



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

## APPLICATION FOR DEVELOPMENT PERMIT AMENDMENT

Section 34 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 submission requirements will be determined.***

Date Application Received: \_\_\_\_\_ Application #: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

<b>REQUIRED PLANNING FEE</b>		
🏠 Planning Fee \$4,500.00		
<b>CONTACT INFORMATION</b>		
<b>Municipal Freedom of Information and Protection of Privacy Act</b> 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):
<b>LEGAL DESCRIPTION</b>		
Municipal Address:		
Legal Description:		
Lot Front (m):	Lot Depth (m):	Lot Area (m <sup>2</sup> ):
Current Official Plan Designation:		Current Development Permit Designation:

## POTENTIAL REQUIRED STUDIES

**Technical reports/plans or studies may be required to assist in the review process of a Development Permit Amendment Application. The identified studies or reports are required prior to the submission of an application for Development Permit.**

- 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**

1. What is the current Official Plan designation? \_\_\_\_\_

2. How does your application conform with the Official Plan? \_\_\_\_\_

\_\_\_\_\_

3. What are the existing uses of the subject land and how long have they continued?

\_\_\_\_\_

4. Are there any existing buildings or structures on the subject land?

YES

NO

If YES, please detail the type of building/structure, the setbacks, building height, building dimensions and the date it was constructed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What is the current Development Permit designation? \_\_\_\_\_

6. What land uses does the current Development Permit designation permit? \_\_\_\_\_

\_\_\_\_\_

7. What is the nature and extent of the proposed amendment? \_\_\_\_\_

\_\_\_\_\_

8. Why is the proposed amendment requested? \_\_\_\_\_

\_\_\_\_\_

9. What are the proposed land uses? \_\_\_\_\_

\_\_\_\_\_

10. Are there any proposed buildings or structures to be built on the subject land?

YES

NO

If YES, please detail the type of building/structure, the setbacks, building height, building dimensions: \_\_\_\_\_

\_\_\_\_\_

11. Does the proposal meet the density requirements set out in the Official Plan?

YES

NO

12. Does the proposal remove land from an area of employment?

YES

NO

If YES, provide details of the Official Plan amendment that would permit it:

---

---

13. Is access to the subject land to be provided by provincial highway, municipal road or private road? \_\_\_\_\_

14. If the proposed amendment changes, replaces, deletes or adds a policy, what is the suggested text of the proposed policy amendment? (Attach to application).

---

---

15. Will the services (water, sanitary sewer and storm sewer) be publicly or privately provided?

---

16. Is the subject land, or any property with 120 metres of it, the subject of any application under the *Planning Act*?

YES

NO

If YES, attach a separate sheet detailing those applications (including file number, approval authority, the land it affects, its purpose, its status and the effect on the proposed Development Permit amendment).

---

17. Is the proposed amendment consistent with the Provincial Policy Statement (PPS)?

YES

NO

18. Is the subject land within an area of land designation under any provincial plan(s)?

YES

NO

If YES, does the proposed amendment conform to the provincial plan(s)

YES

NO

**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)**