

APPLICATION FOR SITE PLAN APPROVAL

APPLICATION FEE: \$2250 (minor) or \$5125 for an amendment plus \$200 (LTVCA) made payable to the 'Municipality of Dutton Dunwich'.

INSTRUCTIONS

Include the following when submitting this form: deed or offer to purchase, sketch or a recent plan of survey of the subject land, conceptual site plan and any other document or drawings required for the development proposal. Provide as much information as possible, even if conceptual or draft. One hard copy and one PDF copy are required.

Read and complete the form in full, sign and date. Submit this application form, the application fee, and required information, document, and/or drawings to Planning, Municipality of Dutton Dunwich, planning@duttondunwich.on.ca, 199 Currie Road, Dutton, ON, N0L 1J0, 519-762-2204.

APPLICATION PROCESS

Pre-application consultation with the Municipal Planner is mandatory per By-law 2020-31. The Planner will assist you in determining what information and materials will be required in order to deem the application complete.

The application is reviewed to ensure all prescribed and required information and the fee have been submitted. Administration reserves the right to request additional information. Within 30 days of the receipt of the application, the applicant or agent will be notified in writing that the application is deemed incomplete or complete.

A formal Site Plan Application and submission package is required in order to initiate Site Plan Control timelines under the Planning Act. Prospective applicants are responsible for compiling the submission requirements in accordance with the pre-application comments and submitting a complete Site Plan Application to the Planner.

Site Plan applications will be circulated to all relevant internal and external departments and agencies. Review comments will be sent to the applicant

Once technical approval has been given by Administration and applicable external agencies, the Planner will draft a Site Plan Agreement for the applicant's review and Council approval. At this time, necessary securities, cash-in-lieu of parkland, and any other applicable fees or charges will be made clear to the applicant.

Once the applicant has reviewed and approved the draft agreement, the Planner will provide copies of the agreement for signing. At the time of signing, all outstanding securities, fees and charges must be collected. Once the agreement has been signed, it must be registered on the property title. Proof of registration must be sent to the Planner. At this point, the Site Plan process will be completed and applicants will be able to obtain building permits.

The owner may lodge an appeal of the decision of Council to the Ontario Land Tribunal (OLT).

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.

OWNER AND APPLICANT INFORMATION

Name and Contact Information of Owner(s):

Name and Contact Information of Applicant(s) (if different from Owner):

Name and Contact Information of Agent:

Correspondence should be sent to: _____ Owner _____ Applicant _____ Agent

SUBJECT LAND INFORMATION

Municipal Address:

Lot:

Concession:

Legal Description:

Roll Number:

Name and Address of any mortgagees, charges or other encumbrances:

Any easements or restrictive covenants affecting the subject lands:

Frontage(m):	Depth (m):	Area (sq.m/ha):
Existing Uses (include length of time):		
Previous Uses:		

PROPOSED DEVELOPMENT INFORMATION

Current Official Plan Designation: _____

Current Zoning By-law Classification: _____

Describe the purpose of this application:

Explain how this application conforms to the Provincial Policy, 2020 and the Official Plan (County of Elgin and Dutton Dunwich):

Number and type(s) of buildings or structures **existing** on the subject land:

Number and type(s) of buildings or structures **proposed** to be built on the subject land:

Existing uses of abutting properties:

North:

East:

South:

West:

Have the subject lands ever been subject to any of the following applications (provide file number and status):

- Official Plan Amendment: Yes _ No _
- Zoning By-law Amendment: Yes _ No _
- Minor Variance: Yes _ No _
- Consent/Severance: Yes _ No _
- Plan of Subdivision: Yes _ No _
- Site Plan Control: Yes _ No _

AVAILABLE SERVICES

Water is supplied to the subject property by the following:

- ☐ Publicly owned and operated piped water system
- ☐ Private well
- ☐ Communal well (privately owned/operated)

Sewage disposal is provided to the subject property by the following:

- ☐ Publicly owned and operated sewage disposal system
- ☐ Private sewage system
- ☐ Communal system (privately owned/operated)
- ☐ Other _____

Storm drainage is provided to the subject property by the following:

- ☐ Sewers
- ☐ Ditches
- ☐ Swales
- ☐ Other _____

Access is provided to the subject property by the following:

- ☐ Provincial Highway
- ☐ Municipal Road (yearly maintenance)
- ☐ Municipal Road (seasonal maintenance)
- ☐ County Road
- ☐ Right-of-Way
- ☐ Other _____

If access to subject land is by private road or right-of-way, please indicate the name of the owner of the land or road, who is responsible for its maintenance and whether it is seasonal or year-round.

SKETCH INSTRUCTIONS

Attach a sketch showing, in metric units:

1. property dimensions, zoning matrix 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.

ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

Use or Feature	On Subject Land
Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has there been petroleum or other fuel stored on the subject land or adjacent lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been applied as pesticides and/or sewage sludge applied to the lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Agricultural Operation including livestock facility or stockyard within 500 m?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Have the lands or adjacent lands ever been used as a weapons firing range?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private waste disposal site, landfill or dump?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which are potentially hazardous to public health (e.g., asbestos, PCB's)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Industrial or Commercial Use (specify users)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Natural Heritage Feature on or within 120 metres of subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Flood Plain?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Active Railway within 500 m?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

ACKNOWLEDGEMENTS

I/WE, _____, solemnly declare that all statements contained in this application are true, and 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.

I/WE acknowledge that receipt of this application does not guarantee it to be a complete application.

I/WE hereby authorize staff of the Municipality of Dutton Dunwich to enter upon the subject lands and premises described in the application form for the purpose of evaluating the merits of this application.

I/WE shall assume responsibility for all costs related to the said application and understand and agree that the payment of said costs shall be a condition of this signed application. I/We also agree to accept all costs as rendered.

I/WE further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Dated this _____ day of _____, _____

Signature of Applicant
(owner or authorized agent)

AUTHORIZATION (complete only if Owner is not the Applicant)

I/WE, _____, hereby authorize _____

to act on my behalf regards to the above application.

Dated this _____ day of _____, _____

Signature of Owner

SWORN DECLARATION (complete in the presence of a Commission for Taking Affidavits)

I/WE, _____, solemnly declare that the information required under Schedule 1 to Ontario Regulation 545/06 and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, and I 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.

Signature of Applicant
(owner or authorized agent)

Declared before me at the (Municipality/City) _____

Dated this _____ day of _____, _____.

Signature of Commissioner

For Office Use:

- Pre-Application Consultation Date:
- Complete Application Date Received:
- File Number:
- Amount Received and Receipt No: