



File #: _____
Fee Paid: _____

SITE PLAN APPROVAL

NOTE: Please complete & return to Planning & Inspection Services at the above address

-
- Applicant is: Registered Owner(s) _____ complete Section 2
Agent _____ complete Sections 2 & 3
Lessee _____ complete Section 2 & 4, 3 if applicable
Prospective Owner _____ complete Section 2 & 4, 3 if applicable
Other (please specify) _____ complete Section 2 & 4, 3 if applicable

- Name of Applicant(s): _____
Mailing Address: _____ Postal Code _____
Telephone: Home: _____ Cell/Business: _____
Email: _____

- Name of Agent(s): _____
Mailing Address: _____ Postal Code _____
Telephone: Home: _____ Cell/Business: _____
Email: _____

Registered Owner(s) signature(s) authorizing the agent to act on their behalf:

Signature	Print Name	Date

- Where the applicant is not the registered owner(s) or an authorized agent acting on behalf of the registered owner(s), written authorization from the registered owner(s) must accompany this application.

ALL APPLICANTS MUST COMPLETE THIS SECTION:

- Lot Description:**
 - Street Address: _____
 - Community: _____
 - Existing Use: _____

Site Plan Checklist

Outlined below is a checklist of things to be identified on a site plan so that the Development Officer may make an informed decision.

You can kindly pass this information on to the site plan designer.

1. North Arrow
2. The date the plan was prepared, include any revisions
3. The true shape and dimensions of the lot to be used (The plan shall be based on a recent survey or location certificate ensuring accurate property boundaries)
4. Identify and include dimensions for any proposed streets, existing or proposed rights-of-way, and easements
5. Location of buildings/structures, existing and proposed
6. Setback distances from all proposed buildings to property boundary (not the road) and to other buildings on the lot
7. Setback from any watercourses, wetlands such as marshes, swamps, and bogs and the proximity to highway ramps, and other nuisance factors.
8. The proposed location and dimensions of any parking spaces, loading spaces, driveways, access points to a public or private street(s) and road(s) and if required landscaped areas
9. Paved Areas, existing and proposed, labelled respectively
10. Identify proposed vegetation and existing vegetation
11. Identify existing or proposed screening such as fencing, trees, shrubs, berms, retaining walls etc.
12. Existing driveway and exact location of proposed driveway location along property boundary, labelled respectively
13. Any existing or proposed pedestrian infrastructure such as walkways, trails, patios, decks, etc.
14. Identify proposed phasing of the development including unit numbers, boundaries, and dates of construction (to the best of your ability) for each phase.
15. Outdoor storage area if any

16. Septic and which buildings it will service
17. Well and which buildings it will service
18. Location of communal collection on the property if applicable

NEXT STEPS

1. ***Awaiting requested plans***
2. Submit your application, completed site plan, and other applicable plans.
3. Staff and departmental review

If you have any questions or concerns, please reach out to planning@annapoliscounty.ca