Application for Site Plan Approval

NOTE: *All applications are to be submitted via Portal, through the County's website. Portal, along with further instructions can be found at the following link:*
https://portal.haldimandcounty.on.ca/cityviewportal
An incomplete or improperly prepared application may not be accepted and could result in processing delays.

For Office Use Only
File No. **PLSP-HA-2023-**_____
Roll No. _____
Date Submitted _____
Date Received _____
Sign Issued _____
Planner's Initials_____

A. APPLICANT INFORMATION

1. Owner (s)_____ Phone No. _____

Address _____ Postal Code _____

_____ E-Mail _____

2. Agent _____ Phone No. _____

Address_____ Fax No. _____

_____ Postal Code _____

E-Mail _____

Please specify to whom all communications should be sent: ☐ Owner ☐ Agent

B. LOCATION/LEGAL DESCRIPTION OF PROPERTY

Geographic Township _____ Urban Area/Hamlet _____

Concession Number _____ Lot Number _____

Registered Plan Number _____ Lot(s) Block(s) _____

Reference Plan Number _____ Part Numbers _____

Property Address _____

C. PURPOSE OF APPLICATION

1. Please explain what you propose to do on the land/premises:

_____

_____

_____

_____

Site Information		
	Existing	*Proposed*
Zoning		
Lot Frontage (metres)		
Lot Depth (metres)		
Lot Width (metres)		
Lot Area (square metres)		
Lot Coverage (%)		
Front Yard (metres)		
Rear Yard (metres)		
Interior Side Yard (Left) (metres)		
Interior Side Yard (Right) (metres)		
Exterior Side Yard (Corner lot) (metres)		
Landscaped Open Space (%)		
Access Width (Entrance & exit) (metres)		
Type & size of fencing or screening		

Building Size		
	Existing	*Proposed*
Number of Storeys		
Building Height (metres)		
Total Ground Floor Area (square metres)		
Total Gross Floor Area (square metres)		
Total Useable Floor Area (square metres)		

Off-Street Parking & Loading Facilities		
	Existing	*Proposed*
Number of Off-street parking spaces		
Number of Visitor Parking spaces		
Number of Accessible Parking Spaces		
Number of Off-street loading facilities		

2. Multiple Residential Uses (If applicable):

i. Number of buildings proposed _____

ii. Total number of visitor parking spaces _____

iii. Playground Area (%) _____

iv. Conversion or addition to existing building? ☐ Yes ☐ No

If yes, please describe _____

Type	*Number of Units*	*Floor Area Per Unit (sq. m.)*
Bachelor		
One Bedroom		
Two Bedroom		
Three Bedroom		
Group Townhouse		
Street Townhouse		
Other facilities provided (e.g. play facilities, underground parking, games room, swimming pool, etc.) _____ _____		

3. Commercial/Industrial Uses (If Applicable):

i. Number of EXISTING buildings _____

ii. Number of PROPOSED buildings _____

iii. Conversion or addition to EXISTING buildings? ☐ Yes ☐ No

If yes, describe the proposed change(s)_____

_____

iv. Gross floor area by type of use (e.g. office, retail, storage, etc.) in square metres:

_____

_____

v. Seating capacity (for assembly halls, etc.) _____

vi. Total number of fixed seats _____

vii. Describe the type of business(es) proposed _____

viii. Total number of staff proposed a) Initially _____ b) In 5 years _____

ix. Maximum number of staff on the largest shift _____

x. Open storage required? ☐ Yes ☐ No

xi. If residential use proposed as part of, or accessory to commercial/industrial use, describe:

_____

_____

4. Institutional Uses (If applicable):

i. Describe the type of use proposed _____

ii. Seating capacity (if applicable) _____

iii. Number of beds (if applicable) _____

iv. Total number of staff proposed a) Initially _____ b) In 5 years _____

v. Maximum number of staff on the largest shift _____

vi. Gross floor area by type of use (e.g. office, services, storage, etc.)

_____

_____

5. Recreational or Other Uses:

Describe the use(s) _____

D. SUPPORTING MATERIAL TO BE SUBMITTED WITH THE APPLICATION

In order for your application to be considered complete, the following must be included as part of this application ***(all figures must be provided in bold numerals, black ink, and metric units):***

1. Site Plan. The minimum requirements for acceptance of a site plan application are as follows:

☐	Three (3) complete sets of site plan drawings FOLDED to 215 mm x 275 mm (8 ½" x 11")
☐	Key plan
☐	Agent's or applicant's name, address, telephone, fax number and e-mail address
☐	Project name, drawing date and revision number
☐	Municipal address and legal description
☐	Scale and north arrow
☐	All dimensions of the property
☐	Dimensions of all buildings and structures
☐	All building setbacks (in metres)
☐	Names of adjacent streets
☐	Vehicular entrances (widths and radii)
☐	Location, dimensions, number of parking spaces (including visitor and accessible) and aisles
☐	Refuse disposal and storage areas including any related screening
☐	Location of winter snow storage
☐	Landscape areas with dimensions
☐	Size, type and location of all signs, fencing, screening, buffering and lighting
☐	Building entrances and grades
☐	Existing and proposed easements
☐	All hard surface materials

☐	The location, size and distances to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the subject lands

2. Application fee (see Fee Schedule at page 10).

3. Conservation Authority fee, if applicable (Information available from staff. Conservation Authority fee schedules are also available at these websites: Niagara Peninsula Conservation Authority: www.conservation-niagara.on.ca; Grand River Conservation Authority: www.grandriver.ca; and Long Point Region Conservation Authority: www.lprca.on.ca).

4. Any other information required pre-consultation meeting or staff.

5. In addition to the above, the following information may also be required prior to site plan approval:

i. Site and building statistics schedule – this schedule includes, but is not limited to the following:
   a) Lot coverage percentage
   b) Floor area ratio
   c) Gross, ground and useable floor area
   d) Parking space totals – required and provided

ii. Existing and proposed grades around perimeter and within site (3 copies)
iii. Stormwater management plans prepared by a qualified consultant (3 copies)
iv. Site servicing plans (3 copies)
v. Elevations of proposed buildings
vi. Professional stamp

Note: In case other documentation/supporting material become necessary, you will be asked to submit that prior to processing of your application.

E. SITE PLAN AGREEMENTS

Site plan agreements may be required for some developments prior to site plan approval. Should this be necessary for this development, an additional fee will be required for the preparation, administration and registration of agreements.

F. COLLECTION OF PERSONAL INFORMATION

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County's Planning and Development Division at 905-318-5932 ext. 6209 or planning@haldimandcounty.on.ca.

☐

G. DECLARATION

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. 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.

☐

H. AUTHORIZATION

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.

AUTHORIZATION OF OWNER (S)

I/we _____ am/are the owner(s) of the land that is the subject of this site plan application. I/we authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Acknowledgement of Owner(s) Authorization ☐

_____ _____

Signature (s) Date

I. SCHEDULE OF FEES

Notes:

1. Please make cheques for application fee payable to Haldimand County.

2. A separate cheque payable to the relevant Conservation Authority is also required for applications that fall within that Conservation Authority's watershed.

Fee Category	***Fee ($)***
A. Site Plan Approval:	8,301.00
B. Site Plan Amendment: i) Major Application* ii) Minor Application**	 3,951.00 1,894.00
C. Building Review Fee - Sewage System Assessment (applicable only to properties without municipal water/sewer)	354.00
D. Site Plan Agreement: i) Preparation Fee (including first two revisions) ii) Administration Fee iii) Review Fee (each additional revision)	 5,422.00 892.00 1,224.00
E. Conservation Authorities' Fee:	For lands located within Conservation Authorities' (Niagara Peninsula Conservation Authority, Grand River Conservation Authority, or Long Point Region Conservation Authority) watersheds, please contact planning staff, or refer to the Zoning By-law Interactive Map via the County's website.
F. Application Recirculation (to agencies) Fee	177.00

** Major Application: An application relating to circumstances that are complex and require extensive staff review, and involve the submission of various planning justification and technical reports and plans to support the application.*

*** Minor Application: An application relating to circumstances that are simple and require minimal staff review, and involve the submission of minimal plans to support the application.*

J. SUBMISSION OF COMPLETE APPLICATION/FOR MORE INFORMATION

For submitting a complete application, getting additional information or assistance in completing this application, please contact a Planner. In case reference to Haldimand County maps is required to complete the application, they are available at the County website: www.haldimandcounty.ca. Complete applications can be submitted at the following office Monday to Friday between 8:30 am and 4:30 pm:

Haldimand County Planning and
Development Division
53 Thorburn Street South
Cayuga ON N0A 1E0
Phone: (905)-318-5932