



# Instructions for Site Plan Approval Application

**PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE**

## BACKGROUND INFORMATION

This process pertains to an application for site plan approval pursuant to Section 41 of the Planning Act. Prior to the Township processing the application, it is required that a copy of the attached application form be completed including three (3) copies of the site plan submission package detailing the requirements of Section 15 of this application and the processing fee of \$3000. Please also note that the Township requires an electronic submission of all drawings that form part of the application.

Please note:

- The application must be completed in metric units.
- The site plan must be prepared by a qualified professional such as a civil engineer, architect, landscape architect or land surveyor.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information, studies and/or reports may be required by the Township prior to approval being granted. The Township reserves the right to determine what information is necessary in order to properly process an application.
- Applicants are responsible for the Township's costs in reviewing the plans and developing the site plan agreement (i.e. all engineering and solicitor's fees incurred by the Township will be invoiced to the applicant).

## APPLICATION SUBMISSION

Please submit the application, sketch and fee to:

Township of Adelaide Metcalfe  
2340 Egremont Drive  
Strathroy, ON  
N7G 3H6

Erin Besch  
Planner  
519.434.7321, ext. 2352  
[ebesch@middlesex.ca](mailto:ebesch@middlesex.ca)

<b>APPLICATION PROCESS</b>	
<b>Step 1</b>	<b>Consult with Staff:</b> Applicants are encouraged to meet with Staff prior to submitting an application. Please contact the Planner.
<b>Step 2</b>	<b>Application submission:</b> Complete the attached application form and include the required site plan drawings and processing fee.
<b>Step 3</b>	<b>Complete application accepted:</b> The file is opened and timelines for processing are established.
<b>Step 4</b>	<b>Application Circulation:</b> The application is circulated to agencies and township departments for review and comment.
<b>Step 5</b>	<b>Evaluation:</b> Staff undertakes an evaluation of the application using the relevant planning documents. A site plan agreement is also prepared which stipulates the terms of the development of the subject land. The applicant is advised of any recommended changes.
<b>Step 6</b>	<b>Consideration before Township Council:</b> Upon the completion of satisfactory site plan drawings and associated site plan agreement, the implementing by-law is forwarded to Township Council for consideration of approval.
<b>Step 7</b>	<b>Agreement Registration:</b> Once you have signed the site plan agreement, your solicitor is required to register the agreement against the title of the subject land.
<b>Step 8</b>	<b>Building Permit:</b> Upon receipt of written confirmation of the registration of the agreement, the Building Department will be in a position to issue a building permit to commence the proposal, pending the approval of building plans and the payment of various fees; including but not limited to site plan security, development charges and building permit fees.

## **APPEAL TO THE ONTARIO LAND TRIBUNAL**

The applicant has the right to appeal Council's decision to the Ontario Land Tribunal (OLT) if the Township fails to approve the Site Plan within 30 days after being submitted or if the Township has imposed a Site Plan requirement that the applicant finds unreasonable. The appeal must be filed with the Clerk of the Township. An appeal to the OLT must be accompanied by the prescribed fee and submission of the required form downloadable from the OLT's website. If an appeal is received, the OLT will arrange for a hearing, which currently may take up to six months to schedule. The decision of the OLT is considered final.

There are no third-party appeal rights in respect of site plan approval.



For Office Use Only	
Date Received:	
File Number:	

## Site Plan Approval Application

Pursuant to Section 40 the Planning Act

<b>1. Applicant information</b>	
<b>Registered owner(s) of the subject land</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
<b>Authorized agent (authorized by the owner to file the application, if applicable)</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
<b>2. Current Official Plan land use designation:</b>	
<b>3. Current Zoning:</b>	
<b>4. Description of subject land</b>	
Geographic Township:	Lot(s)/Concession:
Registered Plan:	Lot(s):
Reference Plan:	Part(s):
Street Address:	Municipal Roll Number:

<b>5. Are there any easements or restrictive covenants affecting the subject land?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide a description of each easement or covenant and its effect?		

<b>6. Dimensions of subject land (in metric units)</b>			
Frontage:	Depth:	Area:	
<b>7. Please indicate whether there are any buildings or structures on the subject land?</b>			No <input type="checkbox"/>
If yes, please indicate the type of buildings and structures that currently exist on the subject land, the existing use, and whether the building or structure is to be retained or removed:			Yes <input type="checkbox"/>
Type of Building/Structure	Existing Uses	Retained	Removed
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

<b>8. Please indicate the type of buildings and structures that are being proposed (including additions to existing buildings or structures) and the proposed use?</b>	
Type of Building/Structure	Proposed Use

<b>9. Access to subject land (please provide information for only those that apply to this property)</b>	
Provincial Highway:	County Road:
Municipal Road:	Other Public Road:
Right of Way:	Water:

<b>10. Water Supply:</b> Water supply will be provided via?			
<input type="checkbox"/>	publicly owned and operated piped water system	<input type="checkbox"/>	lake or other water body
<input type="checkbox"/>	privately owned well or communal well	<input type="checkbox"/>	other (please specify) _____
<b>11. Sewage Disposal:</b> Sewage disposal will be provided via?			
<input type="checkbox"/>	publicly owned and operated sanitary sewage system	<input type="checkbox"/>	privy
<input type="checkbox"/>	privately owned individual or communal septic system	<input type="checkbox"/>	other (please specify) _____
<b>12. Storm Drainage:</b> Storm drainage will be provided via?			
<input type="checkbox"/>	storm sewers	<input type="checkbox"/>	swales
<input type="checkbox"/>	municipal drainage ditches	<input type="checkbox"/>	other (please specify) _____
<b>13. Is the subject land the subject of:</b>			
An application for an amendment to the Official Plan under the <i>Planning Act</i> ?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, provide the following: File No. _____ Status _____			
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, provide the following: File No. _____ Status _____			
A Minister's zoning order under the <i>Planning Act</i> ?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, provide the following: Reg. No. _____ Status _____			
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, provide the following: File No. _____ Status _____			
An application for an application for Consent under the <i>Planning Act</i> ?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, provide the following: File No. _____ Status _____			
An application for an application for Minor Variance under the <i>Planning Act</i> ?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, provide the following: File No. _____ Status _____			

**14. This application must be accompanied by three (3) hardcopies and one (1) digital copy of the complete site plan submission package. Failure to supply this information will result in a delay in processing the application. The site plan shall contain the following information:**

- a. Property dimensions and abutting roads;**
- b. Existing buildings and structures including dimensions and distance to property lines;**
- c. Proposed buildings and structures including dimensions and distance to property lines;**
- d. Signs, garbage storage areas/enclosures including dimensions;**
- e. Existing and final grades and storm drainage provisions;**
- f. Any easements or rights-of-way on the lands;**
- g. Significant physical feature on the lands or abutting the lands (e.g. watercourse, municipal drain, woodlot);**
- h. Location, dimensions and surfacing of any existing or proposed driveways and their width at the property line;**
- i. Location, dimensions and surfacing of any parking spaces, loading spaces and internal driveways;**
- j. Name, location and width of public roads abutting the lands and the status of the road (e.g. unopened road allowance, public traveled road);**
- k. Landscaping and buffering; and**
- l. Other information considered appropriate.**

**STATUTORY DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name) (Name of City, Town, Township, Municipality, etc.)

in the \_\_\_\_\_  
(Name of County, Region or District)

**SOLEMNLY DECLARE THAT**

The information provided in this application is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Applicant or Authorized Agent\*

**\* Please complete the authorization for an agent to act on behalf of the owner of the subject land.**

**AGENT AUTHORIZATION**

I, \_\_\_\_\_, being the owner of the property described in Section 1 of  
(Name)

this application for Site Plan Approval, hereby authorize \_\_\_\_\_  
(Agent)

to act as my agent in matters related to this application for Site Plan Approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Owner