

## Minor Site Plan Application

City of Hamilton, Planning and Economic Development Department  
71 Main Street West, 5<sup>th</sup> Floor, Hamilton ON L8P 4Y5  
Telephone: 905-546-2424 Email: [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca)

- Application Fee for Minor Site Plan Application must be submitted.  
(An additional Conservation Authority and / or Hamilton International Airport review fee may be required.)
- Prior to making a Minor Site Plan Application, please consult with the City of Hamilton Planning Division to determine if a Formal Consultation is required.
- An incomplete application will delay the process.

### APPLICANT:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail \_\_\_\_\_

**APPLICANT'S INTEREST:** Owner, Prospective Owner, Lessee, Agent (circle appropriate)

### CONTACT PERSON: (if other than the applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail \_\_\_\_\_

**ADDRESS OF THE PROPOSED DEVELOPMENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TYPE OF DEVELOPMENT: Check Appropriate Box

Residential  Industrial   
Commercial  Other, specify \_\_\_\_\_

**TOTAL EXISTING FLOOR AREA:** \_\_\_\_\_

**TOTAL PROPOSED FLOOR AREA (if addition):** \_\_\_\_\_

**TYPE OF PROPOSAL:** Check appropriate Box

**Plan dated:**  
Addition  \_\_\_\_\_

Accessory Building  \_\_\_\_\_

Fire Escape  \_\_\_\_\_

Outdoor Patio  
(include layout)  \_\_\_\_\_

**Plan dated:**  
Parking Area  \_\_\_\_\_  
(Include layout)

Ramp  \_\_\_\_\_

Temporary  
Sales Pavilion/  
Trailer  \_\_\_\_\_

Secondary Suite  \_\_\_\_\_

**PREVIOUS DA#** \_\_\_\_\_  
**(If any) ZA#** \_\_\_\_\_

**Applicant's Signature**

**FOR OFFICE USE ONLY:**

Approval Date \_\_\_\_\_ as per attached plans and drawings, subject to compliance with all zoning requirements of the subject lands.

Yes  No, Full Site Plan Control application required

Manager of Heritage and Urban Design

**COPY TO:**

- Applicant  Building Division  Growth Management Division  
 Owner  Transportation Planning  Other, Specify \_\_\_\_\_

**CONSENT**

Consent of Owner to the Disclosure of Application Information and Supporting Documentation

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 Hamilton to provide public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, \_\_\_\_\_, the Owner, hereby agree and acknowledge 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 Hamilton 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

## ACKNOWLEDGEMENT CLAUSE

I acknowledge that the City of Hamilton 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.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

This letter does not exempt the owner or owner's bonded contractor from the requirement to obtain various permits/approvals normally required to complete a construction project, such as, but not limited to the following:

- Road cut permits
- Access permits
- Committee of Adjustment  
(i.e. Variances to Zoning By-law)
- Sewer permits
- Relocation of services
- Encroachment agreement

Applicant's initials

## APPROVAL LIMITATIONS

- i) Proposals that require a building permit  
In the event a building permit has not been issued for the proposed developed within one (1) year from the date of site plan approval, the approval shall lapse.
- ii) Proposals that do not require a building permit.  
In the event any required site works are not completed within one (1) year from the date of site plan approval, the approval shall lapse.

### Note:

**The City of Hamilton is in the process of creating a new comprehensive Zoning By-law for the entire City. The new Zoning By-law is being prepared in phases by Land Use topic. New zoning may be implemented which could be different than the current zoning. Accordingly, if a Building Permit has not been issued by the City prior to the new zoning coming into effect, the approved site plan may be affected, related to zoning compliance, which may require further planning approvals (i.e. Minor Variance, Zoning Amendment, etc.).**

The personal information contained on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, and will be used for the purpose of processing the application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the general Planning Division email at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424, ext.1355.