

Development Application for Site Plan Control Approval

Complete Application

The application must be completed by the owner or authorized agent. Where the application is being made by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. The required technical studies should be carried out prior to submission of the application.

Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete submission, the applicant will be contacted and provided further direction for payment options.

Pre-Consultation Meeting:

Pre-consultation is highly recommended for site plan applications. The purpose of a pre-consultation meeting is to provide the applicant with an opportunity to present the proposed development, discuss opportunities and constraints, and for the County and Agency staff to identify the submission requirements. The requirements, as detailed in the pre-consultation meeting notes, are valid for one year after the meeting date.

User Fees:

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [User Fees | Norfolk County](#)

Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

An additional agency plan review fee may apply. Please see below for more information and forward fees directly to the applicable agency, as required:



Grand River Conservation Authority

[Plan Review fees | Grand River Conservation Authority](#)

Long Point Region Conservation Authority

[Planning Fees - Long Point Region Conservation Authority](#)

Development Application Process

Additional studies required for the complete application shall be prepared at the applicant's sole expense. Peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

The County will refund the original fee if applicants withdraw their applications before circulation. If your drawings are recirculated, there will be an additional fee. If more than three reviews of engineering drawings are requested due to revisions by the owner or failure to revise engineering drawings as requested, the County will charge an additional fee.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or planning@norfolkcounty.ca.

The information submitted on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA) and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for Norfolk County employees to use for the purpose of preparing and registering a development agreement.

Questions about the collection of personal information through this form may be directed to the Agreement and Development Coordinator or Information and Privacy Coordinator, Corporation of Norfolk County, 50 Colborne Street South, Simcoe ON.



For Office Use Only:

File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

Check the type of planning application(s) you are submitting.

- ☐ Site Plan – Regular
- ☐ Site Plan – Major
- ☐ Site Plan Minor or Amendment
- ☐ Site Plan for On-Farm Diversified Use

Please describe the proposed development

Property Assessment Roll Number: _____

A. Applicant Information

Note: It is the responsibility of the owner to notify the Planner of any changes in ownership or authorized applicant within 30 days of such a change

Registered Owner(s) _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Authorized Applicant _____

Address _____



Town and Postal Code _____
Phone Number _____
Cell Number _____
Email _____

Name of Authorized Agent _____
Address _____
Town and Postal Code _____
Phone Number _____
Cell Number _____
Email _____

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

☐ Owner ☐ Agent ☐ Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Municipal address: _____

Date of acquisition of the subject property (if known): _____

Present Official Plan Designation(s): _____

Present Zoning: _____

2. Is there a special provision or site specific zone on the subject lands?

☐ Yes ☐ No If yes, please specify the corresponding number:

3. Present use of the subject lands:

4. Please describe **all existing** buildings **and** structures on the subject lands and whether they will be retained, demolished or removed.

5. If an addition to an existing building is being proposed, please explain what it will be used for. If new fixtures are proposed, please describe.

6. Please describe **all proposed** buildings **and** structures/additions on the subject lands.

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant?

Yes ☐ No ☐

If yes, identify and provide details of the building:

8. If known, the length of time the existing uses have continued on the subject lands:

9. Existing use of abutting properties:



10. Are there any easements or restrictive covenants affecting the subject lands?

Yes ☐ No

If yes, describe the easement or restrictive covenant and its effect:

1. Has the subject property ever been or currently is the subject of a Planning Act application:

- Plan of Subdivision ☐ Yes ☐ No
- Official Plan Amendment ☐ Yes ☐ No
- Zoning Bylaw, or Zoning Order Amendment ☐ Yes ☐ No
- Site Plan ☐ Yes ☐ No
- Consent/Minor Variance ☐ Yes ☐ No

If yes, please indicate the file number and the status of the application _____

C. Zoning Review (chart must be completed in metric units)

1. Please provide a review of the zoning by-law compliance for the proposed development

	Zoning by-law Requirement	Proposed
Lot frontage (m)	_____	_____
Lot depth (m)	_____	_____
Lot width (m)	_____	_____
Lot area (m ²)	_____	_____
Lot coverage %	_____	_____
Front yard (m)	_____	_____
Rear yard (m)	_____	_____
Left Interior side yard (m)	_____	_____
Right Interior side yard (m)	_____	_____
Exterior side yard (corner lot) (m)	_____	_____
Landscaped open space %	_____	_____

Entrance access width (m)	_____	_____
Exit access width (m)	_____	_____
Size of fencing or screening	_____	_____
Type of fencing	_____	_____
Building Size	_____	_____
Number of storeys	_____	_____
Building height (m)	_____	_____
Total ground floor area (m ²)	_____	_____
Total gross floor area (m ²)	_____	_____
Total usable floor area (m ²)	_____	_____

Off Street Parking and Loading Facilities

Number of off street parking spaces	_____	_____
Number of visitor parking spaces	_____	_____
Number of accessible parking spaces	_____	_____
Number of off street loading facilities	_____	_____

2. Please provide the following information for **proposed residential use** (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, please describe: _____

Number of existing dwelling units per lot: _____

3. Please provide the following information for **proposed Commercial/Industrial Uses** (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, describe: _____



Indicate the gross floor area by the type of use (for example: office, retail, or storage):
Seating Capacity (for assembly halls or similar):

Total number of fixed seats: _____

Describe the type of business(es) proposed: _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Is open storage required: ☐ Yes ☐ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☐ No

If yes, please describe: _____

4. Please provide the following information for **proposed institutional use** (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

5. Describe Recreational or Other Use(s) (if applicable)

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☐ No ☐ Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

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

☐ Yes ☐ No ☐ Unknown

Please provide the information you used to determine the answers to the above questions:

3. If you answered yes to any of the above questions in Section D, a previous land use inventory showing all known former uses of the subject lands, and/or when applicable, the adjacent lands, is required.

Is the land use inventory of former land uses attached? ☐ Yes ☐ No

E. Provincial Planning Statement

1. Is the requested amendment consistent with the Provincial Planning Statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*?

☐ Yes ☐ No

If no, please explain:

2. Complete the following Environmental Features, Infrastructure and Development Context table as required:

Environmental Features, Infrastructure and Development Context	On-site	Within 500 metres
Class I Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>
Class II Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>
Class III Industrial Use ¹	<input type="checkbox"/>	<input type="checkbox"/>

Landfill site	<input type="checkbox"/>	<input type="checkbox"/>
Sewage treatment plant and waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
Significant wetlands	<input type="checkbox"/>	<input type="checkbox"/>
Significant fish habitat, valley lands, areas of natural and scientific interest, wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive groundwater recharge areas, headwaters and aquifers	<input type="checkbox"/>	<input type="checkbox"/>
Erosion hazards	<input type="checkbox"/>	<input type="checkbox"/>
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>
Active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Existing and/or planned controlled access highways or freeways	<input type="checkbox"/>	<input type="checkbox"/>
High voltage electric transmission line	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural operations	<input type="checkbox"/>	<input type="checkbox"/>
Mineral aggregate resource area	<input type="checkbox"/>	<input type="checkbox"/>
Mineral aggregate operations	<input type="checkbox"/>	<input type="checkbox"/>
Existing pits and quarries	<input type="checkbox"/>	<input type="checkbox"/>
Significant built and /or cultural heritage resources	<input type="checkbox"/>	<input type="checkbox"/>
Significant archaeological resources	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous sites ⁴	<input type="checkbox"/>	<input type="checkbox"/>
Source Water Protection (Wellhead Protection Area (WHPA) A, B or C; Issue Contributing Area; Intake Protection Zone	<input type="checkbox"/>	<input type="checkbox"/>

¹ Class 1, 2,3 Industrial Use – Refer to [D-6-1 Industrial Categorization Criteria](#) of the Ministry of the Environment Conservation and Parks

⁴ Hazardous sites - means property or lands that could be unsafe for development and site alteration due to naturally occurring hazards.

- It is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the Provincial Planning Statement ?

☐ Yes ☐ No

If no, please explain: _____

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

Municipal piped water ☐

Individual wells ☐

Communal wells ☐

Storm Drain

Storm sewers ☐

Open ditches ☐

Other (describe below): ☐

Sewage Treatment

Municipal sewers ☐

Communal system ☐

Septic tank and tile bed in good working order ☐

Other (describe below): ☐

Existing or proposed access to subject lands

Municipal road ☐

Provincial highway ☐

Unopened road ☐

Name of road/street

Other (describe below): ☐

G. Other Information

1. Does the application involve a local business? ☐ Yes ☐ No

If yes, how many jobs are provided on the subject lands? _____

2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

H. Supporting Material to be submitted by Applicant

1. Site Plan Control applications will require the following supporting materials:

- i. An electronic version in PDF format
- ii. Securities prepared by the applicant's engineer when applicable
- iii. An estimate for Parkland dedication by a certified land appraiser
- iv. Property Identification Number (PIN) and legal description printout provided by the Land Registry Office

2. General required information for the site plan drawings

- ☐ Concept/Layout Plan
- ☐ All measurements in metric
- ☐ Scale, legend and north arrow
- ☐ Legal description and municipal address
- ☐ Development name
- ☐ Drawing title, number, original date and revision dates
- ☐ Owner's name, address and telephone number
- ☐ Engineer's name, address and telephone number
- ☐ Professional engineer's stamp
- ☐ Existing and proposed easements and right of ways
- ☐ Zoning compliance table – required versus proposed
- ☐ Parking space totals – required and proposed
- ☐ All entrances to parking areas marked with directional arrows
- ☐ Loading spaces, facilities and routes (for commercial developments)
- ☐ All dimensions of the subject lands
- ☐ Dimensions and setbacks of all buildings and structures
- ☐ Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
- ☐ Gross, ground and useable floor area
- ☐ Lot coverage
- ☐ Floor area ratio
- ☐ Building entrances, building type, height, grades and extent of overhangs
- ☐ Names, dimensions and location of adjacent streets including daylighting triangles
- ☐ Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
- ☐ All exterior stairways and ramps with dimensions and setbacks
- ☐ Retaining walls including materials proposed
- ☐ Fire access and routes

- ☐ Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
- ☐ Location of mechanical room, and other building services (e.g. A/C, HRV)
- ☐ Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
- ☐ Winter snow storage location
- ☐ Landscape areas with dimensions
- ☐ Natural features, watercourses and trees
- ☐ Floodline boundaries
- ☐ Fire hydrants and utilities location
- ☐ Fencing, screening and buffering – size, type and location
- ☐ All hard surface materials
- ☐ Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- ☐ Business signs (make sure they are not in sight lines)
- ☐ Sidewalks and walkways with dimensions
- ☐ Pedestrian access routes into site and around site
- ☐ Bicycle parking
- ☐ Architectural elevations of all building sides

All other requirements as per the pre-consultation meeting will apply. All final plans must include the owner's signature as well as the engineer's signature and seal.

3. The following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan

- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Heritage Impact Assessment
- ☐ Environmental Impact Study
- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Stormwater Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required



I. Development Agreements

A development agreement may be required prior to site plan control applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer(s), additional fees and securities.

J. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner to undertake the registration of postponements of any charges in favour of the County.

K. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purpose of making inspections associated with this application, during normal and reasonable working hours.

L. Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.

Owner/Authorized Applicant Signature

Date



M. Owner's Authorization

If the authorized applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We _____ am/are the registered and authorized owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. This shall be your good and sufficient authorization for so doing.

Owner Date

Owner Date

N. Declaration

I, _____ of _____
solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted 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:

Owner/Authorized Applicant Signature

In _____

This _____ day of _____

A.D., 20____

A Commissioner, etc.