

APPLICATION FOR SITE PLAN APPROVAL

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 delayed in processing the application.

2. FILING THE APPLICATION

The duly signed and completed application along with four **(4) copies** of the site plan shall be filed with the Municipality along with a copy of the deed or reference plan (survey) and a fee of **\$1,000.00** payable in cash or by cheque to the Corporation of the Municipality of Dutton Dunwich as set out in By-law No. 2015-31.

3. 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 and expedite compliance with the terms of the agreement, the owner may be required to provide the Municipality with security in the amount of \$_____ 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.

4. APPEAL

In the event the Municipality fails to approve the plans submitted within **30 days** of their submission for approval, the owner may lodge an appeal to the Local Planning Appeal Tribunal (LPAT). 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 LPAT will be convened for the purposes of determining and resolving these issues.

5. OTHER REQUIREMENTS

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 license, permit, authority or approval required by the Municipality or any other public authority or body.

6. ADDITIONAL INFORMATION

For additional information/clarification of the procedure which is followed and the requirements for submitting and processing your application, contact the Municipality at:

Municipality of Dutton Dunwich
199 Currie Road
Dutton ON N0L 1J0

Phone: (519) 762 2204

Fax: (519) 762 2278

Email: planning@duttondunwich.on.ca

Application No: _____

Registered Owner of Lands

1. Name
2. Mailing Address
3. Telephone
4. Fax
5. Email
6. Date subject land was acquired by the owner
7. Name and address, if known, of the holder of any mortgage, charge or other encumbrance in respect of the lands

Applicant: (if different from owner)

1. Name
2. Mailing Address
3. Telephone
4. Fax
5. Email

Agent: (if retained)

1. Name
2. Mailing Address
3. Telephone
4. Fax
5. Email

Communication

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

- Owner
- Applicant
- Agent

Location of Lands and Zoning

Lot No:

Concession No:

Lot No:

Registered Plan No:

Part No:

Reference Plan No:

Street Number and Name:

Current designation in Official Plan:

Does the project comply with the Zoning Bylaw Yes No

Description of Lands

1. Frontage (m)
2. Depth (m)
3. Area (ha)

4. Topography
5. Soil Characteristics
6. Vegetation.

Existing Land Use

Existing Use of Lands

Proposed Use of Lands

Proposed Buildings and Structures

Restrictions

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands

Servicing – Road Access

- Provincial
- Municipal Road
- County Road
- Right-of-Way
- Private Road
- New Access Required

Existing use of Adjacent Lands

North

South

East

West

Method of Water Supply

- Public water supply
- Private individual well
- Private communal well
- Lake or other water body
- Other (specify)

Method of Sewage Disposal

- Public sanitary sewage system
- Private individual system
- Private communal system
- Other (specify)

Method of Storm Drains

- Storm sewers
- Swales

- Ditches
- Other (specify)

Access (indicate name)

- County Road
- Municipal Street/Road
- Private Road
- Right-of-Way
- If Municipal Street /Road is the street maintained year round? Yes No

Site Plan

The site plan must be an accurate, legible, scaled drawing professionally prepared. The measurements of the final plan must comply with the requirements of the Registry Office. The plan should be prepared and submitted at a larger scale and photographically or by other means reduced to the size required by the Registry Office. 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 shall contain the following information:

1. property dimensions and abutting roads;
2. existing buildings and structures and their dimensions;
3. proposed buildings and structures;
4. signs, garbage storage areas/enclosures and their dimensions;
5. existing and final grades and storm drainage provisions; distance of all buildings and structures to property lines;
6. any easements or rights-of-way on the lands;
7. significant physical features on or abutting the lands (e.g. watercourses, municipal drains, wood lots, rail lines);
8. location, dimensions and surfacing of any existing or proposed entrance driveways and their width at the property line;
9. location, surfacing and number of any parking spaces and loading spaces and their dimensions;
10. name, location and width of any public roads abutting the lands and the status of the road (e.g. unopened road allowance, public travelled road);
11. landscaping and buffering; and
12. other information considered appropriate.

Declaration

I/We (please print)

am/are the:

Owner(s)

Applicant(s), or

Agent

of (street address)

in the (municipality/town/city)

in the County of,

do solemnly declare:

THAT to the best of my/our knowledge and belief, all the information and statements given in this requested amendment and in all the plans, drawings and exhibits transmitted herewith are true; and

THAT I/We 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, and by virtue of the Canada Evidence Act.

Declared before me at the municipality/town/city of:

In the County of:

this _____ day of _____ 20_____

A Commissioner

Owner(s), Applicant(s) or Authorized Agent

Owner(s), Applicant(s) or Authorized Agent

Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I/We

Am/are the owner of the land that is the subject of this Application for Site Plan Approval, and I/We authorize

to make this application on my/our behalf.

Date:

Signature of Owner:

Date:

Signature of Owner:

FOR OFFICE USE ONLY

1. Date of receipt
2. Checked by
3. Approved for processing – name and date
4. Application fee received
5. Application number
6. Assessment roll number
7. Tax arrears (if any)
8. Outstanding orders (if any)
9. Additional information: