

March 2006

**APPLICATION
for
SITE PLAN APPROVAL**

PLANNING ACT, R.S.O., 1990

1. COMPLETION OF THE APPLICATION

The application must be completed in its entirety. Measurements shall be in metric. Failure to file a completed and accurate application may result in the application being returned to the applicant or delay in processing the application.

2. FILING THE APPLICATION

The duly signed and completed application along with 8 copies of the site plan shall be filed with the Clerk (at the Municipal Building) along with a copy of the deed or reference plan (survey) and a fee of \$1,500.00 payable in cash or by cheque to the CORPORATION of the MUNICIPALITY OF SOUTHWEST MIDDLESEX as set out in By-law No. 2008/039.

3. SUBMISSION OF PLANS

The site plan must be an accurate, legible, scaled drawing professionally prepared. To comply with Registry Office regulations, the final size of the site plan shall be not greater than 21.6 cm x 35.6 cm (8 1/2" x 14"). The plan should be prepared and submitted at a larger scale and photographically or by other means reduced to the above size. Details shall be legible on the reduced version of the plan. The date of preparation and the date of any revisions shall be shown on the plan. The plan must contain the following information:

- a) property dimensions and abutting roads;
- b) existing buildings and structures (to be retained) and their dimensions;
- c) proposed buildings and structures (including signs, garbage storage areas) and their dimensions;
- d) existing and final grades and storm drainage provisions;
- e) distance of all buildings and structures to property lines;
- f) any easements or rights-of-way on the lands;
- g) significant physical features on or abutting the lands (e.g. watercourses, municipal drains, wood lots, rail lines);
- h) location of any existing or proposed entrance driveways and their width at the property line;
- i) location, surfacing and number of any parking spaces and loading spaces and their dimensions;
- j) name, location and width of any public roads abutting the lands and the status of the road (eg. unopened road allowance, public travelled road);
- k) landscaping and buffering;
- l) other information considered appropriate by the applicant.

4. **AGREEMENT & SECURITY**

The Planning Act provides for the registration of a site plan agreement (between the owner and the Municipality) against the land to which it applies, thereby making it binding on subsequent owners.

To encourage and expedite compliance with the terms of the agreement, the owner is generally required to provide the municipality with security in the form of a letter of credit, or similar legal tender prior to the execution of the agreement. The amount of security will be specified in the agreement and is understood to cover a portion of the costs of the facilities, works and improvements specified in the agreement.

5. **APPEAL**

In the event the Municipality fails to approve the plans submitted within thirty days of their submission for approval, the owner may lodge an appeal to the Ontario Municipal Board. The owner may also lodge an appeal if dissatisfied with the works or facilities required, or any of the terms of the agreement. A hearing of the Board will be convened for the purposes of determining and resolving these issues.

6. **APPLICATION OF OTHER BY-LAWS, REGULATIONS AND LEGISLATION**

The applicant (or authorized agent) should be aware, or make himself aware, of other by-laws, regulations and legislation which may have a bearing on the approval being requested or the development being proposed. Accordingly, acceptance of the application by the Municipality, along with the required application fee, shall not be construed as relieving the applicant from the obligation to comply with the requirements of the Ontario Building Code or any other by-law of the Municipality, or the obligation to obtain any licence, permit, authority or approval required by the Municipality or any other public authority or body.

MUNICIPALITY OF SOUTHWEST MIDDLESEX
153 McKellar Street
Glencoe, Ontario
N0L 1M0
Phone: (519) 287-2015
Fax: (519) 287-2359

APPLICATION for
SITE PLAN APPROVAL

Application No. _____

1. **Registered Owner of Lands**

- a) Name _____
- b) Mailing Address _____
- c) Telephone/Fax/Email _____

A copy of the deed shall be submitted along with the application)

2. **Applicant (if different from owner)**

- a) Name _____
- b) Mailing Address _____
- c) Telephone/Fax/E-mail _____

3. **Planner/Solicitor/Agent**

- a) Name _____
- b) Mailing Address _____
- c) Telephone/Fax/E-mail _____

4. **Communication**

To whom should all communication be directed? (check only one)

- a) Owner _____
- b) Applicant _____
- c) Planner/Solicitor/Agent _____

List the names and addresses, where applicable, of any mortgages, charges or other encumbrances in respect of the subject land.

5. **Location of Land**

- a) Lot No. _____ Concession No. _____
- b) Lot No. _____ Registered Plan No. _____
- c) Part No. _____ Reference Plan No. _____
- d) Street No. and Address _____

6. **Description of Lands**

- a) Frontage _____
- b) Area _____
- c) Topography _____
- d) Soil Characteristics _____
- e) Vegetation _____

7. **Existing Use(s) of Lands and Length of Time Existing**

Uses(s) have Continued

8. **Existing Buildings and Structures and Date of Construction**

9. **Proposed Use of Lands**

10. **Proposed Buildings and Structures**

11. **Use of Adjacent Lands**

north: _____
south: _____
east: _____
west: _____

12. **Method of Water Supply**

- a) municipal water supply _____ c) communal system _____
b) on-site well _____ d) other (specify) _____

Is the method of water supply existing ____ or proposed ____?

If a communal well system is proposed, include letter of authorization from the owner confirming availability for the proposed use.

13. **Method of Sewage Disposal**

- a) municipal sanitary sewage system _____
b) on-site system _____
c) other (specify) _____

Is the method of sewage disposal existing ____ or proposed ____?

If b) or c) have you applied for a permit from the authority having jurisdiction?

Yes _____ No _____

14. **Method of Storm Drainage**

- a) municipal storm sewers _____ c) swales _____
b) ditches _____ d) other (specify) _____

Is the method of storm drainage existing ____ or proposed ____?

15. **Access** (indicate name(s))

- a) County Road: _____
b) Local Street: _____
c) Private Road (describe): _____

