

## BACKGROUND INFORMATION

This is a Site Plan Approval (SPA) application under Section 41 of the *Planning Act*. Prior to the Municipality processing the application, it is required that a copy (1) of the attached application form be **COMPLETED** including the required formal consultation request form, the site plan submission package detailing the requirements of Section 15 of this application, and the processing fees of:

**Pre-consultation fee:** \$1,200.00

**Application Form:** \$1,350.00 (minus \$1,200.00 pre-consultation fee when paid)

**For an amendment to an existing agreement:** \$500.00 (minus \$400.00 pre-consultation fee when paid)

**Title Search Fee:** \$50.00 (Required for every site plan approval or amendment application)

### PLEASE NOTE

- The application must be completed in metric units.
- The final site plan must be prepared, signed and stamped by a qualified professional such as a civil engineer, architect, landscape architect or land surveyor.
- The receipt of inaccurate information may cause delays in the processing of this application or the application may be rejected until a complete submission is made.
- 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.
- Applicants are responsible for the Municipality's costs in reviewing the plans and developing the site plan agreement (i.e. all engineering and solicitor's fees incurred by the Municipality will be invoiced to the applicant).

## THE MUNICIPALITY IS NOT RESPONSIBLE FOR ANY THIRD PARTY CHARGES RELATED TO THIS APPLICATION

## SUBMISSION REQUIREMENTS

An applicant must have **COMPLETED** a pre-consultation **PRIOR** to submitting an application.

Submit (1) digital copy **OR** (1) hardcopy of the completed application form, the required formal consultation request form, supporting documents as determined in the pre-consultation meeting, and fee(s) by mail, email, or in person to:

Municipality of Strathroy-Caradoc – Building and Planning Department

52 Frank Street

Strathroy ON, N7G 2R4

Tel: (519) 245-1105

Fax: (519) 245-6353

Email: [planning@strathroy-caradoc.ca](mailto:planning@strathroy-caradoc.ca)

## SITE PLAN APPROVAL APPLICATION PROCESS

### STEP 1

**Schedule a required pre-consultation discussion(s) with the Planner.** The pre-consultation discussion(s) will review the purpose of the application, identify application requirements, and review the application material for completeness. More than 1 pre-consultation meeting may be required.

### STEP 2

**Submit a complete application, any required documents, and the applicable fees to the Municipality.** The application is to be signed and commissioned either at the municipal office with a commissioner of oaths, a notary public, lawyer or paralegal.

### STEP 3

**Submission of a complete application 'starts the clock' on the application.** A notice of complete application is issued.

### STEP 4

**The application is circulated** to Municipal departments and any relevant agencies for review.

### STEP 5

**Staff evaluate the application** against the Zoning By-law, agency comments, and engineering development standards and, if necessary, provide recommended changes to the applicant. Once the application meets the requirements, a site plan agreement is prepared.

### STEP 6

**The application and site plan agreement will then be considered** by Municipal Staff where it will be either approved, denied, or deferred.

### STEP 7

If approved, the agreement can be registered against the title of the property.

### STEP 8

**An applicant may appeal** to the Ontario Land Tribunal for a final decision.

### STEP 9

Once approved, signed, and registered, the **applicant can now apply for a building permit.**

## APPEAL TO THE ONTARIO LAND TRIBUNAL

The applicant has the right to appeal Council's decision to the Ontario Land Tribunal (OLT) if the Municipality fails to approve the Site Plan within 60 days after being submitted or if the Municipality has imposed a Site Plan requirement that the applicant finds unreasonable. The appeal must be filled with the Clerk of the Municipality. An appeal to the OLT must be accompanied by the prescribed fee and submission of the required form downloadable from the OLT's website:

**Appeal forms are available from the OLT website:** <http://www.olt.gov.on.ca>

The site plan process does not require public consultation; however, the Municipality may request a public open house to be held based on the nature of the application.

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

### MFIPPA Notice of Collection & Disclosure

Collection of information on this form is authorized under *Section 41* of the *Planning Act* for the purpose of processing your planning application.

Pursuant to *Section 1.0.1* of the *Planning Act*, and in accordance with *Section 32 (e)* of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of Strathroy-Caradoc to make all planning applications and supporting material available to the public.

**For further information, visit our website at [www.strathroy-caradoc.ca](http://www.strathroy-caradoc.ca)**

**Questions pertaining to the application(s) prior to submission, contact:**

Jake DeRidder, Senior Development Coordinator

Email: [jderidder@strathroy-caradoc.ca](mailto:jderidder@strathroy-caradoc.ca)

Tel: (519) 245-1105 ext. 2354

Erin Besch, Planner

Email: [ebesch@middlesex.ca](mailto:ebesch@middlesex.ca)

Tel: (519) 930-1010





FOR OFFICE USE ONLY	
File Number:	
Date Received:	
Pre-Consultation Date:	
Planner:	

## Site Plan Approval Application PURSUANT TO SECTION 41 OF THE PLANNING ACT

### 1. Applicant information

#### 1a. Registered owner(s) of the subject land

Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Fax:		Email:	

#### 1b. Agent (authorized by the owner to file the application) (if applicable)

Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Fax:		Email:	

<b>2. Current Official Plan land use designation:</b>	
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<b>3. Current Zoning:</b>	
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### 4. Description of Subject Land:

Geographic Township:		Concession(s):	
Street Address:		Lot(s):	
Registered Plan:		Part(s):	
Reference Plan:		Municipal Roll Number:	

<b>5. Are there any easements or restrictive covenants affecting the subject land?</b>	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*If yes, please provide a description of each easement or covenant and its effect:

**6. Dimensions of Subject Land (in metric units):**

Frontage:		Depth:		Area:	
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<b>7. Please indicate whether there are any buildings or structures on the subject land:</b>	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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\*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"/>

**8. Please indicate the type of buildings and structures that are being proposed (including additions to existing buildings or structures) and the proposed use:**

Type of Building/Structure	Proposed Use

**9. Access to Subject Land:** (please provide information for only those that apply to this property)

Provincial Highway:		County Road:	
Municipal Road:		Other Public Road:	
Right of Way:		Water:	

<b>10. Water Supply: How is water to be supplied?</b>						
<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>11. Sewage Disposal: How is sewage to be disposed of?</b>						
<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>12. Storm Drainage: How is storm drainage to be provided?</b>						
<input type="checkbox"/>	Storm sewers	<input type="checkbox"/>	Swales			
<input type="checkbox"/>	Municipal drainage ditches	<input type="checkbox"/>	Other (please specify):			
<b>13. Is the subject land the subject of:</b>						
<b>An application for an amendment to Official Plan under the <i>Planning Act</i>?</b>			<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:			
<b>An application for amendment to the Zoning By-law under the <i>Planning Act</i>?</b>			<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:			
<b>A Minister's zoning order under the <i>Planning Act</i>?</b>			<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:			
<b>An application for approval of a Plan of Subdivision under the <i>Planning Act</i>?</b>			<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:			
<b>An application for Consent under the <i>Planning Act</i>?</b>			<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:			
<b>An application for Minor Variance under the <i>Planning Act</i>?</b>			<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:			
<b>14. For applications that are Commercial or industrial in nature, please state the number of anticipated jobs created as a result of this development:</b>						
					No. of Jobs	

**15. This application must be accompanied by (5) copies of the complete site plan submission package. Failure to supply this information will result in a delay in procession the application. The site plan shall contain the following information:**

<input type="checkbox"/>	Property dimensions and abutting roads
<input type="checkbox"/>	Existing buildings and structures including dimensions and distance to property lines
<input type="checkbox"/>	Proposed buildings and structures including dimensions and distance to property lines
<input type="checkbox"/>	Signs, garbage storage areas/enclosures including dimensions
<input type="checkbox"/>	Existing and final grades and storm drainage provisions
<input type="checkbox"/>	Any easements or rights-of-way on the lands
<input type="checkbox"/>	Significant physical feature on the lands or abutting the lands (e.g. watercourse, municipal drain, woodlot)
<input type="checkbox"/>	Location, dimensions and surfacing of any parking spaces, loading spaces and internal driveways
<input type="checkbox"/>	Name, location and width of public roads abutting the lands and the status of the road (e.g. unopened road allowance, public travelled road)
<input type="checkbox"/>	Landscaping and buffering
<input type="checkbox"/>	Urban Design Compliance Report (attached)
<input type="checkbox"/>	Other information considered appropriate

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

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

A Commissioner of Oaths

Applicant or Authorized Agent\*



**\*If applicable, please complete the authorization for an agent to act on behalf of the owner of the subject land.**

**Permission to Enter**

The undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the Municipality of Strathroy-Caradoc Council and Municipality of Strathroy-Caradoc staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Site Plan Approval.

Signature of owner or person having authority to bind the owner	Date

**MUNICIPAL COSTS**

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 owner, for payment.

I, \_\_\_\_\_, (the owner) acknowledge that I will pay all legal/ engineering/ planning expenses the Municipality incurs as outlined above.

Signature	Date

**AGENT AUTHORIZATION**

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

of 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