



# Instructions for Site Plan Approval Application

## Notice of Collection of Personal Information

Personal Information on this form is collected under the legal authority of the *Planning Act, 1996*, as amended. This information is collected and maintained for purposes of submitting an application for Site Plan Approval. This information is also shared with agencies as directed in the Planning Act. Questions about this collection should be directed to the Clerk at 4305 Hamilton Rd, Dorchester, ON N0L 1G3 519-268-7334 or [clerk@thamescentre.on.ca](mailto:clerk@thamescentre.on.ca)

**PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE**

## BACKGROUND INFORMATION

This process pertains to an application for site plan approval pursuant to Section 41 of the Planning Act. Prior to the Municipality processing the application, it is required that a copy of the attached application form be completed including one (1) copy of the site plan submission package detailing the requirements of Section 14 of this application and the processing fee of \$2,000. Please also note that the Municipality requires an electronic submission of all drawings that forms part of the application.

Acceptance of the application by the Municipality shall not be construed as relieving the applicant from the obligation to obtain any license, permit, authority or other approval required by the Municipality, the Conservation Authority having jurisdiction, or any other public authority or body.

Please note:

- The application must be completed in metric units.
- The site plan must be prepared 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.
- 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).

## APPLICATION SUBMISSION

Please submit the application, drawings and fee to:

Municipality of Thames Centre  
4305 Hamilton Road  
Dorchester, ON  
N0L 1G

Via Email: [planning@thamescentre.on.ca](mailto:planning@thamescentre.on.ca)

APPLICATION PROCESS	
<b>Step 1</b>	<b>Consult with Staff:</b> Applicants are encouraged to meet with Staff prior to submitting an application. Please contact the Director.
<b>Step 2</b>	<b>Application submission:</b> Complete the attached application form and include the required site plan drawings and processing fee.
<b>Step 3</b>	<b>Complete application accepted:</b> The file is opened and timelines for processing are established.
<b>Step 4</b>	<b>Application Circulation:</b> The application is circulated to agencies and municipal departments for review and comment.
<b>Step 5</b>	<b>Evaluation:</b> Staff undertakes an evaluation of the application using the relevant planning documents. A site plan agreement is also prepared which stipulates the terms of the development of the subject land. The applicant is advised of any recommended changes.
<b>Step 6</b>	<b>Approval:</b> Upon the completion of satisfactory site plan drawings and associated site plan agreement and once you have signed the agreement, the Municipality will be in a position to follow suit.
<b>Step 7</b>	<b>Agreement Registration:</b> Once the site plan agreement has been signed by both parties, your solicitor is required to register the agreement against the title of the subject land.
<b>Step 8</b>	<b>Building Permit:</b> Upon receipt of written confirmation of the registration of the agreement, the Chief Building Official will be in a position to consider the issuance of a building permit to commence the proposal, pending the approval of building plans and the payment of various fees; including but not limited to site plan security, development charges and building permit fees.

## APPEAL TO THE ONTARIO LAND TRIBUNAL

The applicant has the right to appeal the decision to the Ontario Land Tribunal (OLT) if the Municipality fails to approve the Site Plan within 30 days after being submitted or if the Municipality has imposed a Site Plan requirement that the applicant finds unreasonable. The appeal must be filed 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 (<https://olt.gov.on.ca>). If an appeal is received, the OLT will arrange for a hearing, which currently may take up to six months to schedule. The decision of the OLT is considered final.

There are no third-party appeal rights in respect of site plan approval, in that only the applicant has the right of appeal.



For Office Use Only	
Date Received:	
File Number:	

## Site Plan Approval Application

Pursuant to Section 41 of the *Planning Act*

<b>1. Applicant information</b>	
<b>Registered owner(s) of the subject land</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
<b>Authorized agent (authorized by the owner to file the application, if applicable)</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
<b>2. Current Official Plan land use designation:</b>	
<b>3. Current Zoning:</b>	
<b>4. Description of subject land</b>	
Geographic Township:	Lot(s)/Concession:
Registered Plan:	Lot(s):
Reference Plan:	Part(s):
Street Address:	Municipal Roll Number:

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<b>5. Are there any easements or restrictive covenants affecting the subject land?</b>	Yes	No
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>	Yes	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

**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:</b> Water supply will be provided via?		
publicly owned and operated piped water system		lake or other water body
privately owned well or communal well		other (please specify) _____
<b>11. Sewage Disposal:</b> Sewage disposal will be provided via?		
publicly owned and operated sanitary sewage system		privy
privately owned individual or communal septic system		other (please specify) _____
<b>12. Storm Drainage:</b> Storm drainage will be provided via?		
storm sewers		swales
municipal drainage ditches		other (please specify) _____
<b>13. Is the subject land the subject of:</b>		
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	No
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	No
A Minister's zoning order under the <i>Planning Act</i> ? *If yes, provide the following: Reg. No. _____ Status _____	Yes*	No
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	No
An application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	No
An application for an application for Minor Variance under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	No

**14. This application must be accompanied by plans or drawings containing the following information and failure to supply this information will result in a delay in processing the application:**

- a. Property dimensions and abutting roads;**
- b. Existing buildings and structures including dimensions and distance to property lines;**
- c. Proposed buildings and structures including dimensions and distance to property lines;**
- d. Signs, garbage storage areas/enclosures including dimensions;**
- e. Existing and final grades and storm drainage provisions;**
- f. Any easements or rights-of-way on the lands;**
- g. Significant physical feature on the lands or abutting the lands (e.g. watercourse, municipal drain, woodlot);**
- h. Location, dimensions and surfacing of any existing or proposed driveways and their width at the property line;**
- i. Location, dimensions and surfacing of any parking spaces, loading spaces and internal driveways;**
- j. Name, location and width of public roads abutting the lands and the status of the road (e.g. unopened road allowance, public traveled road);**
- k. Landscaping and buffering; and**
- l. Other information considered appropriate.**

#### **MUNICIPAL COSTS**

Please be advised that the Municipality may incur expenses for the third party review related to legal/engineering/planning matters from its consultants related to your application. Any expenses that the Municipality incurs in this regard will be forwarded to you for payment.

I, \_\_\_\_\_, acknowledge that I will be responsible for any applicable expenses as outlined above.

\_\_\_\_\_  
Applicant or Authorized Agent\*

**STATUTORY DECLARATION** *To be completed in front of Commissioner of Oaths*

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 \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_

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

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Applicant or Authorized Agent\*

**\* Please complete the authorization for an agent to act on behalf of the owner of the subject land.**

**AGENT AUTHORIZATION**

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

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