



TOWN OF CARLETON PLACE
 175 Bridge St. Carleton Place, ON K7C 2V8
jbowes@carletonplace.ca
 Development Permit By-Law

APPLICATION FOR DEVELOPMENT PERMIT APPROVAL

Section 70.2 of the Planning Act, RSO 1990, as amended

★ ***This application form must be accompanied by all the submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided. A meeting with Planning and Development staff is REQUIRED prior to submission of this application. At that time approval stream and submission requirements will be determined.***

Date Application Received: _____ Application #: _____

Fee Received: _____ Date Application Deemed Complete: _____

REQUIRED PLANNING FEE		
<input type="checkbox"/> Class 1 - \$250.00	<input type="checkbox"/> Class 2 - \$2,500.00	<input type="checkbox"/> Class 4 - \$3,500.00
<input type="checkbox"/> Class 1A - \$500.00	<input type="checkbox"/> Class 3 - \$3,500.00	
NOTE: Legal fees will be refunded if a registered agreement is not necessary. Projects proceeding with a Class 4 subsequent to Class 2 or Class 3 applications receive a 30% reduction in fees.		
CONTACT INFORMATION		
Municipal Freedom of Information and Protection of Privacy Act		
Personal Information on this form is collected under authority of The Planning Act and will be used to process this application		
Name/Title:	Mailing Address and Postal Code:	(P)Phone # (F)Fax # (E)Email Address
Applicant/Agent		(P):
		(F):
		(E):
Property Owner(s)		(P):
		(F):
		(E):
Architect/Designer/Planner		(P):
		(F):
		(E):
Engineer		(P):
		(F):
		(E):
Ontario Land Surveyor		(P):
		(F):
		(E):

LEGAL DESCRIPTION

Municipal Address:

Legal Description:

Lot Front (m):

Lot Area (m²):

Lot Depth (m):

Official Plan Designation:

Development Permit Designation:

BRIEF DESCRIPTION OF APPLICATION

SUBMISSION REQUIREMENTS

The applicant/agent is responsible for ensuring that the submission requirements are met, including confirming that all the information listed below is shown on the required plans by checking off each box. Once the application has been deemed complete the Town of Carleton Place has 45 days to review and either approve or deny the application.

Pre-consultation Meeting Record

- Signed copy of the pre-consultation for Development Permit Approval

Plan of Survey (signed by an Ontario Land Surveyor)

- Up to date survey plan or reference plan related to geodetic survey control;
- Registered deed or Offer of Purchase and Sale.

Site Plan: 10 copies (11x17); 5 copies (24x36); Electronic Copy. Site Plan clearly showing in metric:

- Title, location and date of project;
- Name and address of i) developer/owner, ii) designer(s), engineers and surveyor(s);
- Legend; North arrow (oriented to top of page); and Scale (graphic bar scale as well as written ratio scale);
- Area of the site; Bearings and lengths of all property lines;
- Clear delineation of limit of site development and existing features within 5 metres of limit. Features can include all natural and artificial features (for example, buildings, railways, watercourses, drainage ditches, banks of rivers and streams, wetlands, wooded areas, wells and septic tanks);

- Proposed surface drainage pattern with either spot elevations or existing and proposed contours at 0.5 metres for slopes of less than 5% off-site grades and major topographic features should be indicated;
- Existing features to be retained, removed or relocated;
- Areas labeled by function or type e.g. landscape areas, parking areas, access points, etc.;
- Proposed fire route and fire route sign and fire hydrant locations;
- Dimensions required for development permit compliance;
- Gross floor area of all buildings, including type of dwelling units and breakdown of other uses by floor area.

Landscape Plan: 10 copies (11x17); 5 copies (24x36); Electronic Copy. Landscape Plan clearly showing:

- Title, location and date of project;
- Name and address of i) developer/owner, ii) designer(s), engineers and surveyor(s);
- Legend; North arrow (oriented to top of page), and Scale;
- Existing landscaping features to be retained, removed or relocated including those on the road allowance;
- Proposed vegetation - trees, shrubs, ground covers (botanical and common name), size of material, areas to be seeded, sod or required special treatment;
- Road allowance details including trees, shrubs or any other plant material and their dimensions.

Site Servicing Plan: 5 copies (24x36); Electronic Copy. Site Servicing Plan clearly showing:

- All servicing for each unit, or a detail showing typical services for the unit;
- Locations of street furniture, trees and lighting, mail boxes, hydrants, transformers and pedestals;
- All utility easements; if there is a joint trench, the utilities should be noted;
- Connection of driveways and lot services to municipal streets and services.

Grade Control and Drainage Plan: 5 copies (24x36); Electronic Copy. Grading and Drainage Plan clearly showing:

- Existing elevations on subject and adjacent lands and along centreline or adjacent public streets, which are to be geodetic. A geodetic benchmark or temporary benchmark is to be indicated;
- Location of any creeks, ravines or watercourses with elevations and contours;

- Finished elevation at the building lines and at all critical points such as catch basins and adjacent lands;
- Arrows indicating the proposed direction of flow of all surface water;
- Location and detail of swales;
- Location and details of all surface water outlets;
- Location and details of catch basins, rip-rap, rock and retaining walls, size and gauge of metal culverts;
- Dimensions of box culverts, depth and quality of asphalt, curbing, servicing and connections;
- Location and width of any existing or proposed right-of-way and easements on or over the subject or abutting lands including any road widening;
- Location of any hydro poles, fire hydrants or other installations including those on adjacent lands.

Elevation and Cross-Section Plans: 10 copies (11x17); 5 copies (24x36); Electronic Copy. Plans clearly showing:

- Drawings that show floor plan, elevation and cross section views for each building or structure to be erected;
- The massing and conceptual design of the proposed building;
- The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
- 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;
- Matters relating to interior design, including, without limitation, the character, scale, appearance and design features of the proposed building;
- Design elements on any adjoining highway under the Town's jurisdiction, including without limitation, trees, shrubs, hedges, plantings or other groundcover, paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities and any facilities designated to have regard for accessibility for persons with disabilities;
- Photographs of the subject land and the abutting streetscape on both sides of the street.

NOTES

SUPPORTING STUDIES AND REPORTS

Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. All applicants are required to pre-consult with municipal staff prior to submission of the proposal. A copy of the pre-consultation form should be included with the application package. Three (3) paper copies and an electronic copy of all required reports must be submitted with the application form.

- Archaeological Assessment
- Building Materials Samples
- Building Shadow Impact Assessment Study
- Coloured Perspective Drawings
- Concept Plan
- Construction Traffic Management Plan
- Cost Estimate for External Works
- Environmental Impact Statement
- Environmental Site Assessment
- Functional Servicing Report
- Heritage Impact Assessment Report
- Illumination and Traffic Signal Plan
- Landscape Plan
- Natural Heritage Evaluation
- Noise Attenuation Study
- Parking and Loading Study
- Pavement Marking and Signage Plan
- Photographs of Existing Context
- Planning Rationale Report
- Reference Plan for Land Conveyances
- Sight-line Study
- Source Water Protection
- Transportation/Traffic Impact Study
- Tree Inventory
- Tree Preservation Plan
- Urban Design Brief
- Utilities Plan
- Others (as required by the Town)

DESCRIPTION OF PROPOSAL			
Site Information	Existing	Proposed	Total
Lot Area			
Gross floor area in m ² (including basement)			
Gross leasable floor space in m ² (commercial)			
Building height (metres and storeys)			
Dwelling units			
Site coverage as a %			
Parking spaces			

1. Type of development proposed (use, new building or addition, etc.):

2. Existing use of land:

3. Is the use permitted or permitted subject to criteria as set out in the Development Permit By-Law and how have the applicable criteria been addressed?

4. Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.

5. Date of acquisition of land:

6. Existing use(s) of the surrounding properties:

7. Length of time existing uses of the subject property have been continued:

8. Present Official Plan designation of the subject property:

9. Present Development Permit designation of the subject property:

10. Date of construction of the existing buildings and structures on the subject land:

11. Municipal services available (check appropriate space(s)):

Water-Connected Sanitary Sewer-Connected Storm Sewer-Connected

12. Is the property presently under a Site Plan Control Agreement? YES NO

13. Is the subject property the subject of a current application for: (check appropriate spaces)

Subdivision Severance (Consent) Official Plan Amendment

14. Has the property ever been subject of an application under Section 34, 41 or 45 of the Planning Act and if yes, what is the file number and status of the application?

15. Is the development to be phased: Yes No

16. What is the anticipated date for start of construction?

17. Is the land to be divided in the future? Yes No

18. How will access be provided to the site (unopened road allowance, public traveled road or private road)?

Name of street providing access?

NOTE: If the application will result in the creation of a new private road an application for street naming will have to be submitted in conjunction with this application.

19. Are there any easements of restrictive covenants affecting the subject land?

DECLARATIONS

Authorization of Owner for Agent to Make the Application

If the application is to be signed by an applicant/agent/solicitor on behalf of the owner, the following authorization must be completed or the owner must submit a letter of authorization.

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

Signature: _____ Date: _____
(Registered Owner)

Signature: _____ Date: _____
(Registered Owner)

Consent of Owner

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

Signature: _____ Date: _____
(Registered Owner)

Signature: _____ Date: _____
(Registered Owner)

Affidavit or Sworn Declaration that the Information is Accurate

I, _____, of the _____ of _____, solemnly declare that all of the above 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*.

SWORN (or Declared) BEFORE ME:

At the Town of Carleton Place, this _____ day of _____ in the year 20____.

(Commissioner of Oaths)

(Signature of Applicant)



**TOWN OF CARLETON PLACE
URBAN FORREST COMMITTEE
GUIDELINES & STANDARDS FOR TREE PLANTING AND CONSERVATION PLANS**

The Town shall require Conservation Plans and Tree Planting Plans for all development including residential, commercial, and industrial uses.

Conservation Plan:

The conservation plan will have a preliminary assessment by a qualified professional (certified arborist, registered professional forester or other qualified professional), which will determine stands of trees or individual trees on the property which warrant protection. This plan should consider such matters as:

- The existing health of the tree, grouping of trees or woodlot, hackberry and the quality of such
- Its degree of sensitivity to grade changes, drainage disruption, changes in water table or any other factors, which may affect the trees
- Measures that can be taken to protect the trees (tree wells)
- If trees cannot be protected, consider the reasons why
- Opportunities for tree planting to mitigate loss of tree or forest cover.

The conservation plan will identify how these trees will be protected both above and below ground, as it is important to protect the root systems from soil compaction. The following measures will be undertaken to protect these trees:

1. The identified tree or trees to be protected will be fenced off, a minimum, to the drip line (furthest point of extension of branches) to protect the roots from soil compaction.
2. Above ground utilities shall avoid, where possible, the crowns of the trees.
3. Below ground utilities shall avoid where possible damaging the root system of trees. If utilities are to be placed below ground they are to be placed directly under the tree so not to damage the fine root hairs of the extended root system.
4. Tree roots that will be damaged must be cut cleanly to avoid ragged edges so they will heal properly. If exposed, they must be moistened immediately and covered with moist material.
5. No equipment, trucks or storage of supplies shall be inside the fenced area.
6. No grading shall take place around the protected tree or trees.

In short, the professional should be asking these questions:

1. Are there trees that can be protected due to size, rareness or are they a healthy stand that would add to the community.
2. If trees are going to be protected how will this be done during construction and after the project is complete.
3. If trees cannot be protected why not.
4. If trees cannot be protected what is the mitigating measure going to be for loss of trees, (i.e. enhanced tree-planting program).

Species of Trees for Planting in Carleton Place

The Urban Forest /River Corridor Advisory Committee recommends the following trees for the Carleton Place planting programs. Trees must be grown from seed from plant hardiness zone 4b, 4a or 5a or seed zones 35 and 36.

For Parks / Natural Areas in Carleton Place

- Sugar Maple – *Acer saccharum* (drier sites)
- Silver Maple – *Acer saccharium* (large planting locations)
- Red Maple – *Acer rubrum* (moist sites near the river)
- Red Oak – *Quercus rubra*
- Bur Oak – *Quercus macrocarpa*
- Hackberry – *Celtis occidentalis*
- Horse Chestnut – *Aesulus hippocast anum*
- White Spruce – *Picea glaoa*
- Norway Spruce – *Picea abies*
- White Pine – *Pinus strobes*
- Eastern White Cedar – *Thuja occdentalis*
- Tamarack – *Larix laricina*

For Residential Streets/Residential Development Areas:

- Sugar Maple – *Acer saccharum* (large planting locations)
- Red Maple – *Acer rubra* (large planting spot)
- Silver Maple – *Acer saccharium* (large planting locations)
- Freeman Maple – *Acer x fremani* (large planting locations)
- Red Oak – *Querus rubra* (large planting locations)
- Bur Oak – *Querus macrocarpa* (large planting locations)
- Hackberry – *Celtis occidentalis* (large planting locations)
- Maidenhair Tree – *Ginko biloba* (male clone only)
- Honey Locust – *Gleditsia triacanthos* (small planting locations)
- Service Berry – *Amelanchier* (small planting locations)
- White Spruce – *Picea glaoa* (large planting spot)
- Norway Spruce – *Picea abies* (large planting locations)
- Tamarack – *Thuja occidentalis* ((medium planting locations)
- Showy Mountain- Ash – *Sorbus decora* (small planting locations)
- Flowering crab – *Malus* (small planting locations)

For Hard Zones (Bridge St./Highway/Parking Lot Plantings)

- Red Oak – *Quercus rubra*
- Freeman Maple – *Acer x freemanii*
- Hackberry – *Celtis occidentalis*
- Honey Locust – *Gleditsia triacanthos*
- Colorado Blue Spruce – *Picea pungens*
- Little Leaf Linden- *Tilia cordata*
- Amur maple – *Acer ginnala*

Shrubs to Plant in Carleton Place:

The Urban Forest /River Corridor Advisory Committee recommends the following shrubs for the Carleton Place planting programs. Trees must be from seed and from plant hardiness zone 4b, 4a or 5a or seed zones 35 and 36.

False Spira – lovely creamy-white plumes of flowers, grows quickly, will grow anywhere good for holding soils on banks.

Spireas- Bridal Wreath (taller 5ft, white flowers), Goldflame, not Goldmound (3 ft. pink flowers, very attractive leaves all year) Anthony Waterer (3.5 ft. dark leaves, lovely deep pink flowers)

Potentillas- wide variety, 3 feet, white or yellow flowers, very hardy

Purple Leaf Sandcherry- can get tall, responds to pruning, but will grow into a nice shrubby tree if not pruned, maroon leaves.

Nanking Cherry- will get quite large- up to 7 ft. - but easily pruned, round growth habit, white blooms, red berries.

Burning Bush 4-5 ft., red fall colour, branches break in very heavy snow.

Flowering Dogwood – shiny red berries through fall and early winter. Crimson autumn colour.

Tree Planting Plan for Developers:

The planting plan will identify where additional trees are to be planted, which species and sizes of trees to be planted and how these trees will be planted and maintained.

The planting plan will identify:

1. Where trees will be planted:

- The site plan must identify where trees will be planted.
- At least one tree shall be planted for each residential lot developed unless a large number of trees have been removed for the development then an enhanced tree planting program will be undertaken.
- Industrial and commercial development site plans shall incorporate multiple trees.
- Prior to planting the developer must identify the location of underground utilities; present, planned and potential future locations.

2. Species and size of trees to be planted:

- Trees will be from seed from plant hardiness zone 4b, 4a or 5a or seed zones 35 and 36.
- The developer will plant a 60mm (2.5 ins) caliper deciduous tree or a conifer tree minimum height 2.0 m.
- To avoid monocultures at least 4 deciduous and 1 conifer species will be selected from the list (Table 1) and approved by Town staff.

Species of Tree for planting by Developers

	Deciduous	Conifer
Larger Trees for Larger Lots	Sugar Maple (<i>Acer saacharum</i>) Red Maple (<i>Acer rubrum</i>) Silver maple(<i>Acer saccharium</i>) Freeman maple(<i>Acer xfremani</i>) Red Oak (<i>Quercus rubra</i>) Bur Oak (<i>Quercus macrocarpa</i>) Hackberry (<i>Celtis occidentalis</i>) Freeman Maple (<i>Acer x fremanii</i>)	White Pine (<i>Pinus strobes</i>) White Spruce (<i>Picea glaoca</i>) Norway Spruce (<i>Picea abies</i>) Blue Spruce (Developers are encouraged to use this species on the harder sites i.e. Hwy 7)
Medium Sized Trees	White Birch (<i>Betula papyrifera</i>) Little Leaf Linden (<i>Tilia cordata</i>) (developers are encouraged to use this species on the harder site i.e. Hwy 7)	Eastern White Cedar (<i>Thuja occidentalis</i>) Tamarack (<i>Larix laricina</i>)
Smaller Trees for Smaller Lots	Showy Mountain Ash (<i>Sorbus decora</i>) Serviceberry (<i>Amelanchier</i>) Crabapple (<i>Malus</i>) Honey Locust (<i>Gleditsia triacanthos</i>)	

3. Tree planting:

The International Society of Arborists, the Canadian Nursery Trades Association or Landscape Ontario standards of planting and maintenance are to be followed:

- Excavate to a depth 200mm deeper than the
- height of the root ball, with a width 750 mm greater than the root ball.
- Loosen the planting hole to a depth of 200mm
- Loosen burlap and cut away minimum at least 50% of the burlap without disturbing the root ball (if in a wire basket cut away as much of the wire basket while the tree is in the hole)
- Place plant material to a depth equal to the depth they were originally growing in the nursery.
- Tamp soil around the root system in layers of 150 mm to eliminate air pockets. When 2/3 of the planting soil has been placed, fill the hole with water. After the water has penetrated into the soil, complete backfilling.
- Build a 100mm deep saucer around the outer edge of the hole to assist with watering.
- The hardwood trees will be staked following International Society of Arborist standards.
- The trees will be mulched to a depth of 10 mm filling the saucer leaving 50 mm free around the trunk to avoid trunk rot.
- The trees will be watered one week after planting and every 2 weeks thereafter, pending weather conditions, until the area developed is no longer the responsibility of the developer.

Jim McCready R.P.F./ ISACertified Arborist
 December 1, 2014