

**MUNICIPALITY OF CHATHAM-KENT**  
**Application for Site Plan Approval**

File Number \_\_\_\_\_

Assess Roll No. 3650-\_\_\_\_\_ Street Address \_\_\_\_\_

1. Name of Owner: \_\_\_\_\_  
(If numbered company please also indicate the name of principal(s))

Address: \_\_\_\_\_  
*Street Name* \_\_\_\_\_ *P.O. Box* \_\_\_\_\_

\_\_\_\_\_ *Village, Town or City* \_\_\_\_\_ *Province* \_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

\_\_\_\_\_ *Telephone Number* \_\_\_\_\_ *Fax Number* \_\_\_\_\_

\_\_\_\_\_ *Email Address* \_\_\_\_\_

Authorized Agent: \_\_\_\_\_  
(If numbered company please also indicate the name of the principal(s))

Agent interest in subject lands/application: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Name* \_\_\_\_\_ *P.O. Box* \_\_\_\_\_

\_\_\_\_\_ *Village, Town or City* \_\_\_\_\_ *Province* \_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

\_\_\_\_\_ *Telephone Number* \_\_\_\_\_ *Fax Number* \_\_\_\_\_

\_\_\_\_\_ *Email Address* \_\_\_\_\_

All correspondence should be sent to:  owner  agent

Who can be contacted during the day for further information?  owner  agent

Title and name of person who has authority to enter into \_\_\_\_\_  
The Site Plan agreement (name on Deed) \_\_\_\_\_

2. Date subject land was acquired by owner: \_\_\_\_\_

Name of holder of mortgage (or charge or encumbrance): \_\_\_\_\_

Address: \_\_\_\_\_

3. Location of property/legal description:

Former Municipality: \_\_\_\_\_

Lot Number(s), Concession: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_

Reference Plan/Part No.: \_\_\_\_\_

4. Current Designation of Official Plan: \_\_\_\_\_

Current Classification of Zoning By-law: \_\_\_\_\_

Does the project conform to the Zoning By-law: Yes \_\_\_\_ No \_\_\_\_

5. Proposed Use of Property \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Most recent use if the property is vacant \_\_\_\_\_

How long has the use been in existence \_\_\_\_\_

6. Restrictions:

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands.

\_\_\_\_\_  
\_\_\_\_\_

7. Servicing – Road Access:

- Provincial Highway
- Municipal year-round
- Municipal – seasonal
- Private Road/Right-of-way
- Other (specify) \_\_\_\_\_
- New access required

Water Access: (where access to subject land is by water only):

Docking facility (specify) \_\_\_\_\_

Distance from nearest public road \_\_\_\_\_

Distance from subject land \_\_\_\_\_

8. Servicing - water is provided to the subject land by:

Municipal

Privately owned and operated individual or communal well

Lake or other water body

Easement to a well

The existing well is:  
- encased

- not encased

The distance between the well and Septic system is - \_\_\_\_\_Ft.

Other (specify) \_\_\_\_\_

**\*Note: Please be advised that a certificate will be required to confirm the well water is potable if the distance between the well and septic system is not in compliance with the Ontario Building Code.**

9. Servicing – sewage disposal is provided to the subject land by:

Municipal

Privately owned and operated individual or communal septic system

Pit privy

Other (specify) \_\_\_\_\_

If there is a septic system on the property, is it in good working order?  yes  no

10. Servicing – storm drainage is provided to the subject land by:

sewers  ditches  swales  other (specify) \_\_\_\_\_

11. Is any portion of the property currently assessed for drainage works? (constructed under the Drainage Act, R.S.O. 1980)  yes  no

12. Other applications – indicate if the subject land is or has been subject to an application under the Planning Act for:

Official Plan amendment (under Section 17):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Plan of Subdivision (under Section 51):

File No. \_\_\_\_\_ Status \_\_\_\_\_

- Zoning By-law amendment (under Section 34):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- Consent (under Section 53):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- Variance/Permission (under Section 45):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- Site Plan (under Section 41):  
File No. \_\_\_\_\_ Status \_\_\_\_\_

13. Other related matters (please explain):

Applications/Approvals from other agencies \_\_\_\_\_

\_\_\_\_\_

Work orders \_\_\_\_\_

Certificates of approval \_\_\_\_\_

Designation under other Acts (ie: Ontario Heritage Act)

\_\_\_\_\_

Reports or Studies (ie: environmental assessments)

\_\_\_\_\_

**PLEASE NOTE :**

**It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.**

**Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.**

**Three original copies of the completed application form and all accompanying plans, survey, sketches, etc., together with the required application fee must be filed with the Department of Strategic & Land Use Planning Department.**

**Application processing will not commence until a complete application with all necessary accompanying information is received.**

**The application must be accompanied by a Site Plan drawn on ledger size 11" x 17" paper drawn at such a scale that the proposed development occupies at least 75% of the ledger paper. The Site Plan must conform to all zoning regulations and is to include the following information:**

- a) a Key Plan showing the locations of the subject property in the Municipality;
- b) a true dimensions of the property;
- c) a north directional arrow;
- d) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, and the use of open lands;
- e) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;
- f) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- g) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- h) a written indication of the architectural style and features of the proposed building;
- i) all existing and proposed on-site drainage improvements.
- j) All natural features such as wood lots, steep slopes, watercourses, etc;
- k) The location of private water supply and sewage disposal facilities;
- l) The application must be accompanied by a copy of the deed to the subject property.**

**The application must also be accompanied by an identical copy of the Site Plan without a Key Plan, which shall be used for the registration of any legal agreement.**

**Development Agreement**

Some Site Plans require the applicant to enter into a Development Agreement to provide for all items needed to properly service and develop the site.

The applicant has the option of using his/her own Solicitor or the Municipality will prepare the Agreement.

**Fees**

Additional Legal Fees may be applicable to the application for the following:

- Preparation of a Development Agreement or Amended Development Agreement;
- Preparation of an Easement; Lease Agreement; or any other legal document as may be required;
- Registration of Agreements;

**Timing**

Site Plans vary considerably in their complexity. Therefore, the time period needed for processing will vary from approximately 6 weeks or longer.

**For Municipal Use**

Date Application Received \_\_\_\_\_

Completed Application Checked \_\_\_\_\_  
Date Initials

By making this application, permission is hereby granted to any Municipal Staff member and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**DECLARATION OF APPLICANT**

I, ..... of the ..... of ..... in the ..... of ..... solemnly declare that:

- 1. All the statements contained in this application and provided by me 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. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
- 2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Municipality and added to my municipal tax bill and collected in the same manner as taxes.

..... Signature of Applicant	..... Date
..... Witness	..... Date

**SCHEDULE "A"**  
**Environmental Site Screening Questions**

## Previous Use of Property

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Industrial    | <input type="checkbox"/> Parkland     |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Vacant       |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Other        |

If Industrial or Commercial, specify use:

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Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes                       No                       Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes                       No                       Unknown

Has there been petroleum or other fuel store on the subject land or adjacent lands?

- Yes                       No                       Unknown

Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

- Yes                       No                       Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

- Yes                       No                       Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

- Yes                       No                       Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

- Yes                       No                       Unknown

\*Possible uses that can cause contamination include: operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

#### ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Municipality's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Municipality may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Municipality of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Municipality may require the qualified person signing the Record of Site Condition to submit to the Municipality a Declaration acknowledging that the Municipality may rely on the statements in the RSC. I further acknowledge that the Municipality of Chatham-Kent is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Municipality of Chatham-Kent, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

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Date

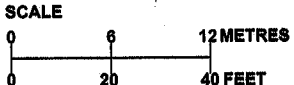
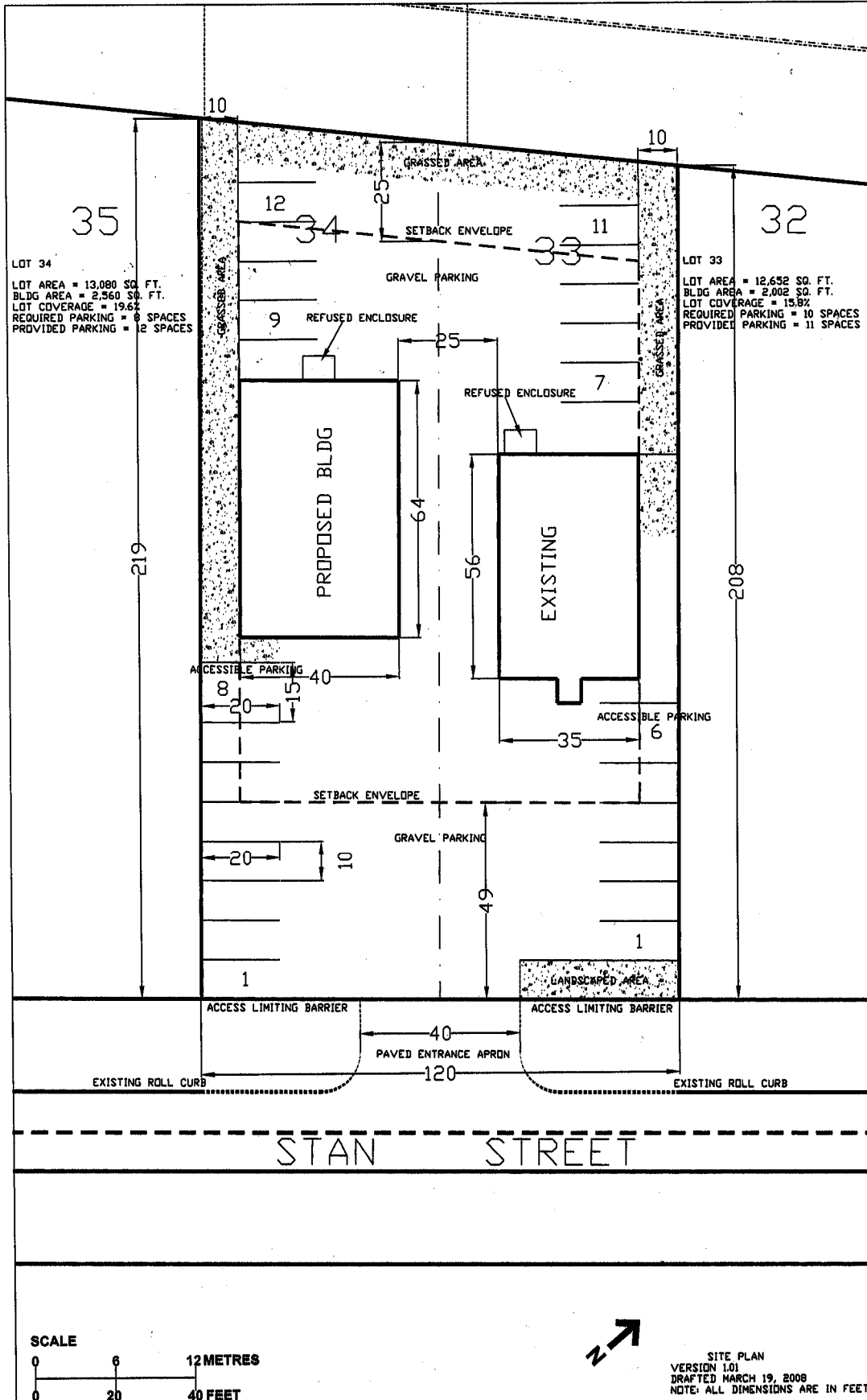
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Signature of Applicant(s)(Owner)

## Site Plans

What to expect when you're developing....

- **Pre-consultation with our consultants – Storey Samways Planning, 330 Richmond St., Suite 204, Chatham, ON (519) 354-4351 or email at [sspl@ciaccess.com](mailto:sspl@ciaccess.com)**
- **Completing and submitting of application must include:**
  - Deed for the property
  - 11" X 17" copy of professionally prepared site plan's example will be provided to applicant
  - Articles of incorporation or proof of authority to bind the corporation if incorporated
  - Person's name who has the signing authority for the Site Plan Agreement and their title/capacity to sign for the agreement, not the application
- **Development Report - Once the application has been completed and submitted to Storey Samways Planning, the Consultant will present the application to our Technical Advisory Committee (TAC). TAC will provide any feedback with regard to engineering issues, water services, stormwater management, sanitary services and/or any building issues. After TAC has reviewed the application and our Consultant has received the necessary information, the Consultant will develop a Council/Committee report addressing the purpose/description together with any recommendations that may be required. Recommendations could include a storm water management plan, water connections and sanitary/storm sewer requirements at the cost of the developer**
- **Council/Administrative approval - If the proposal's estimated construction value is less than 2 million dollars, the report will be circulated to an Administrative panel. If the construction value is greater than 2 million dollars the report will be dealt with at a Council meeting.**
- **After Approval - Once approved, the applicant(s) will enter into a site plan agreement to address any requirements of the Municipality. The agreement will be registered on title. The agreement will include a requirement of a security deposit to be placed with the Municipality. This security deposit will be returned to the applicant when the development is complete. The purpose of the security deposit is to cover the cost of the Municipality having to complete the final stage of the project in the event that the applicant is unable to do so. Once the agreement has been signed and the security deposit received, the Building Department will be able to issue the building permit (if applied for) once they are satisfied that all conditions have been met. The Building Department can provide what information is required to obtain a building permit, including the building permit cost, development charges (if applicable), etc.**



SITE PLAN  
 VERSION 1.01  
 DRAFTED MARCH 19, 2008  
 NOTE: ALL DIMENSIONS ARE IN FEET

EXAMPLE SITE PLAN