



SITE PLAN CONTROL APPLICATION

COMPLETENESS OF THIS APPLICATION

Consultation with the Township staff is **mandatory** prior to submission of this application.

The applicant shall pay the Township of Wellesley the **prescribed, non-refundable pre-submission consultation meeting fee of \$100.00**, payable to the Township of Wellesley, prior to the pre-submission consultation meeting.

Applications must be accompanied by the submission requirements in order to be considered complete. **This application will not be accepted in the absence of a Formal Record of Pre-Submission Consultation** issued by the Township of Wellesley. Through the Pre-Submission Consultation, other information and materials (e.g. technical information or reports) may be required to assist the Township, other agencies in their planning evaluation of the proposed **Site Plan**.

This application will not be considered complete in the absence of any material specified in the Record of Pre-Submission Consultation. **Incomplete applications will not be processed** until all information is provided. If the information, including copies of the required plans and the applicable fees are not provided, the Township may return the application or refuse to give the application further consideration until receipt of all the required information and fees have been provided.

DEPOSIT/FEE

The completed **Site Plan Control** application must be accompanied by the prescribed deposit of **\$3,000.00** (\$1,500.00 to be deducted for Administration & Planning Fees, \$500.00 to be deducted for each subsequent round of revisions, \$100.00 for certificate of compliance) payable to the Township of Wellesley.

The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application – including but not necessarily limited to engineering and legal expenses).

Please note the application will not be accepted for processing until the fee is received.



SITE PLAN CONTROL APPLICATION PROCESS

An application for a Site Plan Control Agreement generally requires **approximately six (6) weeks to three (3) months** to complete. The following is provided as a general outline of the steps involved in the approval of a proposed Site Plan:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. Within **thirty (30) days** of the receipt of an application, the applicant **will be notified in writing**, whether the application is considered “complete”.
2. Within **fifteen (15) days** of the application being deemed complete, a “Notice of Application” will be circulated to the prescribed agencies for comment – including the Township’s consulting engineer. Any major issues arising from this circulation will be brought to the attention of the applicant for review and appropriate action.
3. Circulated agencies will provide the Township with written comments identifying their concerns. The Township will circulate those comments to the applicant/agent.
4. Following the resolution of any issues that may arise, a Township staff will prepare an Approval Letter including all required Conditions of Approval. **A Letter of Credit may be required to ensure the works are completed.**
5. The Approval Letter will be circulated to Township’s consulting lawyer, who will finalize the Site Plan Control Agreement. The agreement shall be signed by the applicant and by the Township to be registered on title. **Only after the registration of the agreement and receipt of the Letter of Credit shall building permits be issued.**

CATEGORIES OF SITE PLAN CONTROL APPLICATIONS

Full Site Plan:

A Full Site Plan Control process is undertaken where no previous development or site plan agreement has existed on a site (vacant land). Similarly, any major redevelopment project, which requires a “Letter of Credit”, is to be processed as a full site plan.

Stamp Plan:

A Stamp Plan process is undertaken where a building or development already exists on a property, but no previous Site Plan Control Agreement is in place.

Minor Revision:

Where a Section 41 Site Plan Control Agreement is currently in place, and the owner wishes to make a change or alteration to that Site Plan Control Agreement (ie: further development on the property) they must apply for a Site Plan Revision.



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4639 Lobsinger Line, St. Clements, ON, N0B 2M0
Office: 519.699.4611 | Fax: 519.699.4540

OFFICE USE ONLY		
Application #: SPC	Date application and deposit received:	
Was there a pre-submission meeting with staff? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Pre-Submission Meeting:	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Application was deemed to be complete:	
TO BE COMPLETED BY APPLICANT (Please type or print neatly in blue or black ink)		
CONTACT INFORMATION		
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT Personal Information on this form is collected under authority of <i>The Planning Act</i> and will be used to process this application		
All correspondence will be directed to the Agent (if any), unless otherwise requested.		
Registered Owner		
Name:		
Principal of Company (if Owner is a Company)		
Mailing Address:		
Phone	Ext.	Fax:
Email:		
Agent (If other than the registered owner)		
Name/Primary Contact Person:		
Mailing Address:		
Phone	Ext.	Fax:
Email:		
All persons or institutions who have any mortgage charge or encumbrance on the property		
Name:		
Mailing Address:		
SUBJECT PROPERTY		
Municipal Address:		
Legal Description:		
Lot Area:	Frontage:	Depth:
Are there any existing easements or restrictive covenants affecting the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know		
If YES, provide plan/legal documentation if applicable.		



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PLANNING INFORMATION	
<p>Identify the current Township Official Plan Designation(s) for the subject property:</p> <p>Does the proposal comply with the Official Plan Designation(s) for the subject property?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, provide further details:</p>	
<p>Identify the current zoning for the subject property:</p> <p>Does the proposal comply with the zoning for the subject property?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, provide further details:</p>	
<p>Are there any other applications being submitted concurrently with the Site Plan Control application (such as Official Plan Amendment, Zoning By-law Amendment, Consent, etc.?)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, provide the application no.:</p>	
OTHER APPLICATIONS	
<p>Has the subject land ever been the subject of an application under the Planning Act for approval of a plan of subdivision, consent, minor variance, site plan approval, plan of condominium, official plan or zoning by-law amendment application?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, provide the file number and status of each application:</p>	
CURRENT AND PROPOSED LAND USE	
<p>Current use of the land:</p> <p>Is demolition required? Please specify:</p>	<p>Proposed use of the land:</p>



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SERVICES	
Sewage Disposal	Water Supply
✓ <i>Service Type</i>	✓ <i>Service Type</i>
Publicly owned and operated piped sewage system	Publicly owned and operated water system
Privately owned and operated individual septic system(s)	Privately owned and operated individual well(s)
Other (describe):	Other (describe):
Do not know	Do not know
Stormwater Drainage	
✓ <i>Service Type</i>	✓ <i>Service Type</i>
Sewers	Provincial Highway
Ditches or Swales	Regional Road
SWM Pond	Township Road
Infiltration Trenches	Water
Other (describe):	Other (describe):
Do not know	Do not know
BUILDING ANALYSIS FORM	
Existing Building Area (sq. m) (Building area = foot print of building):	
New Building Area (sq. m):	Total Building Area (sq. m):
Gross Area (sq. m) (Gross area = all floor area above grade):	
Number of Storeys/partial storeys:	
Basement <input type="checkbox"/> YES <input type="checkbox"/> NO	
Area (sq. m):	
Multiple Suites? Explain:	
No. of streets/access routes:	
Hazardous Substances to be stored within building? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, provide details:	
Excluding non-commercial uses (such as propane BBQ's in a residential setting), is the sale, use, handling and/or storage of propane anticipated for the subject property? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please provide a description of the activities and proposed storage amount.	



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REGION MUNICIPALITY OF WATERLOO ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE				
This form must be completed by the property owner(s) for all development applications submitted to the Township of Wellesley on behalf of the Regional Municipality of Waterloo.				
1.	What are the current uses of the property?			
2.	Was the subject property ever used for industrial purposes? If yes , please describe approximate dates and types of industry:	Y	N	Uncertain
3.	Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)? If yes , please describe approximate dates and types of commercial activity:	Y	N	Uncertain
4a.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?	Y	N	Uncertain
4b.	If yes , when? Please provide description of waste materials:	Y	N	Uncertain
5.	Have hazardous materials ever been stored or generated on the property (e.g. have HWIN registration or other permits been required)? If yes , please summarize details:	Y	N	Uncertain
6.	Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? If yes , please describe the nature of the suspected contamination:	Y	N	Uncertain
7.	Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?	Y	N	Uncertain



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8.	Are there or were there ever any aboveground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize details:	Y	N	Uncertain
9.	Does this property have or has it ever had a water supply well, monitoring well, and/or geothermal well? If yes, please provide details:	Y	N	Uncertain
10.	Does the property use or has it ever used a septic system?	Y	N	Uncertain
11.	Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II Environmental Site Assessment, Risk Assessment, Record of Site Condition or Certificate of Property Use? If yes, please provide details:	Y	N	Uncertain
12.	Will lands be dedicated to the Region of Waterloo as part of this application (including road allowances, daylight triangles?)	Y	N	Uncertain

PLEASE REVIEW CHECKLIST ON THE FOLLOWING PAGE



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SUBMISSION CHECKLIST (please retain for your own information)

Formal Record of Pre-Submission Consultation issued by the Township of Wellesley

Deposit:

- \$3,000.00 – payable to the Township of Wellesley
 - The following to be deducted from deposit:
 - o Administration & Planning Fees: \$1,500.00 min
 - o Revisions: \$500.00 (if necessary)

The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application – including but not necessarily limited to engineering and legal expenses).

Application:

- The original of the completed and signed application form;
- The signed Record of Pre-Submission Consultation;
- Hard copies of all information and materials (including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation;
- Electronic copies (.pdf) of all information and materials (including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation.

THE RECORD OF PRE-SUBMISSION WILL INDICATE HOW MANY COPIES ARE REQUIRED.

Note:

- Where possible, application forms should be submitted in person to the Planning Dept. at the Township of Wellesley, 4639 Lobsinger Line, St. Clements, ON, N0B 2M0. This will allow the application to be reviewed with staff to identify any possible issues or further information required, therefore avoiding unnecessary delays during processing.
- This is YOUR application - make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff are available for consultation, but are not permitted to complete the form.

ACKNOWLEDGEMENT

I/We understand that receipt of this application by the Township of Wellesley does **not** guarantee it to be a ‘complete’ application. Further review of the application will be undertaken and I/We may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application deposit will be deposited and the application will go forward to the next possible Committee of Adjustment meeting.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Agent	Date
Signature of Owner/Agent	Date



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AFFIDAVIT
(to be completed in person in the presence of a Commissioner of Oaths)

I/We, _____ of _____ in the
Name City/Township
County/Regional Municipality of _____, solemnly declare that all of
the above statements contained in the 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*.

Signature of Applicant(s)

Declared before me at the
_____ in the County/Regional Municipality of
City/Township
_____ this _____ day of _____, 20____
Commissioner of Oaths

AUTHORIZATION

If this application is being made by an agent/solicitor on behalf of the property owner, the following
authorization must be completed:
I/We _____ hereby authorize _____
Name of owner(s) Name of agent
to act on my/our behalf in regard to the above application.

Signature of Owner(s)

Grand River Conservation Authority (GRCA)
The GRCA has implemented user fees for review of development applications. In this regard, you may
be assessed a plan review fee if the property to which your application applies is within the GRCA's
area of interest
Please contact the GRCA for more information if required, toll-free at 1-866-900-4722.