



# 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 Municipality processing the application, it is required that a copy of the attached application form be completed including the site plan submission package detailing the requirements of the North Middlesex Site Plan Checklist (attached) and an application fee of \$1,500. Please also note that the Municipality 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 Municipality prior to approval being granted. The Municipality reserves the right to determine what information is necessary in order to properly process an application.
- Applicants are responsible for the Municipality's costs in reviewing the plans and developing the site plan agreement (i.e. all engineering and solicitor's fees incurred by the Municipality will be invoiced to the applicant).
- A Security Deposit of \$1,000 is required at time of signing of agreement - to be held by municipality until proof of registration at LRO is provided.

## APPLICATION SUBMISSION

Please submit the application, sketch and fee to:

Municipality of North Middlesex  
229 Parkhill Main Street  
P.O Box 9  
Parkhill, ON  
N0M 2K0

Ashley Sawyer  
Planner  
519.930.1009  
asawyer@middlesex.ca

## APPLICATION PROCESS

|               |  |
|---------------|--|
| <b>Step 1</b> | <b>Consult with Staff:</b> Applicants are strongly encouraged to meet with our planner prior to submitting an application. Failure to pre-consult may result in a delay.   |
| <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>Application received and reviewed for completeness/correctness:</b> The file is opened timelines for processing are established by the Municipality, and according to the <i>Planning Act</i> .   |
| <b>Step 4</b> | <b>Application Circulation:</b> The application is circulated to agencies and municipal 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 Municipal Council:</b> Upon the completion of satisfactory site plan drawings and associated site plan agreement, the implementing by-law is forwarded to Municipal 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 Local Planning Appeal Tribunal (LPAT) if the Municipality fails to approve the Site Plan within 30 days after being submitted or if the Municipality has imposed a Site Plan requirement that the applicant finds unreasonable. The appeal must be filed with the Clerk of the Municipality. An appeal to the LPTA must be accompanied by the prescribed fee and submission of the required form downloadable from the LPAT's website. If an appeal is received, the LPAT will arrange for a hearing, which currently may take up to six months to schedule. The decision of the LPAT 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> | Yes <input type="checkbox"/> | 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:

| 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"/> |

**8. Please indicate the type of buildings and structures that are being proposed (including additions to existing buildings or structures) and the proposed use?**

| Type of Building/Structure | Proposed Use |
|----------------------------|--------------|
|                            |              |
|                            |              |
|                            |              |
|                            |              |

**9. Access to subject land** (please provide information for only those that apply to this property)

|                     |                    |
|---------------------|--------------------|
| Provincial Highway: | County Road:       |
| Municipal Road:     | Other Public Road: |
| Right of Way:       | Water:             |

**10. Water Supply:** 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) _____ |

**11. Sewage Disposal:** 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) _____ |

**12. Storm Drainage:** 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) _____ |

**13. Is the subject land the subject of:**

|   |                               |                             |
|---|-------------------------------|-----------------------------|
| An application for an amendment to the Official Plan under the <i>Planning Act</i> ?<br>*If yes, provide the following: File No. _____ Status _____ | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ?<br>*If yes, provide the following: File No. _____ Status _____ | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |

|   |                               |                             |
|---|-------------------------------|-----------------------------|
| A Minister's zoning order under the <i>Planning Act</i> ?<br>*If yes, provide the following: Reg. No. _____ Status _____                            | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ?<br>*If yes, provide the following: File No. _____ Status _____ | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| An application for an application for Consent under the <i>Planning Act</i> ?<br>*If yes, provide the following: File No. _____ Status _____        | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| An application for an application for Minor Variance under the <i>Planning Act</i> ?<br>*If yes, provide the following: File No. _____ Status _____ | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |

**14. This application must be accompanied by the complete site plan submission package. Failure to supply this information will result in a delay in procession the application. The site plan shall contain the information found on the North Middlesex Site Plan Checklist (attached).**

**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 your application. Any expenses that the Municipality incurs in this regard will be invoiced to you, the owner, for payment.

I, \_\_\_\_\_ (the owner) acknowledge and agree that I will pay all above mentioned costs as a result of my application to the municipality.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

**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

**SITE PLAN DRAWING**  
**REQUIREMENTS CHECKLIST**  
**(To be returned with Application)**

**General Site Plan Requirements:**

**General Page Layout:**

- North arrow and standard metric scale
- Symbol key with legend
- Owner's name, site address and legal property description
- An area on the bottom right of the page for the approvals stamping

**General Site Plan Information:**

- Dimensions of the site provided by a survey
- Location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities and any buildings to be demolished
- Traveled portions of roadways, municipal sidewalks, and access driveways including those of adjacent properties. Label street names
- Parking area layout, pedestrian connections, ramps, loading areas (including minimum dimensions, typical dimensions, curbing and surface material)
- Accessible parking facilities as well as signage. Also consider accessibility in the design of pedestrian facilities (e.g. connections to municipal sidewalks and internal circulation)
- Location, height and type of all proposed fencing
- Location of all existing and proposed poles (including guys), transformers, hydrants on the site and on public lands abutting the site. Include dimensions to trees and buildings for electrical facilities
- All site lighting (attach a light spillage plan, if appropriate)
- Location of snow storage
- Lot coverage percentage and total lot area
- Plans showing the location of all facilities and works to be provided
- Location, size and description of all adjacent buildings located within six metres of the property boundaries
- Property Identification Number (PIN)

**Zoning Information:**

- Site Data Table with zoning information applicable to the property
- Minimum setbacks of structures (buildings, signs, parking) from property lines
- Amenity areas including their functional use (e.g. equipment and furniture that defines the area for recreational use)
- Landscape strips and fencing, if required
- Location and type of enclosure to be used for storage of garbage and other waste material unless waste material is stored within the building (note in Site Data table)
- All existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

**Fire Information**

- Location of closest fire hydrant (identify as existing or proposed)
- Designated fire routes
- State whether or not the building is to be sprinklered
- Location of fire department connections (standpipe/Siamese)

**Building Information**

- Finished floor elevations of buildings
- Maximum dimensions of buildings and minimum distance between buildings
- Location of all building entrances

**Grading and Servicing Plan Requirements:**

**General Information:**

- Symbol key and legend
- Proposed and existing structures and buildings, driveways, parking areas and curbs
- Identify existing services (storm, water, sanitary) and specify if existing services will be used
- Location, size and depth of cover of storm, water and sanitary services

- Invert of storm, sanitary and water laterals at the point of connection
- Type of surfacing (e.g. sod, gravel, asphalt, etc.)
- All existing and proposed manholes, poles (including guy wires), transformers, hydrants on the site and on public lands abutting the site
- Existing and proposed siamese or standpipe connection
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

**Grading**

- Existing and proposed grade elevations (referenced to Benchmark elevation) include relative street grade elevations and grade at property lines
- Direction of surface drainage flow through use of drainage arrows
- If catch basins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catch basin rim elevation
- If storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm
- Swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections)
- Elevations of individual internal driveways where a depressed driveway may exist

**Application Submission Requirements for Maps:**

- One electronic copy in a high resolution PDF format
- Three printed copies full size and folded, minimum
- One legal size printed copy for agreement purposes

**Plus:** any other drawings and reports identified at the pre-consultation meeting as part of the submission.

I have read and understood this information and its requirements

Initial and date \_\_\_\_\_

**Note:** upon approval by the Municipality, the Clerk will stamp and date the final plan

Dated:



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