

DATE RECEIVED BY STAFF: _____
RECEIVED BY STAFF PERSON: _____
ASSIGNED NUMBER: _____

**CORPORATION OF
THE TOWNSHIP OF GUELPH/ERAMOSIA
APPLICATION FOR SITE PLAN APPROVAL
Under Section 41 of the Planning Act.**

The Personal Information collected on this form is collected pursuant to Section 41 of the Planning Act and will be used in the processing of this application. Applicants are advised that Site Plan Approval process is a public process and the information contained in the Site Plan Application files is considered public information and is available to anyone upon request.

PART 1 | GENERAL INFORMATION

1. CONTACT INFORMATION

Name	Mailing Address	Contact
<i>Registered Owner(s):</i>		<i>Telephone 1:</i> <i>Telephone 2:</i> <i>Email:</i> <i>Fax:</i>
<i>Applicant/Agent (if other than Owner):</i>		<i>Telephone 1:</i> <i>Telephone 2:</i> <i>Email:</i> <i>Fax:</i>
<i>Mortgagee(s) or Legal Encumbrance:</i>		<i>Telephone 1:</i> <i>Telephone 2:</i> <i>Email:</i> <i>Fax:</i>
<p>Primary Contact (all communications will be directed to this contact):</p> <p align="center"> <input type="checkbox"/> Owner <input type="checkbox"/> Applicant/Agent </p>		

2. LOCATION OF PROPERTY

<i>Municipal Address</i>	<i>Concession(s)</i>	<i>Lot(s)</i>
<i>Division</i>	<i>Geographic Township (Former Municipality)</i>	<i>Registered Plan No.</i>
<i>Lot(s)/Block(s) of Registered Plan</i>	<i>Reference Plan No.</i>	<i>Part(s) of Reference Plan</i>

3. PROPERTY DIMENSIONS

<i>Lot Frontage (m)</i>	<i>Lot Depth (m)</i>	<i>Lot Area (km²)</i>
-------------------------	----------------------	----------------------------------

PART 2 PLANNING FRAMEWORK

4. OFFICIAL PLAN

- a. List the current designation(s) of the subject land in the County of Wellington Official Plan.

5. ZONING BY-LAW

- b. The current zone(s) of the subject property:

- c. Existing uses of the land:

d. Is demolition required? (specify):

e. Explain the proposed uses of the property and buildings, including all accessory uses:

PART 3 SITE SPECIFICATIONS

6. SITE ACCESS

f. Access to site is provided by:

Access Type	Access Name
<input type="checkbox"/> <i>Provincial Highway</i>	
<input type="checkbox"/> <i>Regional Road</i>	
<input type="checkbox"/> <i>Township Road (Year-Round Maintenance)</i>	
<input type="checkbox"/> <i>Township Road (Seasonal Maintenance)</i>	
<input type="checkbox"/> <i>Private Road/ Right-of-Way</i>	
<input type="checkbox"/> <i>Water (If access is via water only please see the Planning Dept. for an additional form)</i>	

7. SERVICING

	CURRENTLY provided:	PROPOSED to be provided:
Water supply	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Well(s) <i>Specify individual or communal well:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Well(s) <i>Specify individual or communal well:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____
Sewage disposal	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Septic System <i>Specify individual or communal septic system:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Septic System <i>Specify individual or communal septic system:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____
Storm Drainage	<input type="checkbox"/> Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Natural <input type="checkbox"/> Other <i>Specify and explain:</i> _____	<input type="checkbox"/> Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Natural <input type="checkbox"/> Other <i>Specify and explain:</i> _____

New service connections expected to be required for proposed development:

8. ABUTTING LAND USES

Zoning and use of abutting properties (if known):

	North	East	South	West
Zoning				
Land Use				

9. INFORMATION FOR COMMERCIAL/INDUSTRIAL DEVELOPMENT

		Existing	Proposed	Total	
Gross Floor Area ¹ :					Sq. m.
Ground Floor Area ² :					Sq. m.
Building Height ³ :					Metres
Gross Leasable Commercial Space ⁴ :					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 Warehouse Use:					Sq. m.
Number of Employees:					
Number of Off-Street Parking Spaces:	i) Surface				
	ii) Underground				
Number of Off-Street Loading Spaces:					
Number of Service Bays					
Landscaped Open Space Area:					Sq. m. %
Lot Coverage in Percent:					

¹ All floor space measured between the exterior faces of the exterior walls of the building or structure for each floor, but excluding a cellar or any part of the building or structure used for mechanical or heating equipment, the storage or parking of motor vehicles, laundry facilities, unenclosed verandas, sunrooms, porches, locker storage, or an attic.

² The maximum area of a building at finished grade measured between the exterior faces of the exterior walls exclusive of any part of the building or structured use for the storage or parking of motor vehicles, laundry facilities, unenclosed verandas, sunrooms, porches, or locker storage.

³ The vertical distance between the finished grade of the centre of the front of the building, and;

a) in the case of a flat roof, the highest point of the roof surface or parapet wall;

b) in the case of a mansard roof, the ridge;

c) in the case of a gabled, hip, gambrel or one-slope roof, the average level between eaves and ridge, except that a one-slope roof having a slope of less than 20 degrees from the horizontal shall be considered a flat roof for the purposes of this By-law.

Building Height shall be exclusive of any accessory roof construction, such as a chimney, tower, solar collector, steeple, or television antenna.

⁴ 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 assembly areas.

10. INFORMATION FOR RESIDENTIAL DEVELOPMENT

		Existing	Proposed	Total	
Landscaped Open Space Areas:					Sq. m. %
Number of Off-Street Parking Spaces:	i) Surface				
	ii) Underground/Internal				
Number of Stories/Floors:					Metres
Building Height ¹ :					
Lot Coverage in Percent:					

¹ The vertical distance between the finished grade of the centre of the front of the building, and;

a) in the case of a flat roof, the highest point of the roof surface or parapet wall;

b) in the case of a mansard roof, the ridge;

c) in the case of a gabled, hip, gambrel or one-slope roof, the average level between eaves and ridge, except that a one-slope roof having a slope of less than 20 degrees from the horizontal shall be considered a flat roof for the purposes of this By-law.

Building Height shall be exclusive of any accessory roof construction, such as a chimney, tower, solar collector, steeple, or television antenna.

Type	No. of Existing Units	No. of Proposed Units	Total Floor Area (m ²)
Bachelor			
One-Bedroom			
Two-Bedroom			
Three-Bedroom			
Total			

11. INFORMATION FOR INSTITUTIONAL DEVELOPMENT

		Existing	Proposed	Total	
Ground Floor Area ¹ :					Sq. m.
Gross Floor Area ² :					Sq. m.
Gross Floor Area of Basement/Cellar:					Sq. m.
Gross Floor Area of Mezzanine:					Sq. m.
Building Height ³ :					Metres
Number of Off-Street Parking Spaces:	i) Surface				
	ii) Underground				
Number of Off-Street Loading Spaces:					
Seating Capacity for Church:					Seats
Seating Capacity for Assembly/Community Hall:					Seats
Number of School Classrooms:					
Lot Coverage in Percent:					
Landscaped Open Space Area:					Sq. m.
Number of Employees:					
Number of Beds Provided:					

¹ The maximum area of a building at finished grade measured between the exterior faces of the exterior walls exclusive of any part of the building or structured use for the storage or parking of motor vehicles, laundry facilities, unenclosed verandas, sunrooms, porches, or locker storage.

² All floor space measured between the exterior faces of the exterior walls of the building or structure for each floor, but excluding a cellar or any part of the building or structure used for mechanical or heating equipment, the storage or parking of motor vehicles, laundry facilities, unenclosed verandas, sunrooms, porches, locker storage, or an attic.

³ The vertical distance between the finished grade of the centre of the front of the building, and;

a) in the case of a flat roof, the highest point of the roof surface or parapet wall;

b) in the case of a mansard roof, the ridge;

c) in the case of a gabled, hip, gambrel or one-slope roof, the average level between eaves and ridge, except that a one-slope roof having a slope of less than 20 degrees from the horizontal shall be considered a flat roof for the purposes of this By-law. Building Height shall be exclusive of any accessory roof construction, such as a chimney, tower, solar collector, steeple, or television antenna.

12. OTHER APPLICATIONS

List any applications made under the *Planning Act* for the subject lands, or lands within 120 m of the subject lands. If a decision has been made on an application for the subject lands, please include a copy of this decision.

Application Type	File Number	Purpose	Status
<i>Official Plan Amendment</i>			
<i>Zoning By-law Amendment</i>			
<i>Minor Variance</i>			
<i>Plan of Subdivision/Condominium</i>			
<i>Consent/Severance</i>			

13. PROPANE

Is there a commercial propane facility, propane retail outlet, propane filling tank, cardlock/keylock or private propane container refill centre within 1000 m of the subject lands?

Yes

No

If yes:

Specify: _____

Location of propane: _____

Excluding non-commercial uses (such as propane BBQ's in a residential setting), is the sale, use, handling, and/or storage of propane anticipated for the subject property?

Yes

No

If yes:

Specify proposed activity: _____

Proposed storage amount: _____

14. CONSIDERATIONS

These factors may apply to the application and should be considered. To determine if additional technical studies are required, applicants should contact Township staff or the appropriate agency, as listed. Please provide any of the required studies in both digital (pdf) and hard copy.

Factor	Potential Requirements	Agency Contact (if applicable)
Development on privately owned septic system with more than 4,500 litres of effluent produced daily as a result of development.	<ul style="list-style-type: none"> • Servicing options report. • Hydrogeological report 	Township of Guelph-Eramosa Building Dept.
Fronting onto a Provincial Highway	<ul style="list-style-type: none"> • Traffic Impact Study 	Ministry of Transportation
Fronting onto a Regional Road	<ul style="list-style-type: none"> • Traffic Impact Study 	County of Wellington
Within area of regulated density or regulated height requirements	<ul style="list-style-type: none"> • Statement explaining how requirements will be met 	County of Wellington
Within/near flood plain or hazard zone	<ul style="list-style-type: none"> • As requested 	Grand River Conservation Authority
Within/near natural heritage area	<ul style="list-style-type: none"> • Natural Heritage Impact Study 	Grand River Conservation Authority
Within Source Water Protection Area/Wellhead Protection Area	<ul style="list-style-type: none"> • Hydrogeological Study • Source Water Protection Plan 	Risk Management Official, County of Wellington
Application-dependent studies	<ul style="list-style-type: none"> • Geotechnical Study • Stormwater Management Study • Servicing report • Contaminated Site Assessment • Planning Justification Report • Noise Impact Study • Archaeological Assessment • Vibration Study • Visual Impact Study 	Township of Guelph-Eramosa

15. REQUIRED DRAWINGS

Please provide all drawings in both digital and hardcopy. Hard copy drawings must be individually folded and collated with 5 copies provided. Digital copies must be provided on a CD, in both pdf and AutoCAD format (where applicable). All drawings must be drawn to metric scale (including measurements) and prepared by a qualified professional.

Please see attached "Site Plan Checklist" for detailed drawing requirements.

PART 5 AFFIDAVIT

I/We _____

(Applicant/Owner/Agent Name)

of the _____

(Name of Local Municipality)

in the County/Region of _____, solemnly declare that all

(Name of County/Region)

the statements contained in this application are true, and that the information contained in the documents that accompany this application is 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.

Signature of Agent/Applicant

Date

Signature of Commissioner

Date

I/We _____
(Owner Name/Signing Authority)

the registered owner(s) of _____
(Municipal Address or Legal Description of the Property)

hereby authorize _____
(Applicant/Agent Name)

as an officer/employee of _____ to act as agent for
(Company Name)

the Application for Site Plan Approval which relates to the above noted lands.

Signature of Owner/Signing Authority

Date

PART 7 COST ACKNOWLEDGEMENT

Each application must be accompanied by a deposit in the form of cash or a cheque payable to the Corporation of the Township of Guelph/Eramosa in the total amount of \$5,408.00, which includes a non-refundable administration fee of \$4,408.00, and a deposit of \$1,000.00. The Township will retain this deposit of \$1,000.00 until the application has been completed and the applicant and the owner have paid all expenses incurred by the Township of Guelph/Eramosa in processing this application.

The applicant and the owner understand, acknowledge and accept that the Township of Guelph/Eramosa does not retain as full-time staff professional engineers, planners, or solicitors. The Township of Guelph/Eramosa contracts private firms for these services. **The applicant and the owner SHALL be jointly and severally liable for paying the Township of Guelph/Eramosa for all costs it incurs in processing this application, including but not limited to, fees for planning, engineering and legal services, in addition to Township of Guelph/Eramosa’s administration fees.** The Township of Guelph/Eramosa shall notify the applicant and owner from time to time of any costs incurred by the Township and the applicant and the owner shall have thirty (30) days to pay the Township for those costs after notice is given. In the event that the applicant and the owner do not pay those costs within thirty (30) days, the Township has a right to apply the deposit against those costs and further to cease doing any work on the processing of this application until such time as all outstanding costs are paid in full and the deposit has been restored to the initial deposit amount set out in the guidelines.

Signature of Owner(s)

Date

Signature of Applicant/Agent

Date