



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 **8 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 **\$2,000.00** payable in cash or by cheque to the CORPORATION of the MUNICIPALITY OF WEST ELGIN as set out in By-law No. 2005-62.

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 encourage and expedite compliance with the terms of the agreement, the owner is generally required to provide the Municipality with security in the amount of **\$5,000** 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 the LPAT will be convened for the purposes of determining and resolving these issues. The appeal must be filed with the Municipality and must state the reasons for the appeal accompanied by a fee of \$300.00 payable to the MINISTER OF FINANCE. The appeal must be submitted on an 'appellant form' available at the LPAT website (<http://elto.gov.on.ca>).

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 West Elgin
22413 Hoskins Line
Rodney, Ontario
N0L 2C0
Phone: (519) 785-0560
Fax: (519) 785-0644
Email: westelgin@westelgin.net

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**APPLICATION for
SITE PLAN APPROVAL**

Application No. _____

1. Registered Owner of Lands

- a) Name _____
- b) Mailing Address _____

- c) Telephone _____
- d) Fax _____
- e) E-mail _____
- f) Name and Address, if known, of the holder of any mortgage, charge or other encumbrance in respect of the lands.

2. Applicant (if different from owner)

- a) Name _____
- b) Mailing Address _____

- c) Telephone _____
- d) Fax _____
- e) E-mail _____

3. Agent (if retained)

- a) Name _____
- b) Mailing Address _____

- c) Telephone _____
- d) Fax _____
- e) E-mail _____

4. Communication

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

- a) Owner _____ b) Applicant _____ c) Agent _____

5. Location of Lands

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

6. Description of Lands

- a) Frontage _____ m
- b) Depth _____ m
- c) Area _____ ha
- d) Topography _____
- e) Soil Characteristics _____
- f) Vegetation _____

7. Existing Use of Lands

8. Existing Buildings and Structures

9. Proposed Use of Lands

10. Proposed Buildings and Structures

11. Existing Use of Adjacent Lands

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

12. Method of Water Supply

- a) public water supply _____
- b) private individual well _____
- c) private communal well _____
- d) lake or other water body _____
- e) other (specify) _____

13. Method of Sewage Disposal

- a) public sanitary sewage system _____
- b) private individual system _____
- c) private communal system _____
- d) other (specify) _____

14. Method of Storm Drainage

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

15. Access (indicate name)

- a) County Road: _____
- b) Municipal Street/Road: _____
- c) Private Road: _____
- d) Right-of-Way: _____
- e) If b), is the street or road maintained year-round? Yes _____ No _____

16. Site Plan

The site plan must be an accurate, legible, scaled drawing professionally prepared. To comply with the requirements of the Registry Office, the final plan size shall be 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 shall contain the following information:

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

DECLARATION

I/We (please print) _____
am/are the _____ Owner(s) _____ Applicant(s) _____ Agent
of the _____ of _____, 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

of _____, in the
_____ of _____
this _____ day of _____
20 _____.

a Commissioner, etc.

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 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 date

4. Application Fee Received: _____

5. Application No: _____

6. Assessment Roll No: _____

7. Tax Arrears (if any): _____

8. Outstanding Orders (if any): _____

9. Additional Information:

