



Date Received	File Number

Site Plan and Site Plan Amendment Application Form

All applicants are required to meet with Planning Services Staff prior to formal submission of applications for site plan approval. To arrange a meeting please fill out the **Pre-consultation Form**.

Materials Attached:

1. A Guide to the Planning Approval Process for Development Applications
(available at the Planning Service Department/ or on the Town's website www.lakeshore.ca)
2. Pre-consultation Form
3. Site Plan Application Form
4. Applicant's Checklist
5. Sample Site Plan
6. Sample Site Plan Agreement (available upon request)
7. Minimum Distance Separation Sheet
8. Environmental Site Screening Questionnaire

Town of Lakeshore
Development Services
419 Notre Dame Street
Belle River, ON N0R 1A0



Main Line (519)-728-2700
Fax (519)-728-4577
Web:www.lakeshore.ca

Town Of Lakeshore Pre-Consultation Form (November, 2010)

1. Type of application _____

2. Applicant Information

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Name of Owner(s) (if different from Applicant): _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Name of Agent (if applicable): _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Communications should be sent to: Applicant Owner Agent

3. Description of the Subject Property

Local Municipality: _____

Civic Address: _____

Legal Description (Lot, Block, Concession, Plan #): _____

Size of Property (Hectares, Acres): _____

Access: Provincial Highway County Road Local Road Other _____

4. Current Land Uses

Describe the current uses on the property: _____

Current land use designation in County Official Plan: _____

Current land use designation in Local Official Plan: _____

Current Zoning: _____

5. Proposed Land Uses

Proposed land use(s): _____

Number of units/blocks proposed: _____

Proposed land use designation (if different from current): _____

Were there or are there any above ground fuel tanks on the subject property?

Yes No

Has there ever been an industrial or commercial use, including gas station on the subject land or adjacent lands? Yes No Specify: _____

Is there reason to believe the subject lands have been contaminated by former uses on the site or adjacent lands? Yes No Specify: _____

Has there ever been waste disposal on the subject land or adjacent lands?

Yes No If yes, provide MOE Certificate of Approval #: _____

Identify any supporting reports prepared to date: _____

6. Status

If the application is also subject to a local official plan amendment, zoning by-law amendmet, planof subdivision or condominium, site plan control, consent or minor variance application, please specify:

7. Servicing

Water supply will be provided by:

- Municipal piped and operated supply
- Private individual well
- Private communal well
- Other – specify: _____

Sanitary/sewage disposal will be provided by:

- Municipal owned and operated sewers/treatment facility
- Privately owned and operated individual septic system
- Privately owned and operated communal collection system
- Other – specify: _____

Storm drainage will be provided by:

- Municipal storm sewers
- Swales, ditches
- Other – specify: _____

8. Additional Information to Accompany Application

Include a copy of a concept plan on letter, legal or 11x17" size paper.

(eg. lot size, footprint of buildings, setbacks, parking spaces, aisle widths, garbage location, fencing, landscaping, outside storage areas, etc.) – Must be to scale

The pre-consultation meeting:

- Identifies the necessary planning approvals required to allow the project to proceed;
- Addresses any process or timing questions;
- Identifies any potential technical issues and requirements that may impact the viability of the project, and;
- Confirms the necessary supporting studies and information that will be required with the submission of the application.

The purpose of this form is to identify the information required to commence processing of a development application, as well as any information required during the processing of the application. Any comments made at the Pre-consultation Meeting are subject to further review and circulation of a complete application and will not imply or suggest any decision to either support or refuse the application. Upon receipt of a complete pre-consultation form and concept plan, Planning Services staff will contact the Applicant or their Agent to arrange a pre-consultation meeting and will provide written comment following the meeting. The pre-consultation form and concept plan should be submitted to the Planning Services Department at the following address:

Town of Lakeshore
419 Notre Dame Street
Belle River, ON N0R 1A0

If you have any questions regarding the pre-consultation process, please contact:

Kim Darroch, MCIP, RPP
Manager of Development Services
Phone: 519-728-2700 ext. 245

Application for Site Plan Approval

Part A: Owner / Applicant / Agent

1. Name of Registered Owner: _____
Address: _____ Postal Code: _____
Telephone No. _____ Fax No.: _____
Email _____
Contact Name (if different from Registered Owner): _____
2. Name Of Applicant / Agent: _____
Address: _____ Postal Code: _____
Telephone No. _____ Fax No. _____
Email _____
Contact Name (if different from above): _____
Interest of Applicant(s) in subject land: _____
3. Matters related to the application should be addressed to (check one or more):
Owner Applicant / Agent
4. Proof of ownership accompanying application (check one):
Copy of front page of deed Parcel Registry
Other (please specify): _____

Part B: Details of Application

5. Location of Subject Property
Municipal Address: _____
Lot(s): _____ Plan/Concession: _____
Assessment Roll No. _____

6. Project Description:

7. Is the subject property subject to any easements, rights-of-way, or other rights over adjacent properties (i.e. mutual driveway)?

Yes

No

If yes, please identify below and show on the site plan the nature and location of the easement, right-of-way or other rights over adjacent properties:

What is the distance to the closest existing municipal fire hydrant? _____

What is the distance to the closest fire station? _____

What is the watermain size supplying the hydrant closest to the site? _____

Will a propane dispensing station be located on this site? _____

If, so what is the evacuation zone footprint? _____

Is there any neighbouring propane dispensing facility evacuation zone that may impact this site?

Will products regulated by the Transportation of Dangerous Goods Act be transported to/from this site?

8. Existing use of the property:

9. Please indicate (X) if the applicant or owner has submitted any of the following applications for all or part of the subject property and complete the following chart:

Other Applications	Required		Submitted		File Number	Status of Application
	Yes	No	Yes	No		
County of Essex Official Plan Amendment						
Town of Lakeshore Official Plan Amendment						
Plan of Subdivision or Condominium						
Zoning By-law Amendment						
Consent / Severance						
Minor Variance						

10. Access to the subject property is by:

Provincial Highway

A municipal road that is maintained all year or seasonally

Right-of-way

Other (specify): _____

11. Date of construction of all existing buildings and structures on the subject property: _____

Services available to the subject property:	Existing	Proposed
Type of water services (municipal services or private well)		
Type of sewage disposal (municipal sewage disposal or private septic system)		
Type of storm drainage (sewers, ditches, swales or other means)		

12.

Project Detail	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial						
Institutional						
Residential						
Agricultural (on-farm secondary business)						
Other (specify):						
Total						

13. Please indicate Tenure of Development:

Single Ownership Rental Units

Condominium (indicate type below)

Standard Common Element Vacant Land Phased

14. Is there one or more livestock barns or manure storage facilities located within 500 metres of the boundary of the subject property?

Yes No

If yes, please complete the "Minimum Distance Separation Form" which is attached and return it with the application.

Is the site under lease for a wind turbine or adjacent to a site under lease for a wind turbine?

15. Please complete the "Site Screening Questionnaire" to identify Potentially Contaminated Sites" which is attached to this application.

16. Please list any technical studies or background material being submitted to support the application:

Consent of the Owner/Authorized Applicant to the Use and Disclosure of Information and Supporting Documentation

I, _____, am the Authorized Applicant for the owner of the land (if owner is applying directly strike out reference to the "authorized applicant") that is the subject of this planning application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application. I acknowledge being advised that should I have any questions about this collection of information or its release I may contact the Clerk of the Town of Lakeshore, 419 Notre Dame Street, Belle River, ON N0R 1A0, (519) 728-2700

Date

Signature of Owner/Authorized Applicant

Owner's/Authorized Applicant's Acknowledgements

Owners/Authorized Applicants are advised that there may be additional approvals (i.e. building permit etc.) and additional fees and charges associated with any development approved in conjunction with this application.

Owners/Authorized Applicants may be required to provide additional information that will assist the Town of Lakeshore in assessing the application.

The Owner/Authorized Applicant agrees to cooperate fully with the Town of Lakeshore and all of its staff in allowing and facilitating the inspection of the subject lands by Town of Lakeshore staff.

The applicant acknowledges and agrees that the Town of Lakeshore reserves the right to request additional deposits/ monies for expenses (i.e. engineering fees etc.) incurred by the Town of Lakeshore in reviewing this application.

All vegetation on the lands that are subject of this application must be maintained during the processing of this application.

No re-grading is permitted on site during the processing of the application.

Declaration

I, _____ of _____
in the County/District/Regional Municipality of _____
solemnly declare that all the statements contained in this application 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 and by virtue of the Canada Evidence Act. I also agree to allow the Town of Lakeshore its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys and tests that maybe necessary to this application. I fully understand and agree to comply with all of the Owner's/Authorized Applicant's Acknowledgements set out above.

Owner/Authorized Applicant _____

Declared before me at _____ in the _____ of _____

this _____ day of _____, 20_____.

A Commissioner, etc.

Authorization

If the applicant is not the owner of the land that is subject of this application, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

I, _____ am the owner of the land that is subject of this application for approval and I authorize _____ (the "Authorized Applicant") to make this application on my behalf. I acknowledge and agree that I am bound by all acknowledgements, declarations, agreements and statements made on my behalf in this application by my Authorized Applicant including those made in reference to Municipal Freedom of Information and Protection of Privacy Act authorizing the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application.

Date: _____

Signature of Owner: _____

Applicant's Checklist for Site Plan Applications:

Please ensure that you provide the following when the site plan application is submitted:

- a) **Appropriate Application fee in accordance with the following:**

Site Plan Approval – Minor

- * Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height; or changes; landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

Site Plan Approval – Major

- * New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height; or comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

Site Plan Amendment

- * “Major” and “Minor” categories, as listed above, apply where a previous Site Plan has been approved and / or a Site Plan Agreement has been entered into with the Town of Lakeshore.

Fees: [Refer to Tariff of Fees Bylaw](#)

Note: You should check with Building Services to discuss fees for a Building Permit and any applicable Development Charges.

- b) **Appropriate Conservation Authority Fee.** Please refer to [ERCA \(Essex Region Conservation Authority\) Fee Schedule](#)

Please note LTVCA (Lower Thames Valley Conservation Authority) does not charge any fees to review planning applications.

- c) **One (1) completed and signed application form is to be submitted to the Town of Lakeshore** 419 Notre Dame Street, Belle River, ON NOR 1A0 clearly stating a full description of the proposed development. It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings or delays. All drawings are to be folded (either 8 ½ “ x 11” or 8 ½” x 14”). Please note that rolled plans will not be accepted.
- d) **A location plan** (completed as 8 1/2” x 11” or as key on site plan).

e) **6 full-size (D sized plans 24" x 36") copies of each of the plans including 1 reduced copy of the site plan 11" x 17"**. Please consult with the municipality on the plans required for your development proposal. On smaller projects information required on the site plan, grading plan, drainage plan and landscape plan may be combined on a single drawing. All drawings are to be submitted in a metric scale, however you may also show an imperial scale in addition to the metric scale:

All **site plan drawings** must include the following information:

- ✓ all bearings and dimensions of the subject property;
- ✓ a legible chart summarizing: lot area, total building area, for residential buildings (the number of units, unit size and the number of bedrooms), height of building, lot frontage, permitted and proposed lot coverage, landscaped areas (% of lot area), permitted and proposed gross floor area, permitted and proposed parking, including the number of barrier free parking spaces and permitted and proposed yard setbacks;
- ✓ all existing and proposed buildings and their dimensions, including dimensions of the closest point of all buildings/structures to lot lines and designated rights of way (all permitted setbacks, as indicated in the Town's zoning by-law, illustrated and dimensioned);
- ✓ location and dimension of parking spaces, aisles and loading spaces;
- ✓ type of development, as per the zoning by-law;
- ✓ locations of all pedestrian entrances, including all barrier free access points and dimensions;
- ✓ all easements, rights of way and road widening on the subject property;
- ✓ location of all required fire access routes and existing and proposed location of any additional hydrant, whether on public or private land;
- ✓ pylon sign location and setback from lot line;
- ✓ garbage enclosure locations and details;
- ✓ outside storage locations and description of items to be stored (if applicable);
- ✓ information on adjacent lands which illustrates how the development of the subject property ties in to the adjacent lands;
- ✓ sidewalks and boulevard trees;
- ✓ the location of watercourses, swales, culverts, retaining walls, embankments, catch basins and other man-made or natural features on or adjacent to the site;
- ✓ type, height and location of utilities on municipal boulevard including transformers, light poles, trees, Bell pedestals etc;
- ✓ location of day-lighting triangle;
- ✓ The location and detail of existing and proposed lighting facilities (a lighting plan may be required).

All drawings shall include the following information:

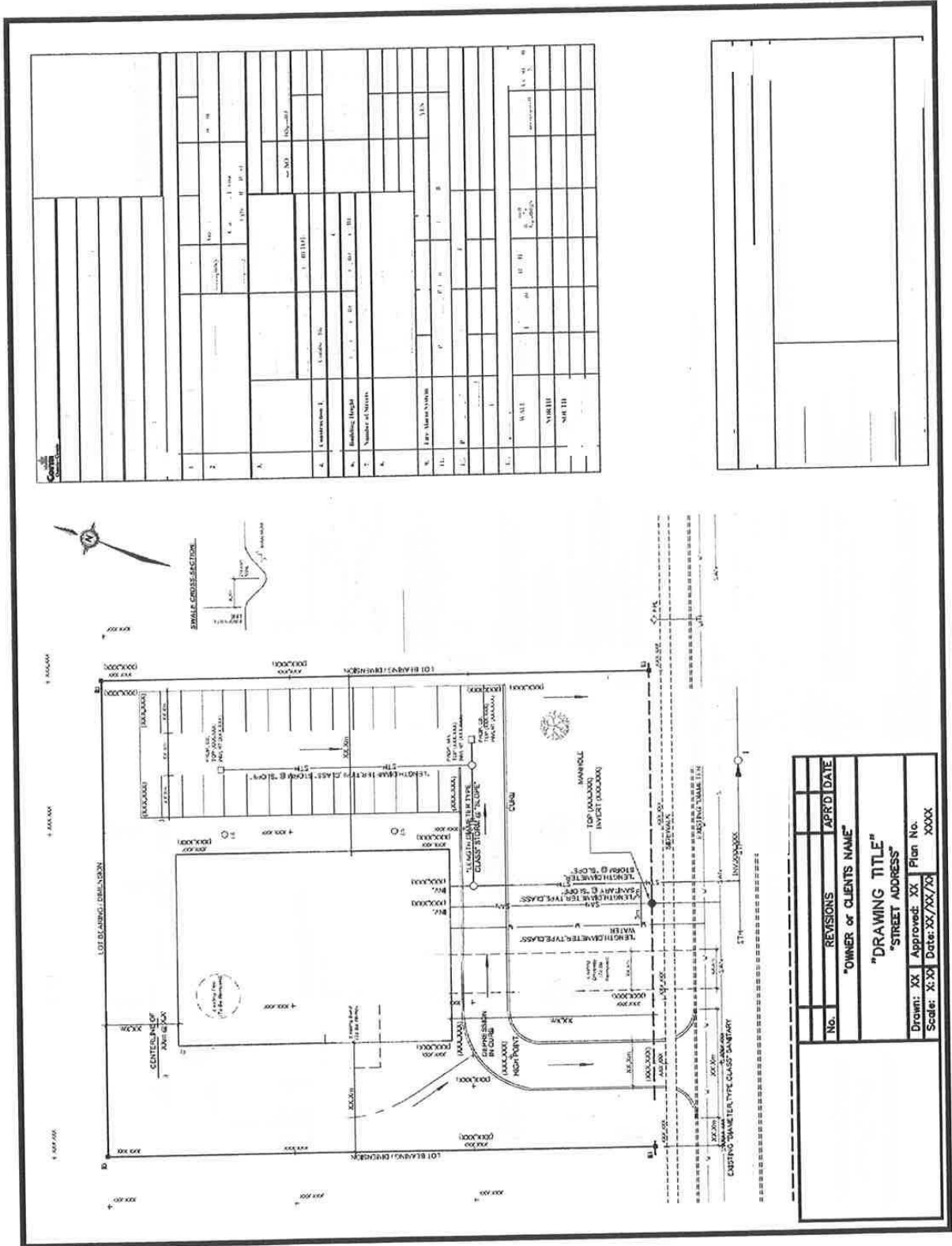
- i) metric scale of 1:200 to 1:500;
- ii) applicant/owner information including name, address and phone no.;
- iii) project name, date, municipal address and legal description of the subject property;
- iv) the tracking of the drawing no., date, description and author;
- v) north arrow.

Measurements on the sketch / plan **shall** correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions and to prepare any required plans. For engineering related plans such as the Site Servicing Plan, Grading Plan and Drainage Plan an additional checklist will be provided directly to your Consulting Engineer. Please provide the name of your Consulting Engineer to Planning Services or any other Consultant working on your behalf if not identified as your agent in the site plan application.

- f) **Site Servicing Plan and Grading Plan**, including grading and provision for the disposal of storm, surface and waste water. In addition, easements to be conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities should be illustrated.
- g) **Drainage Plans**, supported with storm water calculations.
- h) **Architectural Plans**, including exterior building elevations and floor plans include 1 Coloured set of Elevation Drawings (a roof top screening plan may be required if roof top equipment is proposed).
- i) **Landscape Plans & Landscape Details**, indicating walls, fences, hedges, trees, shrubs or other groundcover or facilities for landscaping purposes.
- j) **Electronic version of all drawings on a compact disc in PDF.**
- k) **Required Background Studies and Additional Information**, please pre-consult with the Town to determine if any additional background studies will be required (i.e. Traffic, Stormwater Report, Soil, Noise, Phase 1 Environmental Site Assessment etc.).

Sample Site Plan



Minimum Distance Data Sheet

1. Owner of Livestock Facility: _____
 Telephone: _____ Twp: _____
 Lot: _____ Concession: _____
2. Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use: _____ metres.
3. Closest distance from manure storage to the property boundary of the new lot(s) or the change in land use: _____ metres.
4. Tillable hectares where livestock facilities located: _____

Type of Livestock	Existing Housing Capacity Number	Manure System (check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
Dairy <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
Beef <input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)					

Type of Livestock	Existing Housing Capacity Number	Manure System (check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
Swine <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
Poultry <input type="checkbox"/> Chicken Broiler /Roasters <input type="checkbox"/> Caged layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10 kg) <input type="checkbox"/> Meat Turkeys (5-10 kg) <input type="checkbox"/> Meat Turkeys (<5 kg) <input type="checkbox"/> Turkeys Breeder Layers					
Horses					

Type of Livestock	Existing Housing Capacity Number	Manure System (check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
Sheep <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
Goats <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
Mink – Adults					
White Veal Calves					
Other:					

The above information was supplied by:

Name: _____

Signature: _____

Firm (if applicable): _____

Town Of Lakeshore Environmental Site Screening Questionnaire and Declaration

Application(s) No. _____

Lot(s): _____

Concession(s): _____

Former Town, Village or Township: _____

1.1) Is the application on lands or adjacent to lands that were previously used for the following:

- a) Industrial uses? Yes No
- b) Commercial uses where there is a potential for site contamination (e.g., a gas station or a dry cleaning plant) Yes No
- c) Lands where filling has occurred? Yes No
- d) Lands where there may have been underground storage tanks or buried waste on the property? Yes No
- e) Lands that have been used as an orchard, and where cyanide products may have been used as pesticides? Yes No
- f) Lands or adjacent to lands that have been used as a weapons fire range? Yes No

1.2) Is the nearest boundary of the application within 500 metres (1640 feet) of the fill area of an operating or former landfill or dump? Yes No

1.3) Are there any existing or previously existing buildings and/or building materials remaining on site, which are potentially hazardous to public health (e.g., asbestos, PCB's, etc.)? Yes No

1.4) Is there any reason to believe that the lands may have been contaminated based on previous land use? Yes No

If the answer to any of Questions 1 through 4 was Yes, a Phase 1 Environmental Site Assessment, in accordance with the Ministry of Environment's Guideline for Use at Contaminated Site in Ontario, is required. Please submit two copies with your application. A Phase 1 ESA may subsequently determine that the site is suitable for the proposed use or may recommend the preparation of a Phase 2 ESA.

1.5) Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site?
 Yes No

(if Yes, please submit two copies of the Phase 1 Assessment with the application).

The Town of Lakeshore strongly encourages property owners to consult with a Professional Engineer prior to the completion of the questionnaire. In addition, the Town of Lakeshore will not accept any responsibility or assume any liability for damages to the subject property or adjacent properties as a result of the provision of incorrect information.

I _____, of the _____ in the _____ am the registered owner.

I acknowledge that it is the owner's responsibility to ensure that the site is in compliance with all applicable acts and regulations. I further acknowledge that the Town of Lakeshore and / or the County of Essex are not responsible for the identification and / or remediation of contaminated sites and in any action / proceeding for environmental clean-up or damage. I undertake that I will not sue or claim over against the Town of Lakeshore and / or the County of Essex. I hereby declare that the statements made by me in this questionnaire are, to the best of my knowledge and belief, a true and complete representation of the physical conditions, and the present and former uses of the property.

Owner's signature _____

* Declaration must be signed by the owner in all circumstances.

Declared before me at the _____

In the _____

This _____ day of _____ 20_____

Commissioner of Oath's signature: _____

Stamp: