



## **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<br>%        | sq m<br>%       |
| Landscape Area (min)   | sq m<br>%        | sq m<br>%       |
| 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

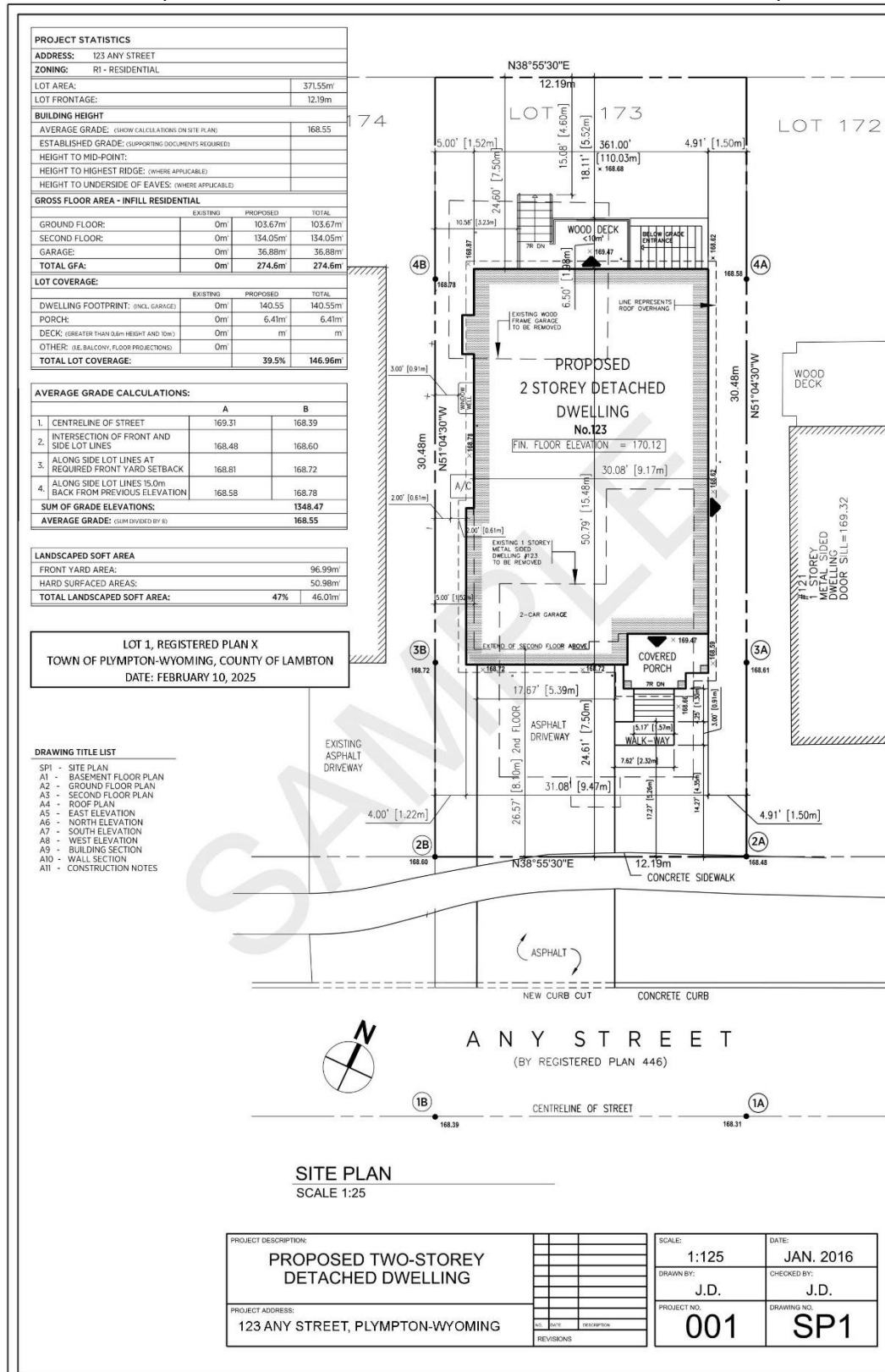
**Office Use Only**

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

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

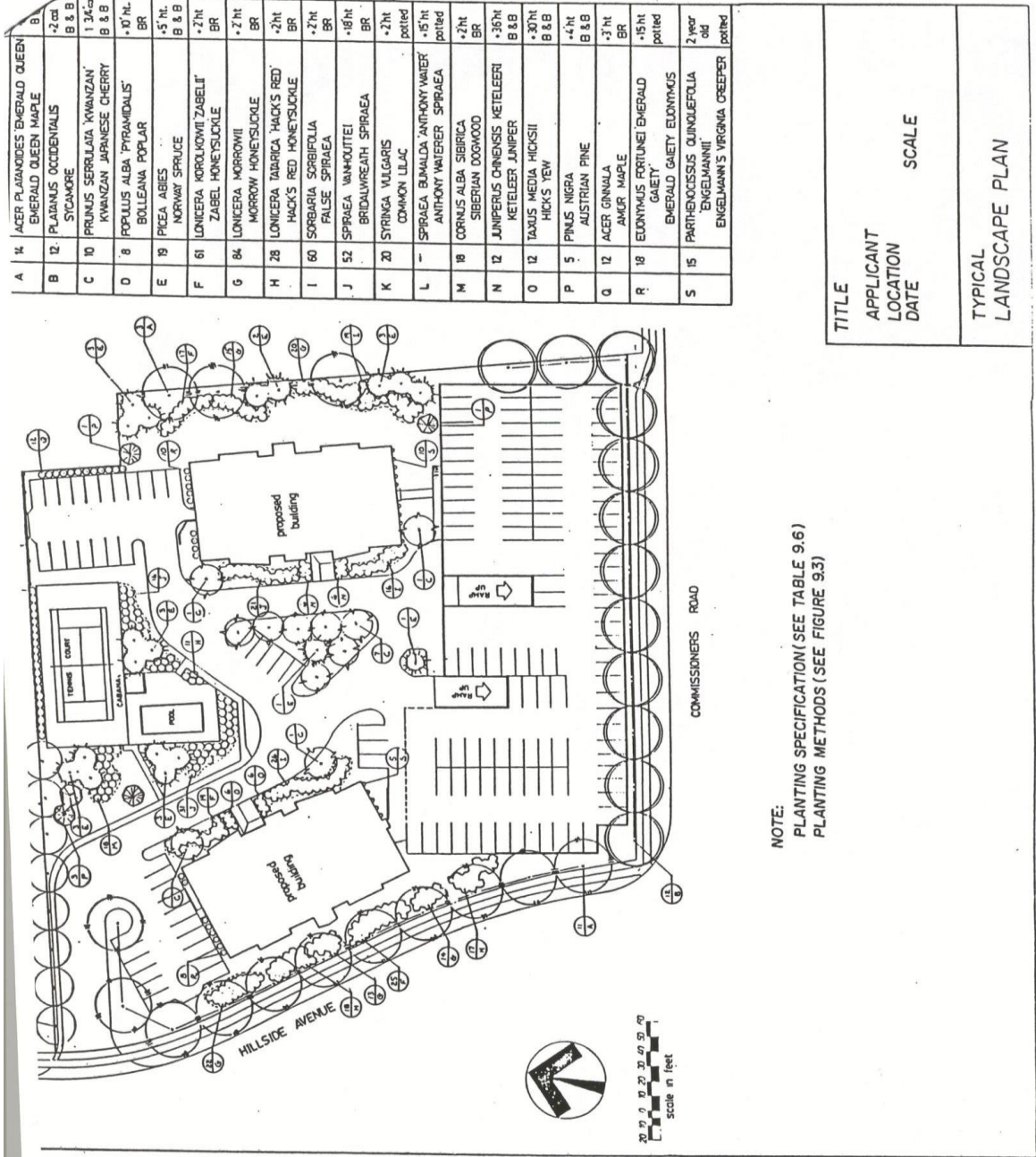
# SAMPLE SITE PLAN

## (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                  |
| APPLICANT              |
| LOCATION               |
| DATE                   |
| SCALE                  |
| TYPICAL LANDSCAPE PLAN |



(REQUIRED FOR ALL SITE PLAN APPLICATIONS)

