

**CORPORATION
OF THE
TOWNSHIP OF GUELPH/ERAMOSA**

SITE PLAN APPLICATION PROCEDURES

1. When an application for site plan is received it is first determined if the application is an amendment to an existing site plan or a first time application.
2. Each application must be accompanied by a fee in the form of cash or cheque payable to the Corporation of the Township of Guelph/Eramosa in the total amount of \$2560 which is made up of a non-refundable administration fee of \$1,560.00 and a deposit of \$1,000.00. The Applicant and the Owner are jointly and severally liable for **ANY COSTS** incurred by the Township in processing this application. (See Acknowledgement).
3. Due to amalgamation, it is the policy that any amendments to any existing site plans will be up dated to reflect that the agreement is with the new municipality.
4. All applications will be reviewed for completeness. The attached Check List shall be completed.
5. All applications will be circulated for comment to the following agencies:
 - Planner
 - Chief Building Official
 - Manager of Public Works
 - Consulting Engineer
 - Solicitor
 - Wellington County Planning Department
 - Grand River Conservation Authority
 - Hydro One or Guelph Hydro
 - Union Gas
6. All applications will be circulated for comment to the following agencies.
7. Comments must be received at least 4 full working days prior to the submission of the planner's report which shall be received on the Wednesday prior to a regular council meeting.
8. The planner when submitting his planning report will (when one is required) submit a draft site plan development agreement with the report. A copy of the report and agreement is to be forwarded to the Township's Solicitor and the applicant or agent for their review.
9. The Planner will present the site plan report to Council.
10. The applicant or agent shall be notified of the date of the meeting at least four days prior to the council meeting date.
11. The resolution from the council meeting, to approve or defer the application to a subsequent meeting, will be forwarded to the Planner with a copy to the applicant or agent and any other persons deemed necessary.

12. The complete agreement once it is prepared and has been authorized by Council for signature will be forwarded for signature to the applicant and returned to the Township of Guelph/Eramosa for execution.
13. The Township will then execute the agreement and forward it to the Township Solicitor for registration.
14. A registered copy of the agreement will be returned by the Solicitor to the Township and to the parties involved.

The applicant and the owner should be aware that the Township of Guelph/Eramosa does not retain a full-time staff planner, engineer or solicitor. The Township of Guelph/Eramosa contracts out to private firms for these services. The applicant and the owner **SHALL** be jointly and severally liable for paying to the Township of Guelph/Eramosa all costs it incurs in processing this application including but not limited to fees for planning, engineering and legal services, together with any Township of Guelph/Eramosa 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 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.

Further information: Township of Guelph/Eramosa, Gaetanne Kruse, Planning Administrator
8348 Wellington Road 124, P.O. Box 700, Rockwood, ON N0B 2K0 Office Hours 8:30 am – 4:30 pm
(519) 856-9596 Ext 112 Fax: (519) 856-2240 Toll Free: 1-800-267-1465 Email: gkruse@get.on.ca
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