



# Instructions for Site Plan Approval Application

PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE

If you require this form in an alternative format, please contact Lambton Shores at [planning@lambtonshores.ca](mailto:planning@lambtonshores.ca) or 519-243-1400 / 1-866-943-1400 Ext. 8410.

## BACKGROUND INFORMATION

This process pertains to an application for site plan approval pursuant to Section 41 of the *Planning Act*. Prior to the Municipality processing the application, it is required that a copy of the attached application form be completed including three (3) paper copies of the site plan submission package or one (1) electronic copy, detailing the requirements of Section 15 of this application and the processing fee, as per the Municipality's Fees and Charges By-law. Please also note this includes all drawings, drawn to scale, that form part of the application.

Please note:

- The application must be completed in metric units.
- The site plan must be prepared by a qualified professional such as a civil engineer, architect, planner, landscape architect or land surveyor.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information, studies and/or reports may be required by the Municipality prior to approval being granted. The Municipality reserves the right to determine what information is necessary in order to properly process an application.
- Any external consultants' costs that the municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on page 3 of this application.

## APPLICATION SUBMISSION

Please submit the application and fee(s) to:

Planning and Development Services  
Municipality of Lambton Shores  
9575 Port Franks Road  
Forest, ON N0N 1J0

Will Nywening, Planner  
519-243-1400 Ext. 8512  
Email: [wnywening@lambtonshores.ca](mailto:wnywening@lambtonshores.ca)

Ken Bulgin, Planner  
519-243-1400 Ext. 8311  
Email: [kbulgin@lambtonshores.ca](mailto:kbulgin@lambtonshores.ca)

## APPLICATION PROCESS

Step 1	<b>Consult with Planning Staff:</b> Applicants are encouraged to meet with staff prior to submitting an application.
Step 2	<b>Application submission:</b> Complete the attached application form and include the required site plan drawings and processing fee(s).
Step 3	<b>Complete application accepted:</b> The file is opened and timelines for processing are established.
Step 4	<b>Application Circulation:</b> The application is circulated to outside agencies and staff for review and comment.

Step 5	<b>Evaluation:</b> Staff undertakes an evaluation of the application using the relevant planning policy documents and the Comprehensive Zoning By-law. A site plan agreement is also prepared which stipulates the terms of the development of the subject land. The applicant is advised of any recommended changes. If the applicant disagrees with any of staff’s recommendations, the proposal is forwarded to Municipal Council for consideration.
Step 6	<b>Consideration before Municipal Council:</b> Upon the completion of satisfactory site plan drawings and associated site plan agreement, the implementing by-law is forwarded to Municipal Council for consideration of approval.
Step 7	<b>Agreement Registration:</b> Once the applicant or authorized agent has signed the site plan agreement, your solicitor is required to register the agreement against the title of the subject property.
Step 8	<b>Building Permit:</b> Upon receipt of written confirmation of the registration of the agreement, the Municipality’s Chief Building Official will be in a position to issue a building permit to commence the proposal, pending the approval of building plans and the payment of various fees; including but not limited to site plan security, development charges and building permit fees.

APPEAL TO THE ONTARIO LAND TRIBUNAL

The applicant has the right to appeal Municipal Council’s decision to the Ontario Land Tribunal (OLT) if the Municipality fails to approve the Site Plan within 30 days after being submitted or if the Municipality has imposed a Site Plan requirement that the applicant finds unreasonable. The appeal must be filed with the Clerk of the Municipality. An appeal must be accompanied by the required forms, downloadable from the OLT website (<https://olt.gov.on.ca/>), including the prescribed fee. The Municipal Clerk will then prepare an appeal package and forward it to the OLT. The OLT will schedule a hearing and give written notice of the time and date in advance of the hearing. The decision of the OLT is considered final. There are no third-party appeal rights in respect of site plan approval.



# Site Plan Approval

PURSUANT TO SECTION 41 OF THE *PLANNING ACT*

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

1. Applicant information		
Registered owner(s) of the subject land		
Name:		
Address:		
Town:	Postal Code:	
Phone:	Cell:	
Fax:	Email:	
Authorized agent (authorized by the owner to file the application, if applicable)		
Name:		
Address:		
Town:	Postal Code:	
Phone:	Cell:	
Fax:	Email:	

2. The date of the application:		
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3. Current Official Plan land use designation:		
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4. Current Zoning:		
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5. Description of subject land		
Geographic Township:	Concession(s):	Lot(s):
Registered Plan:	Lot(s):	
Reference Plan:	Part(s):	
Street Address:	Municipal Roll Number:	

6. Are there any easements or restrictive covenants affecting the subject land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide a description of each easement or covenant and its effect?		

7. Dimensions of subject land (in metric units)		
Frontage:	Depth:	Area:

8. Please indicate whether there are any buildings or structures on the subject land?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please indicate the type of buildings and structures that currently exist on the subject land, the existing use, and whether the building or structure is to be retained or removed:			
Type of Building/Structure	Existing Uses	Retained	Removed
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

9. Please indicate the type of buildings and structures that are being proposed (including additions to existing buildings or structures) and the proposed use?	
Type of Building/Structure	Proposed Use

10. Access to subject land	
Provincial Highway:	County Road:
Municipal Road:	Other Public Road:
Right of Way:	Water:

11. Water Supply: Water supply will be provided via?			
<input type="checkbox"/>	publicly owned and operated piped water system	<input type="checkbox"/>	lake or other water body
<input type="checkbox"/>	privately owned well or communal well	<input type="checkbox"/>	other (please specify) _____

12. Sewage Disposal: Sewage disposal will be provided via?			
<input type="checkbox"/>	publicly owned and operated sanitary sewage system	<input type="checkbox"/>	privy
<input type="checkbox"/>	privately owned individual or communal septic system	<input type="checkbox"/>	other (please specify) _____

13. Storm Drainage: Storm drainage will be provided via?			
<input type="checkbox"/>	storm sewers	<input type="checkbox"/>	swales
<input type="checkbox"/>	municipal drainage ditches	<input type="checkbox"/>	other (please specify) _____

14. Is the subject land the subject of:		
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
A Minister’s zoning order under the <i>Planning Act</i> ? *If yes, provide the following: Reg. No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Minor Variance under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>

15. This application must be accompanied by three (3) copies of the complete site plan submission package or one (1) electronic copy. Failure to supply this information will result in a delay in processing the application. Please fill out the Checklist below, Schedule 1, to ensure you have included all the required information.
The site plan must be complete, accurately drawn to scale and prepared by a civil engineer, architect, landscape architect, land surveyor or similar design professional.

MUNICIPAL COSTS	
Please be advised that the municipality may incur expenses associated with obtaining outside legal/engineering/planning review/assistance from its consultants, relating to your application. Any expenses that the municipality incurs in this regard will be forwarded to you, the applicant, for payment.	
I, _____, (the applicant) acknowledge that I will pay all legal/engineering/planning expenses the municipality incurs as outlined above.	
Signature	Date

<b>AGENT AUTHORIZATION</b> (* Please complete for an agent to act on behalf of the owner of the subject land.)	
I , _____ , being the owner of the property described in Section 1 of <div>(Name)</div>	
this application for Site Plan Approval, hereby authorize _____ <div>(Agent)</div>	
to act as my agent in matters related to this application for Site Plan Approval.	
Dated this _____ day of _____ 20 _____	
_____ Owner	

<b>STATUTORY DECLARATION</b>	
I , _____ of the _____ <div>(Name)</div> <div>(Name of City, Town, Township, Municipality, etc.)</div>	
in the _____ <div>(Name of County, Region or District)</div>	
SOLEMNLY DECLARE THAT The information provided in this application is true. AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.	
Declared before me at the _____ of _____ in the _____ _____ this _____ day of _____ 20 _____	
A Commissioner of Oaths	Applicant or Authorized Agent*

## Schedule 1: Site Plan Control Checklist

This checklist is provided to assist applicants applying for Site Plan Control approval. Before submitting an application for Site Plan approval, please make sure that all questions on this checklist are checked "Yes". If not, the application is not complete and will not be processed. For additional detailed information, please contact Planning and Development Services.

Yes	No	
		1. Are all sections of the Site Plan Control application form filled in?
		2. Have three (3) paper copies or one (1) electronic copy of the Site Plan been provided?
		3. Have three (3) paper copies or one (1) electronic copy of the building plan been provided?
		4. Does the full size site plan have a scale? If the scale is in metric measurement is it: 1:200, 1:250, 1:300, 1:400, 1:500 If the scale is in imperial measurement is it: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50'
		5. Does the site plan have a North arrow?
		6. Does the site plan have a key map showing the location and extent of the subject property?
		7. Does the site plan have a title block showing the name of the firm or person who prepared the plan?
		8. Does the site plan show the property limits and dimensions of the subject property?
		9. Does the site plan show the location of all existing buildings on the subject property?
		10. Does the site plan show all natural features such as trees, water courses, drainage ditches, etc.?
		11. Does the site plan show all existing utilities and engineering services (ie: water, hydro, sanitary sewer, storm sewer)?
		12. Does the site plan show all proposed buildings on the subject property?
		13. Does the site plan show all dimensions (height, use and size) of the proposed buildings?