



TOWNSHIP OF CHATSWORTH

SITE PLAN APPLICATION

316837 Highway 6, RR1, Chatsworth, ON N0H 1G0
Phone: 519-794-3232 Fax: 519-794-4499
www.chatsworth.ca

INFORMATION ABOUT THE SITE PLAN AGREEMENT APPLICATION

1. A Site Plan Agreement is used to ensure that:
 - New developments or expanding existing developments meet certain standards of quality and appearance and are constructed according to final approval;
 - There is safe and easy access for pedestrians, employees and vehicles;
 - There is adequate landscaping, parking and drainage;
 - Nearby properties are protected from incompatible developments
2. If a Site Plan Agreement is required, the applicant is advised to have a pre-consultation meeting with the Township of Chatsworth Planner, CAO Clerk, Chief Building Official and the Operations Manager. Conceptual drawings are to be provided one week before the meeting for staff to review for discussion purposes.
3. The Township staff will determine if the request constitutes a:
 - a minor site plan agreement; OR
 - a major site plan agreement; OR
 - an amendment to an existing site plan agreement.

Based on this determination, the relevant application fees and deposit fees must be paid as per the Fees and Charges By-law.

4. Each application must be accompanied by a deposit in the form of cash, debit or cheque payable to the Corporation of the Township of Chatsworth. The Applicant and the Owner are jointly and severally liable for ALL COSTS incurred by the Township in processing this application with respect to planner, engineer, legal, etc.
5. The site plan application must be accompanied by a signed Development Fees Deposit Agreement.
6. All applications will be reviewed for completeness. In order to expedite the application, it is suggested that prior to submission, the applicant review the applicant's checklist (attached). In addition to the application and site plan drawings, a worksheet detailing the cost estimates of the proposed development is required. An application will not proceed without the cost estimate worksheet being completed. This worksheet shall state the cost of works and facilities relating to storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works. The Township will review and approve this summary. Prior to the execution of the Site Plan Agreement by the Township, a letter of credit or other appropriate security representing 50% of the development cost is required, as well as the owner's signature on the deposit agreement. The security will be returned when the work is completed and approved by the Township engineers and/or CBO.
7. Staff will review the submitted application and accompanying documentation to determine that the application is complete. The applicant will be notified of any deficiencies or comments received from the various agencies. Deficiencies will need to be addressed by the applicant before final approval will be given.
8. All applications will be circulated for comment to the following agencies:
 - Consulting Engineer (if necessary)
 - Consulting Planner
 - Chief Building Official
 - Fire Chief

- Director of Public Works
 - The appropriate road authority, if different than the Director of Public Works
 - The appropriate Conservation Authority
9. All applications will have a circulation time period of approximately 25 days or less.
 10. Prior to the site plan agreement being present to Council for final approval, it shall be signed by the owner. Where a mortgage exists on the property, the mortgagee will be a party to the agreement and must also sign.
 11. The site plan agreement as signed by the owner(s) and mortgagee (where applicable) is presented to Council for final approval. A by-law will be presented authorizing the Mayor and Clerk to sign the agreement. Once signed, the Township will have the agreement registered on title. A copy of the agreement will be provided to the applicant.
 12. Upon registration of the agreement and the payment of securities has been received by the Township, the Building Department will be notified and the applicant can seek a building permit.
 13. Please note that construction and/or sitework cannot begin until all approvals have been given.

SUBMISSION REQUIREMENTS

Please ensure that you provide the following when the application is submitted:

- a) Applicable fee payable to the *Township of Chatsworth* as outlined on the deposit agreement (attached).

Also be advised that the Conservation Authority will charge a review fee. You will be billed directly by the applicable Conservation Authority for their services.

- b) Complete application form clearly stating a full description of the proposed development.
- c) 3 full-size copies (11" X 17" or larger) of each of the Site Plan, Grade Control & Drainage Plan and Landscape Plan to accompany application in addition to a digital copy. On smaller projects information required on Site, Grade Control & Drainage and Landscape Plans may be combined on a single drawing. All drawings submitted are to be in a metric scale, drawn to scale and preferably drawn by a surveyor, engineer or planner and showing the following, where applicable:

A legible chart summarizing the following:

- total property area;
- total building area, broken down by building and floor within each building;
- zoning compliance with regard to building coverage, height, property boundary setbacks, on-site parking, loading area, landscaped open space, and any other applicable provision of the Zoning By-law;
- for residential buildings: the number of units, unit size and the number of bedrooms.

Note: it is the applicant's responsibility to demonstrate that the proposed development conforms to the Township's Zoning By-law.

- d) The Township may also request 3 full-size copies of a drawing showing elevations and cross-sectional views of the proposed development.
- e) Applicant's Checklist as provided is considered part of the application and needs to be completed.



TOWNSHIP OF CHATSWORTH

APPLICATION FOR SITE PLAN APPROVAL

(under Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13)

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<i>To be completed by staff:</i>	<i>Date received</i> _____
<i>Type of application:</i>	<i>File No.</i> _____
<input type="checkbox"/> <i>Minor Site Plan Agreement</i>	
<input type="checkbox"/> <i>Major Site Plan Agreement</i>	
<input type="checkbox"/> <i>Amendment to Existing Site Plan Agreement</i>	

Information for Applicants: This application must be completed and submitted along with signed Deposit Agreement and the required site plans before the Township will accept the application and being processing. A checklist is provided as part of this application package, which lists the necessary attachments. The application is not complete unless the applicant checklist is complete and submitted.

For Assistance: If you require assistance in completing this application, please contact the Township Planner.

1. OWNER INFORMATION:

Name of Owner(s): _____

Address: _____

Postal Code: _____ Telephone #: () _____ Fax #: () _____

E-Mail Address: _____

2. APPLICANT/AGENT INFORMATION:

Name of Applicant or Agent: (if other than the Owner) _____

Note: An Owner's Authorization is required in Section 11 of this application if the applicant is not the owner.

Address: _____

Postal Code: _____ Telephone #: () _____ Fax #: () _____

E-Mail Address: _____

Please check to whom all communications should be sent:

Owner Applicant/Agent Both

3. LOCATION/DETAILS OF SUBJECT LANDS:

Municipal Address (911 # with road name) _____

Property Roll # (from tax bill): 42-04 _____

Former Municipality _____

Legal Description: Lot/Block # _____ Concession/Plan _____

4. PREVIOUS APPLICATION:

a) Has the subject property been subject to a previous site plan application?

Yes _____ (Date) _____ No _____

b) Has the subject property been subject to a land severance, zoning by-law amendment, minor variance or a plan of subdivision?

Yes _____ (File No. & Date) _____ No _____

5. IS THERE A MORTGAGE OR CHARGE IN RESPECT OF THE SUBJECT LANDS?

Yes _____ No _____

If yes, give the name and address of any mortgage or charges, and provide name of contact:

6. GENERAL EXPLANATION OF DEVELOPMENT PROPOSED: _____

7. ZONING AND OFFICIAL PLAN PROVISIONS OF SUBJECT LANDS:

a) What is the present zoning of the subject lands? _____

Is the proposal in compliance with the zoning? Yes _____ No _____

Is a zoning by-law amendment or minor variance required? Yes _____ No _____

Has a zoning by-law amendment or minor variance been applied for? Yes _____ No _____

b) What is the present Official Plan designation of the subject lands? _____

Is the proposal in compliance with the Official Plan? Yes _____ No _____

Is an official plan amendment required? Yes _____ No _____

Has an official plan amendment been applied for? Yes _____ No _____

8. USE OF SUBJECT LANDS:

- a) What is the current use of the subject lands? (be specific e.g.: residential, single detached dwelling) _____
- b) In what year did the current use begin? _____
- c) What was the previous use of subject land? _____
- d) What year was the subject land acquired by the owner? _____
- e) What year were the existing buildings or structures constructed? _____

9. EXISTING AND PROPOSED BUILDINGS:

- a) Architectural elevations of all proposed buildings (including extensions or enlargements) must be included with this application if available.
- b) What is the Gross Floor Area of each building (m²) on site, both existing and proposed (attach further details if necessary)?

Building A _____ m² B _____ m² C _____ m²

Total Gross Floor Area of all buildings/structures _____ m²

Height _____ m

c) Residential Development (if applicable)

- 1) Number of Units _____
- 2) Number of Storeys _____
- 3) Type and Number of Units:
Bachelor _____ 1 Bdrm _____ 2 Bdrm _____ 3 Bdrm _____ >3Bdrm _____
- 4) Number of Parking Spaces: (Surface) _____ (Within enclosed parking garage) _____

d) Commercial/Industrial Development (if applicable)

- 1) Number of Parking Spaces _____
- 2) Number of Loading Areas _____

e) Institutional Development (if applicable)

- 1) Number of Parking Spaces _____
- 2) Number of Fixed Seating _____
- 3) Number of Classroom/Teaching Areas _____

10. MUNICIPAL SERVICES:

(a) What type of Road Access is Proposed? (*check appropriate space*)

- Provincial Highway
- Municipal Road
- Private Road
- Right of Way
- Unopened Road Allowance
- Other Public Road (specify) _____
- Water Access

(Where access to the subject land is by water only, on a separate page describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Also describe boat docking and parking facilities on the mainland.)

(b) What type of Water Supply is Proposed? (*check appropriate space*)

- Municipally-owned/operated water system
- Privately-owned/operated individual well
- Privately-owned/operated communal well
- Lake or other water body
- Other means (*specify*) _____

(c) What type of Sewage Disposal is Proposed? (*check appropriate space*)

- Municipally-owned/operated sewage system
- Privately-owned/operated septic system
- Privately-owned/operated engineered septic system
- Other means (*specify*) _____

(d) What type of Storm Drainage is Proposed? (*check appropriate space*)

- Sewers
- Ditches
- Swales
- Other means (*specify*)

(e) Other (*check appropriate space if service is available*)

- Electricity
- Gas
- Telephone
- Cable
- School Bussing
- Garbage Collection
- Recycling

11. AFFIDAVIT OR SWORN DECLARATION (This must be signed before a commissioner of oath.)

I, _____ of the _____
in the _____ make oath and say (or solemnly
declare) that the information contained in this application is true and that the information contained
in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at the _____,
in the _____ this _____ day of _____, 20_____.

Commissioner of Oaths

Applicant

12. AUTHORIZATION

If the applicant is not the sole owner of the land that is the subject of this application, the written
authorization of the owner(s), that the applicant is authorized to make the application, must be
included or the authorization set out below must be completed by the owner(s).

I/WE, _____ am/are the owner(s) of the land that is
the subject of this application and I/We authorize _____ to make this
application on my/our behalf and to provide any of my/our personal information that will be
included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

APPLICANT'S CHECKLIST

Check If shown		Give reason why not shown
	<ul style="list-style-type: none"> The location and dimensions of all existing and proposed buildings and accessory facilities 	
	<ul style="list-style-type: none"> The dimensions and bearings of front, side and rear yards of the building(s) on the subject site. 	
	<ul style="list-style-type: none"> The size and location of existing and proposed watermain and sanitary sewer, whether on or abutting the property. 	
	<ul style="list-style-type: none"> The location of any existing hydrants within 100 m (328 ft) of the proposed building face and the proposed location of any additional hydrant, whether on public or private land. 	
	<ul style="list-style-type: none"> Existing and proposed contours and spot elevations on both the site and adjacent properties with reference to a geodetic benchmark. 	
	<ul style="list-style-type: none"> The location of watercourses, swales, culverts, retaining walls, embankments, catch basins and other man-made or natural features on or adjacent to the site. 	
	<ul style="list-style-type: none"> Existing easements or right-of-ways are to be shown and identified as to whom the easement or right-of-way is in favour, and what restrictions on planting, building, etc. are in force on the easement lands. 	
	<ul style="list-style-type: none"> All existing and proposed driveways on the subject property. 	
	<ul style="list-style-type: none"> The location of walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access. 	
	<ul style="list-style-type: none"> The location and design details of garbage disposal facilities. 	
	<ul style="list-style-type: none"> The location of all signs other than regulatory or traffic control signs. 	
	<ul style="list-style-type: none"> The location of on-site snow storage. 	
	<ul style="list-style-type: none"> All existing and proposed trees, hedges and shrubs shall be indicated. A plant list attached to the drawing shall indicate the common name, generic (Latin) name, quantity and size (or caliper) of all proposed trees, hedges and shrubs. 	

Check If shown		Give reason why not shown
	<ul style="list-style-type: none"> • All plant material shall be hardy and nursery grown, complying with the "Guide Specification for Nursery Stock" of the Canadian Nursery Trades Association. Only plant material that is adaptable to the soil conditions and special configurations of the site shall be acceptable. Plant materials are not to interfere with utilities, exterior/street lighting, sidewalks or parking. 	
	<ul style="list-style-type: none"> • All existing and proposed sodded and seeded areas are to be clearly indicated on the site plan. New sod proposed on the subject property shall be No. 1 Nursery sod type and will be staked on slopes of 3:1 or greater. • 	
	<ul style="list-style-type: none"> • All ground cover material is to be indicated (i.e. asphalt, concrete, crushed gravel, decorative stone, planters, sod, grass, etc.). 	
	<ul style="list-style-type: none"> • Proposed walls and fences are to be detailed and shown. 	
	<ul style="list-style-type: none"> • All proposed and/or existing utility connections to structures on the subject site. 	
	<ul style="list-style-type: none"> • The location of any park areas. 	

COST ESTIMATE SHEET

Date: _____

Property Roll Number: _____

Property Owner(s): _____

Development Proposal Summary: _____

DESCRIPTION	AMOUNT (\$)
storm drainage	
surface treatment of parking areas	
landscaping	
buffer strips	
fencing	
grading	
curbing	
lighting	
walkways	
other physical improvements	
TOTAL AMOUNT	

NOTE: The site plan agreement will include wording to the following effect:

In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township, the Owner shall provide the Township with, prior to the execution of this Agreement by the Township, a letter of credit or other satisfactory security in an amount equal to 50% of the cost of works and facilities relating to storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works, more particularly shown in Schedule "C" attached hereto. A minimum of \$2000.00 will be collected as security.