.5 An irrevocable letter of credit representing 25% of the estimated cost of the upgrade works (see sample attached and as described as Schedule "A" to this by-law). This letter is required prior to signing the agreement.
- 8.6 One (1) copy of the mortgage registration document (where applicable).
- 8.7 The applicable fees required for a site plan application under the by-law, based on a scale of fees;
- 8.8 A cheque in the amount of \$2,500.00 payable to the municipality to cover the fees for the review and approval of the engineering and storm water drainage plans for the development proposal. This amount is applicable for major development (where upgrade works are \$50,000.00 or more). This amount will be kept as a deposit until all final inspections are completed;
- 8.9 A cheque in the amount of \$1,000.00 payable to the municipality to cover the fees for the review and approval of the engineering and storm water drainage plans for the development proposal. This amount is applicable for minor development (where upgrade works are \$49,999.99 or less). This amount will be kept as a deposit until all final inspections are completed;
- 8.10 Consent of the mortgagee;
- 8.11 An electronic Autocad copy (final version) of the proposed development.

9. The plans submitted for review and approval must be prepared by a qualified surveyor, engineer or architect, and they must contain the following information:
- 9.1 The dimensions and area of the land and the legal description or civic address;
  - 9.2 Location of existing and proposed easements;
  - 9.3 Location of road boundaries, their private or public status, and their dimensions;
  - 9.4 Location, dimensions, and area of building, and relation between lot occupation area and total area of land at issue;
  - 9.5 Distance between each building and lot boundaries;
  - 9.6 Location, number, and dimension of parking areas, access lanes, and entrances (ingress and egress);
  - 9.7 Location and identification of any existing or projected building(s);
  - 9.8 Authorization or access rights issued by the South Nation Conservation where the proposed site is located in a flood plain;
  - 9.9 Authorization or access rights issued by the United Counties of Prescott-Russell where a new construction borders a county road;
  - 9.10 Occupation load calculated on the basis of the number of rooms per unit;
  - 9.11 The limits of the adjacent properties and their uses;
  - 9.12 A drainage plan and a storm water management report; recommendations shall be in compliance with the Storm and Drainage Study and Rehabilitation Measures, version March 1996, prepared by McNeely Engineering Consultants Ltd;
  - 9.13 A plan showing the connections to the existing municipal services (water, sanitary sewer and storm sewer);
  - 9.14 The location of any water course, ditch or swale on or around the land;

- 9.15 Existing and proposed open space, landscaping features, trees, shrubs, and their percentage of coverage compared to the total area of the property;
  - 9.16 Existing and proposed fences, hedges, and walls;
  - 9.17 Signs, garbage enclosure, and lighting (lampposts) intended for the parking area or the building;
  - 9.18 Number of parking spaces reserved for visitors and for persons with disabilities;
  - 9.19 Location and dimensions of loading and unloading zones;
  - 9.20 Any additional study that the municipality may deem appropriate or necessary for the approval of the development proposal (traffic study, market study, etc.);
  - 9.21 "As built" plans showing the location of the main building, accessory buildings or structures, parking areas, and final elevations (to be filed when the works are completed for final approval of the development proposal).
10. As a condition to the approval of the plans and drawings referred to in Section 9, the Municipality of Casselman may require the owner of the land to:
- 10.1 Provide to the satisfaction of and at no expense to the municipality any or all of the following:
    - 10.1.1. Widening of highways that abut on the land;
    - 10.1.2. Facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
    - 10.1.3. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas or driveways.
    - 10.1.4. Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.



- 10.1.5. Facilities designed to have regard for accessibility for persons with disabilities.
- 10.1.6. Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.
- 10.1.7. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- 10.1.8. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
- 10.1.9. Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
- 10.1.10. Grading or alteration in elevation or contour of the land and provision for the management and disposal of storm water, surface and waste water from the land and from any buildings or structures thereon;
- 10.2 Maintain to the satisfaction of the municipality and at the sole risk and expense of the owner any or all of the facilities or works mentioned in paragraphs 10.1.2, 10.1.3, 10.1.4, 10.1.5, 10.1.6, 10.1.7, 10.1.8 and 10.1.9 of clause 10.1, including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
- 10.3 Enter into one or more agreements with the municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in clause 10.1 or 10.4 and the maintenance thereof as mentioned in clause 10.2 or with the provision and approval of the plans and drawings referred to in Section 9;
- 10.4 Enter into one or more agreements with the municipality ensuring that development proceeds in accordance with the plans and drawings approved under Section 9;

- 10.5 Convey part of the land to the municipality to the satisfaction of and at no expense to the municipality for a public transit right of way.
- 10.6 Have all plans and drawings in respect to drainage and storm water management reviewed and approved by South Nation Conservation;
- 10.7 If an area designated under Section 3 is within an upper-tier municipality, plans and drawings in respect of any development proposed to be undertaken in the area shall not be approved until the upper-tier municipality has been advised of the proposed development and afforded a reasonable opportunity to require the owner of the land to provide to the satisfaction of and at no expense to the upper-tier municipality any or all of the following:
  - 10.7.1. Widening of highways that are under the jurisdiction of the upper-tier municipality and that abut on the land,
  - 10.7.2. Where the land abuts a highway under the jurisdiction of the upper-tier municipality, facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs,
  - 10.7.3. Where the land abuts a highway under the jurisdiction of the upper-tier municipality, off street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways,
  - 10.7.4. Where the land abuts a highway under the jurisdiction of the upper-tier municipality, grading or alteration in elevation or contour of the land in relation to the elevation of the highway and provision for the disposal of storm and surface water from the land,
  - 10.7.5. Where the land abuts a highway under the jurisdiction of the upper-tier municipality, facilities designed to have regard for accessibility for persons with disabilities;

- 10.7.6. Enter into one or more agreements with the upper-tier municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in clause 10.7.1 or 10.7.3 and the maintenance thereof at the sole risk and expense of the owner, including the removal of snow from access ramps and driveways and parking and loading areas;
  - 10.7.7. Convey part of the land to the upper-tier municipality to the satisfaction of and at no expense to the municipality for a public transit right of way.
- 11. Within the zones identified at Section 3 of this by-law, any new development must comply with the following provisions:
  - 11.1 The owner is required to pave the parking areas and access lanes prior to the occupation of the building or structure;
  - 11.2 The owner must install monolithic concrete curbs that comply with approved engineering standards;
  - 11.3 The owner is responsible for providing a sufficient volume of water for each of the buildings for firefighting purposes, in accordance with the standards set out by the Fire Prevention Department;
  - 11.4 The owner may be required to repair a sidewalk or a concrete curb that has been cut or damaged to provide for access to the parking area or for any other reason. The repair must comply with approved engineering standards;
  - 11.5 The owner must repair any infrastructure damaged by the new development at his own cost and to the satisfaction of the Municipality of Casselman.
- 12. Within the zones identified at Section 3 of this by-law, the signing of a site plan agreement is mandatory prior to the issuance of a building permit.
- 13. The Site Plan Agreement shall be registered on the title of the property by the Municipality of Casselman at no cost to the municipality.

14. Prior to the signing of a site plan between the two parties, the Municipality of Casselman must have in its possession the documents listed in Section 9 of this by-law.
15. All review costs are to be paid prior to the registration of the Site Plan Agreement. The Municipality of Casselman will send to the applicant a copy of all pending invoices related to engineering review once the fees are in excess of \$5,000.00 and/or every six (6) months.
16. Once the work has been performed, the owner must file a written request for release to the Finance Department. A minimum period of one month is required to obtain the amount corresponding to the release.
17. Prior to releasing part or the entire amount of the irrevocable letter of credit held by the Municipality of Casselman, the municipality shall require an inspection and a written report by its engineering consultant confirming that the works have been completed according to plans.
18. Any person who contravenes a provision of this by-law is guilty of an offence and will be required, upon conviction, to pay a fine, as set out in the *Municipal Act, 2001 (S.O. 2001, c. 25)*, as amended.
19. In addition to a fine, a court that has jurisdiction and authority may, where a person is found guilty of contravening this by-law, issue a prohibition order or rescinding order with respect to the work performed by the party charged.
20. That Schedule "B", Municipality of Casselman, Site Plan Application Guideline be part of this by-law.
21. That Schedule "C", Site Plan Processing Fees, be part of this by-law.
22. That Schedule "D", Pre-Consultation Information Sheet for a Site Plan Approval, be part of this by-law.
23. That Schedule "E", Site Plan Approval Process, be part of this by-law.
24. That the Chief Administrative Officer / Clerk is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law.

25. By-law 2011-087 of the Municipality of Casselman is hereby repealed.
26. This by-law shall come into force and effect on the date on which its adoption becomes complete.

**ENACTED AND PASSED IN OPEN COUNCIL ON THIS 25<sup>TH</sup> DAY OF  
AUGUST 2020.**



---

Daniel Lafleur, Mayor



---

Sebastien Dion, Clerk

## **SCHEDULE "A"**

### **FORM OF LETTER OF GUARANTEE**

The Municipality of Casselman  
751 St-Jean Street  
P.O. Box 710  
Casselman, Ontario  
K0A 1M0

RE: Guarantee No.:  
Amount \$:  
Expiry Date:

Dear Sirs:

At the request of \_\_\_\_\_ (the "Customer") the Bank of \_\_\_\_\_ (the "Bank"), for valuable consideration, the receipt whereof is hereby acknowledged, by this letter of guarantee (the "Guarantee"), irrevocably and unconditionally guarantees payment to you, the Municipality of Casselman, of a total amount of \$\_\_\_\_\_.

This guarantee is issued in connection with the performance by of all the terms of a Site Plan Agreement (the "Agreement") dated the ("Customer") \_\_\_\_\_.

A payment under this Guarantee shall be made before the expiry hereof upon your presenting to the Bank at its \_\_\_\_\_ Branch of :

- (a) Your written demand for payment in the form described below.
- (b) This Guarantee.
- (c) Either: (i) Vouchers paid by the Municipality of Casselman certified by its Treasurer as having been paid by him on account of the Customer, for work services or materials required to be performed or supplied under the said Agreement, or  
(ii) a letter from the Municipality of Casselman certifying that the "Customer" is in default in performing or supplying work, services or materials required to be performed or supplied under the said Agreement whether or not the Municipality of Casselman has itself already performed or supplied the same.

The said demand shall refer to this Guarantee by the above number, shall state the amount demanded and shall certify:

- (a) That the amount is due and payable to you by the Customer, and
- (b) That you have requested payment of the said amount from the Customer and have not received payment, and

- (c) That the amount remains unpaid thirty (30) days after mailing of written demand.

Upon receipt by the Bank at the said Branch of the said demand and the other document(s) referred to above on/or before the Expiry Date, the Bank shall pay to you the amount stated in the said demand to be payable to you by way of the Bank's draft without enquiring whether you have a right to such amount as between yourself and the Customer, provided that such amount, together with other amounts paid to you under this Guarantee, if any, does not exceed in the aggregate the amount of this Guarantee.

The Bank may note on this Guarantee the amount and date of any payment made to you under this Guarantee and shall retain this Guarantee if the aggregate amount of this Guarantee has been paid to you or if the Expiry Date has occurred.

This letter of Guarantee is irrevocable until \_\_\_\_\_ but automatically renews from year to year, unless the Bank gives thirty (30) days notice that it does not propose to renew it. This letter of credit may be reduced from time to time if the Municipality of Casselman certifies to the Bank that part of the work has been completed. The amount by which this letter of credit shall be reduced, shall be one-half (1/2) of the value of the work done and materials supplied as certified in writing by the Municipality of Casselman.

Yours truly,

\_\_\_\_\_  
(Authorized Signature)

## **SCHEDULE "B"**

### **Municipality of Casselman Site Plan Application Guidelines**

#### ***Purpose of the Guideline***

The purpose of this guideline is to help applicants through the process of making an application to the Municipality of Casselman for Site Plan Approval. The guideline includes background information on the Municipality Service Philosophy, along with the need for site plan approvals and their relationship to the Zoning By-law and Official Plan. The guideline also sets out the application requirements and provides a step by step outline of the Site Plan Approval process from initial application to final approval.

#### ***Getting site plan approval for your project***

Site Plans and Site Plan Agreements are designed to protect the interests of all parties: the public, the Municipality and the builder. The Site Plan Approval process promotes functional and attractive development, while minimizing adverse impacts on the surrounding land uses.

#### ***What is a Site Plan?***

A Site Plan is a drawing, or set of drawings, illustrating the physical arrangement of property improvements such as buildings, driveways, parking areas, pedestrian sidewalks, landscaping, fences, light fixtures, grading, drains and municipal services.

#### ***What is Site Plan Approval?***

Site Plan Approval and the registering of a Site Plan Agreement is completed prior to the issuance of a building permit. It is an interactive process involving both the property owner and Municipality staff to match the property owner's requirements with both the unique characteristics of each property and municipal development standards.

#### ***What types of development require Site Plan Approval?***

In Casselman, all commercial, institutional, industrial and residential developments (except for residential construction containing two units or less) are subject to site plan approval, along with commercial parking lots. Additions or building use changes that substantially increase or change the usability of the building are also subject to site plan approval if they are for commercial, institutional or industrial uses. Additions to apartments or group townhouses that result in additional dwelling units are also subject to site plan approval. Please refer to **By-Law 2020-052** for further details.



***Is pre-consultation required for a Site Plan Approval?***

Pre-application consultation is mandatory for all applications. The Municipality requires that applicants contact staff to discuss their proposal prior to submitting a formal application. If you fail to consult with staff, the Municipality cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays. Discussing proposal details with staff will also ensure that the applicant is aware of associated fees, technical requirements, and processing information.

***Who completes a Site Plan Approval?***

The Municipality staff (Municipality Planner) works through the site plan approval process with the applicant. Final approval of the Site Plan Agreement requires a Council resolution and the mayor's signature.

***Who reviews a Site Plan Approval?***

The following departments and agencies may be required to comment on the proposed development:

- Building, Planning, Engineering Department & Fire Department
- Public Works Department & Leisure Services Department
- United Counties of Prescott and Russell & South Nation Conservation
- Ministry of Transportation & Ministry of Environment
- VIA Rail Canada

***What is being examined during the Site Plan Review?***

During their review, the Municipality staff will examine the following:

- aesthetic and the functional details
- traffic circulation and public safety such as night lighting
- municipal services
- drainage & flood protection
- environmental quality waste management
- noise abatement & privacy screening and landscaping design
- ect.

***What types of drawings and reports are required for the Site Plan Application?***

All plans and drawings submitted in accordance with a site plan agreement application shall be prepared by a registered professional architect or professional engineer and, where appropriate, an Ontario Land Surveyor. Further information concerning drawing requirements is listed in the *Site Plan Application Form*.

The scale of the development may require that various studies be submitted with the application to allow for the evaluation of the proposed development.

***What is the relationship of a Site Plan with the Zoning By-law and Official Plan?***

Numerous provisions within the Casselman Official Plan and Zoning By-Law are linked to Site Plan Control. As an example, all buildings shown on plans and drawings submitted in support of a development must comply with the required setbacks applicable to the zone in which the affected land is located.

***How long does it take to complete an approval?***

Depending upon the scale, complexity and information requirements of an application, the approval process may be completed in 8-30 weeks.

Note: Key components to how quickly an application is processed are the applicant's ability to meet drawing submission deadlines and the speed at which revisions can be made.

Note: When development is proposed on or adjacent to a property that is known to be, suspected to be, or could potentially be a contaminated site, the owner shall be required to submit a Record of Site Condition as part of the site plan approval process.

***Is there an appeal process?***

Objections to or the refusal of an application may be appealed to the Ontario Municipal Board only by the applicant.

***When can I apply for a Building Permit?***

To expedite the process, applicants can submit a Building Permit Application concurrently with their Site Plan Application. However, the Building Permit will not be issued until the Site Plan Agreement has been approved and registered on title.

***When will a Building Permit be issued?***

Once Council has passed a by-law authorizing the Municipality to enter into a Site Plan Agreement or Amendment Agreement, the agreement is sent to the Mayor for signing and is then sent to the Land Titles Office for registration on title.

As per the Site Plan Agreement, the applicant is required to complete and submit the Site Plan Application Itemized Cost Estimate Form. This form will be reviewed by the Municipality to determine if the cost estimate is accurate. The applicant will then be required to provide securities to the Municipality in the amount ranging from 25% (on site works) and 100% (off site works) of the total shown on the Itemized Cost Estimate Form. If the applicant

provides the Municipality with a letter of credit for the securities, the letter of credit must include an automatic renewal clause.

Once the Building and Planning Department has been provided with the appropriate securities and has received notification that the Site Plan Agreement has been registered on title, the building permit may be issued.

***At what point will the performance security be released?***

Upon the completion of the site development work, the applicant must submit a final as built survey done by an Ontario Land Surveyor. Municipality staff will then inspect the property, and determine if all of the conditions of the Site Plan Agreement have been met. Once the final as built survey has been submitted and a final site inspection completed and approved the Building and Planning Department will authorize the release of the securities.

For more detailed information on Site Plan Review Committee or the Site Plan Approval process, call the Building and Planning Department at (613) 764-3139 (ext. 518 or ext. 528), email us at: [info@casselman.ca](mailto:info@casselman.ca), or visit us in our offices: 751 St-Jean Street, P.O. Box 710, Casselman ON K0A 1M0

## **Schedule "C"**

### **Site Plan Processing Fees**

#### **Initial Costs of the Site Plan Application**

**Major development:** *(where upgrade works are \$50,000.00 or more)*

As indicated in the municipal By-Law, a cheque in the amount of \$1,000.00 plus a deposit in the amount of \$2,500.00 payable to the Municipality of Casselman to cover the fees for the review and approval of the engineering and stormwater drainage plans for the development proposal is required. This amount will be kept as a deposit until all final inspections are completed.

**Minor development:** *(where upgrade works are \$49,999.99 or less)*

As indicated in the municipal By-Law, a cheque in the amount of \$500.00 plus a deposit in the amount of \$1,000.00 payable to the Municipality of Casselman to cover the fees for the review and approval for the development proposal. This amount will be kept as a deposit until all final inspections are completed.

#### **Planning & Engineering Study Review Fees**

As indicated in the municipal By-Law, all fees incurred by the Municipality for the review and approval of the plans and studies will be assumed by the applicant.

#### **Required Fees prior to the signing of the Agreement**

All review costs are to be paid prior to the registration of the Site Plan Agreement. The Municipality of Casselman will send to the applicant a copy of all pending invoices related to engineering review once the fees are in excess of \$5,000.00 and/or every 6 months following the receipt of application. The applicant is also required to provide security to the Municipality representing between 25% (on site works) and 100% (off site works) of the total cost of all site development works.

#### **Required Fees pursuant to the signing of the Agreement**

Once the Site Plan Agreement is signed, the following fees will need to be paid to the Municipality of Casselman: \$500.00 Legal fees, \$100.00 Registration fees, plus applicable outstanding Engineering & Planning Review fees.

**SCHEDULE "D"**  
**PRE-CONSULTATION INFORMATION SHEET**  
**FOR A SITE PLAN APPROVAL**

What type of development is being proposed? \_\_\_\_\_

Where development is being proposed? \_\_\_\_\_

Does the use comply with the Zoning By-Law? \_\_\_\_\_

Will require the following site statistics:

- Lot area \_\_\_\_\_
- Lot coverage \_\_\_\_\_
- Total number of buildings \_\_\_\_\_
- Total Building Gross Floor Area \_\_\_\_\_
- Building height \_\_\_\_\_

Will need plans that show:

- Location of building and its surroundings,
- Setback measures from lot lines,
- Existing and proposed parking area,
- Existing and proposed driveways,
- Fire route, loading area and ramps, if applicable,
- Grading and drainage plan (*as per McNeely report dated March 1996*)
- Site servicing plan (water and sewer connections),
- Lighting plan,
- Garbage vault,
- Fencing and retaining walls,
- Signage on building and structures,
- Existing and proposed green space,

Other plans or studies required? \_\_\_\_\_

What is your anticipated date for start of construction? \_\_\_\_\_

What is your anticipated date for end construction? \_\_\_\_\_

Will the proposed development be phased? \_\_\_\_\_

What is the estimated cost for upgrade works? \_\_\_\_\_

Date \_\_\_\_\_

