

## instructions for site plan approval application

**PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE**

If you require this form in an alternative format, please contact Middlesex Centre at [planning@middlesexcentre.ca](mailto:planning@middlesexcentre.ca) or 519-666-0190 / 1-800-220-8968.

### BACKGROUND INFORMATION

This process pertains to an application for site plan approval pursuant to Section 41 of the *Planning Act*. Prior to the Municipality processing the application, it is required that a copy of the attached application form be completed including one (1) copy of the site plan submission package detailing the requirements of Section 15 of this application and the processing fee of \$2,000 (or \$1,000 for an amendment to an existing agreement). Please also note that the Municipality requires an electronic submission of all drawings that form part of the application.

Please note:

- The application must be completed in metric units.
- The site plan must be prepared by a qualified professional such as a civil engineer, architect, planner, landscape architect or land surveyor.
- The site plan shall have regard for the Municipality's Urban Design Guidelines and Site Plan Manual.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information, studies and/or reports may be required by the Municipality prior to approval being granted. The Municipality reserves the right to determine what information is necessary in order to properly process an application.
- Any external consultants' costs that the municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on page 3 of this application.

### APPLICATION SUBMISSION

Please submit the application and fee to:

Planning and Development Services Department  
Municipality of Middlesex Centre  
10227 Ilderton Road  
Ilderton, ON N0M 2A0

Dan FitzGerald  
Planner  
T: 519.930.1008  
Email: [dfitzgerald@middlesex.ca](mailto:dfitzgerald@middlesex.ca)

### APPLICATION PROCESS

<b>Step 1</b>	<b>Consult with Planning Staff:</b> Applicants are encouraged to meet with Staff prior to submitting an application.
<b>Step 2</b>	<b>Application submission:</b> Complete the attached application form and include the required site plan drawings and processing fee. (Fees are subject to change. Refer to the current Fee By-law.)
<b>Step 3</b>	<b>Complete application accepted:</b> The file is opened and timelines for processing are established.
<b>Step 4</b>	<b>Application Circulation:</b> The application is circulated to agencies and municipal departments for review and comment.

<b>Step 5</b>	<b>Evaluation:</b> Staff undertakes an evaluation of the application using the relevant planning policy documents and the Comprehensive Zoning By-law. A site plan agreement is also prepared which stipulates the terms of the development of the subject land. The applicant is advised of any recommended changes. If the applicant disagrees with any of staff's recommendations, the proposal is forwarded to the Municipal Council for consideration.
<b>Step 6</b>	<b>Consideration before Municipal Council:</b> Upon the completion of satisfactory site plan drawings and associated site plan agreement, the implementing by-law is forwarded to Municipal Council for consideration of approval.
<b>Step 7</b>	<b>Agreement Registration:</b> Once you have signed the site plan agreement, your solicitor is required to register the agreement against the title of the subject land.
<b>Step 8</b>	<b>Building Permit:</b> Upon receipt of written confirmation of the registration of the agreement, the Municipality's Chief Building Official will be in a position to issue a building permit to commence the proposal, pending the approval of building plans and the payment of various fees; including but not limited to site plan security, development charges and building permit fees.

## APPEAL TO THE ONTARIO LAND TRIBUNAL

The applicant has the right to appeal Municipal Council's decision to the Ontario Land Tribunal (OLT) if the Municipality fails to approve the Site Plan within 30 days after being submitted or if the Municipality has imposed a Site Plan requirement that the applicant finds unreasonable. The appeal must be filed with the secretary of the OLT and the Clerk of the Municipality. An appeal to the OLT must be accompanied by the required forms, downloadable from the OLT website (<https://olt.gov.on.ca/>), including the fee. If an appeal is received, the OLT will arrange for a hearing, which currently may take up to six months to schedule. The decision of the OLT is considered final.

There are no third-party appeal rights in respect of site plan approval.

# site plan approval

PURSUANT TO SECTION 41 OF THE PLANNING ACT

<b>1. Applicant information</b>		
<b>Registered owner(s) of the subject land</b>		
Name:		
Address:		
Town:	Postal Code:	
Phone:	Cell:	
Fax:	Email:	
<b>Authorized agent (authorized by the owner to file the application, if applicable)</b>		
Name:		
Address:		
Town:	Postal Code:	
Phone:	Cell:	
Fax:	Email:	
<b>2. The date of the application:</b>		
<b>3. Current Official Plan land use designation:</b>		
<b>4. Current Zoning:</b>		
<b>5. Description of subject land</b>		
Geographic Township:	Concession(s):	Lot(s):
Registered Plan:	Lot(s):	
Reference Plan:	Part(s):	
Street Address:	Municipal Roll Number:	
<b>6. Are there any easements or restrictive covenants affecting the subject land?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide a description of each easement or covenant and its effect?		
<b>7. Dimensions of subject land (in metric units)</b>		
Frontage:	Depth:	Area:

<b>8. Please indicate whether there are any buildings or structures on the subject land?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please indicate the type of buildings and structures that currently exist on the subject land, the existing use, and whether the building or structure is to be retained or removed:			
Type of Building/Structure	Existing Uses	Retained	Removed
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

<b>9. Please indicate the type of buildings and structures that are being proposed (including additions to existing buildings or structures) and the proposed use?</b>	
Type of Building/Structure	Proposed Use

<b>10. Access to subject land</b>	
Provincial Highway:	County Road:
Municipal Road:	Other Public Road:
Right of Way:	Water:

<b>11. Water Supply:</b> Water supply will be provided via?			
<input type="checkbox"/>	publicly owned and operated piped water system	<input type="checkbox"/>	lake or other water body
<input type="checkbox"/>	privately owned well or communal well	<input type="checkbox"/>	other (please specify) _____

<b>12. Sewage Disposal:</b> Sewage disposal will be provided via?			
<input type="checkbox"/>	publicly owned and operated sanitary sewage system	<input type="checkbox"/>	privy
<input type="checkbox"/>	privately owned individual or communal septic system	<input type="checkbox"/>	other (please specify) _____

<b>13. Storm Drainage:</b> Storm drainage will be provided via?			
<input type="checkbox"/>	storm sewers	<input type="checkbox"/>	swales
<input type="checkbox"/>	municipal drainage ditches	<input type="checkbox"/>	other (please specify) _____

<b>14. Is the subject land the subject of:</b>		
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
A Minister's zoning order under the <i>Planning Act</i> ? *If yes, provide the following: Reg. No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Minor Variance under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>

**15. This application must be accompanied by ten (10) copies of the complete site plan submission package. Failure to supply this information will result in a delay in processing the application. Please fill out the checklist below to ensure you have included all the required information.**

**The site plan must be complete, accurately drawn to scale and prepared by a civil engineer, architect, landscape architect, land surveyor or similar design professional. Every site plan must include the information prescribed by the Site Plan Manual (a copy of the Site Plan Manual is available at [www.middlesexcentre.on.ca](http://www.middlesexcentre.on.ca))**

<b>MUNICIPAL COSTS</b>	
Please be advised that the municipality may incur expenses associated with obtaining outside legal/engineering/planning review/assistance from its consultants, relating to your application. Any expenses that the municipality incurs in this regard will be forwarded to you, the applicant, for payment.	
I, _____, (the applicant) acknowledge that I will pay all legal/engineering/planning expenses the municipality incurs as outlined above.	
_____ Signature	_____ Date

**AGENT AUTHORIZATION** (\* Please complete for an agent to act on behalf of the owner of the subject land.)

I, \_\_\_\_\_, being the owner of the property described in Section 1 of

(Name)

this application for Site Plan Approval, hereby authorize \_\_\_\_\_

(Agent)

to act as my agent in matters related to this application for Site Plan Approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Owner

**STATUTORY DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_

(Name)

(Name of City, Town, Township, Municipality, etc.)

in the \_\_\_\_\_

(Name of County, Region or District)

**SOLEMNLY DECLARE THAT**

The information provided in this application is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the \_\_\_\_\_

of \_\_\_\_\_ in the

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Applicant or Authorized Agent\*