



**ENGINEERING REVIEW APPLICATION**

Please complete all applicable sections of this form. A legal survey of the property, design drawings and reports signed and sealed by a Professional Engineer licensed to practice in the Province of Ontario may be required as part of a complete application. Four (4) copies of relevant drawings are required with the application.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**Application Type (Check One)**

- Site Plan Control (Minor Works)     Site Plan Control (Major Works)     Plan of Subdivision  
 Official Plan Amendment     Zoning By-Law Amendment     Minor Variance     Consent to Sever

**Property Information**

Street No.                      Street Name:                      Unit No.  
 Municipal Address:  
 Registered Plan Number:                      Lot Numbers:  
 Roll Number:

**Owner Information**

**PROPERTY OWNER INFORMATION** (Check one)    Person(s)     Company   
 Surname:                      First Name:  
 Registered Land Owner:  
 (if Company)                      Company Officer:  
 Name:  
 Surname:                      First Name:                      Position:  
 Application Contact:  
 Street No.:                      Street name:                      Postal Code:  
 Address:  
 Telephone:    No.:                      Fax:                      email:  
                     (     )                      (     )

**Engineering Consultant**

Firm:  
 Surname:                      First Name:                      Position:  
 Application Contact:  
 Street No.:                      Street name:                      Unit Number  
 Address:  
 Municipality:                      Province:                      Postal Code:  
 No.:                      Fax:                      email:  
 Telephone:    (     )                      (     )

**Applicant Information**

Designate to which all correspondence will be sent:     Owner     Engineering Consultant  
 Application Submitted by (Please print):                      Title:  
 The applicant acknowledges and agrees to deposit with the City the total estimated fee of: \$   
 Signature:                      Date:                      (refer to back of form)

**FOR OFFICE USE ONLY**

Date Received:                      Fee Received:                      Fee Required:  
 Application Complete: Yes  No                       Receipt #:  
 Date Application Approved:                      Approved by:

## FEE SCHEDULE

APPLICATION TYPE	DESCRIPTION	REVIEW COMPONENT	APPROVED FEE	APPLICABLE FEE
Site Plan Control (Minor Works)	Residential development: single dwelling residential infilling, duplexes, single dwelling as part of a plan of subdivision (plot plans), expansions / additions to existing buildings and facilities/pools / outbuildings	Engineering Review	\$250.00	
		Engineering review for construction comprising < 23 square metres (250 sq. ft.)	\$75.00	
Site Plan Control (Major Works)	Residential development with two to five dwellings, apartments, condominiums, townhouse developments, institutional, commercial, industrial development or expansions	Administration and Records	\$500.00	
	Detailed review of lot grading and drainage, municipal servicing, road works, slope hazard review, spot field inspections, engineering servicing agreement when required, (see Notes 2 and 8)	Detailed Review and Approval of on-site and off-site works	4% of value <= \$100,000 plus 2% thereafter of Total Development Cost (see Notes 1,8) **	
Plan of Subdivision	Residential subdivisions with more than five dwellings	Administration and Records	\$500.00	
	Detailed review of lot grading and drainage, stormwater management, watermain, sanitary and storm sewers, roadworks, streetlighting, landscaping, slope hazard review, spot field inspections, engineering servicing agreement, (see Notes 2 and 5)	Detailed Review and Approval of on-site and off-site works	4% of value <= \$100,000 plus 2% thereafter of Total Development Cost (see Notes 1,4,8) **	
Official Plan Amendment		Engineering Review	\$500.00	
Zoning By-law Amendment		Engineering Review	\$300.00	
Minor Variance Application		Engineering Review	\$300.00 (see Notes 3,4,5)	
Consent to Sever Application		Engineering Review	\$350.00 (see Notes 3,4,5)	

### TOTAL FEE

- NOTES:**
- Total Development Cost includes: estimated construction value of on-site and off-site works (excluding dwellings), plus 5% contingency costs, plus 7% for engineering design, administration and inspection costs, plus Applicable Taxes.
  - Construction inspection and certification for compliance of lot grading and municipal servicing to City Standards is the responsibility of the Developer or owner and technical peer review by external Consultants shall be an additional cost and also the responsibility of the Developer.
  - Application for Site Plan Control and Plan of Subdivision shall be processed under the respective categories in addition to the Consent Applications and Minor Variance Applications.
  - Site Plans of individual dwellings will each require an additional application under Site Plan Control (Minor Works)
  - Work required verifying services by camera investigation and field inspection by the City's Public Works Division shall be an additional fee.
  - Fees may be exempt for locations approved by City Council as shown on the approved Community Improvement Plan, for the purposes of encouraging redevelopment in the Downtown and Harbour areas.
  - Engineering Servicing Agreements may be required for any development for off-site servicing works.
  - If a Street Occupation Permit or Special Services Application is required it shall be an additional fee upon application.

**\*\* The approved Design Drawings will be released for construction upon full payment of the calculated fees.**

### DECLARATION OF DESIGNER (required if Consulting Engineer not retained by owner)

I, \_\_\_\_\_  
(PRINT NAME)

declare that I am the property owner of the residential lands described overleaf and that the submitted designs are my drawings. I assume full responsibility for the depicted design and accuracy of the information shown.

It has been explained to me by City staff that a qualified professional should be retained to produce engineering design drawings for this project.

I certify that:

- the information contained in this submission is true to the best of my knowledge;
- the submitted design has been created with regard to the provisions within City of Owen Sound Property Standards Bylaw No. 1999-030 (as amended) and Zoning Bylaw 2010-078 (as amended).

Date: \_\_\_\_\_  
(SIGNATURE OF DESIGNER)