



Town of St. Marys
Site Plan Control Guide

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1.0 About Site Plan Control

This guide provides an overview of the processes, terminology, and submission requirements for the Town of St. Marys' Site Plan Control Application and Approval process. This guide should be read in conjunction with the *Site Plan Application Form*.

1.1 What is Site Plan Control?

Site plan control is the process that is used to control or regulate development on a site. No one can undertake any development which is subject to site plan control unless the Town has reviewed and approved certain plans. Once the plans are approved, a site plan agreement is generally executed. This agreement contractually binds the owner to develop and maintain a site in accordance with the approved plans and the terms of the agreement.

Site Plan Control is a way of ensuring that high standards of development will be met with each new development. Municipalities use it to ensure that developments meet and conform to generally accepted aesthetic and functional requirements as well as with the provisions of the Town's current zoning by-law. Site Plan Control focuses on the development of the building itself, rather than the usage or zoning.

Specifically, Site Plan Control is used by the Town of St. Marys to ensure that new developments:

- Are built and maintained in a way that Council approves
- Meet certain standards of quality and appearance
- Preserve certain heritage or environmental features
- Ensure safe and easy access for pedestrians and vehicles
- Appearance and design features of buildings are satisfactory
- Provide adequate landscaping, parking and drainage
- Nearby properties are protected from incompatible development
- Buildings and sites are accessible for all persons with disabilities

Site Plan Control approval protects both the public and the private interests in new development by ensuring that the development is designed in accordance with contemporary standards.

1.2 Where does the Town of St. Marys get the authority to regulate Site Plan Control?

Section 41(2) of the *Planning Act, 1990* allows municipalities to establish Site Plan Control areas. The Town of St. Marys regulates Site Plan Control through its Site Plan Control By-law, Bylaw 19-2011. The Town of St. Marys' Zoning By-law Z1-1997, as amended, and the Town's Official Plan contain other land use and development related provisions that are important to the approval process.

1.3 When is Site Plan Approval Required?

If you are applying for a building permit and your property is in an area subject to Site Plan Control, and what you are

"Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164 (4) of the *Municipal Act, 2001* or subsection 3 (1) of the *City of Toronto Act, 2006*, as the case may be, or of sites for the location of three or more mobile homes as defined in subsection 46 (1) of this Act or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46 (1) of this Act. Ontario Planning Act, Sec. 41 (1)

proposing is defined as “development” in the Planning Act, you may be required to enter into a Site Plan Control Agreement. You may also require a Site Plan Control Agreement if this is imposed as a condition of any application for rezoning, a minor variance or consent.

There are several development situations that do not require site plan approval and these exemptions are set out in detail in the Town’s Site Plan Control By-law. Please refer to the Town’s Site Plan Control By-law and contact Town staff prior to applying for a building permit to determine if your development is exempted.

1.4 What properties are subject to Site Plan Control?

Site Plan Control applies to all lands in the Town except the following types of development in accordance with By-law No. 19-2011:

- 1.4.1 Development in the form of a residential building or structure containing no more than two separate dwelling units which are constructed, erected or placed for the purpose of a single-detached dwelling, semi-detached dwelling, duplex dwelling, or converted dwelling;
- 1.4.2 Development in the form of a building or structure accessory to residential buildings and structures mentioned in clause 1.4.1 above;
- 1.4.3 Development of buildings or structures used for agricultural, farm related or residential purposes in agricultural zones but not including agricultural-commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments;
- 1.4.4 Development on land used for licensed mineral aggregate resource operations;
- 1.4.5 Development in the form of a temporary building or structure that will be erected and used for a maximum of six consecutive months provided the temporary building or structure is incidental to and necessary for the construction work in progress and the existing development has neither been finished nor abandoned; and
- 1.4.6 Any addition or alteration to an existing building or structure (existing as of the date of passing of By-law 19-2011) that does not increase the gross floor area of the existing building or structure by more than 100 square metres or twenty percent (20%) whichever is lesser. In the case of a property governed by an existing site plan agreement, any addition(s) or alteration(s) to an existing building (existing as of the date of passing of Bylaw 19-2011) as previously approved for development in the current site plan agreement provided such addition(s) or alteration(s) do not increase the gross floor area of the building to which the addition(s) is proposed by more than 100 square metres or twenty percent (20%) whichever is lesser.

2.0 Site Plan Control Applications

2.1 What are the steps of a Site Plan Control Application?

Before approaching Town staff with an application it is encouraged that you study and familiarize yourself with the related provisions for development in St. Marys. The Site Plan Control Bylaw, the Official Plan and Zoning Bylaw are all available on the Town of St. Marys website and upon request from staff in the Building and Zoning Department. These steps are just a general outline of the expected process; individual processes may differ from these exact steps.

2.1.1 Step 1: Pre-consultation meeting
This is a recommended step that involves a meeting with the Chief Building Officer and/or the Planning Coordinator from the Town to discuss the proposed development

<p style="text-align: center;">Application Submission Requirements for Maps</p> <p style="text-align: center;">One electronic copy in a high resolution in PDF format</p> <p style="text-align: center;">Two printed copies full size and folded</p> <p style="text-align: center;">Attached cover letter explaining project, scope and any important information pertaining to the project</p>
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and what is expected of staff and the developer. Documentation outlining the proposed development, including sketches, should be presented at this time.

2.1.2 Step 2: Submission of Application

The application form, attached to this Guide, titled “Application for Approval of a Development Agreement” shall be completed and submitted. Developers shall be expected to have their Site Plan maps and application completed. The developer shall be required to pay a fee to recover administrative costs related to the review of the Site Plan.

2.1.3 Step 3: Staff Response

At this point, the entire application will be circulated to staff and in some cases outside professionals for review. Officials from Building and Zoning, Fire, Engineering and Public Works may review the proposed development and provide comment. Staff will respond in writing to any issues with the proposed Site Plan. The applicant is then expected to respond to these issues and revise the plan. This step may continue until the development fits with Site Plan Control guidelines and Town policies and by-laws.

2.1.4 Step 4: Agreement

At this point, the developer will be provided with a draft agreement which will state the responsibilities and fees, and include the final approved Site Plan. The developer will have an opportunity to review and propose revisions to the agreement. Upon final acceptance of the terms of the agreement by the developer, the draft agreement will be presented to Council.

**Final Submission Requirements
for Maps**

One updated electronic copy in
PDF format
Five copies of full size map folded

2.1.5 Step 5: Council Approval

Staff shall present the draft Site Plan Agreement to Council at a regular scheduled meeting of Council. The applicant is encouraged to be present to respond to questions of Council and to support the application. Upon Council approval, the Site Plan Agreement shall be signed by all parties and registered on title by the Town. Costs for registration shall be the responsibility of the applicant.

2.1.6 Step 6: Construction Commences

The developer can now apply for a building permit to begin construction on the land. The developer will be required to pay refundable deposits requested under the Site Plan Agreement at the time of building permit application. Any costs payable to the Town for proposed works will also be collected at time of building permit application. The construction should be completed within the timelines laid out in the Site Plan Agreement.

2.1.7 Step 7: Construction Completed

Once construction is completed, an architect or engineer hired by the developer shall conduct an inspection to ensure that all aspects of the Site Plan Agreement have been complied with. The architect or engineer will then produce a certificate that verifies that work has been done in observance with the Site Plan Agreement. Upon receipt of this certificate and upon satisfaction by Town officials that all works on the approved site plan and all clauses of the site plan agreement have been satisfied, the Town can release securities.

**Submission Requirements for
Completed Developments**

Copies of all site maps submitted
electronically
Two copies of as-built maps
submitted electronically
Reports submitted electronically
and two printed hard copies

2.2 What is the developer required to provide as part of the Site Plan Control Application process?

The owner of land may be required to enter into a Site Plan Control Agreement to provide any or all of the following:

- Widening of highways that abut subject land
- Access to and from the street
 - Access ramps, curbing, traffic signs
- Off-street vehicular loading and parking facilities
 - Access driveways for emergency vehicles
 - Surfacing in access areas and driveways
- Pedestrian access
 - Designed with regard to people with disabilities
- Lighting facilities
 - Includes floodlighting of the land or any buildings or structures
- Landscaping and other facilities for the protection of adjoining lands
 - Walls, fences, hedges, trees, shrubs or other groundcover or facilities
- Facilities and enclosures for the storage of garbage and other waste material
- Required municipal easements
 - For construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities
- Grading of lands
 - To provide for the disposal of storm, surface and waste water from the land and from any buildings or structures

Specific requirements will be developed through individual consultation with each developer. However, developers should be ready to incorporate all aspects into the site plan design. Please see the attached “Site Plan Application Checklist” for a detailed list of aspects that should be included in the Site Plan Application. Applicants are encouraged to use the services of professional engineering or architectural consultants for the development of the Site Plan Application. Applicants are strongly encouraged to retain the services of a professional with experience in preparing Site Plan drawings. Professional Engineers, Ontario Land Surveyors, Architects and other related professionals offer these services.

2.3 How much does the Site Plan Control process cost?

Pursuant to Bylaw 7-2004, “A Bylaw to establish a tariff of fees for the processing of applications”, a site plan agreement will be accompanied by a fee of \$1000.00 payable to the Town to cover all administrative costs. A refundable security deposit paid as stated in the Site Plan Agreement with cash or letter of credit may also be required on application of the building permit.

Security Deposit Rates are as follows:

Size	Existing Development	New Development
0-5,000 m ²	\$10,000	\$15,000
5,000-25,000 m ²	\$15,000	\$25,000
25,000 + m ²	\$20,000	\$35,000

2.4 What happens if your Site Plan Application is not approved?

If your Site Plan Application is not approved you are encouraged to re-apply after making changes that would bring your development into compliance.

If the Town fails to approve the plans or drawings within 30 days after they are submitted to the Town, or if the Owner is not satisfied with any requirement made by the Town, the owner may refer the plans, drawings or the unsatisfactory requirements to the Ontario Municipal Board by written notice to the secretary of the Board and to the Clerk of the Town. If you wish to provide written notice of appeal and require the contact information for filing and serving notice, please contact the Clerk's office at the Town.

2.5 Who can I contact for more information?

Town officials may be contacted at the Municipal Operations Center:

Town of St. Marys
 Building and Zoning Department
 Municipal Operations Centre
 408 James Street South
 St. Marys, ON N4X 1B6
 (519) 284-2340

2.5.1 Contacts related to servicing:

Hydro One Hydro One Networks Inc. 185 Clegg Rd., Markham, Ontario L6G 1B7 1-800-434-1235	Union Gas 109 Commissioners Road East London, ON N6C 2S9 (519) 667-4100 1-800-400-2255
Festival Hydro P.O. Box 397 Stratford ON N5A 6T5 1-866-444-9370	Bell Communications 400 Huron Street Stratford, ON N5A 5T5 519-273-3300
Rogers Communications 32 Erie Street Stratford, ON N5A 2M4 519-271-5202	Quadro Communications 16 Water St S St. Marys ON (519) 229-2355 or 1-800-265-4983
Ministry of Transportation St. Catharines 301 St. Paul Street St. Catharines, ON L2R 7R4 General Inquiry: 1-800-268-4MTO (4686)	Upper Thames River Conservation Authority 1424 Clarke Road, London, Ontario, Canada N5V 5B9 Tel: 519-451-2800 Fax: 519-451-1188
Ministry of the Environment 733 Exeter Road London ON N6E 1L3 1-800-265-7672 Tel: (519) 873-5000 Fax: (519) 873-5020	Town of St. Marys Engineering and Public Works Department Municipal Operations Centre 408 James Street South St. Marys, ON N4X 1B6 (519) 284-2340

Site Plan Requirements Checklist (To be returned with Application)



General Site Plan Requirements

General Page Layout:

- North arrow and standard scale
- Symbol key with legend
- Owner's name, site address and legal description of property
- Leave an area in the bottom right of the page for the Approvals stamping

Application Submission Requirements for Maps

One electronic copy in a high resolution in PDF format

Two printed copies full size and folded
Attached cover letter explaining project, scope and any important information pertaining to the project

General Site Plan Information:

- Dimensions of the site provided by a survey
- Identify the location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities. Clearly indicate buildings to be demolished
- Show the traveled portions of roadways, municipal sidewalks, transit stops (if adjacent to the site) and access driveways including those of adjacent properties. Label street names
- Parking area layout, pedestrian connections, ramps, loading areas (including minimum dimensions, typical dimensions, curbing and surface material)
- Identify accessible parking facilities. Also consider accessibility in the design of pedestrian facilities (e.g. connections to municipal sidewalks and internal circulation)
- Location, height and type of all proposed fencing
- Location of all existing and proposed poles (including guys), transformers, hydrants on the site and on public lands abutting the site. Include dimensions to trees and buildings for electrical facilities
- Identify all site lighting and attach a light spillage plan
- Identify the location of snow storage
- Indicate lot coverage percentage and total lot area
- Plans showing the location of all facilities and works to be provided
- The location, size and description of all adjacent buildings located within six metres of the property boundaries
- Provide Property Identification Number (PIN)

Zoning Information:

- Include Site Data Table with zoning information applicable to the property
- Minimum setbacks of structures (buildings, signs, parking) from property lines
- Show amenity areas including their functional use (e.g. equipment and furniture that defines the area for recreational use)
- Landscape strips and fencing, if required
- Location and type of enclosure to be used for storage of garbage and other waste material. If waste material is stored within the building, include a note in the Site Data table

I have read and understood this information and its requirements

_____ (Initial)

- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

Fire Information

- Location of closest fire hydrant (identify as existing or proposed)
- Designated fire routes with the notation "fire route to be posted and designated under municipal by-law" (to be minimum 6.0m wide with minimum 12.0m centreline turning radius, maximum 8% slope)
- State whether or not the building is to be sprinklered
- Show location of fire department connections (standpipe/Siamese)

Building Information

- Finished floor elevations of buildings
- Maximum dimensions of buildings and minimum distance between buildings
- Location of all building entrances

Grading and Servicing Plan Requirements:

General Information:

- Symbol key and legend
- Proposed and existing structures and buildings, driveways, parking areas and curbs
- Clearly identify existing services (storm, water, sanitary) and specify if existing services will be used
- Location, size and depth of cover of storm, water and sanitary services
- Invert of storm, sanitary and water laterals at the point of connection
- Identify the type of surfacing (e.g. sod, gravel, asphalt, etc.)
- Location of all existing and proposed manholes, poles (including guys), transformers, hydrants on the site and on public lands abutting the site
- Location of existing and proposed siamese or standpipe connection
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

Grading

- Existing and proposed grade elevations (referenced to Benchmark elevation) include relative street grade elevations and grade at property lines
- Direction of surface drainage flow through use of drainage arrows
- If catchbasins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catchbasin rim elevation
- If storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm
- Swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections)
- Elevations of individual internal driveways where a depressed driveway may exist

I have read and understood
this information and its
requirements

_____ (Initial)

Landscaping Plans and Details

- Show a legend with key symbol
- Proposed and existing structures and buildings (including entrances and doorways), driveways, parking areas, pedestrian connections (sidewalks, pathways etc.) and curbs
- Label existing plant material to remain
- Label vegetation to be removed
- Identify all proposed plant material, planting beds, and seeded or sodded areas
- Include a plant list showing key, numbers of plants, botanical and common names and plant size at installation date
- Provide details for play areas, special activity areas, open space areas
- Show the location of outdoor lighting
- Show the location and treatment of garbage collection areas
- Show the location, height and type of proposed and existing fencing

I have read and understood
this information and its
requirements

_____ (Initial)

Corporation of the Town of St. Marys
Application for Approval of a Site Plan



Instructions

Each applicant is required to submit a complete site plan application package which shall include the following mandatory components:

- ✓ Complete Application Form
- ✓ Application Fee
- ✓ Site Plan Drawings
- ✓ Elevation Drawings
- ✓ Site Servicing Drawing
- ✓ Plus any additional information required by the Town or local and provincial agencies (including any required reports and/or studies)

Please note that the Town or local and provincial agencies may require the applicant to submit additional information. These site specific submission requirements may include studies or reports related to matters such as the environment, transportation network, water supply, sewage disposal and storm water management.

All measurement values must be presented in Metric units.

If the Applicant is not the owner of the subject land, a written statement by the owner authorizing the applicant to act on behalf of the owner in relation to the subject application must accompany the application (see 10.0).

Failure to complete and provide all required information may result in the return or refusal of the application.

Application Review Process

Applications will not be considered unless all of the critical components have been submitted by the applicant. Applications missing additional information will be received and processed, but will not be processed to conclusion if staff have insufficient information to support the plan.

Upon receipt of an application, Town staff will review the materials received by the Applicant and determine whether there is sufficient information (i.e. all critical application components) to process the application.

If it is determined that the application is complete, the application and drawings will be circulated to Town staff, and, in some cases, external professionals, for review. The persons reviewing the application will prepare comments and set out any issues with the application.

If the application is incomplete or the plans and drawing do not comply with municipal and/or statutory requirements, the applicant will be contacted by the Town and the applicant will be required to attend a Site Plan Consultation Meeting with Town staff to discuss the deficiencies in the application. The Applicant must be aware that it is possible that Town staff will require revisions to the detailed design materials and may require submission of additional detailed design materials. Having received comments from the Town, the applicant may be required to submit revision materials to complete the application and this step may continue until the development complies with the municipal and statutory requirements.

The Town will provide the Applicant with a list of the Conditions for Site Plan Approval. It is the applicant's responsibility to satisfy all Conditions for Site Plan Approval.

Approval Process

Upon completion of the review process, a draft Site Plan Agreement will be provided to the applicant. The applicant will then have the opportunity to review and consider the draft Site Plan Agreement and may request a meeting to discuss any concerns with Town staff.

After the review process is complete, the finalized Site Plan Agreement will be finalized and sent to the applicant for signature.

The applicant is required to sign the Site Plan Agreement in duplicate and return it to the Town with all required securities and any other materials that may be required in the Agreement or by Town staff.

Following receipt of the above, the Site Plan Application will be placed on the next regular scheduled meeting of Council. Once approved, the Town will execute the Site Plan Agreement and it will be registered against the property title.

General Information

A more detailed description of the Approval Process and Site Plan Application requirements may be found in the Town's Site Plan Control Guide.

For assistance with completing the application form and for more information respecting the draft plan requirements, please consult the Building department in the Municipal Operations Centre, 408 James Street South. You can also call the Building Department at (519) 284-2340.

I have read and understood this application form and associated content.
_____ (Initial)

Please Complete and Print or (✓) Appropriate Box (es)

1.0 Applicant Information

1.1 Name of Owner(s) An owner's authorization is required if the applicant is not the owner (See Section 13.0)

Name of Owner(s)	Primary Telephone:	Email
	Secondary Telephone:	
Address	Postal Code	Fax No.

1.2 Name of Applicant (If same as owner check box)

Name of Applicant(s)	Telephone Home:	Email
	Telephone Business:	
Address	Postal Code	Fax Number

1.3 Name of Solicitor/Agent

Name of Solicitor/Agent	Telephone Home:	Email
	Telephone Business:	
Address	Postal Code	Fax Number

Send Communication to (choose one only): Applicant Owner Solicitor Agent

2.0 Location and size of the Subject Land

Street No.	Name of Street/Road	Registered Plan No./Concession No.	Lot(s)/Block(s)
		Reference Plan No. & Part No.	
Lot Frontage	Average Width	Average Depth	Lot Area

2.1 Is there a mortgage or charge in respect of the subject land? Yes No
 If yes, give the names and addresses of any mortgages or charges.

I have read and understood this application form and associated content.
 _____ (Initial)

2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No
 If yes, describe the easement or covenant and its effect.

2.3 When were the subject lands acquired by the current owner?

3.0 Proposed and Current Land Use

3.1 What is the proposed use of the subject land? (Please attach an additional page if more space is required)

3.2 What is the current use of the subject land? (Please attach an additional page if more space is required)

3.3 How is the subject land currently designated in the Official Plan?

3.4 How is the subject land currently zoned in the Zoning By-law?

3.5 Provide the following details for all buildings, both existing and proposed. (Information should also be presented in the Site Plan Map)

	Existing Buildings	Proposed Buildings
<i>Example: Gross Floor Area</i>	<i>603.85 m²</i>	<i>1050.00 m²</i>
3.5.1 Front Yard		
3.5.2 Rear Yard		
3.5.3 Side Yard		
3.5.4 Side Yard		
3.5.5 Height		
3.5.6 Dimensions		
3.5.7 Gross Floor Area		
3.5.8 Date Constructed		

4.0 Previous Industrial or Commercial Uses

4.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? Yes No

If yes, specify the uses and dates.

4.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? Yes No

If yes, please provide some detail of the nature of the contamination.

4.3 What information did you use to determine the answers to the above questions?

4.4 If yes, to (4.1), (4.2) or (4.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached? Yes No

5.0 Status of Other Applications under the Planning Act

5.1 Is the subject land also the subject of an application for an Official Plan Amendment, Consent, approval of a Site Plan, Minor Variance, Zoning By-law Amendment or Zoning Order Amendment? Yes No

If yes, indicate the type of application, the file number and the status of the application.

6.0 Servicing

6.1 Indicate the existing/proposed servicing type for the subject land.

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system	<input type="checkbox"/>	<input type="checkbox"/>	a) Public piped water system	<input type="checkbox"/>	<input type="checkbox"/>
b) Public or private communal septic	<input type="checkbox"/>	<input type="checkbox"/>	b) Public or private communal well(s)	<input type="checkbox"/>	<input type="checkbox"/>
c) Individual septic system(s)	<input type="checkbox"/>	<input type="checkbox"/>	c) Individual well(s)	<input type="checkbox"/>	<input type="checkbox"/>
d) Other (Please write)			d) Other (Please write)		

Storm Drainage	Existing	Proposed	Road Access	Existing	Proposed
a) Sewers	<input type="checkbox"/>	<input type="checkbox"/>	a) Arterial road	<input type="checkbox"/>	<input type="checkbox"/>
b) Ditches or swales	<input type="checkbox"/>	<input type="checkbox"/>	b) Collector road	<input type="checkbox"/>	<input type="checkbox"/>
c) Other (Please write)			c) Local road	<input type="checkbox"/>	<input type="checkbox"/>

7.0 Other Information

9.0 Affidavit or Sworn Declaration

I, of the _____ in the County/Region of _____ make oath and say (or affirm) that the statements made herein and the information that accompany this application are to the best of my belief and knowledge true.

Sworn (or declared) before me at the _____ in the County/Region of _____

On this day of _____

Commissioner of Oaths

Applicant

10.0 Authorization of Owner for Agent to Make the Application

I (we), _____ of the _____ in the County/Region of _____ am the owner of the land that is the subject of this application of a Approval of a Development Agreement and I (we) hereby authorize _____ to act as my (our) agent in the application.

Date

Signature of Owner(s)

11.0 Acknowledgement

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the Town of St. Marys for legal counsel and other associated costs to represent the Corporation of the Town of St. Marys in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the _____

In the County/Region of _____

This _____ day of _____

Date

Applicant Signature

FOR OFFICE USE ONLY

Application Circulated to:	Comments:	Date:

Stamp of Approval: