



## **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 98 of 2003 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 Site plans are approved at the staff level and once approved, a site plan agreement is prepared for signature between all parties. At the time of signing the applicant is required to provide a security deposit to be paid via a letter of credit or a certified cheque. The site plan agreement must be registered on the title of the property at the applicant's sole cost prior to any building permits 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 Department 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 \$805.00 for the Site Plan Application or \$270.00 for an Amendment to an existing approved Site Plan, and \$270.00 for the Engineering Review Fee.
- 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 via cash, debit, cheque or money order made 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 curbing, 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 wastewater from the land and from any buildings or structures thereon.
  - m) Scale of site plan and north symbol.
  - n) Engineer/Architect's professional seal.
- 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 Planning Staff.
- 5.3** Following official receipt of a complete application, the Town will circulate the application and plans to staff members and third party agencies in order to obtain information and recommendations. Once circulation is completed and comments 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 between the applicant and municipal staff. Staff members may identify concerns and request that the applicant modify the site plan to address these matters.

#### **5.5 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. The process for finalizing the agreement is as follows:

- Municipal staff will prepare a draft site plan agreement to be reviewed by the applicant.
- At the time of signing the agreement, the applicant is required to provide a security deposit. This deposit can be paid by either a letter of credit or a certified cheque.
- Once the parties agree to the terms of the agreement, and the agreement is executed, the applicant will be required to register the signed agreement on title for the subject lands at the applicant's sole cost. The applicant's solicitor will be responsible for registering the agreement.
- Legal proof of registration must be submitted to the Planning Technician.

#### **5.6 Appeals to the Ontario Land Tribunal**

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 Land Tribunal. Such appeals are filed directly with the Clerk 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 Technician

546 Niagara Street, P.O. Box 250

Wyoming, ON N0N 1T0

[DGould-Brown@plympton-wyoming.ca](mailto:DGould-Brown@plympton-wyoming.ca)



## SITE PLAN APPLICATION CHECKLIST

- ☐ Site Plan Application Fee (\$830.00) or Amendment Fee (\$280.00)  
(whichever is applicable to this application)
- ☐ Engineering Review Fee (\$280.00), 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 Drawing with the following information (see pg. 7 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 wastewater from the land and from any buildings or structures thereon
  - ☐ Building Matrix
  - ☐ Scale of site plan and north symbol
  - ☐ Engineer/Architect's professional seal



## SITE PLAN APPROVAL APPLICATION FORM

**This Application is for:**☐ Site Plan Application (Full)☐ Amendment to an Approved Site Plan**Owner Information:**

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

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

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

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

**Name and address of Applicant/Agent (if different from above):**

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

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

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

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

**Names of any encumbrancers:**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Description/Purpose of Site Plan Application:**Description/Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 Site Plan Checklist

**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

*\*Please note the applicant is also responsible for registering completed site plan agreements on title for the property, and all associated costs*

*\*\*Upon entering into the Site Plan Agreement the applicant is responsible for providing any required deposits/financial securities, securities are based upon projected cost estimates for the project*



Only to be completed if the applicant is an agent authorized by the property owner,  
not the property owner themselves

## AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize \_\_\_\_\_ to be the applicant in the submission of this application.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of witness\*

\_\_\_\_\_  
Date

\*must be a third party with no interest in the application

*To be completed in front of a Commissioner of Oaths*

## DECLARATION OF APPLICANT

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the  
\_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

All the statements contained in this application and provided by me are true and I 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.

DECLARED before me at the \_\_\_\_\_ in the  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Signature and Stamp of Commissioner

\_\_\_\_\_ I approve of staff attending my property to review and  
assess this application as submitted. (Please initial if affirmative)

### Office Use Only

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

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

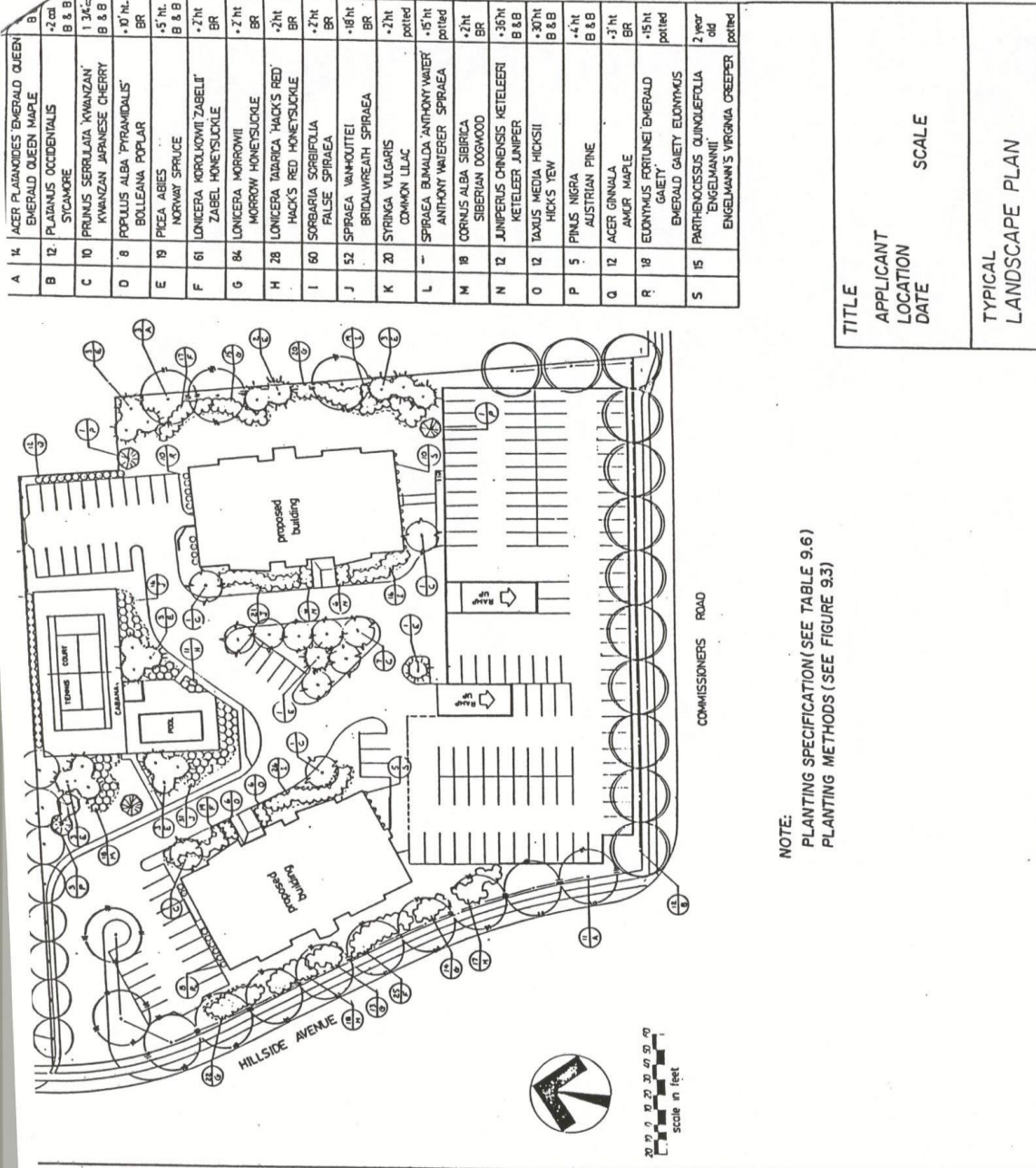
(REQUIRED FOR ALL SITE PLAN APPLICATIONS)

PROJECT DESCRIPTION:				SCALE:		DATE:	
PROPOSED TWO-STOREY DETACHED DWELLING				1:125		JAN. 2016	
				DRAWN BY:		CHECKED BY:	
				J.D.		J.D.	
				PROJECT NO.		DRAWING NO.	
				001		SP1	
PROJECT ADDRESS:							
123 ANY STREET, PLYMPTON-WYOMING		No. DATE: INFORMATION					
		REVISIONS					

# SAMPLE LANDSCAPING PLAN

(REQUIRED FOR LARGE SCALE SITE PLANS)

FIGURE 9.1



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

