

## Site Plan Control Application Form

### GENERAL INFORMATION

A Site Plan Guide is available to assist applicants with the Site Plan Control process and can be found at [www.chatham-kent.ca/PlanningServices](http://www.chatham-kent.ca/PlanningServices) or by contacting Planning Services.

Site Plan Control is required for all development projects within the municipality, with the following exceptions:

- (a) Single detached dwellings, duplex dwellings, semi-detached dwellings, and a garden suite, accessory buildings or accessory residential dwelling for these low density residential uses;
- (b) Street townhouses with certain characteristics such as each unit fronting onto a street;
- (c) General *agriculture uses* and accessory buildings. The exemption does not apply to greenhouses, mushroom production facilities, or ag-related uses;
- (d) Site alteration where the conversion of landscaped area to hard cover (gravel, paving, buildings) results in an increase of less than twenty percent (20%), calculated as the cumulative increase on the site since December 12, 2016;
- (e) Additions to buildings or structures that do not exceed twenty percent (20%) of the existing *building area*, up to a maximum of 500m<sup>2</sup> (cumulative since December 12, 2016);
- (f) Underground storage tanks and septic systems;
- (g) Tents, marquees, *trailers* and similar temporary structures to be erected for a period not exceeding 120 consecutive days;
- (h) Buildings or structures, including additions for the purpose of enclosing, staircases, passageways, entrances, porches, verandahs, and mechanical equipment that is incidental to the main use;
- (i) Buildings and structures used for flood control or conservation;
- (j) Any addition required in order to comply with the *Fire Protection and Prevention Act*.

## APPLICATION FEE(S)

The application fee for Site Plan Control and Site Plan Amendments are listed in the Fees By-law attached as Schedule "B". All fees are reviewed from time to time and may be changed by the Municipality. If the proposed development requires multiple planning applications then fees are consolidated. Please refer to the Planning Services website at [www.chatham-kent.ca/PlanningServices](http://www.chatham-kent.ca/PlanningServices) for a complete list of fees.

Applicant(s) are responsible for **all** costs associated with the processing of Planning Act applications. Additional costs associated with the review and/or approvals of Site Plans that are incurred by the Municipality will be billed to the Owner of the property. Applicants will be notified in writing of such costs and may cease the review process at that point if they wish. If an application is ceased after the Municipality has accepted it as a complete application then the review process has begun and the application fees are non-refundable. A declaration statement recognizing the potential fees and costs associated with Site Plan approvals is required and is part of the Application Form. Refer to the declaration statement Section 10.

## SITE PLAN APPROVAL PROCESS

<b>Step 1</b>	<b><i>Pre-Consultation</i></b> – Pre-Consultation meetings are a <b>mandatory</b> part of the development review process for applications for Site Plan Approval. The applicant meets with Planning Services staff to discuss the proposed application and to review zoning, servicing and characteristics of the site that are relevant to the development. For more information refer to the "Preparing for a Land Use Planning Application: A Guide to Pre-Consultation".
<b>Step 2</b>	<b><i>Technical Advisory Committee</i></b> – Planning Services staff review the proposed application with the Municipality's TAC resulting in a list of the complete application requirements that are specific to the site. A record of this list will be provided to the applicant.
<b>Step 3</b>	<b><i>Consult other agencies</i></b> – The application process can involve consultation with a number of outside agencies. In some cases you may be required to consult with one or more of those agencies prior to the submission of the application to determine what, if any additional items will be required. Fees associated with those consultations are not covered by the application fee paid to the Municipality.
<b>Step 4</b>	<b><i>Prepare the Application</i></b> – The Applicant has sole responsibility for submitting a complete application and may need to commission drawings or studies depending on feedback from the pre-consultation, TAC and consultation with other agencies. The need for drawings and studies will depend on the nature of the proposed application and the characteristics and circumstances of the subject property.  The complete application including supporting material, declarations and the appropriate fees is to be submitted to Planning Services by mail or in person.
<b>Step 5</b>	<b><i>Application Completeness Review</i></b> – Every application is reviewed for completeness before it is accepted by the Municipality. During the review of an application, the need for further information or studies may be identified. It is the applicant's responsibility to submit these items once they have been identified.
<b>Step 6</b>	<b><i>Planning Services Report</i></b> – Planning Services will review the application for conformity to the Official Plan, Zoning By-law, Provincial Policy Statement and the Planning Act. Comments from local agencies, provincial ministries and neighbours are taken into consideration and a report is prepared.  During application review and report preparation, Planning Services may speak with applicants, neighbours, and staff from other departments and agencies to complete an assessment of the proposed project.

## SITE PLAN APPROVAL PROCESS

**Step 7**

**Decision** – The Director of Planning Services is the approval authority for site plans where the estimated construction value of the development is under \$2 million dollars and Council is the approval authority for site plans above \$2 million dollars. They will either approve, approve it with conditions, defer it for revisions or deny the application. Their decision is based on review of the application, comments received and the report.

**Step 8**

**Appeal to the O.M.B.** – Section 41(12) of the Planning Act provides the applicant the opportunity to have matters related to site plan approval referred to the Municipal Board by making written notice to the secretary of the Board and to the Clerk of the Municipality together with the applicable fee.

**Step 8**

**Approval/Agreement** – Once approved an agreement is established between the applicant and the Municipality with specifics about the completion of works on the site and the obligations of the applicant. The Agreement must be registered on Title. A building permit can be issued once the Site Plan has received approval and an agreement has been executed. Construction can begin once securities have been collected by the Municipality.

**The Application Package Must Be Submitted To:**

**Planning Services, Municipality of Chatham-Kent,  
Civic Center, 315 King Street W., PO Box 640, Chatham, ON, N7M 5K8  
519-360-1998**

<b>CONCURRENT APPLICATIONS FILED</b> <b>Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees</b>	<b>OFFICE USE ONLY</b> <b>Date Stamp – Date Received</b>
<input type="checkbox"/> Official Plan Amendment File No. _____ Status _____	<p style="text-align: center;"><b>FOR REFERENCE PURPOSES</b></p> <p><b>Municipal address:</b></p> <p><b>CityView Number:</b></p> <p><b>Meeting Date:</b></p>
<input type="checkbox"/> Zoning By-law Amendment File No. _____ Status _____	
<input type="checkbox"/> Minor Variance File No. _____ Status _____	
<input type="checkbox"/> Consent or Subdivision File No. _____ Status _____	
<input type="checkbox"/> Other (Specify): _____ File No. _____ Status _____	

**REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:**

Note: Until the Municipality of Chatham-Kent, Planning Services has received the information and material described in Section 41, and any fee under Section 69(1) of the Planning Act, the application will be deemed incomplete, and the application will be returned to the applicant.

<input type="checkbox"/>	The completed application form and declarations as required under the <i>Planning Act</i> .
<input type="checkbox"/>	If the owner of the subject land is not the person applying for the Site Plan Approval then a Letter of Authorization from the Owner OR completion of the Owner's Authorization in Section 9.
<input type="checkbox"/>	The applicable application fee(s) made payable to the Municipality of Chatham-Kent.
<input type="checkbox"/>	A copy of the most recent land survey, and if possible the PIN abstract (Property Identification Number). Both can be acquired at the Land Registry Office.
<input type="checkbox"/>	Site Plans (layout of the site from above)
<input type="checkbox"/>	Elevation Drawings (view of the buildings and structures from the ground)
<input type="checkbox"/>	Storm Water Management Plan and Lot Grading and Drainage Plan (see the guide for descriptions)
<input type="checkbox"/>	Any other information identified during the pre-consultation and any additional supporting documentation the applicant wishes to submit. Refer to the Record of Pre-Consultation.

**PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION**

NOTE: Please submit 2 hard copies and 1 electronic copy of each report or study that accompanies your application.

**Section 1 Applicant Information**

**Registered Owner(s)**

NOTE: If the owner of the property is a corporation then the articles of incorporation identifying those with signing authority to bind the company must be included with an application.

Name:

Principal of Company (if Owner is a Company):

Address:

City:

Postal Code:

Phone:

Cell:

Email:

**Authorized Applicant (Complete if the Applicant is not the Owner and the Owner has Authorized the Applicant)**

Name:

Address:

City:

Postal Code:

Phone:

Cell:

Email:

Which of the above is the Primary Contact?     Owner                       Applicant                       Both

All correspondence will be made with the Primary Contact.

Name of person with authority to sign a Site Plan Agreement with the Municipality:

Name \_\_\_\_\_ Title \_\_\_\_\_

**Section 2 Property Description**

Community of:		
Lot(s):	Part Lot(s):	
Concession(s):	Registered Plan No.:	
Municipal Street/911 Address of property subject of this application (if applicable):		
Assessment Roll Number(s):		
Frontage (m):	Depth (m):	Area (m <sup>2</sup> or ha):
The date the subject land was acquired by the current owner:		
The current use(s) of the land (main and accessory uses):		
The length of time that the current uses have existed on the land:		

Are there any mortgages, easements or restrictive covenants affecting the subject lands? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, describe each its effect indicating whether a discharge or partial discharge is required as part of this application:		
Reference Plan No.	Instrument No:	Purpose of easement and/or covenant (e.g. hydro, sewer, telecommunications, turbine, solar, pipeline, etc.)

**Section 3 Application Details**

What type of development is proposed?

Residential    Commercial    Industrial    Institutional    Agricultural    Other: \_\_\_\_\_

What is the estimated, overall cost of the development project? \_\_\_\_\_

*Note: Projects less than \$2 million are delegated to the Director of Planning for Site Plan Approval and projects over \$2 million are decided by the Council of the Municipality of Chatham-Kent.*

Please describe the specific intended use of the lands and building(s) including all accessory uses:

What is the current zone(s) of the land in the Chatham-Kent Zoning By-law?

Does the proposed development conform/comply with the current zone?

What is the current designation(s) of the land in the Chatham-Kent Official Plan?

**Section 4 Existing and Proposed Buildings and Structures on the Land**

**4a) Existing Buildings**

Type of Building/Structure And date of construction	Setback from Lot Line (m)			Height (m)	Ground Floor Area (building dimensions)
	Front	Rear	Side		

**4b) Proposed Buildings**

Type of Building/Structure	Setback from Lot Line (m)			Height (m)	Ground Floor Area (building dimensions)
	Front	Rear	Side		

**Section 5 Servicing**

<b>a) Access</b>					
<b>Access is provided by:</b>					
<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	Municipal year-round	<input type="checkbox"/>	New Access Required
<input type="checkbox"/>	Municipal – seasonal	<input type="checkbox"/>	Right-of-way	<input type="checkbox"/>	Water Access (distance to nearest dock/ramp facility)
<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Existing Private Road		

<b>b) Water Supply</b>					
<b>Water Supply is Provided by:</b>					
<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Privately owned and operated individual well		
<input type="checkbox"/>	Privately owned and operated communal well	<input type="checkbox"/>	Lake or other body of water (water test required)		
<input type="checkbox"/>	Easement to well	<input type="checkbox"/>	Other (specify i.e. dug, sand point etc. _____)		
<input type="checkbox"/>	Drilled well	<input type="checkbox"/>	New water supply needed		
What is the distance from the well (if applicable) to septic system? _____ metres.					

<b>c) Sewage Disposal</b>					
<b>Sewage Disposal is Provided by:</b>					
<input type="checkbox"/>	Municipal sanitary sewers	<input type="checkbox"/>	Privately owned individual septic system for each lot		
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify)		
<input type="checkbox"/>	Sewage disposal is not required for the current use of the lands.	<input type="checkbox"/>	New sewage disposal/septic system is needed for the lands.		
If there is a septic system on the property, is it in good working order? <input type="checkbox"/> Yes <input type="checkbox"/> No					



<b>d) Storm Drainage:</b>			
Is any portion of the subject property assessed for drainage works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any outstanding local drainage improvements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Storm Drainage is Provided by:</b>			
<input type="checkbox"/>	Municipal storm sewers	<input type="checkbox"/>	Municipal Drain
<input type="checkbox"/>	Private Drain	<input type="checkbox"/>	Other (specify)
Is the drainage outlet located on the property?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>e) Local Improvements:</b>
Are there any local improvements/charges currently assessed to the subject property such as tile loans, bridges, water or sewer connections etc.? If so, please describe:

**Section 6 Special/Specific Policy Areas**

<b>Source Water Protection Planning</b>
Is any of the land in a 'Source Water Protection Area '? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 7 Professionals Associated with the Development Project**

<b>Professional</b>	<b>Name and Contact Information (company, phone, email address)</b>
a) Project Manager	
b) Engineer	
c) Engineer	
d) Solicitor	
e) Surveyor	
f) Planner	
g) Mortgagor	
h) Holder of other Charge or Encumbrance	
i) Other	

## Section 8 Drawings/Sketches

**Please note: A 'Surveyor's Real Property Report', completed by a licensed Ontario Land Surveyor is the accepted method of providing a drawing for the application.**

The sketch accompanying the application must include the following items or a note that they are not applicable to the site. The sketch should be completed using metric units:

1. The boundaries and dimensions of the subject land
2. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
3. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *This includes septic systems. If little is known about the location, age, etc of the septic system by the current owner permit records may be available from Building and Development Services. The fee for septic permit records is \$60.*
4. The height, dimensions and floor area of all existing and proposed buildings and structures;
5. The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that;
  - a) are located on the subject and adjacent lands, and;
  - b) in the applicant's opinion, may affect the application;
6. The current land uses on and adjacent to the subject lands;
7. 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;
8. If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and;
9. The location and nature of any easement or restrictive covenant affecting the subject land.

**Section 9 Owner's Authorization of an Agent:**

<p><b>This must be completed by the Owner if the <u>OWNER IS NOT FILING THE APPLICATION</u></b></p> <p>Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.</p>		
<p>I, (we) _____, being the  <div style="text-align: center;">Print name(s) of Owner, individual or company</div> registered Owner(s) of the subject lands, hereby authorize _____  <div style="text-align: center;">Print name of agent and/or company (if applicable)</div> to prepare and submit an Application for a site plan approval.</p>		
<p>_____</p> <p style="text-align: center;">Signature</p>	<p>_____</p> <p style="text-align: center;">Day</p>	<p>_____</p> <p style="text-align: center;">Month                      Year</p>

**Section 10 Applicant's Declaration:**

By making this application, permission is hereby granted to the Municipality of Chatham-Kent staff and Council Members to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**Declaration of Applicant(s)**

I/WE, ..... of the ..... of  
..... in the ..... of .....  
solemnly declare that:

1. All the statements contained in this application and provided by me are true and I 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. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Municipality and added to my municipal tax bill and collected in the same manner as taxes.

.....	.....
Signature of Applicant	Date
.....	.....
Witness	Date

## Schedule "A"

### Environmental Site Screening Questions

#### Introduction:

This schedule is used to determine whether or not further Environment Site Assessment is warranted. In the Province of Ontario it is required that prior to redevelopment of a site, the previous uses are examined for potential contaminants. This could be as simple as listing previous uses or depending on what those uses were it could mean soil investigation and/or remediation. There are various phases of assessing a site. Under certain circumstances a Record of Site Condition must be filed in a Provincial Registry. The following questions will help to identify if the property that is proposed to be developed will require further assessment.

#### Previous Use of Property

Some commercial and industrial properties such as gasoline stations, automotive repair garages, have an increased potential for contamination. Contamination potential can be significantly affected by both the number of different uses that have occurred on the property and the length of time that they were present for.

Have any of the following uses occurred on the property in the past, check all that apply:

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Agricultural | If Industrial or Commercial, specify use: |
| <input type="checkbox"/> Industrial    | <input type="checkbox"/> Parkland     |   |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Vacant       |   |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Other        |   |
|  |                                       |   |

Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes                       No                       Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes                       No                       Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- Yes                       No                       Unknown

Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

- Yes                       No                       Unknown

Is the boundary of the subject property within 500 metres (1,640 feet) of the property boundary line of an operational/non-operational, public or private landfill or dump?

- Yes                       No                       Unknown

**Schedule "A" Continued**

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

Yes                       No                       Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

Yes                       No                       Unknown

Former practices/uses that can possibly have caused contamination include but are not limited to:

operation of electrical transformer stations	disposal of waste materials	raw material storage
residues left in containers	maintenance activities and spills	

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach an inventory of all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

**ACKNOWLEDGEMENT CLAUSE**

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Municipality's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Municipality may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Municipality of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Municipality may require the qualified person signing the Record of Site Condition to submit to the Municipality a Declaration acknowledging that the Municipality may rely on the statements in the RSC. I further acknowledge that the Municipality of Chatham-Kent is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Municipality of Chatham-Kent, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Signature of Applicant(s)(Owner)