



Township of Wellesley

4639 Lobsinger Line, St. Clements, ON, N0B 2M0

Office: 519.699.4611 | Fax: 519.699.4540

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 \$160.00**, 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.

FEE

The completed **Site Plan Control** application must be accompanied by the prescribed Fee of **\$5,000.00** for major site plans and **\$2,500.00** for minor site plans payable to the Township of Wellesley. The application will not be accepted until the fee is received.

The Region of Waterloo charges an **\$805.00** fee for the review of site plans that require a Regional response which will be determined at the time of Pre-Submission review. A separate cheque payable to the Regional Municipality of Waterloo is required at the time of submission of this application.

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 advertising, engineering, administrative and legal expenses. These expenses will be billed to the applicant and must be paid prior to final approval and registration of the site plan agreement.



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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.

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.



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 deemed 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:		



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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		
Name:		
Mailing Address:		
SUBJECT PROPERTY		
Municipal Address:		
Legal Description:		
Lot Area:	Lot Frontage/Width:	Lot Depth:
Are there any existing easements or restrictive covenants affecting the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No (provide explanation) <input type="checkbox"/> Do not know If yes, please provide plan/legal documentation, if applicable.		



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PLANNING INFORMATION

What is the current Township Official Plan Designation(s) for the subject property:

Does the proposal comply with the Official Plan Designation(s) for the subject property?

- Yes
- No (provide explanation)

What is the current zoning for the subject:

Does the proposal comply with the zoning for the subject property?

- Yes
- No (provide explanation)

Are there any other applications being submitted concurrently with the Site Plan Control application (such as Official Plan Amendment, Zoning By-law Amendment, Consents, etc)?

- Yes (provide application number)
- No

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?

- Yes (provide file number and status of each application)
- No



CURRENT AND PROPOSED LAND USE	
Current use of the land:	Proposed use of the land:
Is demolition required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SERVICES	
Water Supply Check appropriate box:	<input type="checkbox"/> Municipal <input type="checkbox"/> Private well <input type="checkbox"/> Other Explain:
Sewage Disposal Check appropriate box:	<input type="checkbox"/> Municipal <input type="checkbox"/> Private septic system <input type="checkbox"/> Other Explain:
Stormwater Drainage Check appropriate box:	<input type="checkbox"/> Sewers <input type="checkbox"/> Ditches or Swales <input type="checkbox"/> SWM Pond <input type="checkbox"/> Infiltration Trenches <input type="checkbox"/> Other Explain:
Road Access Check appropriate box:	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Regional Road <input type="checkbox"/> Township Road <input type="checkbox"/> Other Explain:



BUILDING ANALYSIS FORM
Existing Building Area (footprint of building) sq. m:
New Building Area sq. m:
Total Building Area sq. m:
Gross Floor Area (all floor areas above grade) sq.m:
Number of storeys/partial storeys:
Basement <input type="checkbox"/> Yes (if yes, how many sq. m.) <input type="checkbox"/> No
Multiple suites? <input type="checkbox"/> Yes (provide explanation) <input type="checkbox"/> No
Number of streets/access routes:
Hazardous Substances to be stored within building <input type="checkbox"/> Yes (provide explanation) <input type="checkbox"/> No
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 (provide explanation) <input type="checkbox"/> No If yes, please provide a description of the activities and proposed storage amount.



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REGIONAL 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.	<p>Was the subject property ever used for industrial purposes?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Uncertain</p> <p>If yes, please describe approximate dates and types of industry:</p>
3.	<p>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.)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Uncertain</p> <p>If yes, please describe approximate dates and types of commercial activity:</p>
4	<p>Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Uncertain</p> <p>If yes, when and provide description of waste materials</p>
5.	<p>Have hazardous materials ever been stored or generated on the property (e.g. have HWIN registration or other permits been required)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Uncertain</p> <p>If yes, please summarize details:</p>



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6.	<p>Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please describe the nature of the suspected contamination:</p>
7.	<p>Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p>
8.	<p>Are there or were there ever any aboveground or underground storage tanks for fuels or chemicals on the property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please summarize details:</p>
9.	<p>Does this property have or has it ever had a water supply well, monitoring well, and/or geothermal well?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please provide details:</p>
10	<p>Does the property use or has it ever used a septic system?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p>



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11	<p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p> <p>If yes, please provide details:</p>
12	<p>Will lands be dedicated to the Region of Waterloo as part of this application (including road allowances, daylight triangles?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain</p>



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SUBMISSION CHECKLIST (please retain for your own information)

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

Application Fee:

- \$5,000.00 (major) – payable to the Township of Wellesley
- \$2,500.00 (minor) – 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 advertising, engineering, administrative 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

Plan:

The Planning Act regulations require that the plans, drawings or survey be to scale and show the following information. It is very important to be as accurate as possible – **should deficiencies be found, you may be required to re-apply.**

- The boundaries and accurate dimensions of the subject land
- The size, location and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines
- The location of all driveways and parking spaces
- The location, width and name of any roads within or abutting the subject land
- Identify any natural features on subject land (trees, streams, etc.)

All measurements must be shown in metric.



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ACKNOWLEDGEMENT

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. In accordance with the provisions of the Planning Act, it is the policy of the Township of Wellesley to provide the public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I/we the owner(s)/authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

The applicant(s) has the responsibility to advise the Township of Wellesley of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that they are advised of all matters pertaining to their application.

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.

Name of Owner:	Name of Owner:
Signature:	Signature:
Date:	Date:



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	Signature of Applicant
------------------------	------------------------

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
Owner(s)
 _____ to act on my behalf in regard to the above
 application. **Agent**

Signature of Owner(s)

Name of Witness

Signature of Witness