



# Application for Site Plan Approval

DATE RECEIVED \_\_\_\_\_

Property Roll Number \_\_\_\_\_

Fees Received: \_\_\_\_\_

### Completeness of the Application

The information in this form **must** be provided by the applicant with the appropriate fee. If the information and fee are not provided, the application will be returned or refused for further consideration until the information and fee have been provided.

#### SUMMARY OF FEES

**SECURITY DEPOSIT: Costs will be invoiced as received (plus a 10% Administration charge) and are required to be paid in full and will not be drawn from the security deposit.**

Minor Site Plan Application & Amendments:

Fee: \$ 250

**SECURITY Deposit:** \$1,750

Major Site Plan Application Amendment:

Fee: \$ 500

**SECURITY Deposit:** \$3,500

Entrance Letter: \$ 50 (as required)

### Submission of the Application

- One application form
- Application Fee**
- Site Plan (with engineering drawings as required)
- Measurements are to be in metric units.
- Affidavit signed in front of a commissioner
- Agent Authorization
- Pre-consultation with NVCA
- Pre-consultation with NEC
- Pre-consultation with Road authority

### Please Print and Complete or ((X)) Appropriate Boxes

<b>1. Applicant and Ownership Information</b>			
1.1	Name of Applicant	Home Telephone No.	Business Telephone No.
	Address		Postal Code
	Email		
1.2	Name of Legal Owner(s), If different from the applicant an owner's authorization is required in Section 7.1, if the applicant is not the owner.		
	Address	Home Telephone No.	Business Telephone No.
1.3	Name of the person who is to be contacted about the application, if different than the applicant (this may be a person or firm acting on behalf of the applicant).		
	Name of Contact Person	Home Telephone No.	Business Telephone No.

Address	Postal code	Fax No.
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1.4 Any Mortgages, Charges, or other encumbrances in respect of the subject land:

Name	Address
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Telephone	Fax	Email
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1.5 Consulting Firm

Name	Address
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Telephone	Fax	Email
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**5. Land Use**

5.1 Date property acquired  Unknown

5.2 Existing Use	5.3 Proposed Use
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5.4 Existing and Proposed buildings and structures (complete chart for each existing and proposed building or structure)

Type of building or structure		Setbacks (m)				Height (m)	Dimensions (m x m)	Area (m2)	Date of Construction or proposed construction	Time use has continued (for existing buildings and structures)
		Front	Rear	Side	Side					
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									

5.5 Environmental

<b>Water</b> <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Municipal Well	<b>Sewage Disposal</b> <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal System <input type="checkbox"/> Other: _____	<b>Storm Drainage</b> <input type="checkbox"/> Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Others: _____	<b>Tile Drainage</b> <input type="checkbox"/> no <input type="checkbox"/> yes, please mark on site plan location of tile runs	<b>Biosolids</b> <input type="checkbox"/> no <input type="checkbox"/> yes, please mark on site plan location and timing of applications
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**Does the proposed development produce greater than 4500 litres of effluent per day?**  yes  no

If yes, attach a servicing options report and hydro geological report.

**5.6 Agriculture**

**Are lands part of a Nutrient Management Plan?**

no  yes, please provide plan number \_\_\_\_\_ and date approved by OMAFRA \_\_\_\_\_

**Are there any livestock facilities within 500 metres of the subject lands?**  no  yes

If yes, provide a Farm Data Sheet completed by each livestock facility owner for each of the livestock facilities.

5.7 Statement of Requirements: Please complete the following chart	Zone Requirements: (Office Use)
Lot Area (hectares)	
Frontage (m)	
Front Yard (distance between front lot line and building or structure)(m)	
Rear Yard (m)	

Interior Side Yard (m)		
Exterior Side Yard (m)		
Height (m)		
Lot Coverage (building footprint as % lot area)		
Dwelling Size (m2)		
Landscaping (% of lot area)		

## 6. Other Information

9.1 Any other information that may be useful to the Council or other agencies in reviewing this application, ie. health department, conservation authorities, etc.

Please provide any correspondence relating to the application from the following agencies:

- Niagara Escarpment Commission
- Nottawasaga Valley Conservation Authority
- County of Dufferin Building Department (including septic information)
- Road Entrance information (County of Dufferin and/or Township of Mulmur Public Works)

## 7. Sketch

The application shall be accompanied by a site plan/drawings showing the following: **(Please Use Metric Units)**

- Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines; also indicate proposed building envelope, proposed septic and well location if applicable.
- Drawings showing plan, elevation and cross-section views for each building erected, which drawings are sufficient to display,
- the massing and conceptual design of the proposed building;
- the relationship of the proposed building to adjacent buildings, streets and exterior areas to which member of the public have access;
- matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design, if an official plan and a by-law passed that both contain provisions relating to such matters are in effect in the municipality;
- the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if an official plan and a by-law passed are in effect in the municipality;
- facilities designed to have regard for accessibility for persons with disabilities;
- loading spaces and parking areas, pedestrian walkways and traffic signage.
- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land,
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way, or driveway; -road widening;(if any)
- The location and dimensions, where applicable, of any access ramps, parking spaces, curbing and traffic direction signs, off-street vehicular loading and parking facilities, and emergency access ways;
- The location and nature of any easement affecting the subject land.
- Walkways and walkway ramps and all pedestrian access ways.
- Facilities for the lighting, including floodlighting of the lands or of any buildings thereon.
- Existing and proposed walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- Enclosures for the storage of garbage and other waste materials.
- Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface a wastewater from the lands and from any buildings or structures thereon.
- The current uses on land that is adjacent to the subject land.

Please complete the declaration, authorization and acknowledgement form.

# **AUTHORIZATION, DECLARATIONS AND ACKNOWLEDGEMENTS**

## **IN THE MATTER OF A PLANNING APPLICATION FOR:**

- Official Plan Amendment
- Zoning By-law Amendment
- Consent to Sever
- Plan of Subdivision/Condominium
- Other \_\_\_\_\_

## **OWNERS AUTHORIZATION**

I, \_\_\_\_\_, am the owner of the lands subject to this application hereby agree to the following:

1. Township staff or their representatives are authorized to enter my property for the purposes of evaluating this application.
2. I acknowledge and agree to pay all costs associated with the processing and evaluation of this application, including any peer reviews and consulting fees. These costs may be deducted from the deposit or invoiced directly, at the discretion of the Township. Should this application be appealed to the OMB, I am aware that I will be responsible and agree to pay all fees related to the OMB process.
3. For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application, and further I authorize my agent for this application to provide any of my personal information that will be included in this application or collected during the processing of this application.
4. I authorized \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_ Date Signature of Owner

## **SWORN DECLARATION OF APPLICANT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

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

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_ Commissioner of Oaths Applicant