

Application for Site Plan Approval

Section 41 of the Planning Act, R.S.O 1990, As Amended

Township of Wainfleet
Committee of Adjustment
31940 Highway #3
Wainfleet, ON L0S 1V0
Tel: 905-899-3463
Fax: 905-899-2340



For Office Use Only

Date Received:	Received By:
Application Deemed Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deemed Complete:
Roll Number:	File No.:

Note: Prior to completing this form, the applicant should read the site plan approval brochure. Please type or write clearly using blue or black ink.

Type of Application:
<input type="checkbox"/> New Site Plan <input type="checkbox"/> Amendment to an Existing Site Plan

SECTION 1 – CONTACT INFORMATION

Owner Information	
Registered Owner(s): (please indicate names exactly as shown on the Transfer Deed of Land)	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Solicitor Information (if applicable)	
Owner's Solicitor:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Authorized Agent Information (if applicable)	
Owner's Authorized Agent:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Please specify to whom all communications should be sent:	
<input type="checkbox"/> Owner <input type="checkbox"/> Solicitor <input type="checkbox"/> Agent	

SECTION 2 – SUBJECT LAND INFORMATION

Lot	Concession	Geographic Township
Registered Plan	Lot/Block	Reference Plan
Municipal Address		
Lot Area (m ² or ha)	Frontage (m)	Depth (m)

SECTION 3– EXISTING USE, OFFICIAL PLAN & ZONING OF SUBJECT LAND

Existing use(s) of subject land, including buildings:

How long have the existing uses on the subject land continued?

Region of Niagara Official Plan Designation:

Township of Wainfleet Official Plan Designation:

Present Township of Wainfleet Zoning:

Type of access to subject land:

- Provincial Highway Municipal Road maintained all year Water Access
 Regional Road Municipal Road maintained seasonally Right-of-Way
 Private Road Other Public Road

Type of existing water supply for subject parcel:

- Publicly owned and operated piped water Cistern
 Well (private or communal) Other: _____

Type of existing sewage disposal for subject parcel:

- Publicly owned and operated sanitary sewage system Other: _____
 Septic system (private or communal)

What are the current uses of lands within 500m of the subject land?

North

South

West

East

Are there any easements, right-of-way or restrictive covenants affecting the land?

- Yes (explain below) No

SECTION 4 – PROPOSED DEVELOPMENT OF SUBJECT LAND

Proposed use(s) of subject land, including buildings:

	Existing	Proposed
Gross Floor Area (m ²)		
	Permitted	Proposed
Building Height (m)		
Lot Coverage (m ² and %)		
Landscaped Area (m ² and %)		
Number of Parking Spaces		
Number of Barrier-Free Parking Spaces		

Is the subject property subject to any other applications under the Planning Act (i.e. consent, minor variance, official plan amendment, plan of subdivision)? Yes No

If yes, File Number & Application Status:

SECTION 5 – DRAWINGS & SUBMISSION REQUIREMENTS

An application must be accompanied by five (5) paper copies and one (1) digital copy of a preliminary site plan prepared in metric units, showing the following information:

- The boundaries and dimensions of the subject land;
- The existing and proposed structures;
- The distances between structures and the distances from structures to the property line;
- The location of all natural and artificial features (for example, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, fences, driveways, parking and loading areas, light standards, etc.);
- The septic tanks that are located on the subject land and on the land that is adjacent to it and in the applicant’s opinion, may affect the application;
- The current uses of land that is adjacent to the subject land (for example, residential, agricultural, commercial);
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- The location and nature of any easement affecting the subject land;
- Title block containing the following information:
 - Location map;
 - Property description;
 - Municipal address;
 - Name of project;
 - Owner’s name, address and phone
 - Plan preparer’s name, address and phone;
 - Scale, north arrow and date of latest revision;
 - Zoning matrix (total lot area, existing and proposed building lot coverage, floor area (per floor or storey), building height, landscape coverage, number of parking spaces).

An application must also be accompanied by five (5) paper copies and one (1) digital copy of each of the following:

- Floor Plans;
- Building Elevations;
- Lot Grading and Drainage Plan;
- Landscaping Plan;
- Any other plans, report or studies required at the pre-consultation meeting;
- A cover letter addressing how the proposal complies with the site plan guidelines for the zone.

SECTION 6 – CONSENT TO THE USE AND DISCLOSURE OR PERSONAL INFORMATION

All submission materials on file, including cover letters, application forms and plans will be made available to the public for viewing at the Township office, as required under Section 1.0.1 of the Planning Act, R.S.O. 1990 C.P.13. Personal information on file with the Planning Department is collected under the authority of the Planning Act and will be used to process the application.

I/We _____ am/are the owner(s) of the land that is the subject of this application for site plan approval and for the purposes of the *Municipal Freedom of Information and Privacy Act*, I/We authorize and consent to the use by or the 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.

Signature of Owner

Date

Signature of Owner

Date

SECTION 7 – PERMISSION TO ENTER

I/We _____ am/are the owner(s) of the land that is the subject of this application for site plan approval and I/We authorize the Township staff to enter onto the property for the purposes of evaluating the merits of the application(s).

Signature of Owner

Date

Signature of Owner

Date

SECTION 8 – AUTHORIZATION FOR AGENT (If applicable)

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner(s). All registered owners must complete the authorization form for it to be valid.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation’s seal (if any) should be affixed or the words “I have the authority to bind the Corporation” may be printed under the signing officer’s name instead of affixing the Corporate seal.

I/We _____ am/are the owner(s) of the land that is the subject of this application for site plan approval and I/We hereby authorize _____ as my/our agent for the purpose of submitting an application(s) to the Township of Wainfleet in accordance with Section 41 of the Planning Act, R.S.O. 1990, as amended.

Signature of Owner

Date

Signature of Owner

Date

SECTION 9 – AFFIDAVIT OF OWNER(S) OR AUTHORIZED AGENT

The declaration below must be signed in the presence of a Commissioner for Taking Affidavits. This may be done when presenting your application at the Township office. Please make sure to bring your photo I.D. with a signature.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation’s seal (if any) should be affixed or the words “I have the authority to bind the Corporation” may be printed under the signing officer’s name instead of affixing the Corporate seal.

I/We, _____ of the City/Town/Township of _____

in the County/Region of _____ do solemnly declare that all 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 virtue of the Canada Evidence Act.

SWORN before me at the City/Town/Township of _____)
_____ in the _____)
County/Region of _____)
this _____ day of _____ 20 _____)

Signature of Owner or Authorized Agent

Signature of Owner or Authorized Agent

A Commissioner etc.