

Application for SITE PLAN APPROVAL

Planning Act. R.S.O., 1990

Under the *Planning Act* a municipality with an Official Plan in effect which contains provisions related to site plan control has the authority to require, as a condition of development, certain facilities or works as prescribed in the Act. Site Plan Control is applied to development and redevelopment projects where greater control over such matters as the location of buildings and the provision of landscaping, buffering, access, parking and drainage is warranted or otherwise deemed appropriate.

The use of site plan control enables the municipality to tailor various aspects of a development proposal to the specific characteristics of the site and the surrounding area. It allows the municipality to require the preparation and submission of detailed plans and drawings, and the entering into agreements, **prior to the issuance of building permits.**

The agreement remains the most effective means of ensuring that facilities or works (and their continued maintenance) are provided for. The Planning Act provides for the registration of the agreement against the land to which it applies thereby making it binding on subsequent owners.

To encourage and expedite compliance with the terms of the site plan agreement, the owner is required to submit a deposit in the amount of \$1000.00 at the time of submission of the application for site plan approval. All costs associated with the preparation through to the registration of the agreement shall be at the sole expense of the owner and will be deducted from the deposit and balance refund, if applicable.

Although many of the matters which may be dealt with under site plan control (such as landscaping, buffering, parking, drainage, outside storage areas, signage, lighting) are often of considerable interests (and potential concern) to occupants and owners of adjacent properties, the municipality is not required to give public notice or elicit public input as part of the site plan approval process. The municipality, however, at its discretion may seek public input.

1. COMPLETION OF APPLICATION

The application must be completed in its entirety. Measurements must be in metric. Failure to file a completed and accurate application may result in the application being returned to the applicant.

2. FILING THE APPLICATION

A duly signed and completed application must be filed with the Clerk (at the Municipal Offices) along with a copy of a site plan.

The application must be submitted along with a fee of \$1000.00 payable in cash or cheque made payable to the Municipality of North Middlesex.

In the event the municipality fails to approve the plans submitted within thirty days of their submission for approval, the owner may lodge an appeal to the Ontario Municipal Board. The owner may also lodge an appeal if dissatisfied with the works or facilities required, or any of the terms of the agreement. A hearing of the Board will be convened for the purposes of determining and resolving these issues. The Municipality reserves the right to require payment above and beyond the \$1,000.00 application fee required to cover legal, planning and any other expenses the Municipality may incur in defending its position.

A fee for a septic review may be required. These fees will be deducted from the deposit along with any other professional fees incurred by the Municipality with respect to the application process.

3. SUBMISSION OF PLANS WITH APPLICATION

See attached Check List

**MUNICIPALITY OF NORTH MIDDLESEX
APPLICATION FOR SITE PLAN CONTROL APPROVAL**

This application is to be completed and filed with the Municipality accompanied by the fee. Please refer to submission of plans for details on the required drawings.

Every applicant should be aware of the requirements of development in the Municipality of North Middlesex's zoning by-law(s).

PART 1 **IDENTIFICATION**

1.1 NAME OF REGISTERED OWNER

Address _____
Telephone _____ Fax _____

1.2 NAME OF APPLICANT/AUTHORIZED AGENT

Address _____
Telephone _____ Fax _____

1.3 NAME OF SOLICITOR

Address _____
Telephone _____ Fax _____

1.4 NAME OF CONSULTANT (PLANNING, ENGINEERING)

Address _____
Telephone _____ Fax _____

PART 2 **PURPOSE OF APPLICATION**

- 2.1** Check the appropriate space:
 Site Plan approval/agreement
 Amend Site Plan/Agreement

Reason for Application _____

2.2 Official Plan Designation

2.3 Zoning Applicable

PART 3 **PROPERTY DESCRIPTION**

3.1 Location:
Former Geographic Township _____
Concession _____ Lot _____
Plan _____ Lot _____
Street Name _____

3.2 Existing land use of subject property

3.3 Surrounding land use

STATUTORY DECLARATION

I/We, _____ of the _____
Name Municipality

In the _____
County or Region

SOLEMNLY DECLARE

THAT to the best of my/our knowledge and belief, all the information and statements given in this application and in all the plans, drawings and exhibits transmitted herewith are true;

AND I/We 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 _____

In the _____ this _____ day of _____
20__ .

(A commissioner, etc)

(applicant or authorized agent) *

*written authorization of owner for an agent to accompany application



SITE PLAN DRAWING REQUIREMENTS CHECKLIST

(To be returned with Application)

General Site Plan Requirements:

General Page Layout:

- North arrow and standard metric scale
- Symbol key with legend
- Owner's name, site address and legal property description
- An area on the bottom right of the page for the approvals stamping

General Site Plan Information:

- Dimensions of the site provided by a survey
- Location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities and any buildings to be demolished
- Traveled portions of roadways, municipal sidewalks, 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)
- Accessible parking facilities as well as signage. 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
- All site lighting (attach a light spillage plan, if appropriate)
- Location of snow storage
- Lot coverage percentage and total lot area
- Plans showing the location of all facilities and works to be provided
- Location, size and description of all adjacent buildings located within six metres of the property boundaries
- Property Identification Number (PIN)

Zoning Information:

- Site Data Table with zoning information applicable to the property
- Minimum setbacks of structures (buildings, signs, parking) from property lines
- 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 unless waste material is stored within the building (note in Site Data table)

I have read and understood
this information and its
requirements

Initial and date _____

- 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
- State whether or not the building is to be sprinklered
- 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
- 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
- Type of surfacing (e.g. sod, gravel, asphalt, etc.)
- All existing and proposed manholes, poles (including guy wires), transformers, hydrants on the site and on public lands abutting the site
- 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 catch basins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catch basin 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

Application Submission Requirements for Maps:

- One electronic copy in a high resolution PDF format
- Three printed copies full size and folded, minimum
- One legal size printed copy for agreement purposes

Plus: any other drawings and reports identified at the pre-consultation meeting as part of the submission.

I have read and understood this information and its requirements

Initial and date _____

Note: upon approval by the Municipality, the Clerk will stamp and date the final plan

Dated: February 12, 2016



RECORD OF SITE PLAN CONSULTATION

Date: _____

DRAWINGS AND REPORTS as determined by North Middlesex Staff at the Pre-Consultation Meeting of _____

Description of project: _____

Municipal address and property description: _____

Applicant: _____

Agent: _____

List of submission requirements for a complete Site Plan Application Package:

Required	DRAWINGS
√	Survey topography and/or Legal
	Deed
√	Site Plan
√	Grading Plan
	Landscape Plan (including existing trees)
√	Building Elevations & Floor Plans
√	Worksheet of Site Costs
√	Checklists
	Existing Site Plans and Agreements registered on Title
	Other:

Required	REPORTS
	Geotechnical/Soil Study
	Full Environmental Impact Study
	Scoped Environmental Impact Study
	Environmental Site Assessment(s)/Record of Site Condition
	Servicing
	Stormwater Management Study
	Traffic Study
	Light Spillage Plan (if outside lighting provided)
	Noise
	Archeological, Heritage or Cultural Impact
	Other:

* For further information on the range of supporting studies that may be required, reference should be made to Section 9.7 of the North Middlesex Official Plan.

Other Approvals:

- Demolition
- Holding Provision
- Ausable Bayfield Conservation Authority permission
- Ministry of Transportation
- County of Middlesex
- Rezoning/Official Plan Amendment
- Minor Variance
- Consent
- Other _____

Signature of Municipal Official