

APPLICATION FOR AMENDMENT TO AN APPROVED SITE PLAN

(under Section 41 of the Planning Act as amended)

This application must be typed or printed in black or blue ink, completed entirely and signed.

Have you formerly consulted with the City of Brantford prior to submitting this application?

Yes No

Name of Planner: _____ Date: _____

If yes, please attach the record/notes of Formal Preconsultation to the application. Refer to Part V of this application form for additional submission requirements.

Have the required studies, plans, or reports been submitted? Yes No

Incomplete applications will be returned with associated fees.

Withdrawal of applications are required in writing and fees are returned pending the stage application is in. Once notices are circulated, no fees will be refunded.

File No.: _____

Date Accepted: _____

Roll No.: _____

Related Files: _____

Date Deemed

Complete: _____

PART I – CONTACT INFORMATION

1. **Name of Applicant¹** _____ Phone _____

Address _____ Fax _____

City, Postal Code _____ E-mail _____

¹ If the applicant is a numbered company, also provide the name of a principal of the company.

2. **Name of Agent** _____ Phone _____

Address _____ Fax _____

City, Postal Code _____ E-mail _____

3. **Name of Property Owner²** _____ Phone _____

Address _____ Fax _____

City, Postal Code _____ E-mail _____

When was the property acquired by the owner? _____

² It is the responsibility of the owner or applicant to notify the Planning Department of any changes in ownership within 30 days of such a change.

All correspondence, notices etc. in respect of this development application will be forwarded to the Applicant, Agent and Owner provided that their contact information is included on this form.

Personal information collected and recorded through written submissions on this subject, is collected under the authority of the *Municipal Act*, 2001, as amended, and the *Planning Act*, 1990 R.S.O. 1990, c.P.13 and will be used by Members of Council or Committee and City of Brantford staff in their consideration of this matter. The written submissions, including names and contact information and the associated reports arising from the public participation process, will be made available to the public, including publishing on the City's website. Video recordings of the all Public Meetings may also be posted to the City of Brantford's website. Questions about this collection should be referred to the City Clerk or the Manager of Development Planning, Planning Department, City of Brantford, 58 Dalhousie Street, Brantford, Ontario, N3T 2J2, 519-759-4150 ext. 5715 or ext. 5295.



PART II – GENERAL PROPERTY DESCRIPTION

- 1. **Municipal Address** _____
- 2. **Existing approved site plan:** File number _____

PART III – DETAILS OF THE AMENDMENT

- 1. Proposed amendment(s) (including names of drawings to be amended):

- 2. Reasons for making the amendment(s):

PART IV – OTHER PLANNING APPLICATIONS

- 1. **Are any other types of planning approval under the Planning Act required for this amendment?** Yes No
- 2. **If so, which type(s)?**
 - Official Plan Amendment _____ File number: _____ Status: _____
 - Zoning Amendment _____ File number: _____ Status: _____
 - Plan of Subdivision _____ File number: _____ Status: _____
 - Plan of Condominium _____ File number: _____ Status: _____
 - Minor Variance _____ File number: _____ Status: _____
 - Severance _____ File number: _____ Status: _____
 - Part Lot Control _____ File number: _____ Status: _____

Have submission(s) been made for the other application(s)? Yes No

PART V – SUBMISSION REQUIREMENTS

All information must also be submitted electronically in a pdf format via USB or through an appropriate web-based file share program.

- 1. Check the following list to ensure each requirement is met, submissions not meeting these requirements will be returned to the applicant, and processing of the application will not begin until these requirements are satisfied:
 - 1. Letter outlining the amendments.
 - 2. Proposed amendments must be highlighted, outlined and noted on all drawings.
 - 3. All drawings must be individually folded to sizes not greater than 8.5" x 14" with title blocks shown on the outside.
 - 4. Drawings must not be folded inside each other.
 - 5. All materials must be assembled into sets; grouping copies of the same drawing into a set is not acceptable.
 - 6. Each set of materials must be individually bound (by rubber bands or paper clips etc.).
 - 7. Provide 1 sets of paper drawings showing the proposed amendment(s).
 - 8. All information submitted for the application must also be provided at time of application in electronic form (e.g. PDF format), on a digital media or via email to the City Staff in charge of the application.
 - 9. Each drawing must include a title block showing the address of the site, title of the drawing, the name of the professional or company preparing the drawing, scale, north arrow, the original date of preparation and a list of revisions and their dates.
 - 10. All drawings must be in metric and to scale.
 - 11. A printed drawing must match the scale of the drawing and be of a size in which details of the drawing are legible.



2. Application Fee:

The fee for an amendment to an approved Site Plan is set by the Development Application Fee Schedule available on the City of Brantford Planning Fees webpage.

PART VI – ACKNOWLEDGEMENT

I/we hereby submit an application to amend an approved Site Plan pursuant to Section 41 of the Planning Act R.S.O. 1990 (as amended), and enclose the required fee of \$ _____ .

1. Permission to Enter Subject Lands

Permission is hereby granted to City of Brantford Staff and their consultants to enter the premises subject to this development application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

_____ Date

_____ Signature of Owner

2. Freedom of Information

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of Brantford to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I, _____, the Owner, hereby agree and acknowledge
(Print name of Owner)

that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the City of Brantford making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

_____ Date

_____ Signature of Owner

3. Acknowledgement clauses

- a. I hereby apply for amendment(s) to an approved site plan. I understand that approval of the site plan amendment(s) is required before a building permit can be issued.
- b. I acknowledge that the City of Brantford is not responsible for identification and remediation of contamination on the property, which is the subject of this Application – by reason of its approval to this Application.

_____ Applicant Signature

_____ Date

_____ Agent Signature

_____ Date



4. Authorization

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to act as my agent in this matter and 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.

Date Signature of Owner

5. Affidavit or Sworn Declaration

I, _____, of the _____ in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____, 20____.

Signature of Owner Applicant Agent

Signature of a Commissioner, etc.

