

The Corporation of Loyalist Township
P.O. Box 70, 263 Main Street,
Odessa, Ontario
K0H 2H0



Tel: (613) 386-7351
Fax: (613) 386-3833
www.loyalist.ca

Please find attached a copy of Loyalist Township's **Site Plan Approval** application. The fee to submit an application is included in the application.

Before you submit your application, you are encouraged to contact the Approvals Planner, Avinash Soni at asoni@loyalist.ca (613) 386-7351, ext. 156#, or the Planning Supervisor, James Griffin at jgriffin@loyalist.ca (613) 386-7351, ext. 140#, at the Loyalist Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

Appointments are required.

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday (September to April) or 8:15 a.m. – 4:30 p.m. Monday to Thursday and 8:15 a.m. – 12:15 p.m. Friday (May to August) or e-mail info@loyalist.ca.

Plan Review Fee Schedule

Applications made under the Planning Act,
written comments to member municipalities.



Plan Review Fees – Effective January 1, 2026

Planning Application Type	Fee ³	Notes
Official Plan Amendment	\$785 (minor ⁴) \$1,305 (major ⁶)	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$465	See above.
Consent	\$465 per lot	Fees for the review of applications required to fulfill a conditions of consent approval are waived.
Minor Variance	\$465	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$465 (minor ⁴) \$1,370 (standard ⁵) \$2,540 (major ⁶)	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$465 (minor ⁴) \$1,375 (standard ⁵) \$2,540 (major ⁶)	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,420 \$1,260 \$865	Application for Draft Plan Approval. Application for Final Plan Approval. Re-submission of lapsed Draft Plan Approval or Amendment.
Brief Realty or Property Development Inquiry – no inspection	\$85	Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 41/24. ⁷
Brief Realty or Property Development Inquiry – with inspection	\$250	
Standard Legal, Realty, or Property Development Inquiry – no inspection	\$210	
Standard Legal, Realtor, or Property Development Inquiry – with inspection	\$385	

Notes:

- Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
- Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
- Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
- Minor refers to applications that are generally minor in nature (e.g. single family residential).
- Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
- Major refers to major development projects (e.g. multiple residential, industrial).
- Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.



APPLICATION FORM FOR SITE PLAN APPROVAL

File Number: _____

Date Submitted: _____

Planning Division

Office (613) 386-7351

Fax (613) 386-3833

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, the undersigned thereby applies to the Corporation of Loyalist Township for site plan control approval.

This form is to be completed in all respects including the completion of all drawings and submitted to the Planning Department, Loyalist Township with the prescribed fee.

The fees payable are in accordance with the following schedule: **All applications are subject to a \$400.00 Pre-Consultation fee.**

Minor Site Plan

\$5,000 plus \$1500 deposit

Applicable where residential development less than 40 multi-family units or commercial/industrial development less than 370 sq. m. (4,000 sq. ft.)

Medium Site Plan

\$7,000 plus \$1500 deposit

Applicable where residential development is between 41 & 75 multi-family units or commercial/ industrial development between 371 sq. m. (4,000 + sq. ft.) and 930 sq. m. (10,000 sq. ft.)

Major Site Plan

\$9,000 plus \$5000 deposit

Applicable where residential development is above 75 multi-family units or commercial/ industrial development above 930 sq. m. (10,000 sq. ft.)

Please note that municipal engineering review fees are cost recoverable.

As part of the deposit requirements, the owner must sign a pre-development agreement which requires the owner to pay any applicable review cost noted in the agreement. A draft copy of the agreement is attached. An original will be prepared by the Township and will be provided to the applicant for signature.

PART 1 - GENERAL

1. Registered Owner

Name _____

(Exactly as shown at Land Registry Offices - **Attach copy of deed**)

Complete Address _____

Telephone Number _____ Fax Number _____

Primary Contact Person _____

E-mail _____

2. Applicant(s) or Agent

Name _____

Complete Address _____

Telephone Number _____ Fax Number _____

Primary Contact Person _____

E-mail _____

Communication to be sent to	Owner	☐	or	Agent	☐
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3. Legal Description (exactly as shown at the Land Registry Office)

a) Lot No. _____ Concession No. _____

b) Registered Plan or Reference No. _____

c) Road Name _____

d) Civic Address _____

4. Additional Information.

Consultant:

Name of Firm _____ Contact _____

Address

Telephone Number _____ Fax Number _____

E-mail _____

Architect:

Name of Firm _____ Contact _____

Address

Telephone Number _____ Fax Number _____

E-mail _____

Engineer:

Name of Firm _____ Contact _____

Address

Telephone Number _____ Fax Number _____

E-mail _____

Planning:

Name of Firm _____ Contact _____

Address

Telephone Number _____ Fax Number _____

E-mail _____

Solicitor:

Name of Firm _____ Contact _____

Address

Telephone Number _____ Fax Number _____

E-mail _____

PART II - DEVELOPMENT DETAILS

1. Subject Property

- a) Present Use _____
- b) Proposed Use _____
- c) Frontage _____ Depth _____ Area _____
- d) Official Plan Designation _____
- e) Existing Zoning _____
- f) Proposed Zoning _____
- g) Easements/ Right-of-way/ Restrictive Covenants YES ☐ NO ☐

If yes, describe the purpose/effect and identify the name and address of the persons who benefit from the easement, right-of-way or covenant:

- h) Have there been any previous Site Plan or Development Agreements registered against these lands?

YES ☐ NO ☐

Please identify year, file number, particulars or provide a copy:

- i) Has a gas station been located on the subject land or land adjacent to the subject land at any time?

YES ☐ NO ☐ UNKNOWN ☐

If yes, please provide a copy of the report.

- j) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?

YES ☐ NO ☐ UNKNOWN ☐

If yes, please provide a copy of the report.

- k) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

YES ☐ NO ☐ UNKNOWN ☐

If yes, explain:

- l) Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?

YES ☐ NO ☐ UNKNOWN ☐

If yes, explain and please provide a copy of the report or letter:

m) Has the grading of the subject land been changed by adding earth or other material?

YES ☐

NO ☐

UNKNOWN ☐

If yes, please provide confirmation or report for engineered fill:

n) Has there been an industrial or commercial use on the subject land or adjacent land?

YES ☐

NO ☐

UNKNOWN ☐

If yes, specify the use and last year of the use:

2. Proposed Development

	YES	NO
a) Are the subject lands vacant?	☐	☐
b) Is the land to be divided for mortgage purposes?	☐	☐
c) Will the project be developed as a plan of condominium?	☐	☐
d) Is the development to be staged?	☐	☐

Time Period for Staging:

<u>Intended Uses</u>	<u>Total Floor Area</u>	<u>No. of Parking Spaces</u>	<u>Building Height</u>	<u>No. of Residential Units</u>
Commercial	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Institutional	_____	_____	_____	_____
Residential (Townhouses/Apts.)	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

3. Indicate what services are present:

a) Water Supply

Piped Water ☐

Private Well ☐

Other (Describe)

b) Sewage Treatment

Sewers ☐

Septic Tank ☐

Other (Describe)

c) Storm Drainage

Sewers ☐

Open Ditch ☐

Other (Describe)

4. Was there a hydrogeological study completed? (If applicable)

YES ☐

NO ☐

UNKNOWN ☐

If yes, please provide a copy of the report.

PART III - SUBMISSION

1. Fees

The required fee for a Site Plan Control application is as indicated in the Loyalist Township Fees and Charges By-law 2025-71 as amended. The exact amount shall be confirmed by the Planner.

2. Construction Standards

All works shall be installed in accordance with the Ontario Provincial Standard Specifications, Ontario Provincial Standard Drawings and Loyalist Township Standards unless specified to the contrary on the drawings and approved by Loyalist Township.

3. Submission

- a) To be considered complete, a site plan control application must be accompanied by the following:
 - i) Three (3) paper copies of the Site Plan drawings at a size of 60cm x 90cm.
 - ii) One (1) electronic copy in AutoCAD or acceptable GIS format, including the textual description of file format, map standards used, scale, contact person and phone number.
 - iii) One (1) digital submission via dropbox of all applications, studies/ reports, and drawings.
 - iv) One (1) completed Accessibility Checklist

4. The site plan shall accurately display the following information:

a) General

Required plans and drawings must be current and completed by an appropriately qualified professional. Common plans and drawings that are required include, but are not limited to, Site Plan, Architectural Drawings, Elevation Drawings, Engineering and Utilities Drawings, Servicing Plan, Grading Plan, Construction Details, Landscape Plan, Tree Preservation Plan and Survey.

All plans and drawings must be legible and submitted with metric dimensions. The following information must be included on all submitted plans:

1. A scale at either 1:200m 1:500 or 1:1,000 unless otherwise authorized prior to submission.
2. Identification of the proposed use of the site.
3. Name and address of the firm preparing the plan.
4. Name of applicant and owner.
5. Municipal address and/or legal description (Reference Plan, Lot, Concession and Registered Plan Lot Number).
6. Metric scale.
7. North arrow.
8. Legend.
9. Title block and revision block.
10. The main features of the site (all buildings, parking areas, driveways, above ground utilities, landscape areas, fencing, ditches, etc.).
11. Location of all building entrances.
12. Overall dimensions of all property boundaries and all buildings and structures existing or proposed on the site and abutting properties, including dimensions which are sufficient to show the position of buildings in relation to site boundaries.
13. All existing and proposed easements, rights-of-way and reserves within or adjacent to the subject lands.
14. Sight triangles, and
15. Required professional stamp.

All revisions to plans and drawings must be dated, noted and described in the revision block on each drawing and must have the area(s) of revision highlighted (in a cloud format).

5. Site Plan Drawing

In addition to the requirements of Section 4.1, the site plan drawing must include the following information at a minimum:

1. Key plan, indicating location of the site in respect to the city street network.
2. Use of existing and proposed buildings and number of storeys.
3. Layout of the parking area and minimum dimensions of parking spaces, accessible parking spaces, loading spaces, bike

spaces, aisles, driveways, ramps, fire routes, drive-thrus, including queuing spaces.

4. The type of parking area (i.e. open, underground, garage).
5. Location of vehicular entrance(s).
6. Dimensions of vehicular entrance width, turning radii, and sight triangles.
7. Truck routes, turning radii, and required fire lanes.
8. Curb cuts, curb depressions, and depressed walks on each side of all streets that border the property.
9. Layout of pedestrian access and walkways.
10. Height and design of all existing and proposed fences and privacy screens.
11. Labelled existing and proposed surface treatment (for example, grass, paved, gravel).
12. Location, design and construction details of waste and recycling collection area(s). Garbage disposals are to be screened from a public highway, street, walkway, park or residential or non-residential property so as not to be visible from such locations. When enclosures are required, enclosure(s) are to be 2m high, architectural masonry, or metal, or pressure treated wood screening, gate(s) to be provided with minimum 2m height.
13. Location of all outdoor storage areas and detailing of enclosure.
14. Any existing or proposed street widening and 0.3 metre reserves.
15. Abutting road right-of-way width including the location and width of traffic islands, hydro poles, fire hydrants, sidewalks, etc.
16. All existing and proposed driveways on the subject site and adjacent properties.
17. Man-made or natural features (such as a watercourse, swale, culvert, retaining wall, embankment, catch basin) on or adjacent to the site.
18. A site statistic table indicating the following for each use, as applicable:
 - a. Lot area.
 - b. Landscaped open space area.
 - c. Ground floor area.
 - d. Gross building floor area.

- e. Number of units.
 - f. Height of building.
 - g. Number of storeys.
 - h. Number of required and provided parking spaces.
 - i. Number of required and provided accessible parking spaces.
 - j. Number of required and provided loading spaces.
 - k. Number of required and provided bike parking spaces.
 - l. Lot coverage of principal building(s).
 - m. Lot coverage of accessory building(s).
 - n. Percentage of paved and/or graveled area(s).
19. For residential development, the site statistic table must also indicate the following:
- a. Density.
 - b. Number of bedrooms per unit.
 - c. Total amenity area.
20. Location of snow storage area(s).
21. Location and dimensions of amenity areas.
22. Location of existing buildings with an indication whether the buildings are to be demolished or to remain.
23. Distance from front lot line to centreline of public streets.

6. Grade Control, Drainage and Site Servicing Plan

In addition to the requirements of Section 4.1, the site plan drawing must include the following information at a minimum:

- 4.3.1. Existing and proposed above ground services
- 1. All existing and proposed above ground utility services within the site, adjacent street, road allowance, boulevards, and within 6 metres of the site.
 - 2. Light standards and fixture location, utility structures, hydro transformer boxes, vaults and Bell chambers, hydro/telephone/cable poles, guys, and pedestals.
 - 3. Overhead and underground structures associated with electrical service entrances must be located on the site plan and include the proposed sizing and design connected load.

4. Indicate existing street lighting poles as well as new pole locations, as illustrated within the composite utility plan.
5. For street lighting, indicate proposed power supplies, circuiting, estimated demand load, conductor and duct sizes, and ground rod locations.
6. Proposed location of the gas running line, meter set and regulator.
7. Specify minimum grades, sizes, material types, bedding and backfill, cover on sanitary, water and electrical services.
8. Details of any service connections to the city infrastructure including methods and materials.
9. All existing services or stubs to be abandoned.
10. Any future local improvement works agreed to in an existing site plan control agreement.
11. Existing and proposed driveways to neighbouring sites on both sides of the street.
12. Existing asphalt driveway ramps.
13. Existing and proposed driveway depressions.
14. Curb cuts at all sidewalks, ramps, etc.
15. Material type and width of City and private sidewalks and walkways.
16. Curbs and/or curb and gutters (label with Ontario Provincial Standard Drawings or OPSD reference).
17. Road shoulders.
18. Driveways, parking areas, retaining walls, berms, fences and handrails, trees, bushes and hedges.
19. Drainage swales with a typical swale cross section detail.
20. Sanitary sewer and electric servicing manholes.
21. Identified and dimensioned catch basins, double catch basins, ditches, culverts, ditch inlets and ditch outlets (label with OPSD reference).
22. Manholes, hydrants, valves (boxes and chambers), Siamese connections, and service shutoffs (curb stops).
23. Hydrant flange elevations and adjacent finished ground elevations must be shown on all hydrants within or immediately adjacent to the site.
24. The calculated fire flow available from the nearest hydrant.

25. Traffic and pedestrian signals.
26. Signs (street and private) and parking meters.

4.3.2. Existing and proposed underground services

1. All existing and proposed underground utility services (water, sewer, gas, electric, fibre) within the site, adjacent street, road allowance, boulevards, and within 6 metres of the site.
2. Sanitary sewers, storm sewers, and foundation drains labelled with the following:
 - a. Pipe material.
 - b. Diameter.
 - c. Slope.
 - d. Pipe bedding.
 - e. Pipe inverts at the point of connection to main, at the building face, and at property line.
3. Plan and profile detail for any underground work to be done in the city right-of-way.
4. Inlet elevations of all catch basins.
5. Septic system location (if required).
6. Watermain services (domestic and fire lines) to the building with pipe material, diameters and obvert elevations at critical locations.
7. Hydro services and gas services (with pipe material and size for existing gas services).
8. Details of any service connections to the city infrastructure including methods and materials.

7. **Storm Water Management Plan**

- a) A storm water management plan shall be completed for any development over 0.3ha (0.74 acres). Developments under 0.3ha (0.74 acres) may require a storm water management plan upon the request of the Director of Infrastructure Services.
- b) Specialty controls may be required for areas that have higher potential for spills (such as gas stations).
- c) A financial contribution in-lieu of on-site controls may be required upon the request of the Director of Infrastructure Services.

- d) The storm water management plan should be completed in accordance with the current version of the MOEE Storm Water Management Practices Planning & Design Manual.

Such plan shall be completed and sealed by a recognized Professional Engineer of Ontario (P.E.O.) unless otherwise approved by the Director of Infrastructure Services.

8. Architectural Drawings

- a) Elevations
Elevations of all sides (or a fully representative section) of all main and accessory buildings, showing all roof structures (vents, air conditioning, etc.) with measurements. If the height of the building exceeds 10 metres (32.8 feet) and is near a residential area, a shadow study may be requested.
- b) Floor Plans
Only required for interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings as per Section 41 (4) (2) (c) of the Planning Act
- c) Lighting
Plans showing the location and design of all exterior lighting. The Lighting Plan shall show no spillage of lighting onto neighbouring properties. Please note that a separate Illumination Plan is required for light standards not attached to the building and all lighting on site shall be dark sky compliant.
- d) Streetscape
Where the proposed development includes a group of buildings, a Street Elevation showing all elevations from the street side may be requested.

9. Survey Plan

A survey plan clearly showing lot dimensions and existing structures or elements of the property may be required. Such plan shall be completed recently (within 5 years) and will be completed and sealed by a recognized Ontario Land Surveyor (O.L.S.).

10. Other Governmental Bodies

Frequently other bodies require permits. The following is an information list:

INFORMATION

The Ontario Building Code &
Septic and Holding Tank Approvals

Signs Permit

Provincial Signs, Building
Location and Entrance Permits
(Provincial Highway)

Sign and Entrance Permits
(County Road)

Entrance Permits
and Road Widening (Township)

Fill Permits and Shoreline
Construction Permits

AGENCY

Loyalist Township Building Division
18 Manitou Crescent
Odessa, Ontario
Phone: (613) 386-7351

Loyalist Township Building Division
18 Manitou Crescent
Amherstview, Ontario
Phone: (613) 386-7351

Corridor Control Section
Ministry of Transportation Ontario
Postal Bag 4000
1355 John Counter Blvd.
Kingston, Ontario K7L 5A3
Phone: (613) 544-2220

County of Lennox and Addington
97 Thomas Street
Napanea, Ontario, K7R 4B9
Phone : (613) 354-4883

Loyalist Township Engineering Dept.
263 Main Street
Odessa, Ontario
Phone: (613) 386-7351

Ministry of Natural Resources
Ontario Government Building
51 Heakes Lane
Kingston, Ontario K7M 9B1
Phone: (613) 531-5700

Fill and Fish Habitat
Authority Evaluation Permits

Cataraqui Region Conservation
P.O. Box 160
1641 Perth Road
Glenburnie, Ontario, K0H 1S0
Phone: (613) 546-4228

Labour Approvals

Ministry of Labour
Beachgrove Complex
51 Heakes Lane
Kingston, Ontario K7M 9B1
Phone: (613) 545-9831

Exhaust Air Approvals

Ministry of the Environment
P.O. Box 22032
1259 Gardiners Road
Kingston, Ontario K7P 3J6
Phone: (613) 549-4000

Restaurant and
Public Use Approvals

Kingston, Frontenac, Lennox and
Addington Public Health
99 Advance Avenue
Napanee, Ontario K7R 3Y5
Phone: (613) 354-3357

Hydro One

Hydro One Network Inc.
483 Bay Street
12th Floor
Toronto, Ontario M5G 2P5
1-888-664-9376

Bell Canada

Bell Canada
450 Princess Street, Floor 2
Box 460
Kingston, Ontario K7L 1C2
Phone: (613) 389-4000

Cable Television

COGECO
170 Colborne Street
Kingston, Ontario K7L 5M7
Phone: (613) 544-6350

Office of the Fire Marshall

Office of the Fire Marshall
5775 Yonge Street
Toronto, Ontario M2M 4J1
Phone: 1-800-565-1842

C.N.

Manager, Community Planning and
Development
CN Business Development and Real
Estate
1 Administration Road
Concord, Ontario L4K 1B9
905-760-5007

Electrical Safety Authority

1-877-372-7233

PART IV - CERTIFICATE

I/We certify that, to the best of my/our knowledge and belief, the particulars given in this application and accompanying plans are accurate. The applicant(s) also Agree(s) to bear all relevant costs associated with this application.

Signature of Applicant and/or Owner and Full Name and Position

Date

AGENT OF RECORD

I/We hereby authorize the above-noted agent to act on my/our behalf during the processing of this application and agree that all communication shall be addressed to him or her unless otherwise requested.

Signature of Registered Land Owner(s) and Full Name and Position

Date

SITE PLAN GUIDELINES – FOR DEVELOPERS

Following a pre-consultation meeting and a site plan application has been submitted for approval, the owner/developer should be aware of the following:

1. The submission shall be reviewed for completeness. If deemed incomplete, the submission will not be processed and the applicant will be advised what additional information is required.
2. Once deemed complete, the site plan will be submitted to Township departments, such as Engineering and Environment Division and the Emergency Services Department, and usually to other government agencies such as the Cataraqui Region Conservation Authority or the County of Lennox and Addington and pertinent utilities.
3. Site Plan Applications are delegated to staff , as such will be approved by staff and are often subject to conditions.
4. Once all conditions are met, the Township's solicitor will draft a site plan agreement. The agreement shall be forwarded to the owner for execution.
5. After the agreement is executed, it will be forwarded to the Township's solicitor for registration. All legal and administrative costs incurred in this process shall be paid by the owner/developer
6. Security will be released when all works called for in the site plan agreement have been completed to the satisfaction of the Township, subject to holdback provisions.
7. If costs are incurred by the Township due to any of the preceding steps, the owner/developer will pay all such costs.
8. After the owner/developer has signed the site plan agreement, the owner/developer will have one year to complete all works.

I, _____, Owner of lands affected by

An application for Site Plan Control, understand all the information included in this checklist.

Signature of Owner

Date

ACCESS TO LAND

I authorize Township staff to enter onto my property to conduct a site inspection related strictly to this application.

Signature of Owner

Date

An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.

STATUTORY DECLARATION

Dated at the _____ of _____
(Municipality/City)

this _____ day of _____ 20____.

I, _____
of the _____ of _____
(Municipality/City)

in the _____ of _____ acknowledge
(County/Region)

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.

Declared before me at the _____ of _____

in the _____ of _____

this _____ day of _____ 20____

Signature of Commissioner, etc.

Signature of Applicant, Solicitor,
or Authorized Agent

An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.

REMOTE STATUTORY DECLARATION

Declared remotely by _____ stated as being located in the
Owner/Applicant

City/Town of _____ In the County of _____

Before me at the Township of Loyalist in the County of Lennox & Addington, on this
_____ day of _____ 20_____

In accordance with O.Reg 431/20, Administering Oath or Declaration Remotely.

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.

Signature of Commissioner of Oaths

Signature of Applicant, Solicitor,
or Authorized Agent

AGREEMENT TO INDEMNIFY

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OLT by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

Date

Applicant/Owner

EXAMPLE ONLY

PREDEVELOPMENT AGREEMENT

THIS AGREEMENT made in duplicate this _____ day of _____, 2026.

between:

THE CORPORATION OF LOYALIST TOWNSHIP

(Hereinafter called the "Municipality")

PARTY OF THE FIRST PART

- AND -

(hereinafter called the "Owner")

PARTY OF THE SECOND PART

WHEREAS the Owner proposes to develop certain lands within the Municipality and the proposed development will involve, inter alia, the review and negotiation of subdivision or condominium final plan, preparation of a subdivision or condominium agreement or site plan approval and the preparation of a site plan agreement;

AND WHEREAS the Municipality deems it necessary and advisable to retain its own staff and/or consultants to advise on legal, planning, engineering and related matters with respect to the Owner's development proposal;

AND WHEREAS the Owner agrees to reimburse the Municipality for all legal, planning, engineering, administrative and other costs incurred by the Municipality relating to the Owner's proposed development;

NOW THEREFORE in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties hereto, the parties agree as follows:

1. In consideration of the provisions of Paragraph 2 and 3 of this Agreement, the Municipality hereby agrees to instruct its staff, solicitor, and planning and engineering consultant to negotiate, review, prepare, comment on and/or amend (on behalf of the Municipality) all applications, plans, diagrams, specifications, by-laws, reports, studies documents, agreement and other things and matters relating to the Owners development proposal or any part or parts thereof including without limitation, preparation for and attendance at any and all hearings convened before any tribunal having jurisdiction.
2. The Owner hereby covenants and agrees to reimburse the Municipality forthwith on demand for all fees, costs or other expenses whatsoever incurred by the Municipality relating to or arising out of the Owner's development proposal and the matters generally described in paragraph 1 of this Agreement.
3. The Owner hereby agrees to deposit with the Municipality, at the time of signing this Agreement, a cheque in the amount of \$_____ payable to the Municipality as a Security Deposit to be used in the event of non-payment of any fees, disbursements and costs.
4. The Municipality shall invoice the owner upon receipt of any such accounts for fees, disbursements and costs.
5. The Owner shall upon receipt of such invoice from the Municipality pay to the Municipality the amount due within 30 days.
6. In the event the Owner does not pay the amount due, the said amount shall be deducted from the security deposit and all work on the application shall cease until such Security Deposit is reimbursed to the initial sum of \$_____.
7. The Security Deposit or any portion thereof shall be retained by the Municipality until all accounts, statements, invoices, etc., submitted to the Municipality and relating to the Owner's application have been paid in full and all matters relating to the Owner's application have been completed. In the event that either party hereto indicates that it desires to cease all work relating to the Owner's application in the matters generally described in Paragraph 1 of this Agreement, then the balance, if any, of the Security Deposit shall be returned by the Municipality to the Owner without interest after the payment of all accounts, statements, invoices, etc., submitted or to be submitted to the Municipality and relating to the Owner's application have been paid in full. Interest at the rate of 2% per month shall be payable by the Owner to the Municipality on all sums of money payable to the Municipality pursuant to their Agreement which are not paid on demand or otherwise satisfied from the Security Deposit calculated from the date of such demand.

8. This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals by the hands of their officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED
in the presence of

**THE CORPORATION OF
LOYALIST TOWNSHIP**

MAYOR

TOWNSHIP CLERK

PER:

PER: