



# The Municipality of Lambton Shores

## SITE PLAN APPROVAL APPLICATION FORM

1. Name and address of Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_

2. Name and address of Owner(s)  
( ) same as Applicant, or:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_

3. Name and address of Agent (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_

4. Names of any Encumbrances:

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

**\*Note – if application is submitted by an agent, proof of authorization is required.**

5. Location of subject property:

a) Street and No. \_\_\_\_\_

b) Legal Description (lot and registered plan or concession no. or Municipal address):

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

6. Does the owner have any interest in adjoining property?

( ) Yes ( ) No. If yes, describe total holdings:

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

7. Dimension of Subject Property:

a) Frontage: \_\_\_\_\_ b) Depth \_\_\_\_\_

c) Lot Area: \_\_\_\_\_

8. Land Use:

a) Existing \_\_\_\_\_

b) Proposed \_\_\_\_\_

**(Please provide full details of the proposed use. Use separate sheet if necessary)**

c) Zoning \_\_\_\_\_

d) Official Plan Designation \_\_\_\_\_

Will the development have a licensed establishment? Yes \_\_\_\_\_ No \_\_\_\_\_

**Structural information:**

9. Front Yard Depth:

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

10. Side Yard Width (each side):

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

11. Rear Yard Depth:

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

12. Gross Floor Area:

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

13. Building Height:

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

14. Number of Parking Spaces:

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

15. Number of Loading Spaces:

a) Existing: \_\_\_\_\_ b) Proposed: \_\_\_\_\_ c) Required \_\_\_\_\_

16. Other Information:

a) Attach site plan showing items listed in instruction guide.

b) Will the project require new or improved municipal servicing (ex. sewer/water connections, street access)? Yes (*List Below*) \_\_\_ No \_\_\_

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

**17. If this application is for a designated smoking area:**

a) Is the area to be designated for smoking included in the liquor licensed area or will it be additional to the liquor licensed area? Yes \_\_\_ No \_\_\_

**\*\*NOTE\*\*** The area(s) designated for smoking may be subject to a review by the County of Lambton and/or the Fire Marshall's Office.

17. Declaration:

I/we solemnly declare that all the statements contained in this application and provided by me/us are true and I/we 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.

Declared before me at the \_\_\_\_\_

Of \_\_\_\_\_ in the \_\_\_\_\_

Of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant/Encumbrance

## **SITE PLAN APPROVAL PROCEDURE GUIDE**

### **1.0 INTRODUCTION.**

- 1.1 The Corporation of the Municipality of Lambton Shores is authorized to require all development within Municipal boundaries to receive Site Plan approval with the exception of single and semi-detached dwellings, duplexes, farm buildings and uses accessory to these structures. This authority is pursuant to Section 41 of the Planning Act, 1990, as amended, and to the Site Plan Control By-law adopted by the Municipality of Lambton Shores in December of 2001.

Site Plan agreements are used as a mechanism for the municipality and abutting property owners to ensure the development is constructed as proposed by the site plan, and to address problems or issues that may be created or already exist with respect to a specific property or issue of incompatibility that may arise between different zones which may abut this specific property. As a result, the Municipality may require the preparation of a detailed drainage plan from an Engineer, or a buffering or landscaping plan to address municipally wide concerns with aesthetics. The costs of the preparation of these plans are the responsibility of the property owner developing the property.

- 1.2 Persons proposing any development that is subject to Site Plan approval must complete the application form accompanying this guide and prepare a site plan drawing in accordance with this guide prior to the development proceeding.
- 1.3 The Municipality of Lambton Shores is required to approve all site plans prior to any development permit being issued for the proposal.

### **2.0 THE APPLICATION.**

- 2.1 The application form and draft site plan are to be submitted to the Municipality of Lambton Shores Municipal Office, 19 Ann Street, Forest.
- 2.2 The application must be completed and signed by the property owner(s) or authorized agent. Where an application is being made by the agent, written authorization from the property owner must accompany the application.
- 2.3 If it is the opinion of the Clerk of the Municipality of Lambton Shores that the application (including the form and/or plans) is incomplete, it will be returned to the applicant for completion, correction, or clarification prior to processing. The reason for this requirement is to ensure that municipal staff has adequate information on which to base their comments. This generally helps to avoid any undue delay in the approval process.

### **3.0 APPLICATION FEE**

- 3.1 The application must be accompanied by the application fee set by the Municipality. The purpose of the fee is to recover part of the administrative costs involved in processing applications. The current fee for a site plan is \$400.00 and for a site plan amendment is \$200.00.

- 3.2 The applicant may be required to provide a deposit in the amount of \$ 3,000.00 if, in the opinion of the Municipality, a detailed engineering review by the Municipality's Engineer, or a legal opinion from the Municipal solicitor is necessary. A lesser fee may be requested for minor developments.
- 3.3 The fee may be paid in cash, or by cheque or money order payable to the Municipality of Lambton Shores.

An application will not be deemed complete unless the relevant fees have been paid.

#### **4.0 SITE PLAN REQUIREMENTS.**

4.1 **\*NOTE – The Plan must be drawn to scale.** In accordance with Section 41 of the Planning Act, the site plan must indicate the following:

- a) Property dimensions and street lines (abutting streets should be named);
- b) Total area of the property;
- c) Location, dimension and size (number of units, storeys, floor area, etc.) of all existing and proposed main and accessory buildings and structures;
- d) Location and site of any open storage areas, if applicable;
- e) Dimension of front, side and rear yards;
- f) Landscaping and other natural or man-made features (easements, railways, pipelines, watercourses, fences and elevations, etc.) if applicable;
- g) Laneways, off-street parking and loading facilities and access thereto including the dimension of spaces and aisles and surface treatment;
- h) If required, road widenings and facilities to provide access to and from the land such as access ramps and curbing, and traffic direction signs;
- i) Walkways, and walkway ramps, including surfacing thereof, and all other means of pedestrian access;
- j) If required, facilities for the lighting, including floodlighting, of the land or of any buildings or structures;
- k) If required, vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
- l) If required, outside designated smoking area(s).
- m) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
- n) Scale of site plan and north symbol.
- o) Location of a septic systems, sewer lines and water lines.

**\*PLEASE NOTE – The site plan map, along with the agreement list all the items that are to be completed by applicant. It is important to note that only items *included* on the plan or in the agreement may be done. Nothing can be added to the property without an amendment to the existing site plan.**

A sample site plan and landscaping plan accompany this guide.

#### **5.0 PROCEDURES.**

5.1 The applicant is solely responsible for the accuracy of all information provided pursuant to these guidelines. Moreover, it is the sole responsibility of the applicant to fill in all the particulars required and to supply all plans necessary to submit a complete application.

5.2 The average process time will be from 3 to 4 weeks. The timing depends on the amount of detail provided by the applicant with the application form, and the complexity of the application. Large scale developments that require an Engineers' review will take more time.

5.3 Circulation.

Following official receipt of the completed application, the Clerk will circulate the application and plans to staff members in order to obtain information and recommendations.

5.4 Site Plan Meeting.

Depending upon the scale of the proposal and the level of complexity associated with the development, the Municipality may arrange a meeting of the applicant and municipal staff. Staff members may identify concerns and request that the applicant modify the site plan to address these matters before the application is finally submitted for approval

5.5 Decision of Council.

Routine Site Plan approvals can be handled administratively, however, Council may request that Site Plans be presented to them for consideration and approval. As a result, the time for approval may be lengthened. If the application is to be reviewed by Council, the Municipal staff will prepare a report recommending approval, modification or refusal of the application.

5.6 Letter of Credit

The Site Plan agreement assigns the financial responsibility to the owner, should the development not meet the specifications of the site plan. The Municipality may require the applicant to provide a standard irrevocable letter of credit from a chartered bank or other financial institution acceptable to the Municipality. Usually, the Municipality requires the letter of credit to be in the amount of 100% of the cost of the services to be installed.

5.7 Registration of the Site Plan Agreement.

Once the parties agree to the terms of the agreement, and the agreement has been signed by all parties, the applicant will be required to register the agreement to the Registry Office in Sarnia on the title of the subject lands. Once a registered copy of the document is received by the Clerk, a permit can be issued and development may begin.

5.8 Appeals to the Ontario Municipal Board.

Applicants are advised that Subsection 41 (12) of the Planning Act contains provisions dealing with the right of the applicant to appeal site plan approval decisions to the Ontario Municipal Board. Such appeals are filed directly with the Clerk of the Municipality along with a cheque in the amount of \$125.00, payable to the Treasurer of Ontario. More information about this process can be obtained if necessary.

## **6.0 ASSISTANCE.**

If you have any questions regarding the application or if you need to speak to municipal staff, please contact the Municipality of Lambton Shores at:

Correspondence should be addressed to:

Municipality of Lambton Shores  
Planning and Development Department  
19 Ann Street  
Forest, ON  
N0N 1J0

Phone (519) 786-2335 or Fax (519) 786-2135

## Schedule "B" to By-Law 79/2011

### Planning Fees

#### Committee of Adjustment Applications:

1.	Minor Variances	\$ 675.00
2.	Consents – per lot created	\$ 675.00
3.	Consents – re-application fee per lot for lapsed consents	\$ 300.00
4.	Deed stamping – per lot	\$ 300.00
5.	Right of way – creation	\$ 250.00
6.	Recirculation of Application - Applicant Deferral	\$ 100.00

#### Official Plan:

7.	Official Plan Amendment	\$ 2,250.00
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#### Zoning:

8.	Zone Amendment	\$ 1,200.00
9.	Zoning Compliance Letter	\$ 50.00
10.	Zoning Report	\$ 75.00
11.	Remove "H" Holding designation	\$ 250.00

#### Site Plan:

12.	Site Plan Agreement Application - total estimated project costs valued at less than \$ 50,000.00	\$ 600.00
13.	Site Plan Agreement Application – total estimated project costs valued at over \$ 50,000.00	\$ 1,250.00
14.	Site Plan Agreement Application – total estimated project costs valued at over \$ 100,000.00	\$ 1,500.00
15.	Site Plan Agreement Amendment	\$ 400.00

#### Subdivision/Condominiums:

16.	Draft Plan of Subdivision/Condominium Application Fee (less than 10 lots)	\$ 3,500.00
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|-----|--|---------------------------|
| 17. | Draft Plan of Subdivision/Condominium<br>Application Fee (more than 10 lots) | \$ 4,000.00               |
| 18. | Subdivision/Severance Agreement preparation<br>Fee                           | 2% of the servicing costs |
| 19. | Initial Deposit required - peer review and site inspection expenses          |                           |
|     | a. Site plans – estimated project costs under \$ 50,000.00                   | \$ 2,000.00               |
|     | b. Site plans – estimated project costs over \$ 50,000.00                    | \$ 4,000.00               |
|     | c. Plans of Subdivision and Condominium                                      | \$ 5,000.00               |

NOTE: Additional deposits of 3,000.00 may be required if initial deposit does not cover the cost incurred

- |     |   |           |
|-----|---|-----------|
| 20. | Draft Plan Approval – extension of<br>Completion Date | \$ 500.00 |
| 21. | Re-circulation of a Draft Plan of Subdivision         | \$ 500.00 |
| 22. | Subdivision Release letter                            | \$ 25.00  |

#### **Planning Deposits - General**

- |     |   |   |
|-----|---|---|
| 23. | Legal Fees for Registration of documents    | \$ 400.00   |
| 24. | Security for as-constructed drawings        | \$ 1,500.00   |
| 25. | Security Deposit – installation of services | 100% of the cost of services<br>(minimum fee \$ 750.00) |

#### **Property Information**

- |     |   |          |
|-----|---|----------|
| 26. | Written responses to property and zoning<br>Inquiries | \$ 20.00 |
| 27. | Survey Compliance Letter                              | \$ 25.00 |

#### **Parkland Dedication**

- |     |  |   |
|-----|--|---|
| 28. | As per the Planning Act regulations (51.1) | 5% of the value of the land the<br>day before the approval is granted |
|-----|--|---|

#### **Miscellaneous**

- |     |                |                                 |
|-----|----------------|---------------------------------|
| 29. | Deeming By-law | \$ 400.00 includes registration |
|-----|----------------|---------------------------------|