

Application for Site Plan Approval

The Site Plan Application Form is to be completed by the Owner and/or authorized Agent. All information on this form, together with all supporting documentation and application fee is required. **Incomplete applications will not be accepted.**

Important Information:

1. Prior to making a site plan application, applicants are required to attend a site plan pre-consultation meeting. To start the pre-consultation process, please visit www.leamington.ca/siteplancontrol or contact Danielle Truax, Manager of Planning Services at 519-326-5761 ext. 1405 or by email dtruax@leamington.ca.
2. Formal application packages are to be submitted by appointment only. Please contact Planning Services to schedule your submission appointment.
3. It is an offence under the Building Code Act to commence construction without a building permit..
4. Personal information on this application is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P. 13, Section 41 and will be used for contacting the applicant(s) and for processing the application. Please note that personal information contained in this application may be included in Council minutes and become part of the public record and posted on our municipal website. Questions about this collection should be directed to the Manager of Legislative Services/Clerk for The Corporation of the Municipality of Leamington.
5. It is the sole responsibility of the applicant to ensure that they obtain all necessary clearance/permits from required external agencies and ministries. Applicants must ensure they are not in contravention with any provincial or federal laws at any time.

Submission Requirements:

The Site Plan Application must include the following items. Please note, items submitted during preliminary or pre-consultation discussions must be resubmitted as part of the formal application to be considered for formal approval.

- Application Form, all applicable sections completed and signed (original signatures).
- Record of Pre-consultation.
- Application Fee.
- Drawings and Reports: Submit the quantities of drawings, documents and reports as noted in the Record of Pre-consultation. *All documents and drawings are to be submitted in both hard copy and digital (pdf) format. Electronic submissions may be sent directly via e-mail or provided on a USB.*
- Agency Approvals

Steps in the Site Plan Control Process	
Step 1	Initial Development Inquiry: Once you have an idea for development, you may contact Planning Services at any time to address any initial questions or to clarify the development process.
Step 2	Pre-consultation Meeting: Pre-consultation meetings are mandatory for all applications. They are designed to identify submission requirements, applicable design priorities and outline the site plan process. Applicants can submit a Request for Pre-consultation online, accompanied by a conceptual site plan drawn to scale with site statistics. Your pre-consultation meeting may take place at a regular meeting of the Development Support Committee or in a one-on-one meeting with a member of the Planning Services staff.
Step 3	Preliminary Feedback Comments: Following the pre-consultation meeting, the applicant will receive preliminary comments. These comments will identify formal submission requirements necessary to obtain final approval. This may include: <ul style="list-style-type: none"> • A list of the mandatory municipal submission requirements. • Identification of any other applications that may be required under the Planning Act (i.e. Zoning By-law Amendment, Minor Variance, Consent) • A list of external agencies requiring pre-consultation. • The type of Site Plan Application required (i.e. agreement, amendment, exemption) and the approval process that will follow.
Step 4	Formal Application: A formal Site Plan Application and submission package is required in order to initiate Site Plan Control timelines under the Planning Act. Prospective applicants are responsible for compiling the submission requirements in accordance with the Preliminary Comments and submit a complete Site Plan Application to Planning Services in both hard copy and digital (pdf) format. Planning Services will not accept incomplete applications.
Step 5	Formal Circulation: Site Plan applications will be circulated to all relevant internal and external departments and agencies. Review comments will be sent to the applicant within three weeks of application acceptance. It is the sole responsibility of applicants to follow-up directly with external agencies to address any questions or concerns. Any required revisions will re-start the Planning Act timeline.
Step 6	Draft Site Plan Agreement: Once technical approval has been given by the Municipality and applicable external agencies (this may be in the form of a clearance or permit), Planning Services will draft a Site Plan Agreement for the applicant's review. At this time, necessary securities, cash-in-lieu of parkland, and any other applicable fees or charges will be made clear to the applicant.
Step 7	Site Plan Approval: Once the applicant has reviewed and approved the draft agreement, Planning Services will provide three formal hard copies of the agreement for signing. At the time of signing, all outstanding securities, fees and charges must be collected. Once the agreement has been signed, it must be registered on the property title. Proof of registration must be sent to Planning Services. At this point, the Site Plan process will be completed and applicants will be able to obtain building permits.



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Office Use Only	
File Number: _____	
Pre-consultation Date: _____	Fee: _____
Date Application Received: _____	

Type of Application	
<input type="checkbox"/> New Site Plan Agreement	\$1250.00 + \$200.00 ERCA fee (\$1450.00)
<input type="checkbox"/> Amending Existing Site Plan Agreement	\$750.00 + \$200.00 ERCA Fee (\$950.00)

Registered Owner Information <i>Non-corporate Individual Owner(s)</i>		
Last Name	First Name	Company Name
Title (if applicable)		
Street Address		
Municipality	Province	Postal Code
E-mail	Phone	
Mortgagee (if applicable)		
Last Name	First Name	Telephone



Registered Owner Information Corporation <i>Include Name(s) and Title(s) of those authorized to bind if a Corporation</i>		
Corporation Name		
Last Name	First Name	
Title (if applicable)		
Street Address		
Municipality	Province	Postal Code
E-mail	Phone	
Mortgagee (if applicable)		
Last Name	First Name	Telephone
Address		Email

Authorized Agent #1 <i>If different from the owner.</i> <i>This may be a person or firm acting on behalf of the owner. Please indicate all parties involved i.e. Solicitor, Engineer, Planner, etc.</i> <i>Please note that the Municipality will send communications to both the Applicant and the Authorized Agent.</i>		
Last Name	First Name	Company Name
Professional Role <i>(Architect, Consultant, Engineer, Planner, Project Manager, etc.)</i>		
Address		
Phone	E-mail	



Authorized Agent #2 <i>Please note that the Municipality will send communications to both the Applicant and the Authorized Agent.</i>		
Last Name	First Name	Company Name
Professional Role (<i>Architect, Consultant, Engineer, Planner, Project Manager, etc.</i>)		
Address		
Phone	E-mail	

Property Information		
Municipal Address		
Legal Description		
Assessment Roll Number		
Lot Area (hectares)	Lot depth (metres)	Lot Frontage (metres)
Easements: <i>Please indicate if there are any easements or restrictive covenants affecting the property.</i>		

Infrastructure Services <i>Please indicate the available or proposed services.</i>	
Water <input type="checkbox"/> Proposed Municipal Service <input type="checkbox"/> Existing Municipal Service <input type="checkbox"/> Proposed Private Service <input type="checkbox"/> Existing Private Service	Storm Water <input type="checkbox"/> Proposed Municipal Service <input type="checkbox"/> Existing Municipal Service <input type="checkbox"/> Proposed Private Service <input type="checkbox"/> Existing Private Service
Waste Water <input type="checkbox"/> Proposed Municipal Service <input type="checkbox"/> Existing Municipal Service <input type="checkbox"/> Proposed Private Service <input type="checkbox"/> Existing Private Service	Garbage Pick-up <input type="checkbox"/> Proposed Municipal Service <input type="checkbox"/> Existing Municipal Service <input type="checkbox"/> Proposed Private Service <input type="checkbox"/> Existing Private Service



Infrastructure Services <i>Please indicate the available or proposed services.</i>	
Electricity <input type="checkbox"/> Existing Service <input type="checkbox"/> Proposed Service	Public Transit <input type="checkbox"/> Transit Stop Available? Please provide Transit Stop No.:

Neighbouring Uses <i>Please describe all neighbouring uses.</i>	
North:	East:
South:	West:

Please indicate if you are within close proximity to any of the items below: <i>Please indicate approximate distance to proposal.</i>	
<input type="checkbox"/> Aggregate Pit/Quarry	<input type="checkbox"/> Oil Well
<input type="checkbox"/> Livestock Farm	<input type="checkbox"/> Transmission Corridor
<input type="checkbox"/> Municipal Trail	<input type="checkbox"/> Irrigation or Stormwater Management Pond
<input type="checkbox"/> Propane Distributor	<input type="checkbox"/> Renewable Energy Facility

Proposal <i>Please provide a description of the proposal. Please make reference to the types of buildings, accessory structures, proposed parking, number of residential units, etc.</i>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Source Water Protection
Does the proposal include above ground fuel storage?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Applications under the Planning Act <i>Please indicate if the subject property will be impacted by another application under the Planning Act.</i>		
<input type="checkbox"/> Official Plan Amendment	File Number:	Status:
<input type="checkbox"/> Zoning By-law Amendment	File Number:	Status:
<input type="checkbox"/> Minor Variance	File Number:	Status:
<input type="checkbox"/> Consent	File Number:	Status:



Application for Site Plan Approval Authorization for Agent to Make Application

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I, _____, am the owner of the land that is the subject of this application,
and I authorize _____, to make this application on my behalf.

Date

Signature of Owner

Date

Signature of Owner

Consent of the Owner to the Use and Disclosure of Personal Information

Complete the consent of the owner concerning personal information below.

I, _____, am the owner of the land that is the subject of this application
and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act
(MFIPPA), I authorize and consent to the use by or disclosure to any person or public body of any
personal information that is collected under the authority of the Planning Act for the purposes of
processing this application.

Date

Signature of Owner

Date

Signature of Owner



Application for Site Plan Approval Declaration

I hereby declare that the information contained in this application and on the attached plan(s) and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____, 20____

Commissioner of Oaths

Applicant or Agent