

# CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSA

## APPLICATION FOR SITE PLAN APPROVAL

This application is based upon the following representation of fact, which the applicant certifies to be true.

### Section 1: GENERAL INFORMATION

#### a) Registered Owner

Name \_\_\_\_\_ Postal Code \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
\_\_\_\_\_ Facsimile No. \_\_\_\_\_

#### b) Applicant (If other than the registered owner, written authorization from registered owner must accompany this application - see Applicant Authorization Form attached on bottom of page 6).

Name \_\_\_\_\_ Postal Code \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
\_\_\_\_\_ Facsimile No. \_\_\_\_\_

#### c) Mortgagee

Name \_\_\_\_\_ Postal Code \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
\_\_\_\_\_ Facsimile No. \_\_\_\_\_

**NOTE:** Unless otherwise requested, all correspondence will be sent to the Applicant.

#### d) Description of Property

- i) Municipal Address  
(Street Name and Number) \_\_\_\_\_  
\_\_\_\_\_
- ii) Legal Description  
(Lot & Registered Plan No.  
or Part(s) & Reference Plan No.) \_\_\_\_\_  
\_\_\_\_\_
- iii) Lot, Concession and Division \_\_\_\_\_
- iv) Lot Area (square meters) \_\_\_\_\_
- v) Lot Width  
(the horizontal metric distance  
between the side lot lines measured  
at the minimum front yard requirement) \_\_\_\_\_

e) **Land Use**

- i) County Official Plan Designation \_\_\_\_\_
- ii) Applicable Zone \_\_\_\_\_
- iii) Current Use(s) of the Property \_\_\_\_\_
- iv) Is Demolition required?  
(please specify) \_\_\_\_\_
- v) Specify the proposed use(s) of the property and building(s) including all accessory uses.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) **Servicing**

<u>Type of Servicing</u>	<u>Existing</u>	<u>Proposed</u>
Municipal Water	_____	_____
Municipal Sanitary Sewer	_____	_____
Municipal Storm Sewer	_____	_____
Well	_____	_____
Septic System	_____	_____

- ii) List the new service connections, if any, which are expected to be required for the proposed development.  
\_\_\_\_\_  
\_\_\_\_\_

**Section 2: INFORMATION FOR COMMERCIAL/INDUSTRIAL DEVELOPMENT**

		Existing	Proposed	Total	
a)	<b>Gross Floor Area:</b> (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, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic).				Sq. m.
b)	<b>Ground Floor Area:</b> (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, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic).				Sq. m.
c)	<b>Building Height:</b> (vertical distance between the highest level of the finished grade at the front of the building and the uppermost part of the building).				Metres
d)	<b>Gross Leasable Commercial Space:</b> (total floor area intended for use an occupancy by a tenant or owner measured to the outside face of exterior walls <u>excluding</u> halls, washrooms, storage areas, mechanical/maintenance rooms and public assembly areas)				Sq. m.
e)	<b>Gross Floor Area for Office Use:</b>				Sq. m.
f)	<b>Gross Floor Area for Restaurant Use:</b>				Sq. m.
g)	<b>Gross Floor Area for Basement:</b>				Sq. m.
h)	<b>Gross Floor Area for Mezzanine:</b>				Sq. m.
i)	<b>Gross Floor Area for Warehouse Use:</b>				Sq. m.
j)	<b>Number of Employees:</b>				
k)	<b>Number of Off-Street Parking Spaces:</b>				
	i) Surface				
	ii) Underground				
l)	<b>Number of Off-Street Loading Spaces:</b>				
m)	<b>Landscaped Open Space Area:</b>				Sq. m.
n)	<b>Lot Coverage in Percent:</b>				

**Section 3: INFORMATION FOR RESIDENTIAL DEVELOPMENT**

		Existing	Proposed	Total	
a)	<b>Landscaped Open Space Areas:</b>				Sq. m.
b)	<b>Number of Parking Spaces:</b>				
	i) Surface				
	ii) Underground				
c)	<b>Number of Stories/Floors:</b>				Metres
d)	<b>Building Height:</b> (vertical distance between the average elevation of the finished surface of the ground and the front of the building and: <ul style="list-style-type: none"> <li>• flat roof - highest point of the roof;</li> <li>• mansard roof - deck roof line;</li> <li>• gable/hip/gambrel - average height between the eaves and ridges).</li> </ul>				
e)	<b>Lot Coverage in Percent:</b>				
f)	<b>Unit Breakdown</b>				
	Type	No. of Existing Units	No. of Proposed Units	Total Floor Area (sq. m.)	
	Bachelor				
	One-Bedroom				
	Two-Bedroom				
	Three-Bedroom				
	Total				

**Section 4: INFORMATION FOR INSTITUTIONAL DEVELOPMENT**  
(e.g. churches, schools, health care, etc.)

		Existing	Proposed	Total	
a)	<b>Ground Floor Area:</b> (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, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic).				Sq. m.
b)	<b>Gross Floor Area:</b> (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 use for mechanical or heating equipment, the storage or parking of motor vehicles, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic).				Sq. m.
c)	<b>Gross Floor Area of Basement/Cellar:</b>				Sq. m.
d)	<b>Gross Floor Area of Mezzanine:</b>				Sq. m.
e)	<b>Building Height:</b> (vertical distance between the highest level of the finished grade at the front of the building and the uppermost part of the building).				Metres
f)	<b>Number of Off-Street Parking Spaces:</b>				
	i) Surface				
	ii) Underground				
g)	<b>Number of Off-Street Loading Spaces:</b>				
h)	<b>Seating Capacity for Church:</b>				Seats
i)	<b>Seating Capacity for Assembly/Community Hall:</b>				Seats
j)	<b>Number of School Classrooms:</b>				
k)	<b>Lot Coverage in Percent:</b>				
l)	<b>Landscaped Open Space Area:</b>				Sq. m.
m)	<b>Number of Employees:</b>				
n)	<b>Number of Beds Provided:</b>				

**Section 5: AFFIDAVIT:**

I/we \_\_\_\_\_ of the \_\_\_\_\_

In the County/Region of \_\_\_\_\_, solemnly declare that all the 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Authorized Solicitor of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner for Taking Affidavits

\_\_\_\_\_  
Date

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**APPLICANT AUTHORIZATION FORM**

I/we \_\_\_\_\_,

the registered owner(s) of \_\_\_\_\_  
(municipal address or legal description of property)

hereby authorize \_\_\_\_\_

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

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**Section 6: 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. The Township will retain this deposit until such time as the project 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 out 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 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

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

Application deposit of \$ \_\_\_\_\_ received on \_\_\_\_\_

received by \_\_\_\_\_  
(Updated April 2006)