

# PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

# SITE PLAN APPLICATION Submission Requirements and Information

#### SITE PLAN CONTROL

Site Plan Control is a type of development control authorized under Section 41 of the *Planning Act*.

The City of Hamilton passed By-law 15-176 to consolidate and update Site Plan Control by-laws across the City. By-law 15-176 has been further amended by By-laws 18-104, 19-026, 21-069 and 23-030.

https://www.hamilton.ca/city-council/by-laws-enforcement/frequently-requested-by-laws

#### **BEFORE SUBMITTING AN APPLICATION**

The Formal Consultation process is no longer mandatory for planning applications and is at the discretion of the Applicant. However, Formal Consultation continues to be an integral part of the planning application process. Applicants are strongly encouraged to use Formal Consultation as a first step to streamline their application and tailor submission requirements based on the context of the proposal.

The Formal Consultation Application can be found at <u>Formal Consultation | City of Hamilton</u>

If the applicant chooses not to apply for Formal Consultation, please proceed to 'Application Submission Requirements' below.

# APPLICATION SUBMISSION REQUIREMENTS:

Agency Fees.

<b>Cover Letter</b> providing a summary of the proposed development, including a list of documents included in the submission.
<b>Application Form</b> with all applicable sections completed, including the Owner's Consent, Authorization, Acknowledgements and Affidavit signed in the presence of a Commissioner or Oaths.
<b>Application Fee(s)</b> are required to be submitted with the application. Please refer to the current City of Hamilton <u>Planning Division Fee Structure</u> , as all fees are subject to change annually.
Application Fees can be paid by cheque (payable to "City of Hamilton") or by credit card. All cheques submitted to the Planning Division must be accompanied by a cover letter or <a href="Fee Intake Memo">Fee Intake Memo</a> indicating the following: municipal address of the development; the application type, description of the fee, fee amount, and cheque number; Owner / Applicant's name and contact information; Agent's name and contact information; and if known, the assigned file number and assigned Planner's name.
Refer to the section below for more information on Application fees and External

<b>Survey Plan</b> prepared in accordance with the Drawing Requirements outlined in this document.
<b>Site Plan</b> prepared in accordance with the Drawing Requirements outlined in this document.
<b>Building Elevations</b> prepared in accordance with the Drawing Requirements outlined in this document.
Zoning Compliance Review Letter signed by the Owner / Applicant.
<b>All of the Required Materials and Information</b> as required by either Option 1 or Option 2 below.

Option 2 below.	
Option 1	Option 2
Formal Consultation Process	No Formal Consultation
All the required Materials and Information	All the required Materials and Information
as identified through the Formal	as identified in the Official Plan and based
Consultation process and outlined in the	on the following four specific criteria:
Formal Consultation document.	Minimum
	Locational
The Formal Consultation Document signed	<ul> <li>Proposal Based</li> </ul>
by Owner / Applicant is required to be submitted with the application.	Discretionary
A Summary Response to Formal	Links to the "Other Information and Materials" Schedule in the Official Plan:
<b>Consultation Comments</b> is required to be submitted with the application.	Schedule I – Urban Hamilton Official Plan
	Schedule H – Rural Hamilton Official Plan
	Schedule I – former Region Official Plan (OPA 47 – By-law 24-190)
	A Complete Application Compliance Summary is required to be submitted with the application.

All plans, reports and/or studies submitted must:

- a. be prepared according to the <u>Terms of Reference</u> if available.
- b. be in digital (PDF) format.
- c. be submitted without a password and/or restrictions.
- d. be prepared in metric measurement.
- e. be prepared and stamped / signed by qualified professionals.

#### **Electronic Documentation**

All submission requirements must be submitted in digital format to the Planning Division through a SYNC link. A SYNC link can be requested by emailing planningapps@hamilton.ca.

Electronic files are to be provided with the following naming conventions: FileName VersionNumber Date (with no spaces).

#### For Example:

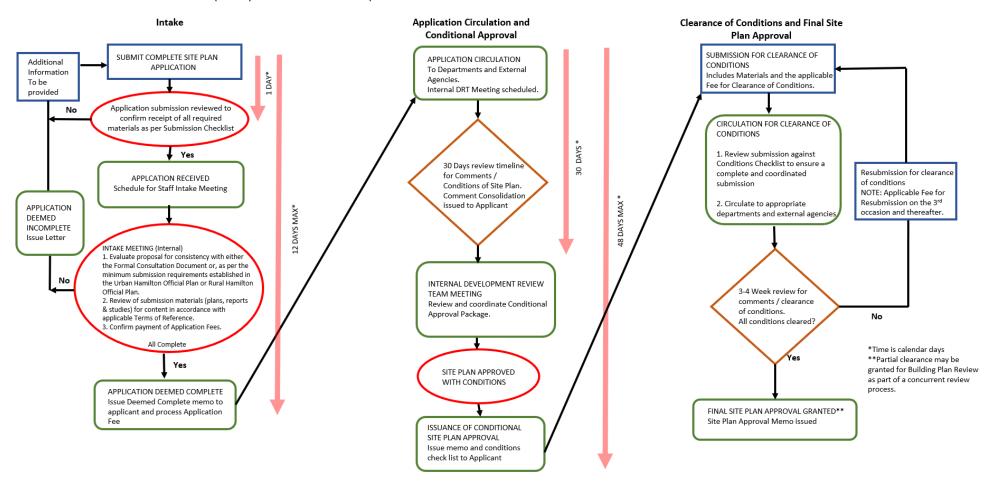
- 00\_ApplicationForm\_v1\_yymmdd
- 01 Survey v1 yymmdd
- 02\_SitePlan\_v1\_yymmdd

#### **Disclosure of Information**

All information submitted in support of this application will be considered public information, including any reports, studies, drawings, or other documentation submitted by applicant(s), agent(s), consultants(s) or solicitor(s). The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Hamilton is also permitted to provide copies of the application and any supporting information to any member of the public or other third party that requests the information.

#### SITE PLAN PROCESS FLOW CHART

#### Site Plan Process Flow Chart (Last Updated November 2024)



### **DRAWING REQUIREMENTS**

## A. General Drawing Requirements

	The	e following requirements apply to all drawings:
		All measurements must be in metric. All drawings must have a standard scale.
	Titl	e block, containing the following: Key Plan (showing location of subject lands) North arrow Consultants name and contact information Professional stamp, signed and dated Date of plan preparation, Revision column (numbered and dated) Municipal Address Project name Scale of drawing
В.	Su	rvey Plan by O.L.S. showing:
		Net lot area in metric measure The property and its bearings, dimensions, stakes, etc Location and size of existing watermain, Hydro poles, Bell vaults, etc. Location and type of closest existing fire hydrants (information available from the Public Works Department)
C.	Sit	e Plan Drawing showing:
		Clear delineation of property lines (including bearings and dimensions of property lines) Front, Side, and Rear lot lines Right-of-Way widenings and/or daylight triangles (size of the widening to be dimensioned and notation indicating "lands to be dedicated to the City of Hamilton for right-of-way widening purposes")
		Location and extent of any easements, rights of way and road reserves Adjacent street names Location of any existing buildings or structures (including notation if buildings will be retained or removed) Location of existing and proposed hydro poles/vaults, etc.
		Location or outline of existing building on adjacent properties Building entrances and exits If the proposed development is to be developed in phases, then the phasing line shall be shown and Details of Development chart for each phase. Include Undertaking on drawing (See page "X") Include Site Plan notes on drawing (See page "Y")
		Include Site Statistics Table on drawing as per below

	Site Statistics Table		
		Permitted / Required	Proposed
	Net Lot Area (m²)		
	Building Coverage (max.)		
	Gross Floor Area (max.)		
	Building Height (max.)		
	Number of Storeys		
	Number of Residential Units (max.)		
	Number of Parking Spaces		
	Number of Loading Spaces		
	Landscaped Area (min.)		
	*Location and dimensions of any propaccessory structures  *Building setbacks to front, side and rezoning By-law)  Building Blocks to be numbered with a BUILDING FOUR (4) DWELD FOUR (4) DWELD To be the set of t	ear yards (indicate min. number of units, such a NO. 2 LING UNITS	/ max. required by s:
	reetscape  Location of existing/proposed municipe continuous through driveways)  Indication of removal of any existing of redundant driveways will be removed restored to City standards	Iriveways, including not	ation that
Pe □	destrian Network The design must incorporate barrier fi parking facilities	ree access features and	d designated
Ve	hicular Network All access driveways, including width Visibility triangles at all access drivew		

	Location and type of closest fire hydrant, existing and proposed Traffic circulation and Fire Route signs (applicant to ensure that the Fire Code requirements of the Ontario Building Code regarding vehicular access and movements are complied with) Fire access routes as required by the Ontario Building Code
Par	king Layout
	Parking area layout and ramps showing minimum dimensions. (e.g. 6 m min.; 2.7 m min typical)
	Underground parking layout showing ramps, stairwells, parking spaces for each level
Wa	ste Storage and Collection Areas
	Location and screening of waste facilities
	Enclosure and/or screening details provided on separate detail sheet Indication of any interior garbage areas
Mis	scellaneous
	Location of any interior walkways, stairs, escalators, building entrances
	Location of any interior amenity areas
	Landscaped areas and location and height of fences, visual/acoustical barriers, retaining walls
	Signs and setbacks from property lines
	Floor area breakdown including basements, cellars, and mezzanines
	Floor plans (where applicable)
	Existing vegetation with drip lines

#### **Notes on Site Plan**

The following notes must be shown on the Site Plan:

#### NOTES ON SITE PLAN

- 1. All work involved in the construction, relocation, repair of municipal services for the project shall be to the satisfaction of the Director of Planning and Chief Planner, Planning and Economic Development Department.
- 2. Fire Route Signs and 3-Way Fire Hydrants shall be established to the satisfaction of the City Fire Department and at the expense of the owner.
- 3. Main driveway dimensions at the property line boundaries are plus or minus 7.5 m unless otherwise stated.
- 4. All driveways from property lines for the first 7.5 m shall be within 5% maximum grade, thereafter, all driveways shall be within 10% maximum grades.

- 5. The approval of this plan does not exempt the owner's bonded contractor from the requirements to obtain the various permits/approvals normally required to complete a construction project, such as, but not limited to the following:
  - Building Permit
  - Sewer and Water Permits
  - Road Cut Permits
  - Relocation of Services
  - Approach Approval Permits
  - Encroachment Agreements (if required)
  - Committee of Adjustment
  - Sign Permits
- 6. Abandoned accesses must be removed and the curb and boulevard restored with sod at the owner's expense to the satisfaction of the Corridor Management Section, Public Works Department.
- 7. For visibility triangles at the vehicular access points, the following note to be provided:
  - "\_\_ metre by \_\_ metre visibility triangles in which the maximum height of any objects or mature vegetation is not to exceed a height of 0.60 metres above the corresponding perpendicular centreline elevation of the adjacent street."
- 8. Signage is not approved through the Site Plan Process. All signs must comply with Hamilton Sign By-law No. 10-197.
- 9. Lighting must be directed on site and must not spill over to adjacent properties or street.
- 10. CALL BEFORE YOU DIG, arrange for underground hydro cable locate(s) and gas pipelines before beginning construction by contacting Ontario One Call at 1-800-400-2255.

#### D. Minimum Grading Information

A description of the geodetic benchmark used to establish all elevations on the plan must be provided.
Sufficient existing and proposed elevations/detail on both the subject and adjacent external lands to clearly show the existing and proposed drainage patterns. Drainage should be dealt with internally to the development and the development must not block drainage from the external lands.
Location of all existing and proposed catch basins, swales, retaining walls, berms, accesses, drainage courses, etc. must be provided.

		Ground floor and minimum basement floor elevations of buildings and units.
		An indication of how the roof leaders of the existing/proposed buildings drain. Either overland or directly to the storm sewer system.
		Preliminary stormwater management detail as applicable must be submitted, i.e location and types of storage facilities, etc. (shown conceptually)
E.	Bu	ilding Elevation Drawing
		Provide an elevation of each building façade Label all building materials and material colours for information purposes Building height (in metric) to be labelled as per Zoning By-law definition of "height" and "grade" Indicate average grade Location of any rooftop mechanical, including proposed screening location and material
This mag relat	iten nitu ions	ctive/Model/or Section In is optional for presentation purposes. However, depending on the nature or de of the project, a perspective or section may be required in order to clarify the ship of the proposed building to adjacent buildings, streets, and exterior areas to embers of the public have access.
bloc	k or	spective or section should be an architectural rendering of a view of a typical building and its proposed setting for presentation purposes. The drawing should in within the context of the adjacent lands, if applicable.
F.	Liç	ghting Plan for Public Parking Lots
		Location of all proposed fixtures/lighting poles.  Type of fixtures including manufacturer's wattage, voltage and lamp type.  Photometric data or computer printout showing Foot Candle (F.C.) levels.  Use "IES" Roadway Lighting as guidelines - Table 14-27
		"Recommended Maintained Horizontal Illuminances for Parking Facilities", as minimum requirements with an exception to raise the lighting level to 5 F.C. for

#### **PROFESSIONAL STAMP**

Plans are required to be prepared and stamped by qualified professionals (i.e. members of OAA, OLA, RPP, P. Eng or combination). Where development includes structures and/or buildings submitted for approval under Site Plan Control, and being consistent with the Ontario Building Code, and the Ontario Architects Act, Building Elevation Plans must be prepared and stamped by an architect or engineer, except for minor projects as determined by the Manager, Heritage and Urban Design, Planning and Economic

Hamilton Parking Authority Outdoor Parking Lot.

□ Location of adjoining residential building(s).

Development Department. For buildings and structures under Part 9 of the Ontario Building Code, a BCIN designer can stamp and sign plans.

Where development includes Grading and Landscape Plans submitted for approval under Site Plan Control, the plans must be prepared and stamped by a qualified professional architect, engineer, or landscape architect, except for minor projects determined by the Manager, Heritage and Urban Design, Planning and Economic Development Department.

Plans without a Professional stamp will not be Final Approved.

#### SITE PLAN APPLICATION FEES

Application fees are payable in two stages in accordance with the current City of Hamilton Planning Division Fee Structure.

The first part of the fee is payable at the time of application submission, and the second part of the fee is payable following the issuance of Conditional Site Plan Approval for clearing of conditions.

A fee is applicable for any resubmissions on the 3<sup>rd</sup> occasion and for every resubmission thereafter.

Other fees may be applicable as a result of conditions of Site Plan Approval.

#### **EXTERNAL AGENCY FEES**

#### **Conservation Authority Fee**

The Conservation Authorities within the City of Hamilton charge fees for their review of *Planning Act* applications. Please visit the link below to determine if the property falls under a Conservation Authority's regulated area.

https://conservationontario.ca/conservation-authorities/find-a-conservation-authority

**Note:** The Applicant is responsible to send the payment direct to the Conservation Authority. The City of Hamilton no longer collects payment on behalf of the Conservation Authority and any payments submitted to the City will be returned to the Applicant.

#### **Hamilton International Airport Review Fee**

The Hamilton International Airport (HIA) charge fees for their review of applications that fall within any of the three Airport Zoning Regulation zones (Approach, Transitional and Outer Surface), within the Noise Exposure Forecast (NEF) contour, or for specific land uses located within the Wildlife Hazard Zone.

Planning Division staff can assist in determining whether the Hamilton International Airport review fee is required.

**Note:** The Applicant is responsible to send the payment direct to the HIA. Instructions can be found at the following link: https://business.flyhamilton.ca/invoicing-and-payments/

The City of Hamilton no longer collects payment on behalf of the HIA, and any payments submitted to the City will be returned to the Applicant.

#### SITE PLAN SECURITIES

For development proposals approved under Section 41 of the *Planning Act*, the City requires the posting of performance securities, using the City's Letter of Credit Policy or Surety Bond Policy, to be held against the completion of exterior site development works (i.e. Landscaping and Engineering).

An example of an Irrevocable Letter of Credit is attached as SCHEDULE 1.

There are two alternatives for calculating the amount of the required site plan securities:

#### **Detailed Cost Estimates**

Complete an itemized cost estimate for 100% of the cost of the exterior works as per the Guides for Estimating Security Requirements for Engineering and Landscaping (see SCHEDULE 2 and SCHEDULE 3).

The applicant is to submit the cost estimates for review and approval by the Planning and Economic Development Department. Securities will be required in the amount of 75% of the approved cost of the works.

#### **Lump Sum Payment**

The amount of the site plan security is calculated based on the area and street frontage, and the type of land use. The following formulas shall be used for calculating the value of the required security:

For new development, the amount of the security shall be based on the following, which may or may not represent 75% of the estimated cost of exterior site works, but in no case shall the amount be less than \$87,440:

Residential: \$131,165 per hectare + \$1,510 per metre frontage Industrial: \$43,725 per hectare + \$510 per metre frontage Institutional: \$52,480 per hectare + \$1,140 per metre frontage Commercial: \$131,165 per hectare + \$1,140 per metre frontage

For additions, alterations or additional buildings on developed sites, the amount of the security shall be based on the following, which may or may not represent 75% of the total cost of all site development works, but in no case shall the amount be less than \$43,725:

Residential: \$66,210 per hectare + \$765 per metre frontage Industrial: \$22,495 per hectare + \$265 per metre frontage Institutional: \$26,245 per hectare + \$640 per metre frontage Commercial: \$66,210 per hectare + \$640 per metre frontage

#### SECURITY REDUCTIONS / RELEASE RELATED TO ON-SITE WORKS

After satisfactory completion of all on-site works and receipt of all required certifications, the total amount of the security held by the City shall be released, except for landscaping which shall be held until June following the end of the first growing season.

- a. Reductions of security held under Site Plan Agreements are permitted to an amount equal to the total value of the works outstanding, but not less than 10% of the total value of the works required under the Agreement.
- b. Security reductions / releases are dealt with on a request basis.
- c. An administration fee \$400 (+HST) is required for each security reduction request.
- d. Reduction / release requests are reviewed and processed by the Growth Management Division upon the production by the Applicant, at the Applicant's sole expense, of an Engineer's Certificate, satisfactory to the Senior Director Growth Management, which indicates:
  - i) a description of what works have been completed;
  - ii) the percentage of the total value of the works under the Site Plan Agreement that have been completed to date; and,
  - that the amount of security remaining with the City is sufficient to cover the remainder of the work required under the Site Plan Agreement.
- e. To request a reduction / release of securities, contact the Growth Management Division at <a href="mailto:gmlotgrading@hamilton.ca">gmlotgrading@hamilton.ca</a>.

#### SITE PLAN AGREEMENT / UNDERTAKING

One original copy of the Site Plan Undertaking must accompany the final Site Plan submission. The undertaking must be signed by the owner and where the owner is a corporation, must be signed by the authorized signing officer(s) and the corporate seal affixed. The names of the persons signing must also be typed or printed below the signature line. The Site Plan Undertaking Format is attached as SCHEDULE 4.

At the discretion of the Director, Heritage and Urban Design, the owner may be required to register a Site Plan Agreement on title.

#### FINANCIAL REQUIREMENTS

The owner may be required to meet financial requirements of the City, such as, but not limited to the following:

Development Charges; contact dcrequest@hamilton.ca
 <a href="https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/development-charges">https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/development-charges</a>

- Parkland Dedication; contact <u>parklandrequest@hamilton.ca</u>
   <u>https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/parkland-dedication-fees</u>
- Local Improvement Charges; contact the Corporate Services Department.

#### PLANNING POLICIES AND GUIDELINES

For a complete list of Development Application Guidelines, visit the City's website at: <a href="https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines">https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines</a>

#### CONTACT

To submit an application email <a href="mailton.ca">planningapps@hamilton.ca</a>.

For general inquiries or questions related to the application, please contact the Planning Division at pdgening@hamilton.ca or 905-546-2424 ext. 1355.

#### **BANK LETTERHEAD**

To: <u>City of Hamilton</u>	Subdivision/Site Plan:
Attention:	Letter of Credit Number:
Director of Budgets/Fiscal Policy	Total Amount:
Finance & Corporate Services	Date:
71 Main St. W. 1 <sup>st</sup> Floor	Branch:
Hamilton ON L8P 4Y5	
Beneficiary: City of Hamilton	
UNCONDITIONAL IRRE	EVOCABLE LETTER OF CREDIT
We hereby authorize you to draw on	
for account of our customer,	up to an aggregate amount
of dollars (\$) available by you	r written demand as follows:
Pursuant to the request of our custome	r, the said
,	we, the unconditional irrevocable letter of credit in your
favour in the total amount of	dollars (\$
	time and from time to time upon written demand
	hich demand we shall honour without enquiring
	yourself and our said customer to make such
demand without recognizing any claim	of our said client.
Provided, however, that you are to deliv	ver to the
 at such time as a	written demand for payment is made upon us a
	or confirming that monies drawn pursuant to this
	m outstanding obligations of our said customer to
	g obligations of our said customer to you are
performed pursuant to this Agreemen dated, <u>20XX</u>	t, being, <b>(Insert name of development here)</b> , <u>&lt;</u> .
	bligation of the undersigned under this Letter of ly and that in no circumstances shall the
undersigned be obliged to perform or cato	ause to perform any of our customer's obligations

(page 2 of 2)

The amount of the Letter of Credit in writing given to us by you from t	shall be reduced from time to time as advised by notice ime to time.
will expire at the close of business provided herein and you may call	on full force and effect until and on that day upon notice of expiry being given by us as for payment of the full amount outstanding under this to the close of business on that date and should this
prior to expiry date set out above) date and if we fail to give notice of	on or before (one month if this Letter of Credit is to expire on the original expiry expiry then this Letter of Credit shall be deemed to be her year from the original expiry date and so on from
Partial Drawings hereunder are pe	ermitted.
Written demand must be presented date or renewed expiry date hereu	ed to us no later than close of business on the expiry under as the case may be.
The written demands drawn under are drawn under	this Letter of Credit shall state on their face that they
	, Letter of
Credit No.	·
Dated:	For:
-	Authorized Signing Officer

# **SCHEDULE 2: Guide for Estimating Security Requirements**

<u>Item</u>		<u>Description</u> (examples only)	Quantity	<u>Unit cost</u>	<u>Total</u>
1. 2. 3.	Asphalt Binder Asphalt Surface Granular "A" Base	"x" mm "x" mm "x" mm	m <sup>2</sup> or tonnes m <sup>2</sup> or tonnes m <sup>2</sup> or tonnes	\$/m <sup>2</sup> or \$/tonne \$/m <sup>2</sup> or \$/tonne \$/m <sup>2</sup> or \$/tonne	\$ \$
4.	Concrete Curbing	Type ("x" mm by "x" mm )	m	\$/m	\$
5.	Concrete Walks	"x" mm by "x" mm	$m^2$	\$/m <sup>2</sup>	\$
6.	Catch Basins	Single	number required	\$/each	\$
_		Double	number required	\$/each	\$
7.	Storm Sewers	Size	m m <sup>2</sup>	\$/m	\$
8. 9.	Road Cut/Repair Storm M.H.'s	Size Depth/Size	m- number required	\$/m <sup>2</sup> \$/each	¢
_	Retaining Walls:	Pressure Treated ("x" mm by "x" mm)	m <sup>2</sup> of wall face	\$/m <sup>2</sup> of wall face	* * * * * *
		Precast Concrete / Armour Stone etc.	m <sup>2</sup> of wall face	\$/m <sup>2</sup> of wall face	\$
11.	Topsoil	"x" mm	$m^2$	\$/m <sup>2</sup>	\$
	Sod	No. 1 Nursery Sod	$m^2$	\$/m <sup>2</sup>	\$\$\$\$\$\$\$
13.	Fencing	1.5 m Chain Link	m	\$/m	\$
		1.8 m Chain Link	m	\$/m	\$
		1.5 m PT	m	\$/m	\$
		1.8 m PT	m	\$/m	
	Brick or Concrete Paving Stones		m2	\$/m2	\$
	P.S.T. and G.S.T.				\$
				TOTAL	\$

Note: Landscaping items (i.e. trees, shrubs etc.) have not been included in the above noted guideline as these security requirements are under the review of the Planning Division, Planning and Economic Development Department. Please contact their Section for details.

Depending on the specific details of the plans submitted and approved, securities may be required for additional items not noted in the above list. The security estimate submitted must be stamped by a qualified professional engineer, architect, or landscape architect. Estimate must include cost of materials, labour etc.

## **SCHEDULE 3: Guide for Estimating Landscaping Security Requirement**

<u>Item</u>	<u>Description</u>	Quantity	<u>Unit cost</u>	T <u>otal</u>
1. Trees	Pyrus calleryana "Bradford" (Bradford Pear) 200 cm., B.R.	10	\$ 0.00	\$ 0.00
2. Shrubs	Cornus Florida 80 cm., 3 gallon(White flowering dogwood)	10	\$ 0.00	\$ 0.00
3. Ground Cover	Vinca minor 6 cm., pt(Periwinkle)	100	\$ 0.00	\$ 0.00
Planting Bed- Topsoil	100 mm depth	2,000m <sup>2</sup>	\$ 0.00	\$ 0.00
5. P.S.T. and G.S.T				\$ 0.00
			TOTAL	\$ 0.00

Note: Depending on the specific details of the plans submitted and approved, securities may be required for additional items not noted on the above list.

The security estimate submitted must be stamped by a qualified professional engineer, architect, or landscape architect.

# SCHEDULE 4: Undertaking

UNDERTAKING					
RE:			FILE	No.	
I, (We)undertake and agree without reservation,			, the owner(s) of the land, hereby		
(a)	to comply with all the content of	of this	s plan and drawing and n	ot to vary th	erefrom;
(b)	<sup>1</sup> to perform the facilities, works or matters mentioned in Section 41(7)(a) of the <i>Planning Act</i> shown on this plan and drawing(s) in accordance with the conditions of approval as set out in the Letter of Approval dated;				
(c)	to maintain to the satisfaction of the City and at my (our) sole risk and expense, all of the facilities, works or matters mentioned in Section 41(7)(b) of the said Act, shown in this plan and drawing, including removal of snow from access ramps and driveways, parking and loading areas and walkways; and,				
(d)	in the event that the Owner does not comply with the plan dated, the owner agrees that the City may enter the land and do the required works, and further the Owner authorizes the City to use the security filed to obtain compliance with this plan.				
Dated	thisda	y of		20	
Witness (signature)		Owner(s) (signature)		(seal)	
Witness (print)		-	Owner (print)		
Addre	ess of Witness				

<sup>1</sup> Section (b) Revised March 11, 2004