



## **SITE PLAN APPLICATION CHECKLIST**

- ☐ Site Plan Application Fee (\$805.00) or Amendment Fee (\$270.00)  
(whichever is applicable to this application)
- ☐ Engineering Review Fee (\$270.00), plus all costs incurred for internal staff and 3<sup>rd</sup> Party Engineering review and inspection (to be invoiced to applicant)
- ☐ A Complete Site Plan with the following information (see pg. 6 for an example):
  - ☐ Property dimensions and street lines (abutting streets should be named);
  - ☐ Total area of the property;
  - ☐ Location, dimensions and size (number of units, storeys, floor area, etc.) of all existing and proposed main and accessory buildings and structures;
  - ☐ Location and site of any open storage areas, if applicable;
  - ☐ Dimensions of front, side and rear yards;
  - ☐ Landscaping and other natural or man-made features (easements, railways, pipelines, watercourses, fences and elevations, etc.) if applicable;
  - ☐ Location and site of all parking areas as well as dimensions and number of parking spaces, including all barrier-free parking
  - ☐ Laneways, off-street parking and loading facilities and access thereto including the dimensions of spaces and aisles and surface treatment;
  - ☐ If required, road widenings and facilities to provide access to and from the land such as access ramps and curbing, and traffic direction signs;
  - ☐ Walkways, and walkway ramps, including surfacing thereof, and all other means of pedestrian access;
  - ☐ If required, facilities for the lighting, including floodlighting, of the land or of any buildings or structures;
  - ☐ If applicable, vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
  - ☐ 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;
  - ☐ Building Matrix
  - ☐ Scale of site plan and north symbol



## SITE PLAN APPROVAL APPLICATION FORM

**This Application is for:**☐ Site Plan Application (Full)☐ Amendment to an Approved Site Plan**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><u>Proposed Development of Property</u></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.		
<p>Is the subject land presently the subject of an application for consent, minor variance, zoning by-law or official plan application?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      If yes, please note the application number and status.</p>		

Has the subject land ever been the subject of a previous application under the Planning Act?				
	YES	NO	UNKNOWN	FILE NO. (IF KNOWN)
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Draft Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Draft Plan of Condominium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Severance/Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Plan Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Will the project require new or improved municipal servicing (water/sewer connections, street access)?

☐ Yes      ☐ No      If yes, please describe below.

Reminder: Attach a site plan drawing showing items listed in section 4.0

**MUNICIPAL COSTS**

Please be advised that the municipality may incur expenses associated with obtaining outside legal/ engineering/planning review/assistance from its consultants, relating to the application. Any expenses that the municipality incurs in this regard will be forwarded to the applicant, for payment.

I, \_\_\_\_\_, (the applicant) acknowledge that I will pay all legal/engineering/planning expenses the municipality incurs as outlined above.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**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 Landowner

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

Date

\_\_\_\_\_  
Signature of Registered Landowner

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

Date

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

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

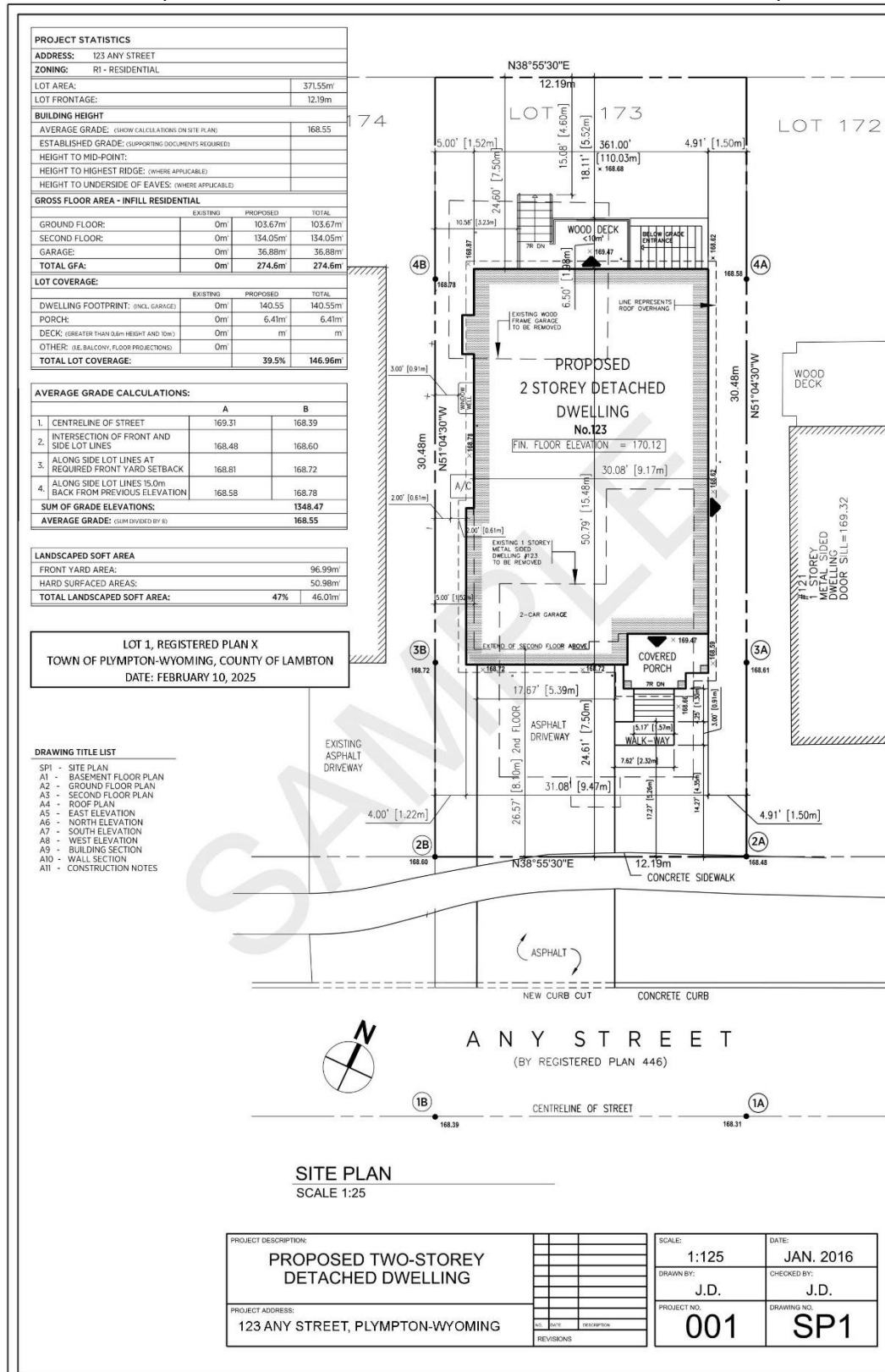
**Office Use Only**

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

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

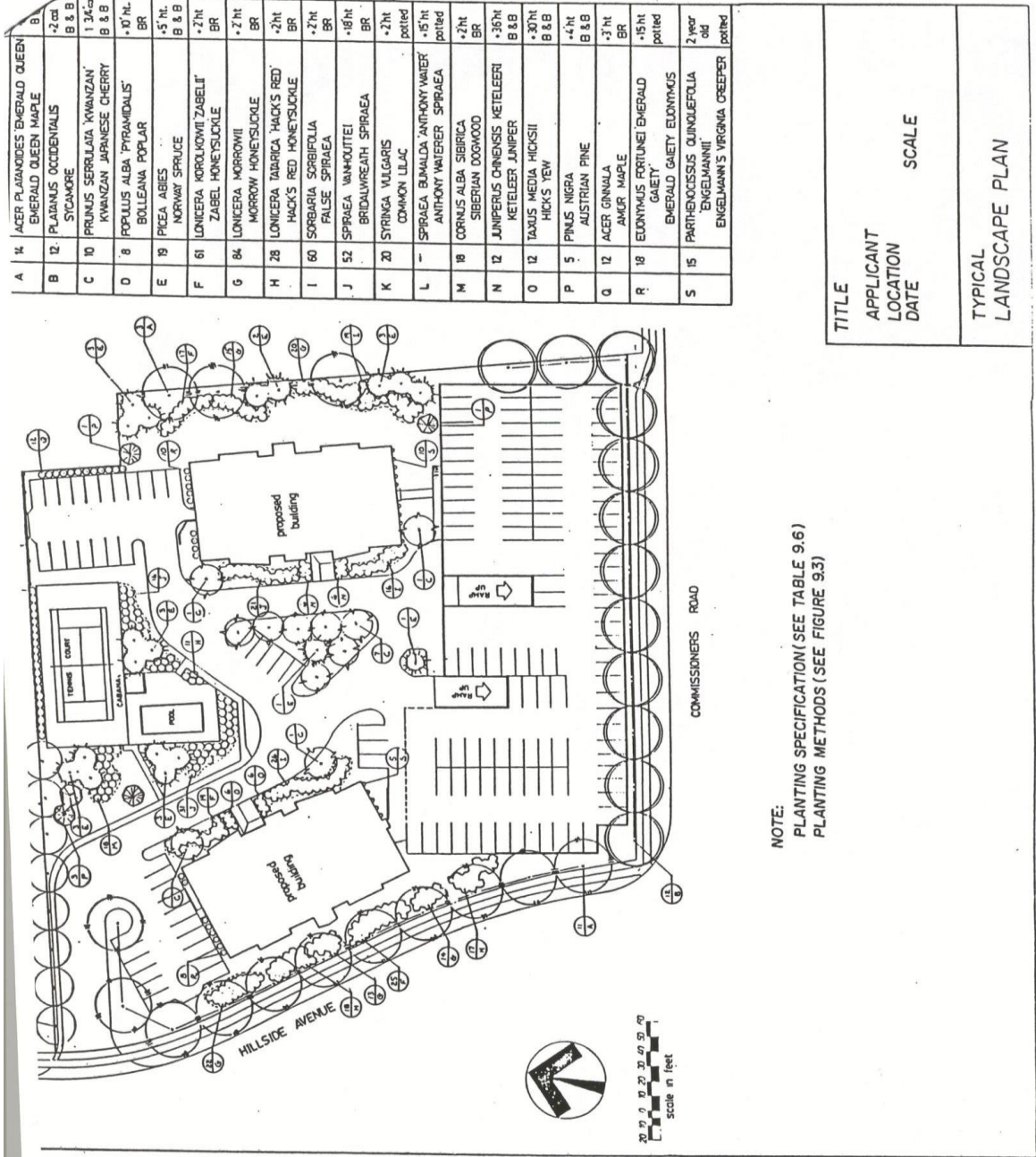
# SAMPLE SITE PLAN

## (REQUIRED FOR ALL SITE PLAN APPLICATIONS)



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

**FIGURE 9.1**



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

TITLE	SCALE
APPLICANT	
LOCATION	
DATE	
TYPICAL LANDSCAPE PLAN	



# **SAMPLE LIGHTING PLAN** (REQUIRED FOR ALL SITE PLAN APPLICATIONS)

### 1. VOLTAGE LEGEND

SYMBOL	DESCRIPTION	NOTES	LOCATION	TYPE
	120V AC	120V AC	120V AC	1
	240V AC	240V AC	240V AC	2
	480V AC	480V AC	480V AC	3
	600V AC	600V AC	600V AC	4
	800V AC	800V AC	800V AC	5
	1000V AC	1000V AC	1000V AC	6
	1200V AC	1200V AC	1200V AC	7
	1500V AC	1500V AC	1500V AC	8
	2000V AC	2000V AC	2000V AC	9
	2500V AC	2500V AC	2500V AC	10
	3000V AC	3000V AC	3000V AC	11
	3500V AC	3500V AC	3500V AC	12
	4000V AC	4000V AC	4000V AC	13
	4500V AC	4500V AC	4500V AC	14
	5000V AC	5000V AC	5000V AC	15
	5500V AC	5500V AC	5500V AC	16
	6000V AC	6000V AC	6000V AC	17
	6500V AC	6500V AC	6500V AC	18
	7000V AC	7000V AC	7000V AC	19
	7500V AC	7500V AC	7500V AC	20
	8000V AC	8000V AC	8000V AC	21
	8500V AC	8500V AC	8500V AC	22
	9000V AC	9000V AC	9000V AC	23
	9500V AC	9500V AC	9500V AC	24
	10000V AC	10000V AC	10000V AC	25

### 2. GENERAL LIGHTING NOTES

1. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
2. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
3. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
4. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
5. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
6. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
7. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
8. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
9. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
10. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
11. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
12. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
13. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
14. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
15. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
16. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
17. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
18. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
19. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
20. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
21. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
22. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
23. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
24. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.
25. ALL LIGHTING SHALL BE PROVIDED BY THE OWNER.

### 3. SPECIFICATION KEY

SYMBOL	DESCRIPTION	NOTES
	120V AC	120V AC
	240V AC	240V AC
	480V AC	480V AC
	600V AC	600V AC
	800V AC	800V AC
	1000V AC	1000V AC
	1200V AC	1200V AC
	1500V AC	1500V AC
	2000V AC	2000V AC
	2500V AC	2500V AC
	3000V AC	3000V AC
	3500V AC	3500V AC
	4000V AC	4000V AC
	4500V AC	4500V AC
	5000V AC	5000V AC
	5500V AC	5500V AC
	6000V AC	6000V AC
	6500V AC	6500V AC
	7000V AC	7000V AC
	7500V AC	7500V AC
	8000V AC	8000V AC
	8500V AC	8500V AC
	9000V AC	9000V AC
	9500V AC	9500V AC
	10000V AC	10000V AC

### 4. TRANSMISSION LINE AND CABLE

ALL TRANSMISSION LINES AND CABLES SHALL BE PROVIDED BY THE OWNER.

### 5. LIGHTING CABLES

ALL LIGHTING CABLES SHALL BE PROVIDED BY THE OWNER.

### 6. TRANSFORMER KEY

ALL TRANSFORMERS SHALL BE PROVIDED BY THE OWNER.

### 7. LIGHTING CABLES

ALL LIGHTING CABLES SHALL BE PROVIDED BY THE OWNER.

### 5. SCALE

0 2 4 8

1" = 20'

### 6. PROJECT INFORMATION

PROJECT: PERSON A  
123 ANY STREET  
PLYMPTON-WYOMING, ON

DATE: 12/1/2023

DESIGNER: LL.1

CLIENT: PERSON A

LOCATION: 123 ANY STREET, PLYMPTON-WYOMING, ON