

HALDIMAND COUNTY

GUIDE FOR THE SUBMISSION OF AN APPLICATION FOR SITE PLAN APPROVAL

DEVELOPMENT APPLICATION

A complete application for site plan approval consists of the following:

- (a) A properly completed and signed application form;
- (b) A cheque payable to Haldimand County in the amount set out on the application form. For applications that fall within the Niagara Peninsula Conservation Authority's or Grand River Conservation Authority's watershed, a separate cheque made payable to the Niagara Peninsula Conservation Authority or Grand River Conservation Authority is also required;
- (c) Supporting information adequate to illustrate your proposal as indicated in Section D. of this application form; and
- (d) Consent from the registered owner of the subject property where the applicant is not the owner.

The above information is required in order to ensure that your application is given full consideration. An incomplete or improperly prepared application may not be accepted or may result in delays during the processing of the application.

PROCESSING THE APPLICATION

Upon receipt of a completed application, it will be sent to various other public agencies such as the applicable County Departments and the local Conservation Authority for their comments and recommendations. The comments received from these other public agencies assist the planning staff to prepare a report and recommendation.

The time involved in processing an application varies depending upon its complexity and its acceptability to the various public agencies.

At the appropriate time, the applicant or agent, as the case may be, will receive written acknowledgement of receipt of the completed application form.

ASSISTANCE

Before submitting an application for site plan approval, it is recommended that you contact the Planner to discuss your application. Time is often saved by these preliminary discussions.

On applications of a more complex nature, it may be advantageous to seek the assistance of independent professional help (e.g. planning consultant, engineer, etc.).