



# TOWN OF PLYMPTON-WYOMING

## SITE PLAN APPROVAL PROCEDURE GUIDE

### 1.0 INTRODUCTION

- 1.1 The Corporation of the Town of Plympton-Wyoming is authorized to require all development within Municipal boundaries to receive Site Plan approval with the exception of single and semi-detached dwellings, duplexes, farm buildings and uses accessory to these structures. This authority is pursuant to Section 41 of the Planning Act, 1990, as amended, and to the Site Plan Control By-law adopted by the Town of Plympton-Wyoming.
- 1.2 All development proposals subject to Site Plan approval must complete the application form accompanying this guide and prepare a site plan drawing in accordance with this guide prior to the development proceeding.
- 1.3 The Council of the Town of the Town of Plympton-Wyoming is required to approve all site plans prior to any building permit being issued for the proposal.

### 2.0 THE APPLICATION

- 2.1 The application form and draft site plan drawings are to be submitted to the Town of Plympton-Wyoming 546 Niagara St., P.O. Box 250, Wyoming, ON N0N 1T0.
- 2.2 The application form must be completed by the property owner or authorized agent. Where it is being made by the agent, written authorization from the property owner must accompany the application.
- 2.3 If it is the opinion of the Planning Coordinator of the Town of Plympton-Wyoming that the application (including the form and/or plans) is incomplete, it will be returned to the applicant for completion, correction, or clarification prior to processing. The reason for this requirement is to ensure that municipal staff have adequate information on which to base their comments. This generally helps to avoid any undue delay in the approval process.

### 3.0 APPLICATION FEE

- 3.1 The application must be accompanied by the application fee set by the Town. The purpose of the fee is to recover the administrative costs involved in processing applications. The current fees are \$150.00.
- 3.2 The applicant may be required to provide an additional fee should, in the opinion of the Town, a detailed engineering review by the Town's engineering service be necessary. This administrative fee will be established by the Town's Engineer.

- 3.3 Fees may be paid in cash or by cheque or money order payable to the Town of Plympton-Wyoming.
- 3.4 An application will not be deemed complete unless the applicable fees have been paid.

#### **4.0 SITE PLAN REQUIREMENTS**

- 4.1 In accordance with Section 41 of the Planning Act, the site plan must indicate the following:
  - a) Property dimensions and street lines (abutting streets should be named);
  - b) Total area of the property;
  - c) Location, dimensions and size (number of units, storeys, floor area, etc.) of all existing and proposed main and accessory buildings and structures;
  - d) Location and site of any open storage areas, if applicable;
  - e) Dimensions of front, side and rear yards;
  - f) Landscaping and other natural or man-made features (easements, railways, pipelines, watercourses, fences and elevations, etc.) if applicable;
  - g) Laneways, off-street parking and loading facilities and access thereto including the dimensions of spaces and aisles and surface treatment;
  - h) If required, road widenings and facilities to provide access to and from the land such as access ramps and curbsings, and traffic direction signs;
  - i) Walkways, and walkway ramps, including surfacing thereof, and all other means of pedestrian access;
  - j) If required, facilities for the lighting, including floodlighting, of the land or of any buildings or structures;
  - k) If applicable, vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
  - l) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
  - m) Scale of site plan and north symbol.
- 4.2 A sample site plan and landscaping plan accompany this guide.

#### **5.0 PROCEDURES**

- 5.1 The applicant is solely responsible for the accuracy of all information provided pursuant to these guidelines. Moreover, it is the sole responsibility of the applicant to fill in all the particulars required and to supply all plans necessary to submit a complete application.
- 5.2 An official acknowledgement of receipt of a completed application will be given by the Planning Coordinator.
- 5.3 Circulation

Following official receipt of a complete application, the Town will circulate the application and plans to staff members in order to obtain information and recommendations. Once this circulation has been completed and comments

from staff have been obtained, a meeting between the applicant and staff may be required.

#### 5.4 Site Plan Meeting

Depending upon the scale of the proposal and the level of complexity associated with the development, the Town may arrange a meeting of the applicant and municipal staff. Staff members may identify concerns and request that the applicant modify the site plan to address these matters. The applicant will be advised to undertake these measures before the application is submitted to Council for approval. Municipal staff will report to Council recommending approval, modification or refusal of the application.

#### 5.5 Decision of Council

Following the submission of a staff report, Council will review the site plan during a regular Council meeting. Council may approve or reject the application or may ask that the applicant modify the proposal.

#### 5.6 Site Plan Agreement

Subsection 41(7) of the Planning Act grants municipalities the right to enter into agreements with applicants in order to ensure the development is constructed as proposed by the site plan. The agreement also assigns financial responsibility to the owner, should the development not meet the specifications of the site plan. Municipal staff will prepare a draft site plan agreement to be reviewed by the applicant and Council. Once the parties agree to the terms of the agreement, the applicant will be required to register the signed agreement on title for the subject lands. The applicant's solicitor will be responsible for registering the agreement. Proof of registration must be submitted to the Planning Coordinator.

#### 5.7 Appeals to the Ontario Municipal Board

Applicants are advised that Subsection 41 (12) of the Planning Act contains provisions dealing with the right of the applicant to appeal site plan approval decisions to the Ontario Municipal Board. Such appeals are filed directly with the Planning Coordinator of the Town. More information about this process can be obtained if necessary.

### **6.0 ASSISTANCE**

If you have any questions regarding the application or if you need to speak to municipal staff, please contact the Town of Plympton-Wyoming at: Phone (519) 845-3939 or Fax (519) 845-0597.

Correspondence should be addressed to:  
The Town of Plympton-Wyoming  
Planning Coordinator  
546 Niagara Street, P.O. Box 250  
Wyoming, ON N0N 1T0  
[ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca)



## SITE PLAN APPROVAL APPLICATION FORM

### Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Owner Information (if different than above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Name and address of Agent (if any):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Names of any encumbrancers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Information**

**Location of Subject Property:**

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning: \_\_\_\_\_

Official Plan Designation: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**Does the owner have any interest in adjoining properties?**     Yes     No

If yes, describe total holdings:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Existing Conditions of Subject Property:**

Frontage: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Front Yard Depth: \_\_\_\_\_

Side Yard Depth: \_\_\_\_\_

Rear Yard Depth: \_\_\_\_\_

**Existing Water Service**     Municipal     Private

**Existing Waste Water**     Municipal     Private

**Existing Storm Water**     Urban     Rural

<b>Proposed Development of Property</b>		
<b>For Residential Proposals:</b>	<b>Existing</b>	<b>Proposed</b>
Number of Dwelling Unit(s)	units	units
Condominium Development	Yes / No	Yes / No
Number of Storeys	storeys	storeys
Gross Floor Area	sq m	sq m
<b>For Non- Residential Proposals:</b>	<b>Existing</b>	<b>Proposed</b>
Gross Floor Area	sq m	sq m
	<b>Permitted</b>	<b>Proposed</b>
Building Height (max)	m	m
Building Size and Lot Coverage (max)	sq m %	sq m %
Landscape Area (min)	sq m %	sq m %
Outside Storage	Yes / No	Yes / No
Number of Parking Spaces (min)		
Number of Barrier-Free Parking Spaces (min)		
Please include additional proposed buildings on a separate sheet of paper.		
Is the subject land presently the subject of an application for consent, minor variance, zoning by-law or official plan application?		
<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please note the application number and status.		
Will the project require new or improved municipal servicing (water/sewer connections, street access)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please describe below.		
Reminder: Attach a site plan showing items listed in section 4.0		

**Owner's Authorization**

**With respect to lands owned by:**

PRINT Owners Name / Corporate Signing Authority

**Known as:**

Legal Description / Municipal Address of Lands

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Registered Land Owner

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Registered Land Owner

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Print Name

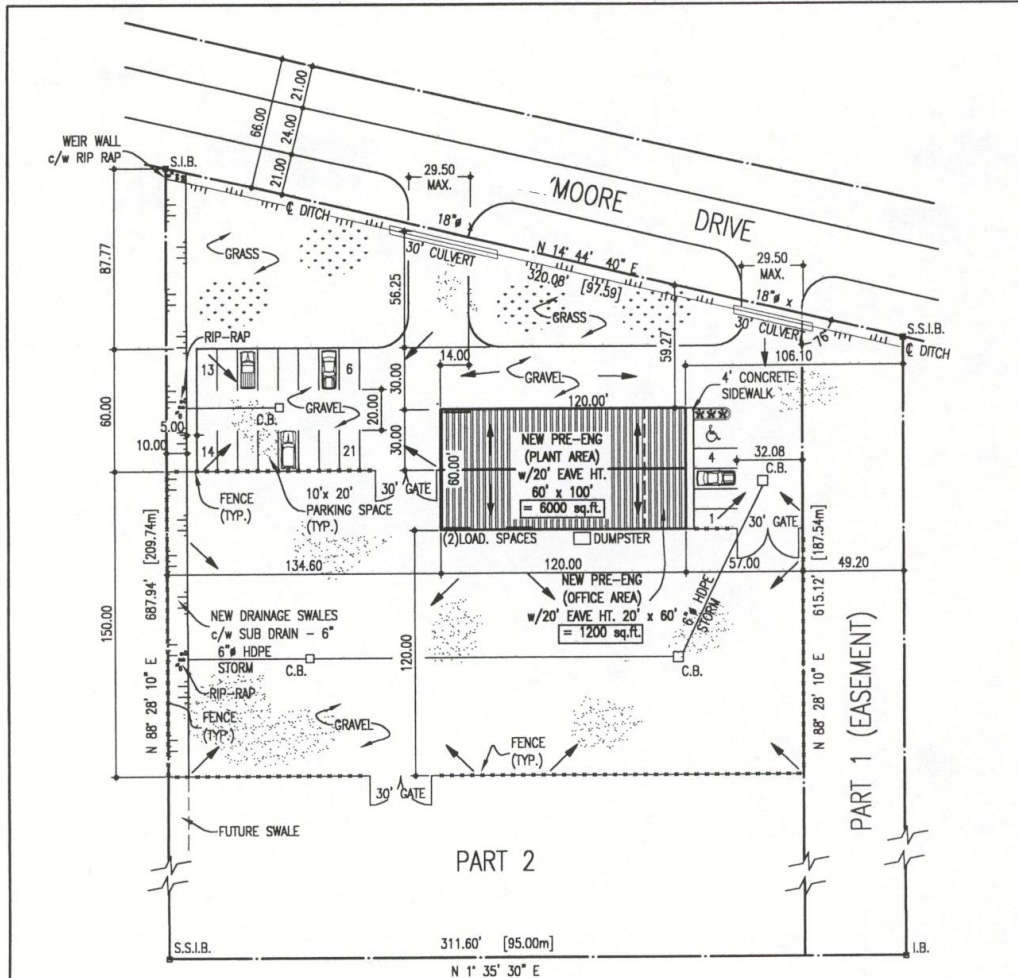
**Office Use Only**

Date Application was received: \_\_\_\_\_

Date Fee paid: \_\_\_\_\_

# SAMPLE SITE PLAN

(REQUIRED FOR ALL SITE PLAN APPLICATIONS)



**SITE PLAN** +   
 SCALE: 1:50

**PROPERTY ZONING:** M1.1-LIGHT INDUSTRIAL

**BUILDING DATA**

NEW PRE-ENG BUILDING:  
 PLANT (60'x100') = 6000 sq.ft.  
 OFFICE (60'x20') = 1200 sq.ft.  
 TOTAL = 7200 sq.ft.

**BUILDING CLASSIFICATION**

GROUP F, DIVISION 3, O.B.C. 3.2.2.76  
 (PLANT AREA/OFFICE) - FOR HEALTH SERVICES LTD.  
 1 STOREY, FACING 1 STREET  
 NON-SPRINKLERED, NON-COMBUSTIBLE CONSTRUCTION  
 (MAXIMUM BLDG. AREA ALLOWED: 51,700 SQ.FT.)

**LEGAL DESCRIPTION OF LAND**

PLAN OF SURVEY OF  
 PART OF LOT , CON.10  
 GEOGRAPHIC TOWNSHIP OF  
 THE COUNTY OF LAMBTON

**PARKING**

PARKING SPACES REQ'D: SUFFICIENT OFF-STREET PARKING  
 REQUIRED TO ACCOMMODATE ALL WORKERS  
 PARKING SPACES PROVIDED= 21 SPACES (1 HANDICAP)

**LOADING SPACE**

LOADING SPACE REQ'D: MIN. 9m x 3.5m (12'x30')  
 (1 LOADING SPACE REQUIRED)  
 LOADING SPACE PROVIDED= 2 SPACES

ALL DIMENSIONS IN FEET  
 UNLESS NOTED OTHERWISE

**BUILDING SETBACKS (REQUIRED)**

FRONT YARD - 49.20 ft. [15m]  
 REAR YARD -  
 SIDE YARD - 14.76 ft. [4.5m]

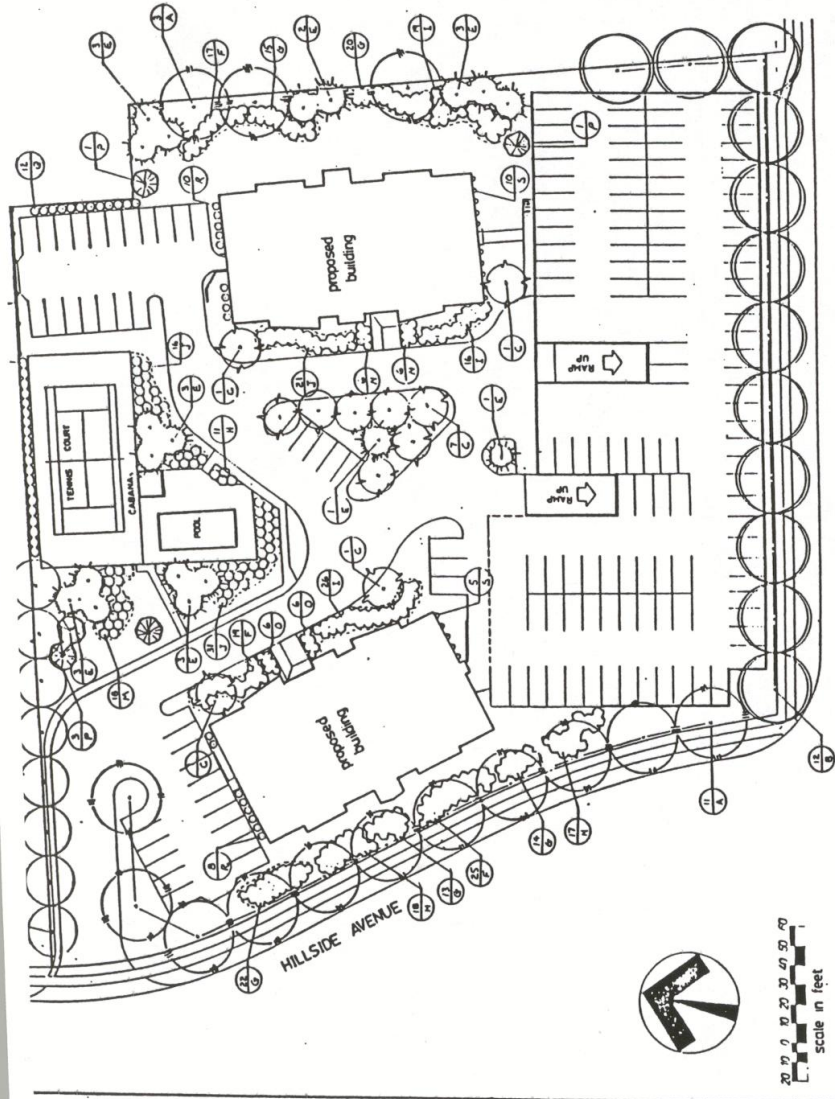
	SITE PLAN APPROVAL	AUG.11/00
REVISIONS	ISSUED FOR	DATE
CUSTOMER:	APPLICANT	
PROJECT:		
SHEET TITLE:	SITE PLAN	
SHEET NO.:	G	
DRAWN:	CHECKED:	FILE NO.:
AS	C.L.	00-099
APPROVED:	FILED:	SHE
-	-	JULY 2000
		SHEET NO. 1
		SP-1 of 1



# SAMPLE LANDSCAPING PLAN (REQUIRED FOR LARGE SCALE SITE PLANS)

FIGURE 9.1

A	14	ACER PLATANOIDES 'EMERALD QUEEN'	EMERALD QUEEN MAPLE	•2 cal B & B
B	12	PLATANUS OCCIDENTALIS		1 3/4 cal B & B
C	10	PRUNUS SERRULATA 'KWANZAN'	KWANZAN JAPANESE CHERRY	•10' ht. BR
D	8	POPULUS ALBA 'PYRAMIDALIS'		•5' ht. B & B
E	19	PICEA ABIES	NORWAY SPRUCE	•2' ht BR
F	61	LONICERA KOROLKOWII 'ZABELIT'	ZABEL HONEYSUCKLE	•2' ht BR
G	84	LONICERA MORROWII	MORROW HONEYSUCKLE	•2' ht BR
H	28	LONICERA TATARICA 'HACK'S RED'	HACK'S RED HONEYSUCKLE	•2' ht BR
I	60	SORBARIA SORBIFOLIA	FALSE SPIRAEA	•18' ht BR
J	52	SPIRAEA VANHOUTEI	BRIDALWREATH SPIRAEA	•2' ht potted
K	20	STRINGA VULGARIS	COMMON LILAC	•15' ht potted
L		SPIRAEA BUNALDA 'ANTHONY WATER'	ANTHONY WATERER SPIRAEA	•2' ht BR
M	18	CORNUS ALBA SIBIRICA	SIBERIAN DOGWOOD	•36' ht B & B
N	12	JUNIPERUS CHINENSIS 'KETELEERI'	KETELEER JUNIPER	•30' ht B & B
O	12	TAXUS MEDIA HICKSII	HICKS YEW	•4' ht B & B
P	5	PINUS NIGRA	AUSTRIAN PINE	•3' ht BR
Q	12	ACER GINNALA	AMUR MAPLE	•15' ht potted
R	18	EUONYMUS FORTUNEI 'EMERALD GAIETY'	EMERALD GAIETY EUONYMUS	2 year old
S	15	PARTHENOCESSUS QUINQUEFOLIA	ENGELMANNII	•15' ht potted
		ENGELMANN'S VIRGINIA CREEPER		



NOTE:  
PLANTING SPECIFICATION (SEE TABLE 9.6)  
PLANTING METHODS (SEE FIGURE 9.3)

TITLE	SCALE
APPLICANT	
LOCATION	
DATE	
TYPICAL LANDSCAPE PLAN	