

MUNICIPALITY OF HURON EAST
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PO BOX 610
SEAFORTH ON N0K 1W0

SITE PLAN CONTROL APPLICATION FORM

BEFORE YOU SUBMIT YOUR APPLICATION, PLEASE ENSURE YOU HAVE:

- Attended a pre-consultation meeting with the Site Plan Review Group.
- Completed all sections of this application.
- Signed the application form in all appropriate locations, obtained the signed authorization of the owner if you are not the property owner, and obtained a signature from a Commissioner.
- Attached five (5) legal size copies and one (1) full size copy of the Site Plan.
- Emailed a legal size Adobe Acrobat (.pdf) copy of the Site Plan to cgarrick@huroneast.ca or have attached a compact disc (CD) containing drawing(s) in .pdf format.
- Attached five (5) copies of Building Plan Elevation Drawings
- Attached five (5) copies of all studies and reports (i.e. stormwater management report) required to be submitted with your application.
- Attached a copy of any correspondence or permits from other agencies relevant to your submission.

Note: Complete and accurate submissions will help to ensure that your application is processed in a timely manner. Please be advised that the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found necessary are the sole responsibility of the owner/applicant. The Municipality will address only the application as applied for, and any items that are not included in the application are the not the responsibility of the Municipality.

If at any time you have any questions or concerns regarding your application, please contact us and we will be pleased to assist you.

SITE PLAN CONTROL APPLICATION FORM

PART ONE: GENERAL INFORMATION

1.1 Ownership Information

This Site Plan Application will require a Site Plan Agreement. As the Site Plan Agreement will be registered against title to the lands, the registered owner's name must be identical to how title is held. This information must be complete, as all subsequent documentation shall be prepared on the basis of the information provided under registered owner's name. Should the financial securities required by the Agreement be provided to the Municipality in the form of a letter of Credit, then the name(s) of the owner/person/corporation on the letter of credit must be identical to the name(s) of the owner/person/corporation executing the Agreement.

a) Registered Owner	
Name:	
Principal of Company (If Owner is a Company Name):	
Address:	
Postal Code:	Email:
Phone (business):	Phone (cell):
Fax:	

b) Agent		<input type="checkbox"/> Not applicable
<i>Note: If this application is signed by an agent on behalf of an applicant, the owner's written authorization must accompany the application (See Part Nine: Authorizations)</i>		
Name:		
Name of Firm:		
Address:		
Postal Code:	Email:	
Phone (business):	Phone (cell):	
Fax:		
Communications are to be sent to: <input type="checkbox"/> Owner <input type="checkbox"/> Agent		

c) Property Description		
Municipal address:		
Roll number (if no municipal address):		
Legal description (Lot No., Plan No.):		
Lot:	Concession:	
Lot Frontage (m):	Lot Depth (m):	Lot Area (m ²):
Current use of land:	Time current use has occurred on the lands:	

1.2 Contact InformationPlease check the "not applicable" box if necessary.

a) Project Manager <input type="checkbox"/> Not applicable	
Name:	
Name of Firm:	
Address:	
Postal Code:	Email:
Phone (business):	Phone (cell):
Fax:	

b) Engineer <input type="checkbox"/> Not applicable	
Name:	
Name of Firm:	
Address:	
Postal Code:	Email:
Phone (business):	Phone (cell):
Fax:	

c) Solicitor <input type="checkbox"/> Not applicable	
Name:	
Name of Firm:	
Address:	
Postal Code:	Email:
Phone (business):	Phone (cell):
Fax:	

d) Surveyor <input type="checkbox"/> Not applicable	
Name:	
Name of Firm:	
Address:	
Postal Code:	Email:
Phone (business):	Phone (cell):
Fax:	

e) Planner <input type="checkbox"/> Not applicable	
Name:	
Name of Firm:	
Address:	
Postal Code:	Email:
Phone (business):	Phone (cell):
Fax:	

f) Mortgagor		<input type="checkbox"/> Not applicable
Name:		
Name of Firm:		
Address:		
Postal Code:	Email:	
Phone (business):	Phone (cell):	
Fax:		

g) Holder of any other Charge or Encumbrance		<input type="checkbox"/> Not applicable
Name:		
Name of Firm:		
Address:		
Postal Code:	Email:	
Phone (business):	Phone (cell):	
Fax:		

1.3 Pre-consultation

Please indicate the date the owner or agent attended a pre-consultation meeting with the Site Plan Review Group: _____/_____/_____ (MM/DD/YYYY)

1.4 Application Type

New Site Plan Site Plan Amendment

1.5 Previous Agreements

Have there been any previous Site Plan or Development Agreements registered against these lands?

Yes No Unknown

If yes, please identify date of agreement, registration instrument number, and particulars:

1.6 Easements or Restrictive Covenants

Are there any easements, rights-of-ways, or restrictive covenants affecting the subject lands?

Yes No

If yes, describe the purpose/effect and identify the name/address of the persons who benefit:

1.7 Current and Former Use of Land

Please list current and former uses of land:
(e.g. industrial, fuel depot, commercial, etc.)

PART TWO: PROPOSED DEVELOPMENT

2.1 Servicing

Type of Servicing

	Existing		Proposed	
	Yes	No	Yes	No
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List the new service connections which are expected to be required for the proposed development:

2.2 Nature of Proposed Development/Use:

What type of development is proposed?

- Residential Industrial Other: _____
 Commercial Institutional/Community Facility

Please describe the specific intended use of the lands and building(s) including all accessory uses:

**For COMMERCIAL/INDUSTRIAL developments, proceed to Part THREE.
For RESIDENTIAL developments, proceed to Part FOUR.
For INSTITUTIONAL developments, proceed to Part FIVE.**

PART THREE: ADDITIONAL INFORMATION FOR COMMERCIAL/INDUSTRIAL DEVELOPMENT

	Existing	Proposed	Total	
Gross Floor Area: All floor space measured to outside face of exterior walls excluding any floor area having a ceiling height of 2.20 metres or less.				Sq. m.
Building Floor Area: Aggregate horizontal floor area measured from the exterior walls of all floors of a building, <u>excluding</u> any floor area located totally below the grade of the buildings ground floor level.				Sq. m.
Building Height: Vertical distance between the finished grade at the front of the building to the highest point of the roof or parapet of a flat roofed building or the midway point of a pitched roof.				Metres
Gross Leasable Commercial Space: Total floor area intended for use and occupancy by a tenant or owner measured to the outside face of exterior walls excluding halls, washrooms, storage areas, mechanical/maintenance rooms and public video film outlet.				Sq. m.
Gross Leasable Commercial Space for Convenience Retail: i.e. variety store, bake shop, drug store, photo depot, florist, video film outlet				Sq. m.
Gross Floor Area for Office Use:				Sq. m.
Gross Floor Area for Restaurant Use:				Sq. m.
Gross Floor Area for Basement:				Sq. m.
Gross Floor Area for Mezzanine:				Sq. m.
Gross Floor Area for Industrial Admin. Office Use: An office for the management or administration of manufacturing establishments.				Sq. m.
Gross Floor Area for Warehouse and Wholesale Use:				Sq. m.
Number of Employees:				
Total Number of Off-street parking spaces:				
Number of Accessible Spaces:				
Number of Off-street Loading Spaces:				
Number of Service Bays related to Automobile Use:				
Is the proposed development a Plaza Complex? A plaza is a group of 3 or more businesses excluding manufacturing warehouse or wholesale uses.				<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Please proceed to Part Six

PART FOUR: ADDITIONAL INFORMATION FOR RESIDENTIAL DEVELOPMENT

Housing Type:

- Freehold
- Rental
- Condominium
- Residential Care Facility/Community Home
- Land Lease

	Existing	Proposed	Total	
Gross Floor Area: All floor space measured to outside face of exterior walls <u>excluding</u> any floor area having a ceiling height of 2.20 metres or less.				Sq. m.
Building Floor Area: Aggregate horizontal floor area measured from the exterior walls of all floors of a building, <u>excluding</u> any floor area located totally below the grade of the buildings ground floor level.				Sq. m.
Gross Floor Area for Basement:				Sq. m.
Building Height: Vertical distance between the finished grade at the front of the building to the highest point of the roof or parapet of a flat roofed building or the midway point of a pitched roof.				Metres
Play Area:				Sq. m.
Open Space Landscaped Areas:				Sq. m.
Number of Off-Street Parking Spaces:				
i) Surface				
ii) Underground (if applicable)				
Number of Accessible Parking Spaces:				
Number of Stories: (floors)				
Number of Units:	Existing	Proposed	Floor Area (sq. m)	
i) Bachelor				
ii) One-Bedroom				
iii) Two-Bedroom				
iv) Three-Bedroom				
v) Mobile Homes				
vi) Amenity/Mechanical Rooms				

Please proceed to Part Six

PART FIVE: ADDITIONAL INFORMATION FOR INSTITUTIONAL/COMMUNITY FACILITY DEVELOPMENT

	Existing	Proposed	Total	
Gross Floor Area: All floor space measured to outside face of exterior walls <u>excluding</u> any floor area having a ceiling height of 2.20 metres or less.				Sq. m.
Building Floor Area: Aggregate horizontal floor area measured from the exterior walls of all floors of a building, <u>excluding</u> any floor area located totally below the grade of the buildings ground floor level.				Sq. m.
Gross Floor Area for Basement:				Sq. m.
Gross Floor Area for Mezzanine:				Sq. m.
Building Height: Vertical distance between the finished grade at the front of the building to the highest point of the roof or parapet of a flat roofed building or the midway point of a pitched roof.				Metres
Number of Off-street parking spaces: i) Surface				
ii) Underground (if applicable)				
Number of Accessible Parking Spaces:				
Number of Off-street Loading Spaces:				
Seating Capacity for Church:				
Seating Capacity for Auditorium/Hall:				
Number of Classrooms in Educational Establishment:				

Please proceed to Part Six

PART SIX: EXISTING BUILDINGS

- Are there existing buildings on the subject property? Yes No
- If yes, are there buildings greater than 50 years old? Yes No
- Are the building(s):
- Designated under the Heritage Act:? Yes No
 - Included on LACAC's Inventory of Significant Buildings? Yes No
- Is demolition/alteration of buildings proposed? Yes No

If yes, please explain extent of demolition/alteration:

Do any of the buildings proposed for demolition/alteration contain residential units? Yes No

If yes, how many dwelling units? _____

PART SEVEN: SECURITY ESTIMATE

	<u>Details (Length/No. of Units)</u>	<u>Estimated Cost (\$)</u>
Stormwater mgmt. plan/storm sewer service		
Sanitary sewer service		
Water service/fire protection		
Sidewalks		
Entrance(s)		
Roadways (Paving/Curb/Gutter)		
Lighting		
Landscaping		
Other:		
	TOTAL	

Estimates provided by: _____
(print name)

PART EIGHT: OTHER SUPPORTING INFORMATION

Please list the titles of any supporting or attached documents:
(e.g. Stormwater Management Report, Traffic Impact Study, Archaeological Assessment, Noise Study)

PART NINE: AUTHORIZATIONS

9.1 Owner's Agreement to Pay Fees

Where the Municipality requires assistance from its planner, solicitor or other technical or professional consultants in the processing of this application, the owner shall be responsible for reimbursing all legal and consulting fees incurred by the Municipality, at the Municipality's actual cost. Depending on the amount of such fees, which the Municipality expects to incur on any given application, the Municipality may also require the owner to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

I/we _____ hereby agree to pay all fees incurred by the Municipality of Huron East related to the review of this site plan.

Signature of Owner

Date

9.2 Owner/Agent's Consent Declaration

In accordance with the provisions of the *Planning Act*, it is the policy of the Municipality of Huron East to provide the public access to all development applications and supporting documentation.

In submitting this application and supporting documentation, I _____, the owner/the authorized agent (circle one), hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize Municipal staff and council members of the decision making authority to access to the subject site for purposes of evaluation of this application.

Signature of Owner or Authorized Agent

Date

9.3 Authorization of Owner for Agent to Make the Application

(Please complete if this application is being submitted by an agent on behalf of the owner).

I/we _____, the registered owner(s) of the land that is the subject of this application for site plan approval and, for purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize _____ to make this application on my behalf.

Signature of Owner

Date

9.4 Authorization of Owner for Agent to Provide Personal Information

(Please complete if this application is being submitted by an agent on behalf of the owner).

I/we _____, the registered owner(s) of the land that is the subject of this application for site plan approval and, for purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize _____ as my agent for this application to provide any of my personal information that will be included in this application or collected during the process of the application.

Signature of Owner

Date

9.5 Applicant's Declaration

*(This must be completed by the **person filing the application** for the proposed development site).*

I _____, the applicant of the Town/City/Municipality of _____ in the Region/County/District of _____ solemnly declare that all of the statements contained in this application and supporting documentation are true and complete, 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, and by virtue of the "Canada Evidence Act."

DECLARED before me at: Region/County/District _____ in the Municipality of _____, this _____ day of _____, _____.

Name of Applicant

Signature of Applicant

Date

Commissioner of Oaths

Note: The Clerk and Deputy Clerk in our office are authorized Commissioners.