



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

**APPLICATION FOR DEVELOPMENT PERMIT APPROVAL**

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

This application form must be accompanied by all submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided. A pre-consultation meeting with the Planning Department is REQUIRED prior to submission of this application. At that time, submission requirements for drawings and technical studies will be determined. The applicant/agent is responsible for ensuring that the submission requirements are met. Once the application has been deemed complete the Town of Carleton Place has 45 days to review and either approve or deny the application.

**APPLICATION FEES**

**CLASS 1 - \$350.00    CLASS 1 – Within a Plan of Subdivision - \$1,000.000    CLASS 1A - \$2,500.00**  
**CLASS 2 - \$4,500.00    CLASS 3 - \$6,500.00**

<b>CONTACT INFORMATION</b>		
<i>Municipal Freedom of Information and Protection of Privacy Act</i>		
<i>Personal information on this form is collected under the authority of the Planning Act and will be used to process this application</i>		
Name:	Mailing Address and Postal Code:	Contact Information:
Applicant/Agent		Phone: Email:
Property Owners(s)		Phone: Email:

<b>PROPERTY INFORMATION</b>		
Municipal Address:		
Legal Description:		
Lot Frontage (m):	Lot Area (m2):	Lot Depth (m):

Official Plan Designation:	Development Permit Designation:
----------------------------	---------------------------------

**REQUIRED INFORMATION**

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

---



---

2. If any new buildings or structures are proposed for the land:

Type of Building(s) or Structure(s)		
Distance from:		
a) Rear lot line (m)	b) Front Lot Line (m)	c) Side Lot Line(s) (m)
Height (m)		Floor Area (m2)

3. Is a variation requested within the provisions set out in the Development Permit By-law?

Yes                  No

If yes, please indicate the variation(s) required:

---



---

4. Is the use permitted or permitted subject to criteria as set out in the Development Permit by-law?  
If the use is permitted subject to criteria, describe how the applicable criteria has been addressed.

---



---



---

5. Type of access to the site (unopened road allowance, public traveled road or private road) and name of road:

---

6. Existing use of land:

---

7. Existing buildings or structures on the subject land and date of construction:

---

8. If known,

(a) Date of acquisition of land: \_\_\_\_\_

(b) Date any existing buildings or structures on the land were construction: \_\_\_\_\_

---

(c) Length of time the existing uses on the land have continued: \_\_\_\_\_

---

9. Municipal services available (check appropriate spaces):

Water-Connected

Sanitary Sewer-Connected

Storm Sewer-Connected

10. Is the property presently under a Site Plan Control Agreement?

Yes

No

11. Is the subject property the subject of a current application for:

Subdivision

Severance (Consent)

Official Plan Amendment

If yes, file number and status of application: \_\_\_\_\_

12. Has the property ever been subject of an application under Section 34, 41 or 45 of the Planning Act?

Yes

No

If yes, what is the file number and status of the application? \_\_\_\_\_

---

---

13. Are there any easements or restrictive covenants affecting the subject land?

Yes

No

**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: \_\_\_\_\_  
Applicant/Agent

**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 purposes 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