

**APPLICATION FOR
SITE PLAN AGREEMENT**

In the Township of Melancthon

File No. _____

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, I/We hereby submit this application for a Site Plan Agreement to the Township of Melancthon in respect of the lands hereinafter described.

A. OWNERSHIP/APPLICANT DETAILS

1. Name of Owner(s):

Address _____

Postal Code _____ Telephone No. () _____

Date subject lands acquired by owners: _____

2. Name of Authorized Agent (if any):

Address _____

Postal Code _____ Telephone No. () _____

NOTE: It is requested that all communications be sent to:

Owner _____

Agent _____

3. Names and addresses of any mortgages, holders or charges or other encumbrances:

B. PROPERTY DETAILS

4. Particulars of Subject Property:

- a) Location of Property
Registered Plan # _____ Lot(s) _____
Reference Plan # _____ Part(s) _____
Concession # _____ Lot(s) _____

Name of Fronting Street and Street No.

Roll Number (obtainable from tax bill or assessment notice)

- b) Full legal description of land for which application is being made (hereinafter referred to as "Subject Land")

(This may be submitted on a separate page if there is insufficient space above).

- c) Does the owner have an interest in, or own any adjoining lands which are not to be included in this amendment? If yes, please describe the locations.

- d) If the land is subject to any easements or rights-of-way please indicate below:

5. Dimensions of Subject Lands (metres/hectares):

	Subject Land	Total Holding
a) Frontage (metres)	_____	_____
b) Depth (metres)	_____	_____
c) Area (metres)	_____	_____

6. Buildings and Structures Details

- a) Dimensions of all buildings and structures EXISTING on the subject lands. (Attach a separate page if necessary, basement not to be included) (metres).

Description	Number Of Storeys	Ground Floor Area	Total Floor Area	Width	Length	Height
a)						
b)						
c)						

- b) Describe PRESENT use of EXISTING buildings:

	USE	DATE CONSTRUCTED
i)	_____	_____
ii)	_____	_____
iii)	_____	_____

7. Surrounding Land Use

- a) Describe EXISTING land uses of surrounding lands:

North _____
South _____
East _____
West _____

8. Description of Proposed Use(s)

9. Dimensions of all buildings and structures PROPOSED to be erected and/or retained on the subject lands. (Attach separate page if necessary, basement not to be included).

Ground Floor Area	Total Floor Area	Number of Storeys	Width	Length	Height	Exterior Building Material
a)						
b)						
c)						
d)						

e) Proposed parking/loading spaces:

Number of Parking Spaces _____ Number of Loading Spaces _____
 Surface of Parking Area: (gravel/asphalt/other)

D. DRAWING DETAILS (Note – The letter (R) indicates a mandatory submission requirement for residential dwellings)

10. Ten copies of a survey or scale drawing in metric, should be submitted with the application, as follows:

a. Site Plan

The following information must be shown on site plans for review by the Township.

1. Proposed location, dimensions and uses of all buildings and structures including massing, conceptual design and the use of all remaining lands on the site. **(R)**
2. Facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
3. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways. **(R)**
4. Walkways, including the surfacing thereof, and all other means of pedestrian access.
5. Location of lighting, including height, type and intensity, of the land or of any buildings or structures thereon. **(R – where lighting is proposed within 10 metres of a residential use)**
6. *Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands (see Section b).

7. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste.
8. Grading or alteration in elevation or contour of the land and provision for the disposal or control of stormwater from the land and from any buildings or structures thereon. **(R)**
9. Location of septic system, filter bed and well. **(R)**
10. Road widening and/or easements required by the Township.
11. A zoning information chart providing information as to how requirements of the zoning by-law are to be satisfied (eg. parking, setbacks, lot coverage, landscaped area, number of units, etc.). **(R)**

b. Landscape Plan

As part of the site plan, or separately, landscape plan details are also required. Location, types and sizes of all plants should be indicated, and areas to be sodded, seeded, etc. should be clearly delineated. Any proposed fencing and/or retaining walls shall also be shown. Where applicable, proposed shoreline works and structures shall also be shown and shall be approved by the Department of Fisheries or the Ministry of Natural Resources. Where existing vegetation is to be retained in a natural state, this should be noted on the site plan.

c. Elevation Plans

Drawings illustrating the elevation of all sides of the development (except for Mobile Home Park Developments and detached Residential Units).

d. Site Servicing, Grading And Drainage Plans

Industrial and Commercial uses and Plans of Condominium require the submission of site servicing, grading and drainage plans to be approved by the Township's Engineering Consultant. Requirements for this approval may include provision of a Stormwater Management Report and/or appropriate stormwater attenuation measures.

Approval of these plans will occur concurrently with the site plan. The following information must be submitted to the Township for the review and approval and may be included on the Site Plan or on a separate plan:

1. Stormwater Management facilities, such as catchbasins, storm sewers, roof top detention and parking lot detention. On some sites, a detailed Stormwater Management Report must also be submitted.
2. Existing and proposed elevations including elevations on adjacent lands and abutting streets.
3. If the project abuts a provincial Highway, the applicant shall contact the Ministry of Transportation to determine whether any additional setbacks, road widening or permits, etc. will be necessary, and the

Township shall be informed that any such requirements have been satisfied.

4. If the project abuts a County Road, the applicant shall contact the County Roads Engineer to determine whether any additional set-backs, road widening or permits, etc. will be necessary and the Township shall be informed that any such requirements have been satisfied.
5. If development is intended to be serviced by inground private sewage system disposal system, the applicant shall contact the appropriate authority to determine its requirements for the design and approval of the sewage system.

E. SIGNATURES

11. Affidavit/Declaration

I, _____ of _____

in the County of _____ solemnly declare that:

ALL the above statements and the statements contained in all of the exhibits submitted herewith, 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".

DECLARED before me at the
_____ of _____
in the County of _____
this ____ day of _____
A.D. 20_____

Signature of Applicant

A Commissioner, etc.

12. Owners Statement

As of the date of this application, I/We are the registered owner(s) of the lands described in this application. I/We examined the contents of this application and certify as to the correctness of the information submitted with the application insofar as I/We have knowledge of these facts. I/We concur with the submission of this application to the Township of Melancthon.

Signed: _____ Date: _____

(Owner) _____

(Owner) _____

If the owner is a Corporation, the application shall be signed by an officer of the Corporation and the Corporation’s Seal shall be affixed.

13. Acknowledgement

The Applicant hereby signifies and acknowledges the payment of the Planning Application Fee as established by By-law to the Township as a fee at the time of filing of this application.

The Applicant hereby signifies and acknowledges that the fees or portion thereof are to be held as a deposit to cover any legitimate costs in processing this application. Legitimate costs may include but is not limited to, legal, engineering, planning, and/or landscape architecture professional services.

The Applicant hereby signifies and acknowledges that the site plan agreement may be registered on title at the applicant’s expense.

The Applicant hereby acknowledges and agrees that if the Township deems it necessary to retain outside professionals in order to process and consider the application, the cost of these services shall be deducted from the deposit. If the deposit is depleted, all work on the processing and consideration of the application will stop until the deposit is returned to its required amount. Once the application has been finalized any surplus deposit shall be returned to the Applicant.

SIGNED: _____ DATE: _____

FOR OFFICE USE ONLY:

Date Complete Application Received: _____

Checked by: _____

File No.: _____

Comments: _____

Circulation to:

Date:

- Roads Department _____
- Fire Department _____
- NEC _____
- CA/RMO _____
- District Health Unit _____
- Planning Consultant _____
- Engineering Consultant _____
- Legal _____
- County of Dufferin _____
- Other _____

Fee as Per By-law 15-2023

Fee

Deposit

Residential

\$2,500

\$5,000

Commercial/Industrial/Institutional

\$5,000

\$10,000