

NOTE: REFER TO APPENDIX “A” GUIDE TO APPLICANTS, ATTACHED HERETO

1. TYPE OF APPLICATION

- General New (Commercial, Industrial, Institutional, Multiple Residential)
- Amendment to an Existing Plan and/or an Approved Site Plan Agreement
- Permanent Farm Helphouse Seasonal Farm Helphouse
- Discharge or Partial Discharge of a Site Plan Agreement
- Red-Line Revision

2. FEE

In accordance with Appendix “B” Schedule of Fees, attached hereto, the required Application Fee of \$_____ is enclosed.

3. LOCATION OF THE LANDS SUBJECT TO THIS APPLICATION

Former Township: Lot No. _____ Concession No. _____
 Registered Plan No. _____ Lots/Blocks _____
 Reference Plan No. _____ Part(s) _____

Street Address: _____

Easements/Restrictive Covenants Affecting These Lands (description if required):

4. OWNER, APPLICANT, AGENT, AND SOLICITOR

Complete the following and check the box next to the person or firm to whom the correspondence should be addressed. (In order to avoid delays, please inform the Township’s Planning Department if there is a change in the mailing address below).

Owner:		Phone:	
Address:		Cell:	
		Email:	
Applicant:		Phone:	
Address:		Cell:	
		Email:	
Consultant/Agent:		Phone:	
Address:		Cell:	
		Email:	
Solicitor:		Phone:	
Address:		Cell:	
		Email:	

NOTE: ALL CORRESPONDENCE WILL BE SENT TO THE APPLICANT EXCEPT WHERE AN AGENT IS EMPLOYED, IN WHICH CASE IT WILL BE SENT TO THE AGENT.

If 'YES', describe what they are.

8. PROPOSAL

A covering letter or summary report may be submitted if more space is required.

(a) General

i. Describe the existing use of the subject lands:

ii. Explain the proposed use of the subject lands:

iii. If this Application is approved, within what period of time, after approval, will you:

Commence building, if building is necessary? _____

Commence use of the lands and/or structures for the purposes which you have stated? _____

Complete all works shown on the approved plans? _____

(b) Details of the Subject Lands and Proposed Development

Lot Frontage _____ Metres

Lot Area _____ Square Metres

Building Ground Floor Area _____ Square Metres (from outside walls)

Gross Floor Area _____ Square Metres (all floors from outside walls)

Building Height _____ Metres _____ Storeys

Building Coverage _____ Square Metres _____ % of Lot Area

Number of Parking Spaces (Total) _____ Above Ground _____ Underground _____

Number of Dwelling Units (if applicable): _____

Minimum Floor Area of Dwelling Units:

Bachelor _____ One Bedroom _____ Two or More Bedrooms _____

Landscaped Open Space Area _____ Square Metres _____ % of Lot Area

9. SERVICES AND ACCESS

How is the proposed development to be serviced and accessed?

Services

- | | |
|---|---|
| <input type="checkbox"/> Public Sanitary Sewer System | <input type="checkbox"/> Public Storm Sewer |
| <input type="checkbox"/> Private Septic System | <input type="checkbox"/> Storm Drainage Pond |
| <input type="checkbox"/> Private Holding Tank | <input type="checkbox"/> Public Piped Water System |
| <input type="checkbox"/> Private Ground Water Well | <input type="checkbox"/> Private Water Storage Pond |
| <input type="checkbox"/> Private Water Cistern | |

Access

- | | |
|--|--|
| <input type="checkbox"/> Regional Road/Street Access | <input type="checkbox"/> Town Road/Street Access
(open and maintained year round) |
| <input type="checkbox"/> Provincial Highway Access | <input type="checkbox"/> Other Access: |
-

10. REQUIRED PLANS AND RELATED RELEVANT INFORMATION

Attached with this Application shall be **TWO** copies of each of the following **SEPARATE** plans as well as **DIGITAL COPIES** of all drawings, plans, reports and any other required information:

- (a) Site Plan
- (b) Elevation Plans
- (c) Landscape Plans
- (d) Site Servicing and Grading Plans
- (e) Copy of Deed to property

Note: Plans are required to be drawn at an appropriate scale. Approval to provide plans smaller than 1:400 must be received from the Planner in advance.

GENERAL SITE PLAN INFORMATION AND REQUIREMENTS

The following information is required on the Site Plan:

(a) General – Site Plan:

- Title block including project title or proposed use of building, project address or location, agent's name and address, north arrow, scale, date of issue of drawing, title project (job) number, drawing number and revisions suffix and designer's name, address, telephone number and professional seal.
- Reference to an up-to-date plan of survey (if available).
- All elevations shown are to be geodetic, and related to Township of West Lincoln datum (NAD 83).
- Legal description of subject lands (lot number and registered plan number).
- Street lines and location.
- Length and bearings of property lines.
- Dimensions, sizes and location of intended finalized site indicating existing natural and manmade features on the property buildings, easements, underground services, overhead services, water courses, trees, driveways, driveway openings, catchbasins and manholes, fences, fire hydrants, street furniture, barriers, free-standing signs, including existing and proposed electrical transformers.
- Building entrances and exit doors.
- Future street widening.
- Location (setbacks and separation) and size of all existing and proposed buildings (existing and proposed buildings should be easily identifiable).
- Location and dimensions of all parking spaces, loading spaces, aisles, curbing and driveways.
- Location and details of existing and proposed refuse collection facilities.
- Location and details of walkways, wheel stops and parking areas.
- Extent and details of sodded and landscaped areas.
- Location and details of all existing vegetation to be removed or to be retained.
- Location and type of lighting.
- Location and type of closest fire hydrant (existing and proposed).
- Traffic circulation and Fire Routes signs (applicant to ensure that the Fire Code requirements of the Ontario Building Code regarding vehicular access and movements are complied with).
- Location and type of closest fire hydrant (existing and proposed).

Site Plan Data Legend

A Legend must be located on the Site Plan providing the following information:

- Lot area
- Paved area
- Gravelled area
- Landscaped area
- Building (ground floor) area coverage
- Total floor area by type of use
- Number of storeys above and below grade
- Number of dwelling units and total unit count by bedroom type
- Number of parking and loading spaces required and proposed
- Area of road widening, if required
- Usable floor area of dwelling units by unit type (each one bedroom model, each two bedroom model, etc.)
- Building height above grade per height definition in Zoning By-law
- Identification of storeys below grade as basement or cellar (as defined in the Zoning By-law), including calculations of average grade adjacent to the building perimeter

NOTE: A blank space no smaller than 12.7cm. (5 in.) wide and 15.25cm. (6 in.) high must be provided for the purpose of providing an area for the plan approval stamp.

(b) Elevation Plans:

Elevation Plans must show the massing, design and finish of the building(s) and provide detailed information regarding the exterior finish of buildings, including materials, colours, etc. The elevation plans are normally permitted to be included on the Site Plan, however, if required by the Planner, such plans shall be separate.

(c) Landscape Plans:

Landscape Plans satisfactory to the Director of Recreation and Parks are required and are to be separate from the Site Plan. In instances where the amount of detail is sufficiently small, the Planner may permit the Landscape Plans to be combined with the Site Plan. The following information is required on the Landscape Plans:

- Location of existing vegetation to be retained and removed.
- Location of all proposed plant material, planting beds, buffering and screening areas, and other surface treatments.
- Plant list showing name, size, quantity, etc.
- Location of pathways, play areas, special activity areas and open space areas.
- Fencing, including privacy fencing or screening.

(d) Site Servicing and Grading Plans:

The following information is required on the Site Servicing and Grading Plans:

(i) Surface Run-off

- Existing grades including a minimum 3.0m wide area on adjoining properties and proposed lot grading (including parking lots, driveways, grassed areas, walkways, etc.), indicating direction of surface flow.
- Location of roof-water leader outfalls.
- Rim and invert elevations of proposed manholes and catchbasins.
- Size, length, location, grade, material and bedding of all proposed storm sewers and catchbasin connections.
- Invert of proposed storm sewer connection at the property line.
- Invert of proposed storm sewer connection and main at the point of connection to the main.
- Location, size, length and grade of any existing storm sewer connections if they are still to be utilized.
- Storm sewer design calculations for all proposals of 0.4 hectares or greater.
- Location and details of any erosion control works required.
- The following note is to be included on any grading plan where, in the Township's opinion the site is required to have erosion control measures: "All erosion control works must be implemented prior to any work being undertaken on the site".
- Plan and Profile Drawings may be required.

(ii) Sanitary Sewer and Water Connections

- Basement (or lowest) floor elevations.
- Invert of proposed connection at the face of the building and at the property line.
- Invert of proposed connection and main at the point of connection to the main.
- Location, size, length, grade, material and bedding of all sanitary sewers and connections.
- Rim and invert elevation of proposed manholes.
- Sanitary sewer design calculations.
- Plan and Profile Drawings may be required.

(iii) Information within Road Allowances Adjacent to Site

- Location, length, size and grade of existing and/or proposed sewer and watermains, including invert and rim elevations of manholes.
- Final crown line grade and elevation of road (may be existing or proposed).
- Elevations at the back edge of existing sidewalks or, if there is no existing sidewalk, the elevations of existing ground at the back edge of future sidewalk and the elevations of the future sidewalk.
- Location and elevations of existing or future curb and gutters. If curb and gutters are not existing, the elevations at the edge of the existing travelled road.
- Location of all existing above and below ground utility installations, such as hydro and telephone lines, all fire hydrants, watermains, and storm and sanitary sewers, including the size of pipes or conduits.
- Location and size of existing and/or proposed driveway openings.
- Location, size and species of existing street trees.

APPENDIX "A"

GUIDE FOR SITE PLAN APPROVAL (OR RELATED) APPLICATIONS

1. Purpose

Site Plan Approval is a method of ensuring that development takes place in an orderly manner satisfactory to the Township and concerned agencies. It is intended to attend to details of development not adequately addressed by other regulations.

Site Plan Approval is required for various types of development specified in the Township's Site Plan Control By-law. Normally, development of any one or two unit dwelling and related accessory buildings, alterations to any one or two unit dwelling, swimming pools and agricultural buildings are exempted from site plan approval. Farm helphouses and some other forms of single family dwelling development are not exempt.

2. Preliminary Discussion

Prior to submission of an application, the Applicant should contact the Planning Department for a preliminary review of the proposal. This can answer any questions the Applicant may have and ensure accuracy of the application which can reduce the possibility of future delays in processing.

3. Submission of Application

It is the responsibility of the Applicant (or duly authorized agent) to complete, sign and submit an application to the Planning Department. Applications must include eight (8) copies of both the plans and other support material; the applicable fee and a cost estimate of the site works and servicing. Any submission lacking the required information or fee shall not be considered further.

4. Review of Application

Upon receipt of the application, a file number is assigned and a review is undertaken by Township staff (Planning, Public Works, Recreation, Fire, Building Departments, etc.), and certain governing agencies, where applicable. If changes are required to the plan, the Applicant is requested to revise the proposal. Once the final proposal is agreed upon, the Applicant is required to submit the required number of final copies of the Site Plan, Landscape Plan, Elevation Plan, and Site Servicing Grading and Storm Drainage Plan.

5. Approval of Site Plan

Approval of the Final Site Plan by the Planner can occur once all the required information and maps have been received and it is determined that a Site Plan Agreement between the Township and the Owner is not required. A signed approved plan is distributed to the Applicant and affected Township staff and agencies. A signed copy is also retained in the assigned file.

If a Site Plan Agreement is required, approval of the Site Plan does not occur until the agreement is registered on title and any required performance securities have been submitted (See Items 6 (c) to (h) below).

6. Site Plan Agreement

If it is determined that a Site Plan Agreement between the Township and the Owner must be registered on title, the following process is followed:

- (a) The Planning Department prepares the agreement;
- (b) Three copies of the agreement are forwarded by the Planning Department to the Applicant to be signed by the Owner, Mortgagee and any encumbrancers;
- (c) The Applicant forwards the three signed copies of the agreement and the

- required performance security for 100% of the agreed estimated cost of the site works (see Letter of Credit Form, attached hereto) and cash or certified cheque for the Administration Fee to the Planning Department;
- (d) The Planning Department requests the Township Clerk to prepare the necessary by-law, authorizing the Township to enter into an agreement with the Owner, Mortgagees and any other encumbrancers;
 - (e) The Mayor and the Township Clerk sign the agreement and it is forwarded to the Township's Solicitor for registration on title;
 - (f) Upon notification by the Township's solicitor that the agreement has been registered on title, and determining that securities and administration fee are in place and the plans are complete, the Planner approves the Site Plan;
 - (g) An original signed agreement is retained by the Clerk's Department;
 - (h) The Township Clerk forwards a signed copy of the agreement to the Planning Department;
 - (i) A photocopy of the agreement is provided to the Applicant by the Planning Department along with a copy of the approved Site Plan.

7. Building Permit

Upon confirmation that the required site plan has been approved by the Planner and the servicing, storm drainage and grading plans have been approved by the Public Works Department; the required Building Permit may be issued, subject to compliance with all by-law and Building Code requirements.

8. Referral to the Ontario Land Tribunal

The Applicant may refer the proposal to the Ontario Land Tribunal (OLT) if the approval of a site plan application is not forthcoming within 60 days of submission and deeming the application complete by Staff. The OLT will normally hear and determine the matter at issue and make a determination.

NOTE: For development which Council determines requires its approval; development which Staff determines requires Council approval; or development for which the Applicant requests Council approval, the Planner shall not approve the Site Plan until a decision for approval has forth come from Council.

NOTE: Reactivation Any application which has been withdrawn or has been inactive for a period of one year shall be considered abandoned and a full fee shall be required to activate a new application.

ADMINISTRATION FEE

COST ESTIMATE OF SITE WORKS

ON-SITE WORKS

1. SITE GRADING AND PREPARATION	\$ _____
2. PAVING	\$ _____
3. LANDSCAPING	\$ _____
4. SITE DRAINAGE	\$ _____
5. FENCING	\$ _____
6. WALKWAYS AND CURBS	\$ _____
7. WATERLINES	\$ _____
8. SANITARY SEWERS	\$ _____
9. STORM SEWERS	\$ _____
10. OTHER WORKS OR SERVICES	\$ _____

OFF-SITE WORKS

1. WATER LINES AND HYDRANTS	\$ _____
2. SANITARY SEWERS	\$ _____
3. STORM SEWERS	\$ _____
4. OTHER WORKS OR SERVICES	\$ _____

TOTAL: \$ _____

LETTER OF CREDIT IN THE AMOUNT OF THE ABOVE TOTAL TO BE SUBMITTED \$ _____

ADMINISTRATION FEE

The Owner shall pay to the Township a cash fee applicable to the total cost of site works in a sufficient amount to cover any costs of administration, including engineering and other inspections and supervision of these works, plans review and analysis in accordance with the following:

- (a) Total cost of services less than \$1,000.00: \$250.00;
- (b) Total cost of services less than \$5,000.00: \$500.00 total charge;
- (c) Total cost of services less than \$20,000.00: \$2,000.00 total charge;
- (d) Total cost of services less than \$30,000.00: \$3,000.00 total charge;
- (e) Total cost of services less than \$60,000.00: \$6,000.00 total charge;
- (f) Total cost of services less than \$75,000.00: \$7,500.00 total charge;
- (g) Total cost of services less than \$100,000.00: \$10,000.00 total charge;
- (h) For total costs of services between \$100,000.00 - \$500,000 the total fee cost shall be: \$5,000.00 + 5% of costs >\$100,000 (Minimum of \$10,000)
- (i) For total costs of services over \$500,000 the total fee cost shall be: \$5,000.00 + 5% of costs between \$100,000 - \$500,000 + 4% of costs >\$500,000 (Minimum of \$25,000)

TOTAL FEE PAYABLE (Cash or Cheque) \$ _____

*** SAMPLE ***
LETTER OF CREDIT FORM
TOWNSHIP OF WEST LINCOLN

Standard Form Letter of Credit to be supplied by the owner to the Township of West Lincoln satisfying the requirements of a Site Plan or Subdivision Agreement.

BANK LETTERHEAD

Letter of Credit No. _____
Total Amount: _____
Date: _____
Branch: _____

TO: THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

IRREVOCABLE STANDBY LETTER OF CREDIT

We hereby authorize you to draw on _____,
(Financial Institution)

(Address)

for account of our customer

(Name)

up to an aggregate amount of dollars (\$ _____) available by drafts at sight for 100% value as follows:

Pursuant to the request of our customer, the said _____,
(Name)

we, the _____ hereby establish and give to you this Irrevocable Standby Letter of Credit in your favour in the total amount of _____ dollars (\$ _____) which may be drawn on by you at any time, from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Provided, however, that you are to deliver to the _____, at such
(Financial Institution)

time as a written for payment is made upon us, a certificate signed by your Treasurer, or designate, confirming that monies drawn pursuant to this Letter of Credit are to be used to perform any outstanding obligations of our said customer to you or to ensure that any outstanding obligations of our said customer to you are performed.

It is understood and agreed that the obligation of the undersigned under this Letter of Credit is an obligation to pay money only and that in no circumstances shall the undersigned be obliged to perform or cause to perform any of our customer's obligations to you.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us by you from time to time.

This Letter of Credit will continue up to _____, and will expire at the close of business
(Date)

on that date and you may call for payment of the full amount outstanding under this Letter of Credit at any time prior to the close of business on that date should this Letter of Credit not be renewed.

We agree to notify you, in writing, on or before _____ if this Letter of
(One month prior to expiry date set out above)

Credit will not be renewed by us. If we fail to so notify you, then this Letter of Credit shall be deemed to be automatically renewed for a further year and so on from year to year thereafter.

Partial drawings hereunder are permitted. Drafts must be drawn and negotiated not later than close of business on the expiry date or renewal expiry date hereunder as the case may be.

The Drafts drawn under this Letter of Credit are to be endorsed hereon and shall state on their face that they are drawn under the _____,
(Financial Institution) _____ (Address)

Letter of Credit No. _____, Dated _____

For: _____