



Date Received	File Number

Site Plan and Site Plan Amendment Application Form

All applicants are required to meet with Community Planning Staff prior to formal submission of applications for site plan approval. To arrange a meeting please fill out the **Pre-consultation Form** available at <https://www.lakeshore.ca/en/business-and-development/planning-applications.aspx>.

Materials Attached:

1. Site Plan Application Form
2. Applicant's Checklist
3. Sample Site Plan
4. Environmental Site Screening Questionnaire

Application for Site Plan Approval

Part A: Owner / Applicant / Agent

1. Registered Owner Contact Info

Name:	Email:
Address:	
City:	Postal Code:
Telephone:	Fax:

2. Applicant (if the Owner is the applicant, leave blank)

Name:	Email:
Address:	
City:	Postal Code:
Telephone:	Fax:

3. Matters related to the application should be addressed to (check only one):

- Owner Applicant

4. Proof of ownership accompanying application (check one):

- Copy of front page of deed Parcel Registry
 Other (please specify): _____

Part B: Details of Application

5. Location of Subject Property

Civic Address: _____

Legal Description: _____

Assessment Roll Number: _____

6. Project Description (please be as detailed as possible):

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7.a) Is the subject property subject to any easements, rights-of-way, or other rights over adjacent properties (i.e. mutual driveway)?
 Yes No

b) If yes to a), please identify below and show on the site plan the nature and location of the easement, right-of-way or other rights over adjacent properties:

c) What is the distance to the closest existing municipal fire hydrant? _____

d) What is the distance to the closest fire station? _____

e) What is the watermain size supplying the hydrant closest to the site? _____

f) Will a propane dispensing station be located on this site? Yes No

g) If yes to f), what is the evacuation zone footprint? _____

h) Is there any neighbouring propane dispensing facility evacuation zone that may impact this site?

i) Will products regulated by the Transportation of Dangerous Goods Act be transported to/from this site? Yes No

j) If yes to i), please identify which products will be transported below

8. Existing use(s) of the property:

9. Please indicate if the applicant and/or owner has submitted any of the following applications for all or part of the subject property and complete the following chart:

Other Applications	Required?	Submitted?	File Number	Status of Application
County of Essex Official Plan Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Municipality of Lakeshore Official Plan Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Plan of Subdivision or Condominium	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Zoning By-law Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Consent / Severance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Minor Variance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

10. Access to the subject property is by (check all that apply):

- Provincial Highway County Road Municipal Road
 Private Access Waterway Other _____

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

11. If known, please state the date of construction of all existing buildings and structures on the subject property:

Building / Structure	Construction Date

12. Services Available to subject property (Check all that apply)

	Existing	Proposed
Water Services	<input type="checkbox"/> Municipal Water <input type="checkbox"/> Private Well <input type="checkbox"/> Other _____	<input type="checkbox"/> Municipal Water <input type="checkbox"/> Private Well <input type="checkbox"/> Other _____
Sewage Disposal	<input type="checkbox"/> Municipal Sanitary <input type="checkbox"/> Private Septic Tank <input type="checkbox"/> Other _____	<input type="checkbox"/> Municipal Sanitary <input type="checkbox"/> Private Septic Tank <input type="checkbox"/> Other _____
Storm Drainage	<input type="checkbox"/> Storm Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other _____	<input type="checkbox"/> Storm Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other _____

13. Project Details

Project Detail	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial						
Institutional						
Residential						
Agricultural (on-farm secondary business)						
Other (specify):						
Total						

14. Please indicate Tenure of Development:

- Simple Fee Ownership Rental Units
 Condominium (indicate type below)

Standard Common Element Vacant Land Phased

14. Is there one or more livestock barns or manure storage facilities located within 500 metres of the boundary of the subject property?

Yes No

If yes, please complete a “Minimum Distance Separation Form” and return it with the application.

15. Are there any lease agreements entered into or registered on title for renewable energy projects (wind turbines or solar farms) for this site or any adjacent property?

Yes No

If yes, please provide a description of each lease agreement or registration and its effect

Consent of the Owner/Authorized Applicant to the Use and Disclosure of Information and Supporting Documentation

I, _____, am the Authorized Applicant for the owner of the land (if owner is
[Name of Owner/Authorized Applicant]
applying directly strike out reference to the “authorized applicant”) that is the subject of this planning application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application. I acknowledge being advised that should I have any questions about this collection of information or its release I may contact the Clerk of the Municipality of Lakeshore, 419 Notre Dame Street, Belle River, ON N0R 1A0, (519) 728-2700

Date

Signature of Owner/Authorized Applicant

Owner's/Authorized Applicant's Acknowledgements

Owners/Authorized Applicants are advised that there may be additional approvals (i.e. building permit etc.) and additional fees and charges associated with any development approved in conjunction with this application.

Owners/Authorized Applicants may be required to provide additional information that will assist the Municipality of Lakeshore in assessing the application.

The Owner/Authorized Applicant agrees to cooperate fully with the Municipality of Lakeshore and all of its staff in allowing and facilitating the inspection of the subject lands by Municipality of Lakeshore staff.

The applicant acknowledges and agrees that the Municipality of Lakeshore reserves the right to request additional deposits/ monies for expenses (i.e. engineering fees etc.) incurred by the Municipality of Lakeshore in reviewing this application.

All vegetation on the lands that are subject of this application must be maintained during the processing of this application.

No re-grading is permitted on site during the processing of the application.

Declaration

I, _____ of _____ in _____
[Name of Owner/Authorized Applicant] [Town/City of residence] [County/Region of residence]

solemnly declare that all the statements contained in this application 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. I also agree to allow the Municipality of Lakeshore its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys, and tests that maybe necessary to this application. I fully understand and agree to comply with all the Owner's/Authorized Applicant's Acknowledgements set out above.

Declared before me at the _____ in _____
[Town/City where declaration occurred] [County/Region where declaration occurred]

this _____ day of _____, _____.
[Day] [Month] [Year]

Signature of Owner/Applicant

Signature of a Commissioner, etc

Authorization – if Applicant is not the Owner

If the applicant is not the owner of the land that is subject of this application, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

I, _____ am the owner of the land that is subject of this
[Name of Owner]
application for approval and I authorize _____ (the
[Name of Authorized Applicant]
“Authorized Applicant”) to make this application on my behalf. I acknowledge and agree that I am bound by all acknowledgements, declarations, agreements and statements made on my behalf in this application by my Authorized Applicant including those made in reference to Municipal Freedom of Information and Protection of Privacy Act authorizing the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application.

Signature of Owner

Date

Applicant's Checklist for Site Plan Applications:

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

- a) **Appropriate Application fee in accordance with the following:**

Site Plan Approval – Minor

- * Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height; or changes; landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

Site Plan Approval – Major

- * New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height; or comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

Site Plan Amendment

- * “Major” and “Minor” categories, as listed above, apply where a previous Site Plan has been approved and / or a Site Plan Agreement has been entered into with the Municipality of Lakeshore.

Fees: Refer to Tariff of Fees Bylaw

Note: You should check with Building Services to discuss fees for a Building Permit and any applicable Development Charges.

- b) **Appropriate Conservation Authority Fee.** Please refer to [ERCA \(Essex Region Conservation Authority\) Fee Schedule](#)

Please note LTVCA (Lower Thames Valley Conservation Authority) does not charge any fees to review planning applications.

- c) **One (1) completed and signed application form to be submitted to the Municipality of Lakeshore** 419 Notre Dame Street, Belle River, ON NOR 1A0 clearly stating a full description of the proposed development. Online submissions can be made to planning@lakeshore.ca. It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings or delays. All drawings are to be folded (either 8 ½ “ x 11” or 8 ½” x 14”). Rolled plans will not be accepted.

- d) **A location plan** (completed as 8 1/2” x 11” or as key on site plan).

- e) **1 copy of the site plan on 11” x 17” paper.** Please consult with the municipality on the plans required for your development proposal. On smaller projects information required on the site plan, grading plan, drainage plan and landscape plan may be combined on a single drawing.

All drawings must be submitted in a metric scale of 1:200 to 1:500. You may also show an imperial scale in addition to the metric scale.

All **site plan drawings** shall include the following information:

- All bearings and dimensions of the subject property;
- A legible chart summarizing: lot area, total building area, for residential buildings (the number of units, unit size and the number of bedrooms), height of building(s), lot frontage, permitted and proposed lot coverage, landscaped areas (% of lot area), permitted and proposed gross floor area, permitted and proposed parking, including the number of barrier free parking spaces and permitted and proposed yard setbacks;
- All existing and proposed buildings and their dimensions, including dimensions of the closest point of all buildings/structures to lot lines and designated rights of way (all permitted setbacks, as indicated in the Municipality's zoning by-law, illustrated and dimensioned);
- All easements, rights of way and road widening allowances (when applicable) on the subject property;
- The locations and dimensions of all highway access points, including ramps, curbs and traffic signage.
- The location and dimension of parking spaces, aisles and loading spaces;
- The location of all required fire access routes and existing and proposed location of any additional hydrant, whether on public or private land;
- The locations, dimensions and surface types for all pedestrian walkways and pedestrian ramps
- The locations, dimensions of all pedestrian entrances, including all barrier free access points;
- The location and detail of existing and proposed lighting facilities (a lighting plan may be required).
- The location of all walls, fences, hedges, trees, shrubbery, additional ground cover or other facilities intended for landscaping or protection of adjacent lands
- All information on adjacent lands which illustrates how the development of the subject property ties in to the adjacent lands;
- The location(s) and details of garbage enclosure(s);
- The outside storage locations and description of items to be stored (if applicable);
- The location of easements for municipal watercourses, swales, culverts, retaining walls, embankments, catch basins and other man-made or natural features on or adjacent to the site;

- The type of development, as per the zoning by-law;
- The pylon sign location and setback from lot line;
- The location of all sidewalks, street / boulevard trees / shrubs / hedges / etc., street furniture, on adjacent rights of way;
- The type, height and location of utilities on municipal boulevard including transformers, light poles, trees, Bell pedestals etc;
- The location(s) of the daylight triangle(s);

All drawings shall include the following information:

- The Applicant's / Owner's information, including name(s), address(es), and phone number(s)
- The project name, date, municipal address and legal description for the subject property
- The tracking of the drawing number, date, description and author
- A north arrow

Measurements on the sketch / plan **shall** correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

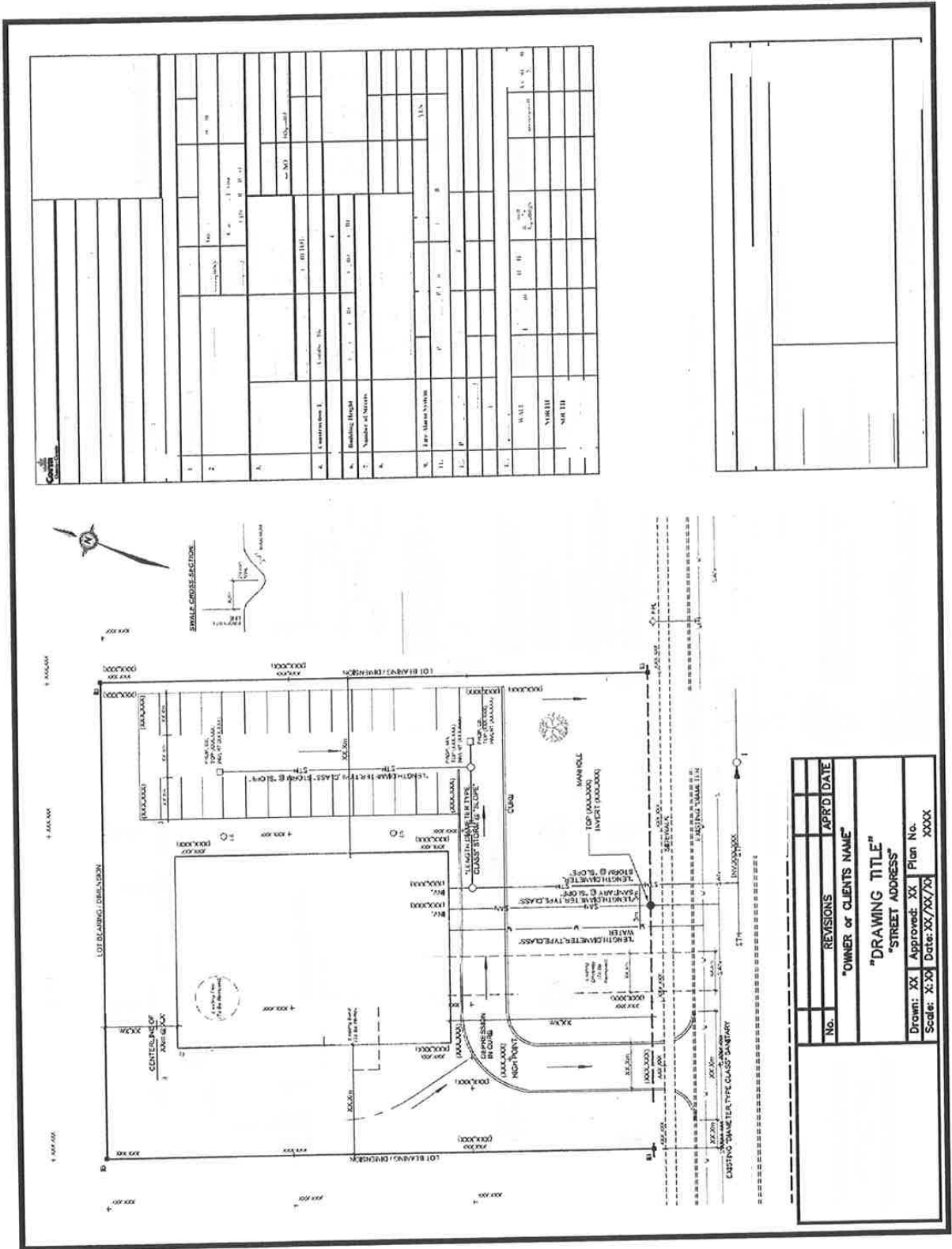
In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions and to prepare any required plans. For engineering related plans such as the Site Servicing Plan, Grading Plan and Drainage Plan an additional checklist will be provided directly to your Consulting Engineer. Please provide the name of your Consulting Engineer to Planning Services or any other Consultant working on your behalf if not identified as your agent in the site plan application.

- f) **Site Servicing Plan and Grading Plan**, including grading and provision for the disposal of storm, surface, and wastewater. In addition, easements to be conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities should be illustrated.
- g) **Drainage Plans**, supported with storm water calculations.
- h) **Architectural Plans** for each building, including exterior building elevations, cross-sections, and floor plans. Please include 1 Coloured set of Elevation Drawings (a roof top screening plan may be required if roof top equipment is proposed).

Floor Plans shall include the locations of all publicly accessible interior walkways, stairwells, elevators and escalators to which members of the public have access to from the street, open space areas or adjacent buildings/structures.

- i) **Landscape Plans & Landscape Details**, indicating walls, fences, hedges, trees, shrubs or other groundcover or facilities for landscaping purposes.
- j) **Electronic copies of all drawings** in the PDF format on USB or through digital submission.
- k) **Required Background Studies and Additional Information**, please pre-consult with the Municipality to determine if any additional background studies will be required (i.e. Traffic, Stormwater Report, Soil, Noise, Phase 1 Environmental Site Assessment etc.).

Sample Site Plan



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No.	REVISIONS	APRD DATE
"OWNER or CLIENTS NAME"		
"DRAWING TITLE"		
"STREET ADDRESS"		
Drawn: XX	Approved: XX	Plan No. XXXX
Scale: X:XX	Date: XX/XX/XX	

Municipality Of Lakeshore Environmental Site Screening Questionnaire and Declaration

Application No.:

Lot(s):

Concession(s):

Former Town / Village / Twp of:

1.1 Is the application on lands or adjacent to lands that were previously used for the following:

- | | |
|---|---|
| a) Industrial Uses? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| b) Commercial uses where there is potential for site contamination (e.g., a gas station or a dry cleaning plant?) | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| c) Lands where filling has occurred | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| d) Lands where there may have been underground storage tanks or buried waste on the property? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| e) Lands that have been used as an orchard, and where cyanide products may have been used as pesticides | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| f) Lands or adjacent to lands that have been used as a weapons firing range | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

1.2 Is the nearest boundary of the application within 500 metres (1640 feet) of the fill area of an operating or former landfill or dump? Yes No

1.3 Are there any existing or previously existing buildings and/or building materials remaining on site, which are potentially hazardous to public health (e.g., asbestos, PCB's, etc.)? Yes No

1.4 Is there any reason to believe that the lands may have been contaminated based on previous land use? Yes No

If you answered 'Yes' to any of the above, a Phase 1 Environmental Site Assessment is required, in accordance with the Ministry of Environment's Guideline for Use at Contaminated Site in Ontario. Please submit two copies with your application. A Phase 1 ESA may subsequently determine that the site is suitable for the proposed use or may recommend the preparation of a Phase 2 ESA.

