

Preliminary Site Plan Submission

All of the following information is necessary to facilitate a thorough and timely evaluation of the proposed land uses, impact to adjacent properties, road systems, and infrastructure. The minimum time required to review the following information is 15 business days for more complex projects the review time may take longer. The review timeline does not begin until the proponent has submitted all of the required documentation and drawings required. The review time is for the initial review only any resubmissions will extend the timelines required.

A. Applicant/owner information			
1.	Applicant is the:	Owner Authorized agent of the owner (provide documentation/letter to confirm status of the authorized agent)	
2.	Applicant Information:		
	Business name:	Sole Proprietor Incorporated (Provide a copy of Certificate of Incorporation) Partnership	
	Last name:	First name:	
	Contact name: (If different than above)	Email:	
	Mailing address:	Telephone:	Cell phone:
			Fax:
	City:	Province/State:	Postal Code/Zip Code:
B. Provide written description of the following:			
1.	Type of business and land use:		

2.	Estimated employee numbers:
3.	Construction time lines and phasing plan including proposal for future development

C. Provide a site plan drawing(s) that include:

1.	Title of the site plan
2.	Lot size
3.	Identify site surfacing type (ie. pavement, granular)
4.	Building(s) size and location within the lot
5.	Proposed access points
6.	Proposed storm water management plan (ie. pond locations/sizing and outlet location)
7.	Number of water connections

D. Provide a description of environmental impacts

1.	Hazardous materials
2.	Fuel and other flammable materials
3.	Estimated water and sewer demand
4.	Estimated traffic counts

E. Schedule a meeting with GTH Operations Team

1.	Contact the GTH at operations@thegth.com or 306-787-4842
2.	Date of collaborative meeting:

F. Declaration of application

I, _____ certify that:

I am the President/Director of _____ and the information contained in this application, attached schedules, plans and specifications and other attached documentation is true to the best of my knowledge and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

Name	Signature	Date
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The Global Transportation Hub respects your right to privacy and does not collect, use or disclose any personal information without your consent.

For office use only

Date submission received in full:	Date submission approved:

Development Officer signature